ODILO

User Guide

14/3/22

Content

01

Introduction

1.1. Introduction

OdiloTK is the digital content platform where users will be able to borrow electronic books, audios, videos, educational pills … without having to go to the library. The platform allows for accessing the catalog and enjoying the titles from different devices: tablets, smartphones, personal computers or e-book readers compatible with Adobe DRM.

It is also possible to access the platform through the OdiloAPP mobile application, available for Android, iOS and Windows (desktop version).

02

Access and identification

2.1. Login

To access the platform and enjoy the services it offers, the users need to know their access data (username and password). Previously, the platform administrator should have indicated them what their access credentials are.

To access the platform, follow the following steps:

1. Open your web browser and insert the platform's URL.

2. Click on the **Log in button** and enter your credentials.
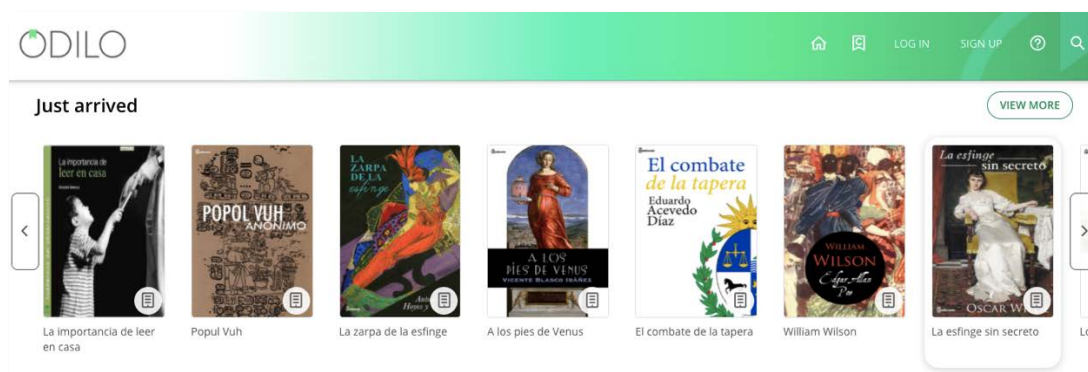
Figure 1. Log in button at the top right of the page.

3. Click on the **Log in button.** If your credentials are correct, you will enter identified on the platform and be able to perform any action in it.
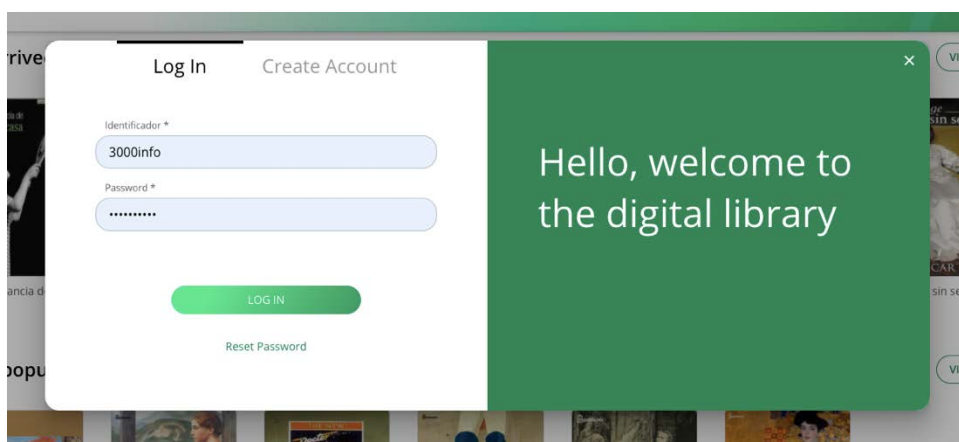
Figure 2. Modal window to insert credentials.

2.2. Sign up option

The platform has the option *of self-registration* where the users have the option to become a member of the platform if they do not have access credentials. If users want to make use of the services that the platform offers and they do not have access credentials, they can register themselves by following these steps:

1. Open your web browser and insert the platform's URL.

2. Click on the **Sign up button** and fill out the registration form.

Figure 3. New account creation form.

3. Once you have completed the form, **you will receive** an email confirming that the registration was successful.

4. Click on the **Log in button,** insert your login credentials and enjoy the options offered by the platform.

03

User Guide

3.1. First steps: discovering the platform.

When the users access the platform, they will find different sections and options.

3.1.1. Main page (home page)

The main page consists of a series of carousels showing titles of different theme and format.

At the **top of the home page,** users can find:

- **Home icon: An icon that will always be available regardless of which section** users are and is used to return to the home page.

- **Learning Experience icon: An icon that will be available if the platform has learning experiences available to the users** and serves to access the home page of those learning experiences without having to access a different URL than the platform.

- **Log in button:** A button that allows users to insert their login credentials and access the login platform.

- **Sign up button:** A button that is used to complete the registration form in case users do not have login credentials. *This button will not always be available on the home page. It will depend on whether the platform allows user registration or not.*

- **Help icon:** an icon that shows a section with different sections on how to make correct use of the platform.

- **Search** engine: As indicated by its name is the place where users can insert a search term for the platform to show them those titles that match that search term.

- **Notification icon:** An icon that will appear when users are logged in and serves to display all notifications with information available to them.

- **Icon with username or avatar – an icon** that will allow users to access the different sections of their personal area.

Figure 4. Top of the home page with the different icons and sections described above.

In the **central part of the page,** users can find:
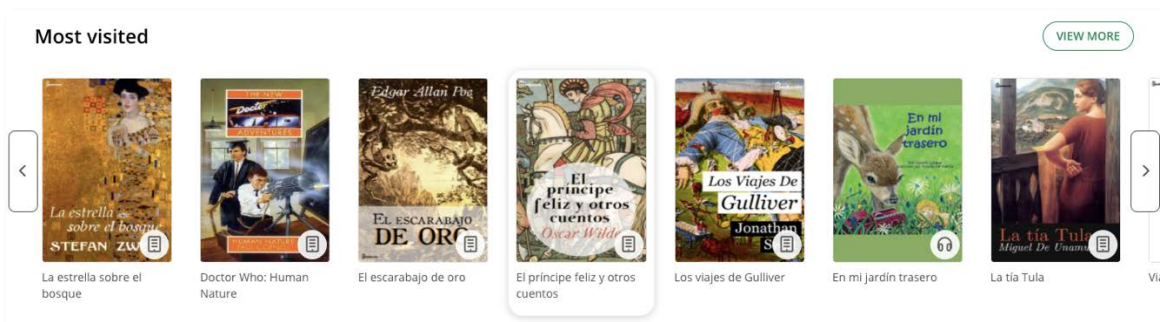
- The different carousels.

Figure 5. One of the carousels of the main page.

Figure 6. Modal window that opens when you click the cover of a title from the carousel where it is available.

At the **bottom of the page the** user can find:

- Platform information.

- Icons of different social networks.

- Icons of the different markets where the mobile app is available. *This section will only be available if the platform has mobile applications from which you can access and enjoy the catalog from your mobile device.*

Figure 7. Example of the information that appears at the bottom of the page.

3.1.2. Results page

Page where users can find the complete catalog of titles or part of the catalog according to the strategy search that has previously been performed.

At the **top of the results page,** users can find:

- **Icons** of the different title formats **returned** by the search performed.

- Icon to change how the results page titles are displayed: **list mode or grid mode.**

- A drop-down that allows you to sort search results by a particular criterion.

- **Save Search icon** that allows you to save the search performed. This icon will only be displayed when the user is identified.
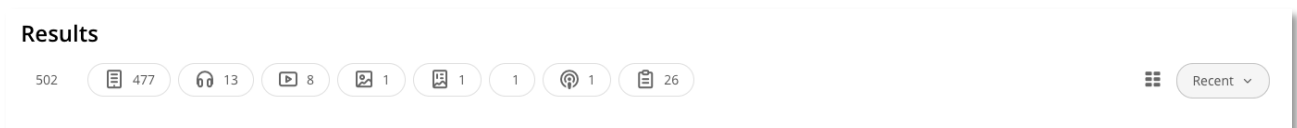

Figure 8. Icons available at the top of the results page.

In the **center part of the results page,** users can find:

- The different titles offered by the platform according to the search term performed.

At the **bottom of the results page,** users can find:

- Section to suggest new titles to add to the catalog if users can't find the titles they want to borrow.

Figure 9. Bottom section of the results page.
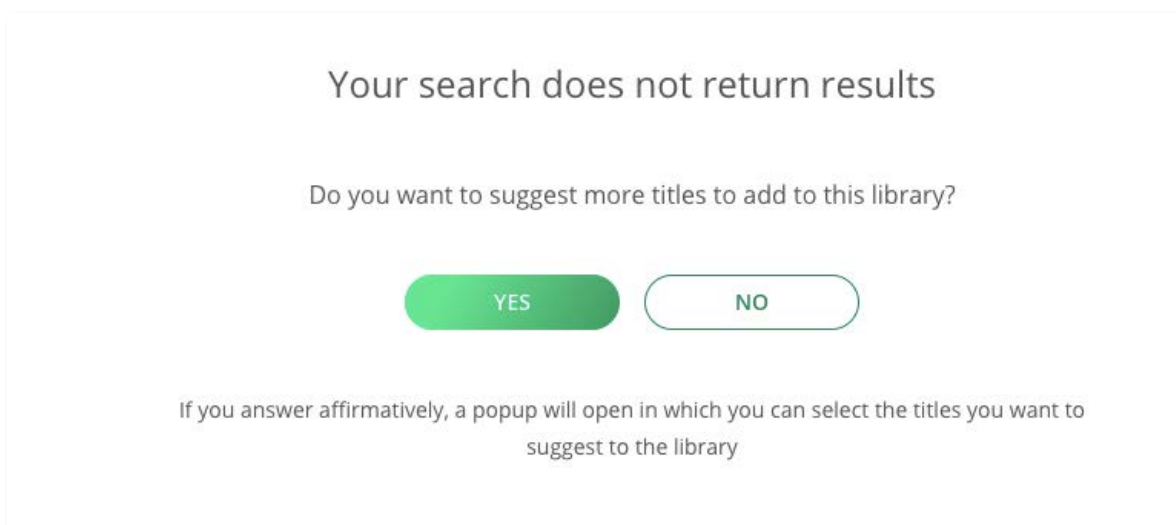
3.1.3. Item detail of a title

Section where you can find the descriptive detail of each of the titles of the platform.

At the **top of this page,** users can find:

- Title cover.

- Basic title data such as title, author, description, subject matter…

- Information about the total number of copies, number of copies available…

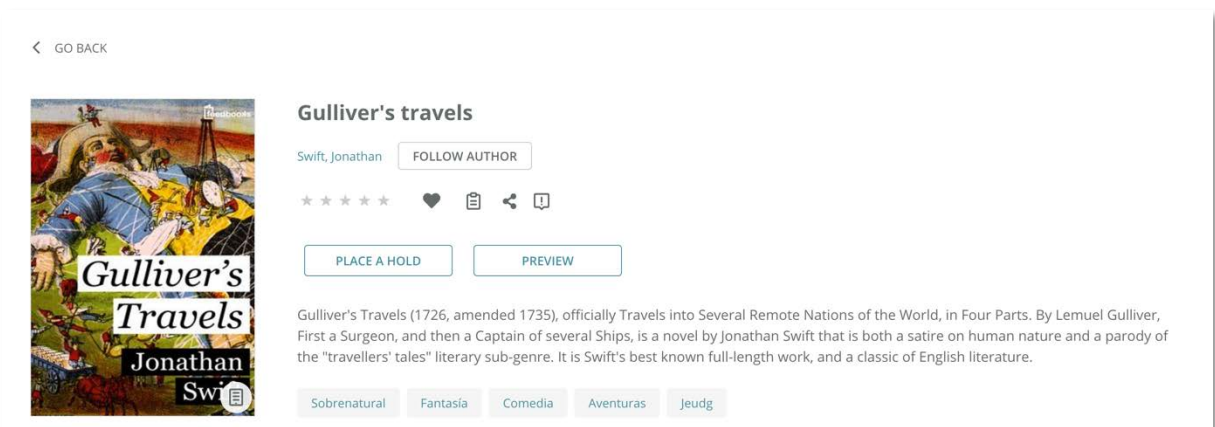- Button to start following authors.

Figure 10. Top of a title's item detail with the follow author button.

In the **middle of page,** users can find:

- Carousels with recommendations of new titles.

Figure 11. The middle part of a title's item detail.

At the **bottom of the page,** user can find:

- Average rating that has a title.

- Different reviews, comments, and opinions that a title has.

Figure 12. Ratings and reviews section.

3.1.4. Personal area

Section where users can find information regarding the different actions they perform on the platform.

Visit section 4 for details of each section of the user's personal area.

3.2. How to locate a title

The users have different methods to access the titles that they want to borrow, by:

- The different carousels existing on the main page (new, more visited, more borrowed...).

- The platform search button.

- The different search filters.

- The format filters at the top of the results page.

3.2.1. Quick search

The steps to make a quick search are:

- Go to the search button. This is located at the top right of the screen.

Figure 13. Search engine icon located in the top right.

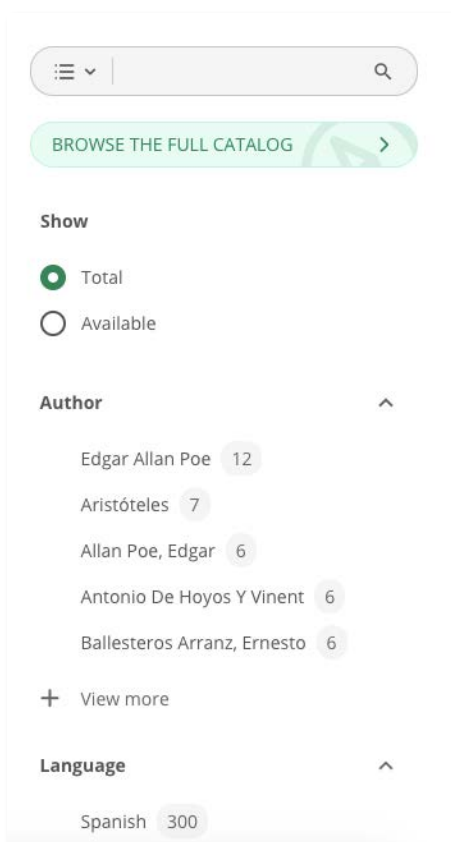- Enter the word or phrase that identifies the title you want to locate.

Figure 14. Search button section.

- As you enter the text, the search engine will show you the titles that match the word or phrase entered in the search engine. If the title you want to display is displayed in the drop-down with the options that most match the search, select it. If not, click on the magnifying glass icon and the platform will take you to the results page where it will show you all the titles that match the search terms entered.
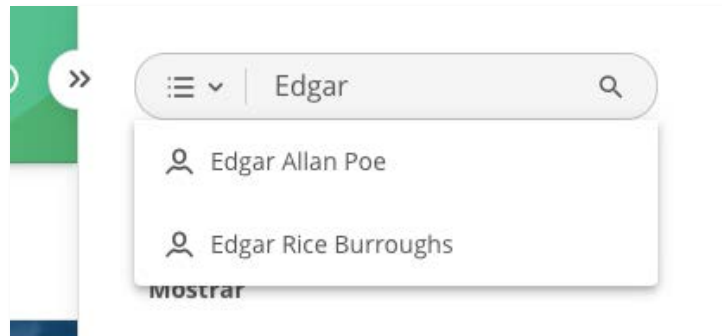
Figure 15. Drop-down with search results matches.

- If before displaying the results you want to narrow them down, use the filters shown at the bottom of the search engine.
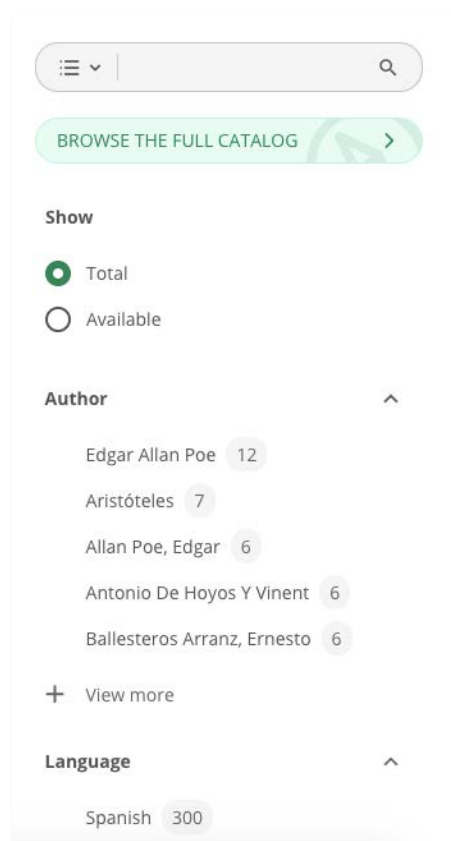

Figure 16. Search engine of the platform where you can view the different filters that will help shorten the search results.

Note: If you want to display all titles in the catalog directly, click on the *magnifying glass icon. The platform finder will open. Just below the search engine is a button called* **Browse The Full Catalog.** *Click on that button and the platform will take you to the results page where it will show you.*

Figure 17. Browse the Full Catalog button.

3.2.2. Search filters

The users can narrow the search for the title they want to borrow using the filters that the platform has:

- Enter the word or phrase that identifies the content you want to locate in the text area of the search engine. As you enter the text of the title you want to locate, the search engine will show you the results that match what you entered in the text area.
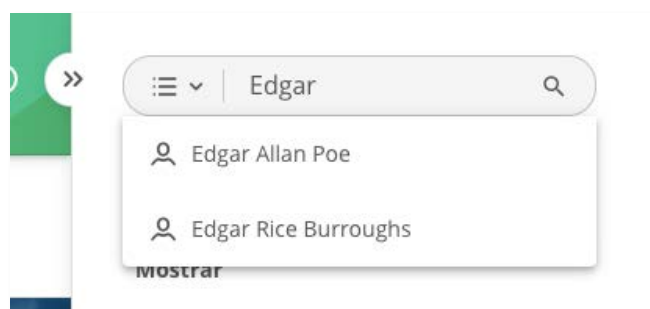

Figure 18. Drop-down with search results matches.

- Select the filter(s) you want to apply to narrow down the search results.
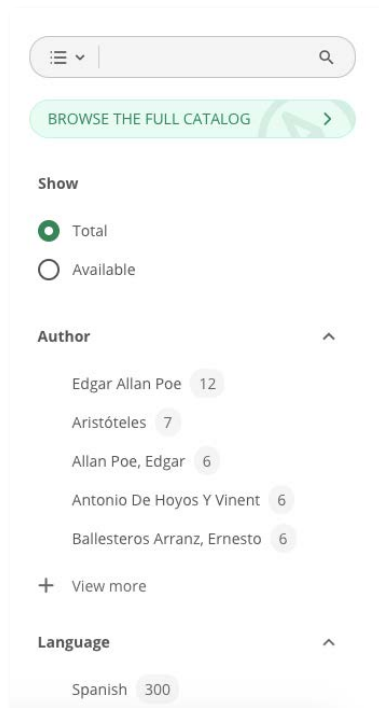
Figure 18. Different filters to narrow down the search results.

- If the results obtained do not show the desired title, you can continue to narrow down that search by using the filters on the left or by **using the title format filters** at the top of the results screen.
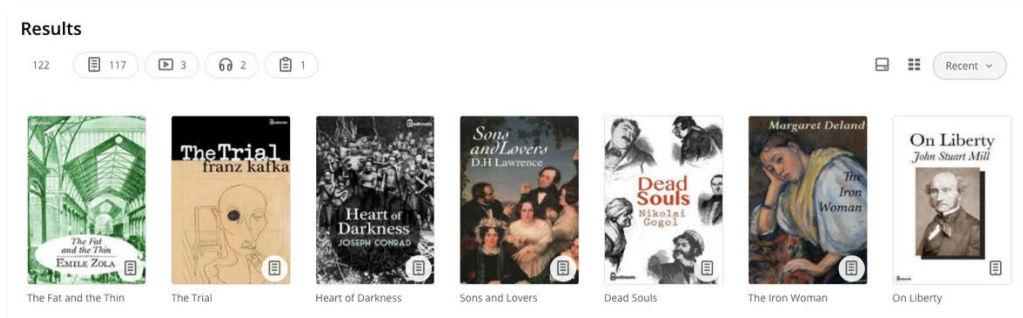

Figure 19. Section where you can see the different icons of the different title formats available on the platform.

Notes:

- *The user can add new search fields to each of the filters through the "View More…" option. New filter fields will automatically appear.*

- *If the filter fields that appear by default by pressing the "View more" option did not help narrowing down the search, they can display all available fields by clicking on the "View All" option of that filter.*

- *The user also has the option to sort the resources obtained on the results screen according to a series of fields: relevance, title (A-Z), title (Z-A), author (A-Z), author (Z-A) and year of publication.*

3.2.3. Save searches

The results page displays a **button named Save Searches** that allows you to save all searches performed except for blank searches to the user area.
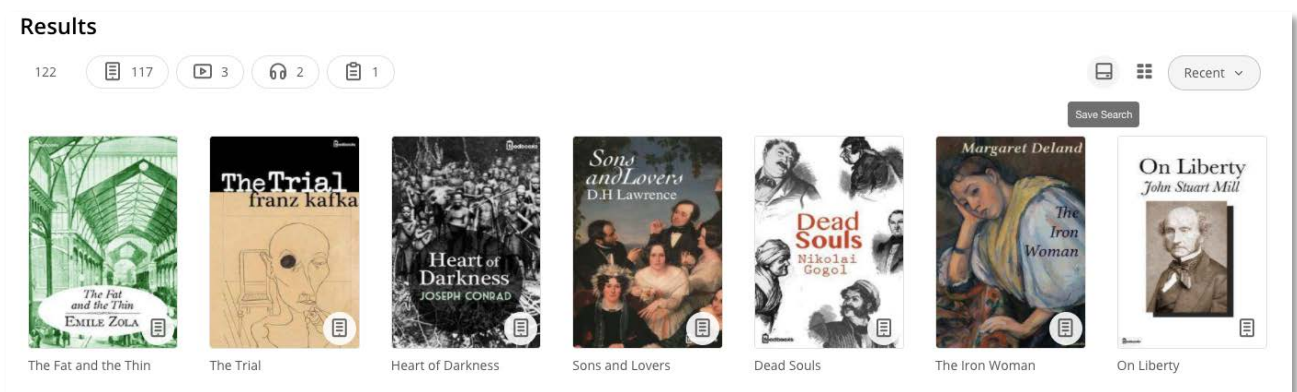

Figure 20. Section where you can see the different icons of the different title formats available on the platform.

3.2.3.1. Store automatic searches

When the user performs a search, it will be automatically stored on **the Search History menu,** under Recent Searches in the personal area. This section will always show the last 5 searches performed. Previous searches will be lost.

3.2.3.2. Store searches

In the event that the user does not want to lose the search they have just performed, they need to store it in *the Saved Searches section of the Searches menu.*

The steps you need to follow are:

1. Perform a search and filter the results using the faceted filters on the results page.

2. Tap the *Save Searches button* at the top right of the results page. This will be stored in the Saved Searches *section* of the Search History menu located in the personal area.

The user can also store searches that are saved automatically. To do this, you need to locate the automatic search and click on the save button.

3.3. How to borrow a title

The steps to borrow a title are:

1. Log into the plaftorm.

2. Perform a search and locate the title you want to borrow

3. Once located, click on it to access its description tab.

4. Click on the Borrow button. A pop-up message will appear at the bottom left indicating whether the checkout was successful.

5. Click on the read button to open the drop-down button.

Choose the reading mode:

- **If you want to download the title to your device (PC) and read it from Adobe Digital Editions, select the Download for Adobe Digital Editions option.** Remember that the title you downloaded should be opened with Adobe Digital Editions, which must have already been installed.

- **If you want to stream and view it from Nubereader, select the Read in Nubereader option.**
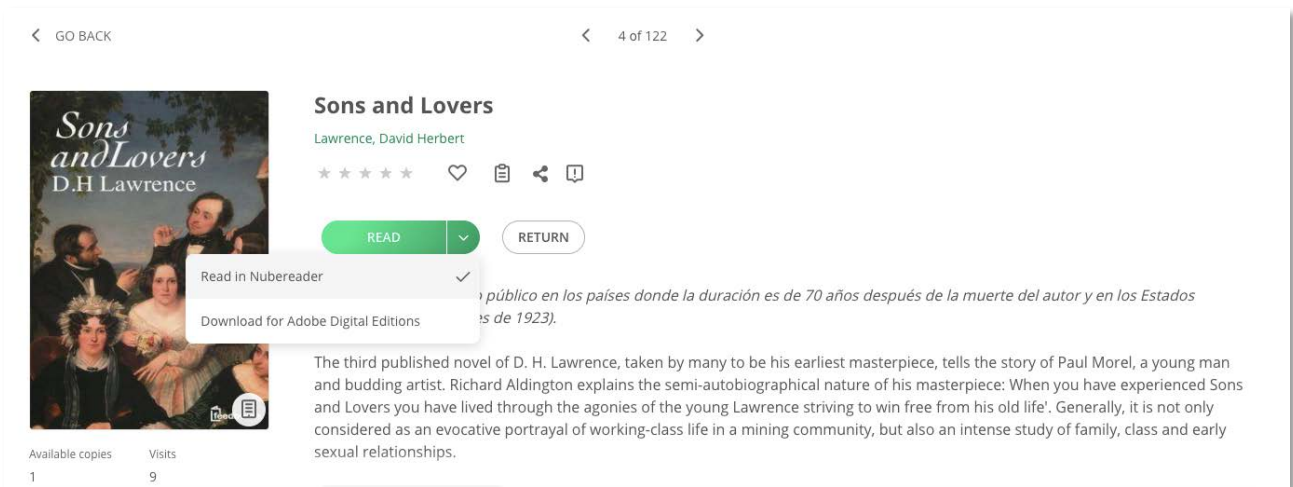
Figure 21. Drop-down available on the read button that allows the user to choose their reading mode.

Regardless of the reading mode, the title can be found in the checkouts section of your user area.

3.3.1.1. Share searches

The user can share the searches they perform with other users via email.

The steps you need to follow are:

1. Locate the search you want to share in **the Search History menu** in your personal area

2. Tap on the **share button.** A pop-up window will automatically appear to enter the email address of the person you want to share the email with.

Note: This functionality is available only when accessing the platform from any computer.

3.4. How to renew a title

The platform allows users to renew their active checkouts for a new loan period after 3 days to complete the checkout, **as long as the title has no active holds and you have not previously renewed it.**

The steps to renew a title are:

- Locate the title you want to renew. You'll see a button called **Renew**. This button will appear, as long as you have not previously renewed the title and there are no active holds on it.

- Click on the Renew button. The platform will display an informational message indicating that the renewal was successful.

3.5. How to return a title

3.5.1. Returning a title from Adobe Digital Editions

The steps to follow are:

- Open the Adobe Digital Edition program.

- With the program open, click the Library **View icon.**

- Open the context menu for the title you want to return.

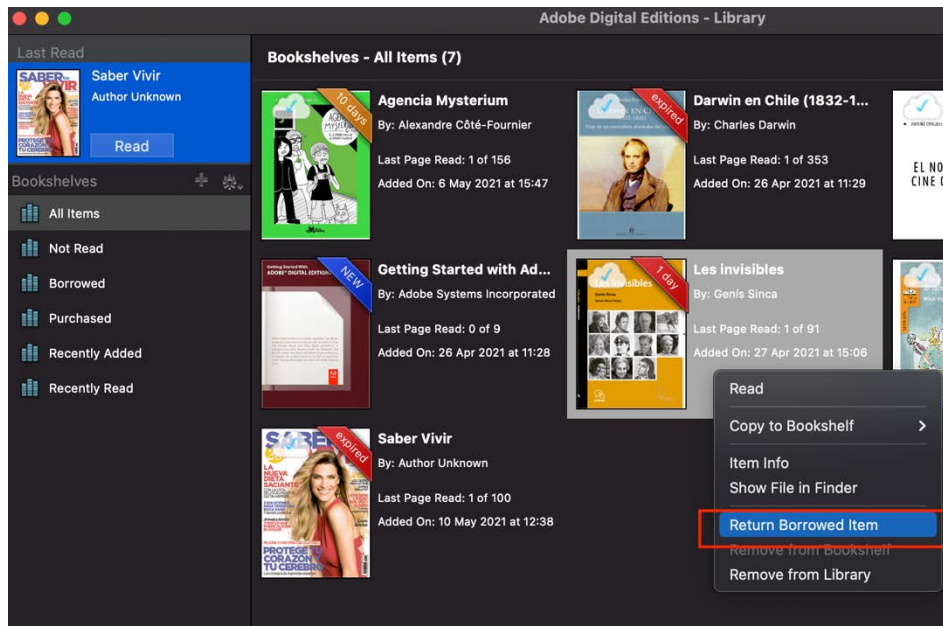- Select **Return borrowed item**.

Figure 22. Shortcut menu with the Return Borrowed Item from Adobe Digital Editions option.

3.5.2. Returning a streaming title.

The steps to follow are:

1. Access the checkout section of your personal area. Remember that you previously need to have logged in on the platform.

2. Locate the title you want to return. Click on the Return **button.**

3.6. How to place a hold

If you want to borrow a title and there are no copies available, you can place a hold to enjoy it when it is available. At the time the title becomes available, the app will notify the user to borrow it. There is a 48-hour time cap to borrow that title. If you don't accept the hold, the title will go the next user in line.

The steps to place a hold on a title are:

1. Perform a search of the title you want to borrow.

2. Locate the title. Both on the results page and on the title tab the Borrow button **will be** replaced by the phrase **Place a hold.**

3. If you want to borrow it when a copy is available, click on the **Place a hold button.**

4. When a copy is available and it's your turn, you will receive a notification letting you know that it is available for you.

You can receive up to 3 hold notifications.

- **Via email.** If the user has an email address associated with them, the platform will send you an email letting you know that the title is available for loan.

- **Via an in- app** notification. This notification will always be sent. You can find it on your notifications section of the website.

- **Via a push notification.** This notification will always be sent to your mobile device. For this notification to arrive you need to have the Odilo app installed.

If you want to make sure you don't lose the long-awaited hold, turn on *the "Automatically accept all bookings" option.* This option is available in the Account section of your Personal Area.

3.7. Access to free titles

There are titles in the library catalog that are not copyrighted and that are available for the user to download and enjoy permanently on their devices.

- The titles available in this type of format do not present any kind of restriction, the user can download them as many times as they want to their device.

The user can recognize this type of title in two ways:

- The *Borrow button* is replaced by the Download **button.**

- The Available *section of* the title description sheet indicates that it is a *DRM-free Download.*

- A new link called Downloads is added to the right side of the description tab.

To locate and download these titles, follow these steps:

1. Log in on the platform and search the library catalog to locate the titles that are available for download.

2. From the main screen, the results screen, or from the title description tab, tap the Download button. The title will automatically be downloaded to the device.

Figure 23. Download button for titles that do not have associated copyright.

3. To view the downloaded title use: Adobe Digital Editions if it is an eBook or any audio and/or video program that you have installed on your device if it is an audio or video.

Note: The Download button for such titles should not be confused with the Download button that appears when a title is borrowed.

3.8. Suggest for purchase titles

If the users perform a search on the platform and there are no results or the users do not find the title they want to borrow, the platform has a section that allows the user to suggest new titles to be incorporated, when possible, into the platform.

The steps that must be taken to suggest a title are:

1. Search for the title you want to borrow and tap the Search button.

2. The platform will display those titles that match the search results.

3. Scroll through the results page. At the bottom of the page you will see a section where you can access an infinite catalog of titles to suggest new titles and that are incorporated into the platform.
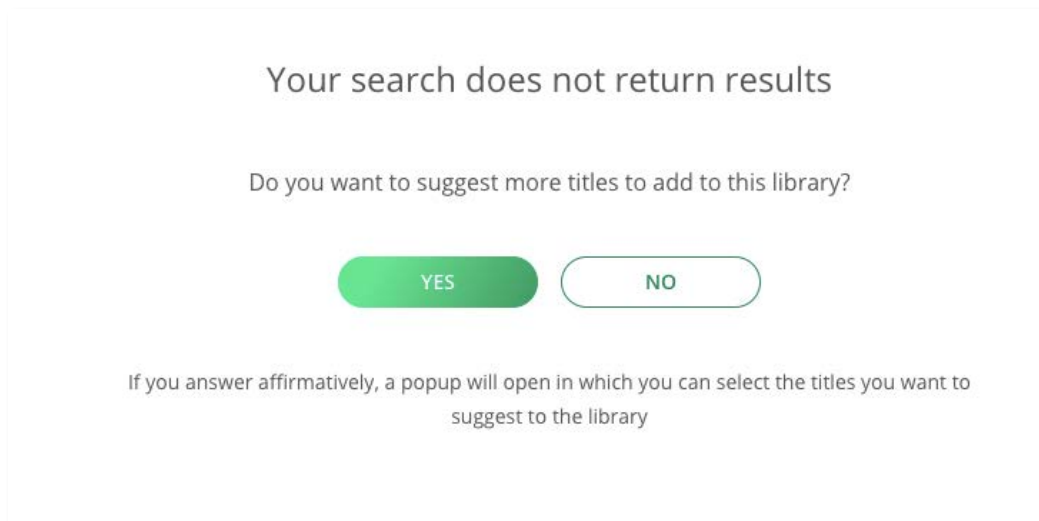

Figure 24. Modal window that allows you to recommend new titles to add to the platform.

If you click on the Yes option, the platform will open a modal window where new titles will be displayed that can be suggested to the platform.
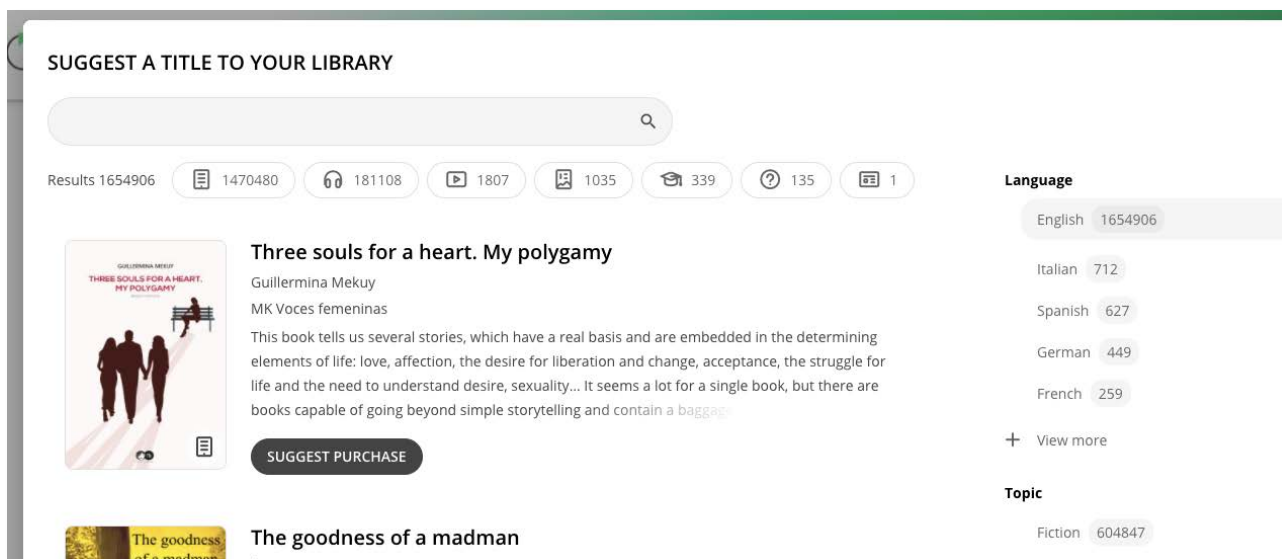

Figure 25. List of titles available to suggest that can be added to the platform.

3.9. Lists management

OdiloTK allows the user to create their own wish list where they store all the titles they want or interest them. Creating lists allows you to visit those resources later without having to search within the OPAC and/or share those resources with other users.

These wish lists may be public or private. If the list is public other users will be able to visit this list and the resources that are part of it, whereas if the list is private, it will only be visible for the user.

Within each public list there is a button called **Follow button** that will allow you to follow that list. In addition, within each list you will be able to know the number of items in a list and the number of followers. There will also be a button that will allow you to copy the link from that list to share it with others if necessary.

Figure 26. Detail of the item that a list has when you access it.

3.9.1. Add titles to lists

The steps to follow are:

1. Search for the title or titles you want to add to a list.

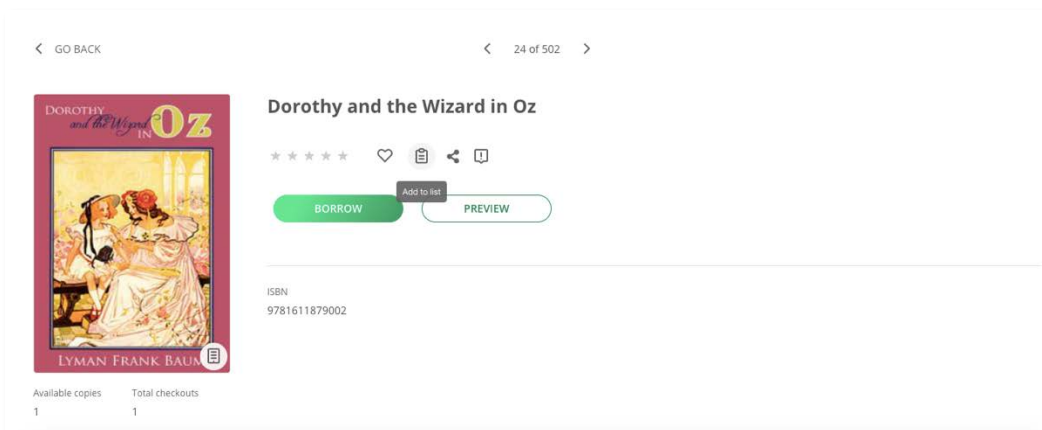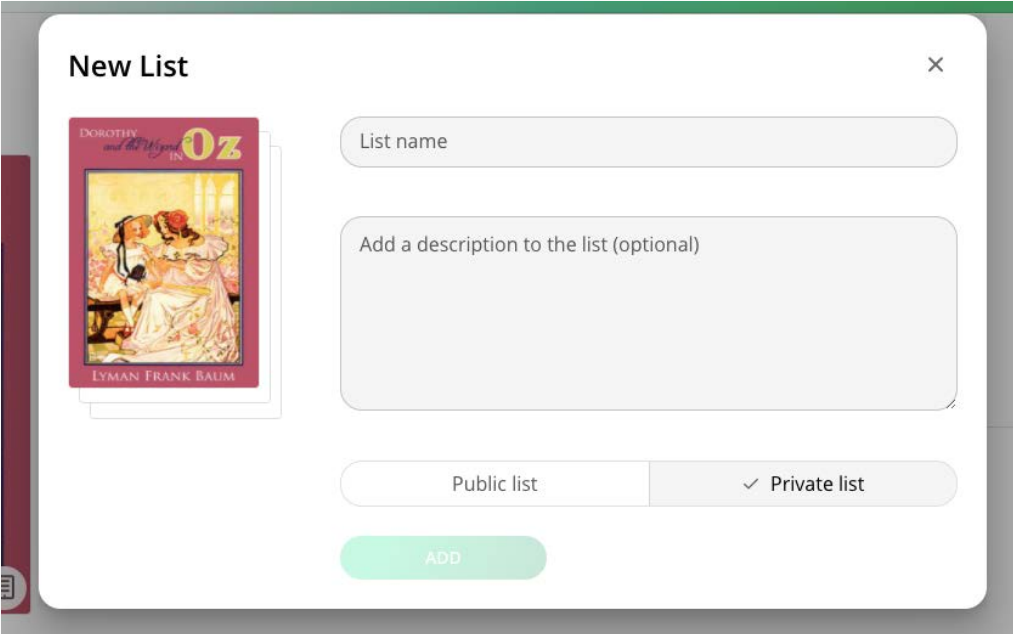2. Go to your descriptive tab and tap on the "Add to list" icon.

Figure 27. Icon available on a title tab that is used to add title to a list.

3. Select the list where you want to add the title. The title will automatically be added to the list.

4. If you want to add the title to a new list, tap **the Add to a** list icon and then tap the New **List option.**

5. Fill out the list creation form.

Figure 28. List creation form.

- **List name: This is** the name of the list you're creating.

- **Add a description:** this is where you can add a brief description of the theme of the list

- **Public list:** Choose this option if you want this list to be visible and can be shared by other users.

- **Private list:** Choose this option if you want the list you're creating to be available only for you.

If you want to check all your lists, visit *the Lists section of your personal area.*

Remember that if your lists are public, they will be available to other users and can be found on the results page through the list icon. They will also be able to start following the list.
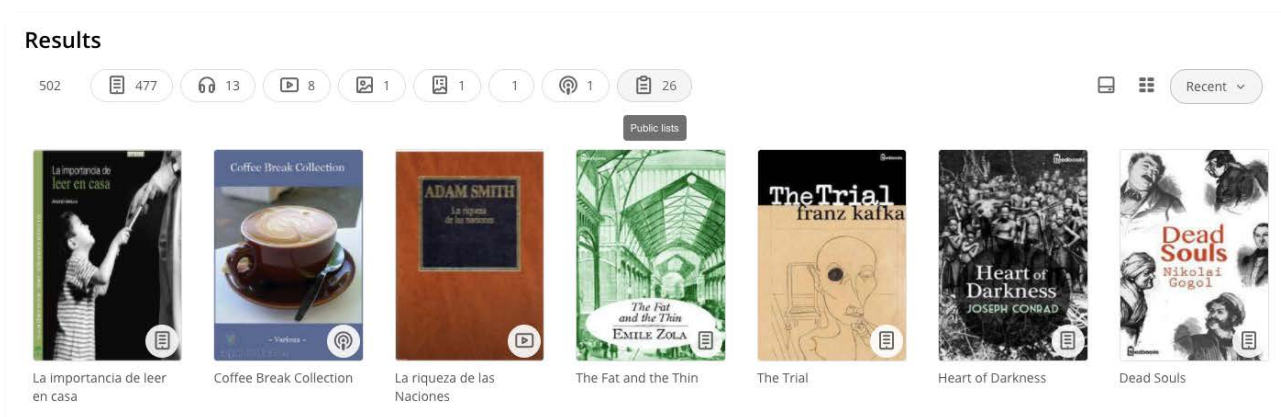
Figure 29. Results page with public lists option selected.

3.10. Rate a title

The platform has a functionality that allows the user to indicate their degree of satisfaction about the titles that they have viewed. If the user wants to rate a title, they can do so from different sections of the platform.

- From the description sheet of the title itself.

- From the main page (section that is displayed when you click on the cover of one of the titles available on a carousel).

- From the results page when view mode is list mode and not grid mode.

- From the Loans section of the user's personal area.

- From the Favorites section of the user's personal area.

- From the Loan History section of the user area.

- From the modal window that appears when you manually renew a title you had on loan.
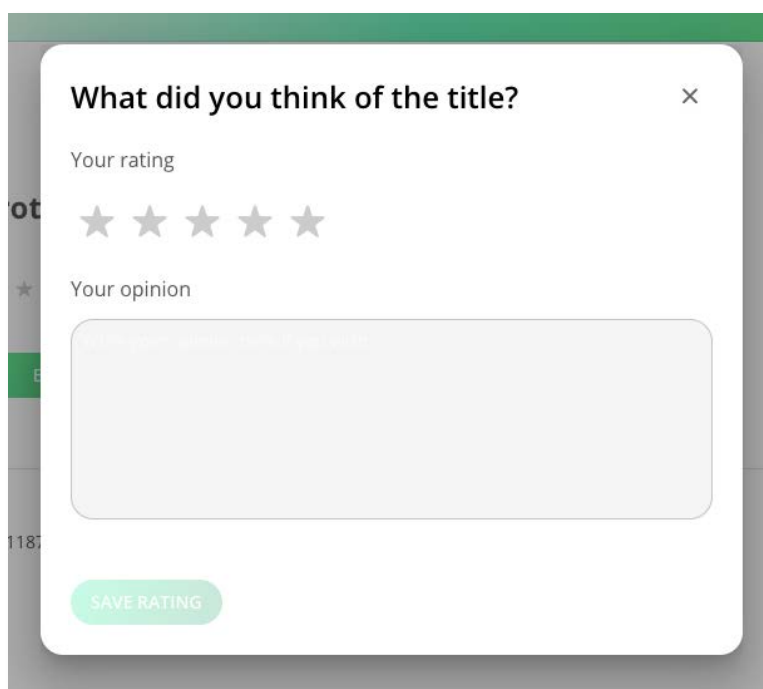
Figure 30. Modal window to indicate what a title looked like.

As they are most useful, the average rating shown will be the one obtained by that book among all users of Odilo platforms. This way, the titles will have more ratings and the score will be more useful while deciding whether to borrow that title or not.

3.11. Add a review

If in addition to rating a title, the user wants to leave a comment about what the title they previously viewed seemed to them, you must follow these steps:

1. Access the platform with your login credentials.

2. Locate the title you want to leave a comment on and access its description sheet.

3. At the bottom of the tab, you'll see a button named **Add Review.**

4. Click this button and leave your comment on the text box.

Figure 31. Text box for a new review.

5. Click on the *Add review button*

6. Your comment will be available on the title tab as soon as your admin approves it.

Figure 32. Title with reviews available.

Using the 👍👎 icons, you can indicate whether you agree (or don't) with other users' comments. In addition, through the *Reply button*, you can leave your opinion about another user's comment.

3.12. Report a problem

From the item details of a title it is possible to report whether the title presents a problem or anomaly that must be corrected.

If you think a title has a problem and needs to be reviewed, perform the following steps to report it.

1. Access the platform with your credentials.

2. Locate the title and access its description sheet.

3. Tap on the **Report a problem button**

Figure 33. A descriptive tab that displays the *Report a problem icon.*
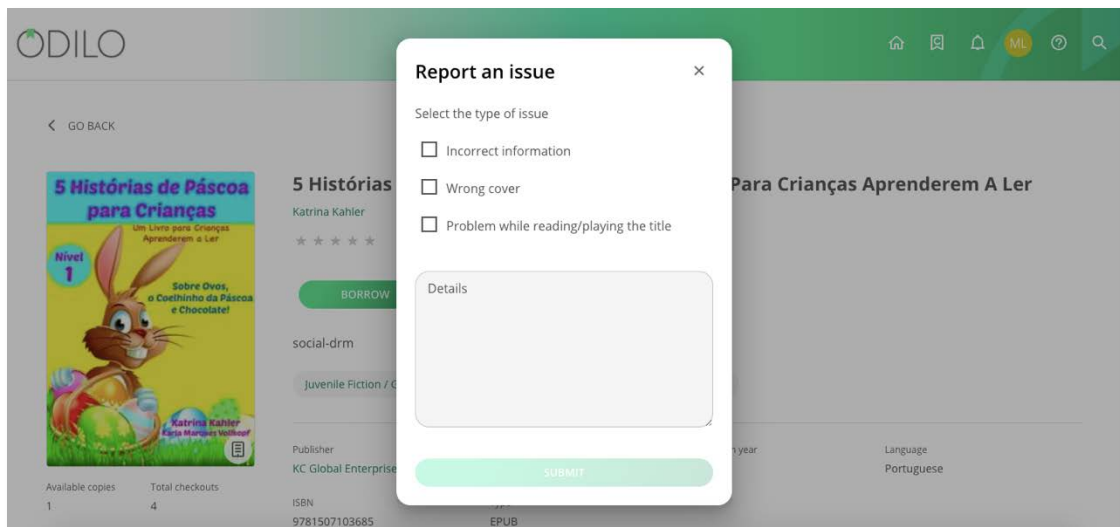
4. Fill out the form and click on the Submit button.

Figure 34. Form to report a problem.

04

User area

4.1. User area

When the user accesses their personal area you can find the different sections:

4.1.1. Checkouts

Section where you can view all your active checkouts.

From this section you can:

- Know how much time you have left to display a title before the checkout period ends.

- Renew a title.

- Make an early return of any of the securities you have on loan.

- Rate what you think of the title you're viewing.
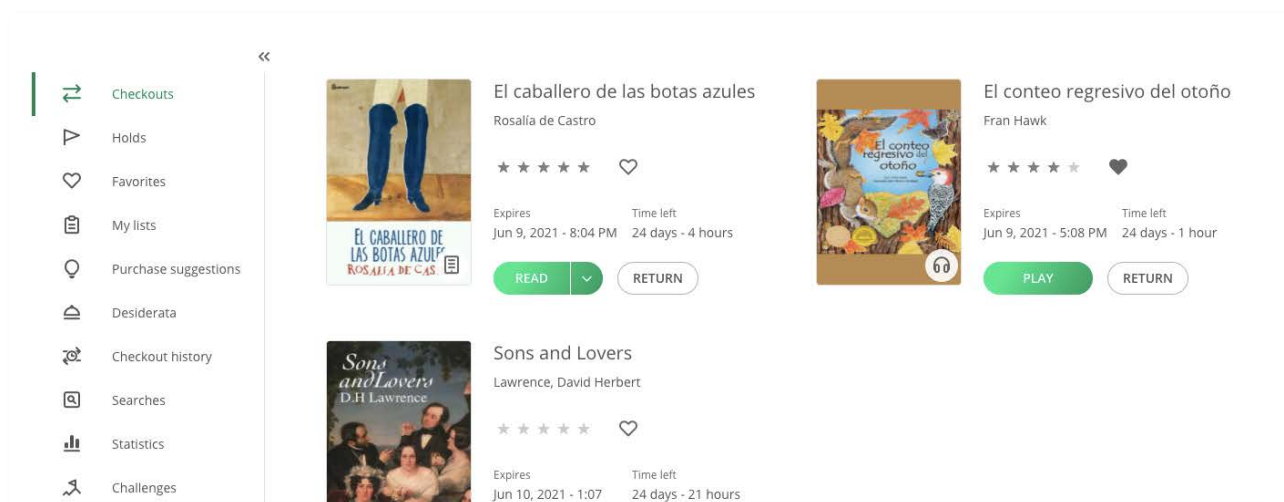
Figure 35. Checkout section of the user's personal area.

4.1.2. Holds

Section where you can know the status of all your holds.

- **Waiting:** You're still on the waiting list so you can borrow the title you want to view.

- **Advised:** You have received notification to borrow the resource. The platform indicates the start date and end date when you can borrow the resource.

- **Expired:** The date to borrow that title has expired. Locate the title within the catalog to borrow it. If it is not available because all copies are borrowed, press the place hold button again.

4.1.3. Lists

Section where you can view each of the lists you have created and all the lists you have started following.

- The *My Lists* **tab** displays the lists that you have created.

- The *Following* **tab** shows both the lists you have started following.
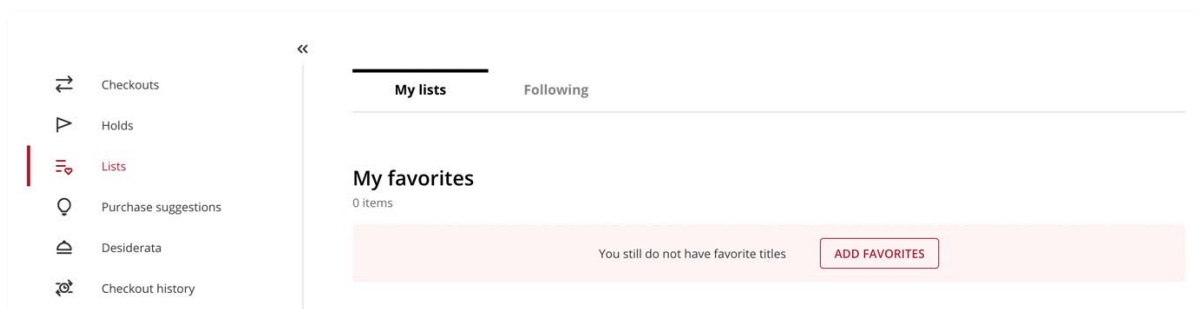
Figure 36. Checkout section of the user's personal area.

- Within the *My Lists* tab, you will display on the one hand the *My Favorites carousel* with the titles that you have marked as favorites and on the other hand you will see all the lists that you have created since you are member of the platform.
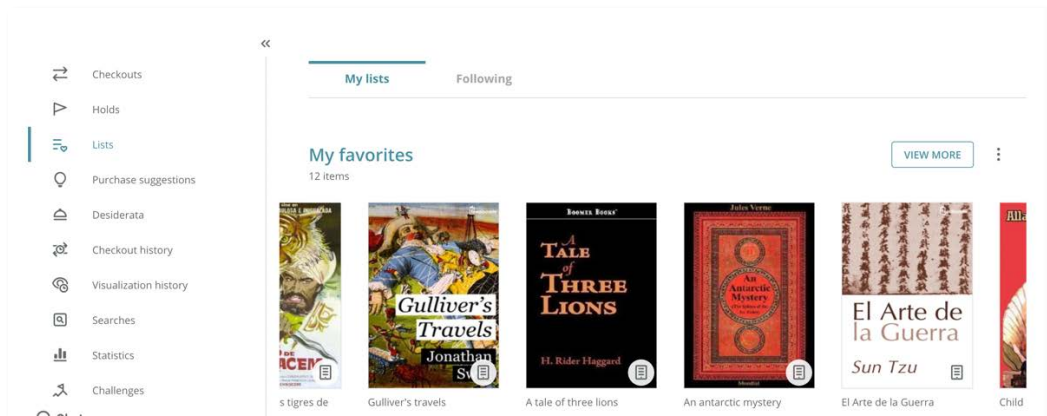
Figure 37. Checkout section of the user's personal area.

- Within the **Following** tab, you user will display on the one hand the **Authors carousel** with the authors that you have marked as favorites and on the other hand you will see all the lists that you have begun to follow.
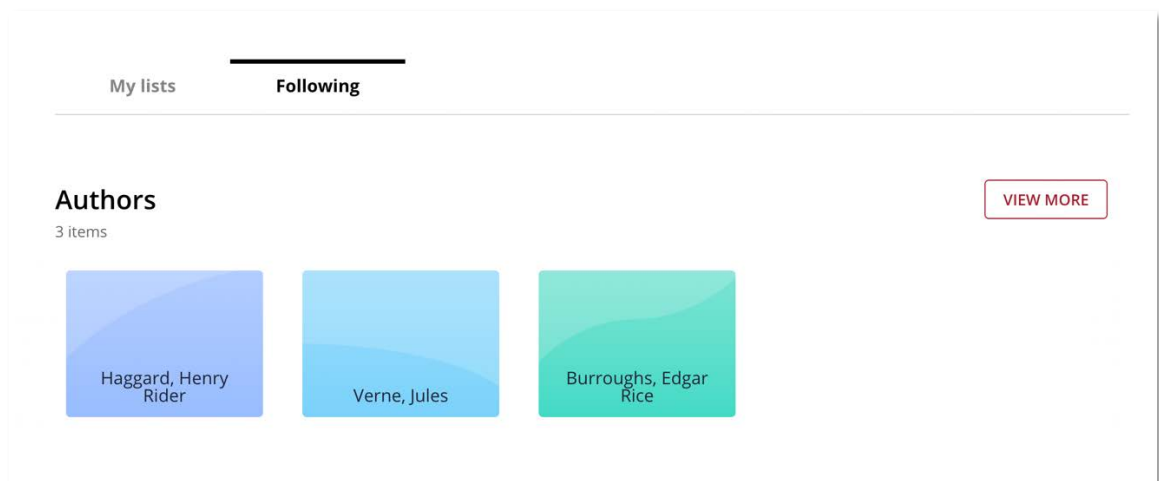

Figure 38. Checkout section of the user's personal area.

- The ***My Favorites carousel*** and the ***Authors carousel*** will always be available, and it will not be possible to delete them, only the content that is added to each of them.

4.1.4. Suggestions for purchase

Section where you can know all the titles you have suggested to be added to the catalog.

- If the title has not yet been added to the catalog, it will be displayed as pending.

- If the title has been added to the catalog, the suggestion will be displayed as accepted.

- If the title has been discarded, it will be displayed as rejected.

4.1.5. Desiderata

Section that will allow you to request titles directly from the staff who manage the platform. From this section you can generate a request with the title you would like to add and the people who manage the platform will contact you to indicate whether that title can be added to the catalog or not.

This section is optional and will not always be enabled on the platform.

4.1.6. Checkout history

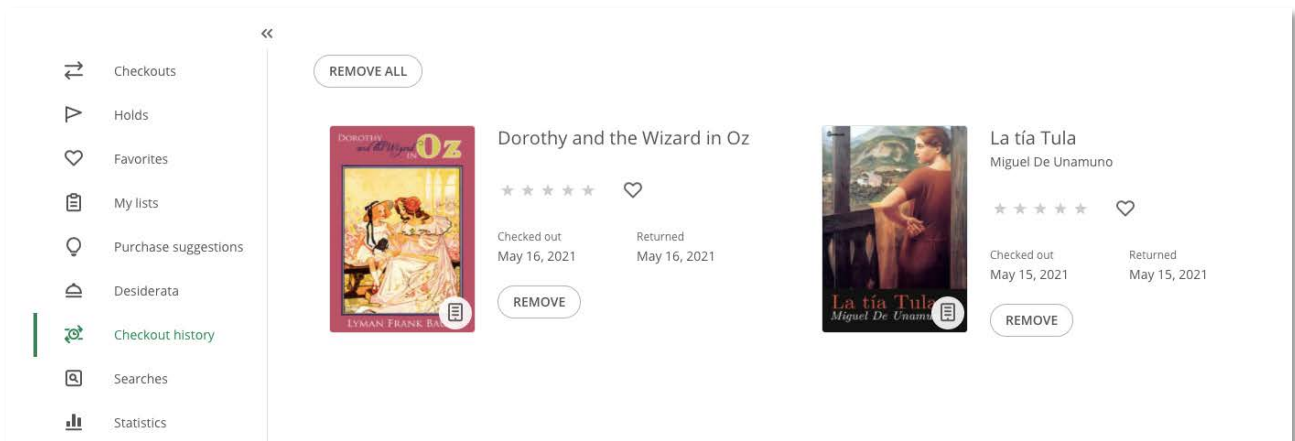Section where you can know all the titles you have borrowed.

Figure 39. User area loan history.

From this section you can:

- **Know** the start and end date of the loan.

- **Add** the title to your favorites **section.**

- **Rate** what you thought of a **title.**

- If you want to delete all the titles you borrowed, click on the **Remove All button.**

- If you want to delete any of the titles you borrowed, click on **the Delete button**.

4.1.7. Searches

Section where you can know the searches you have made.

In this section you can see:

Figure 40. Searches section of the user area.

Recent searches: When you search, it will be automatically stored on the Recent Searches section of the Searches *menu.* This section will show the last 5 searches performed. Previous searches will be lost. If you wish, you can store searches that are saved automatically. To do this, you need to locate the automatic search you want to save and *press* the save button to the right of that search.

Saved searches: In case you don't want to lose the search you just performed, you need to store it on *the* Saved Searches section of *the Search menu.*

The steps you need to follow are:

- Perform a search.

- Tap the *Save Searches button* at the top right of the results page. This will be stored on the Saved Searches **section** of the Search History menu located in the personal area.
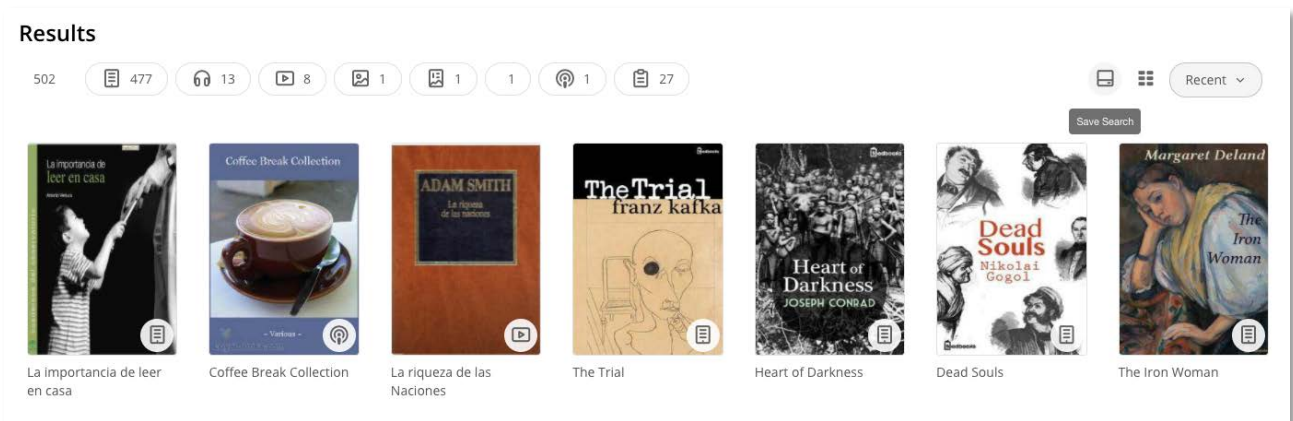
Figure 41. Save *Searches icon* at the top right of the results page.

Share searches: If the user wants to, you can share the searches they perform with other users. The steps you need to follow are:

- **Locate** the search you want to share on the Searches ***menu*** in your personal area.

- Press the **Copy Link button.** The system will automatically generate a link that will be copied to the clipboard. You can share this link with any user. When the user inserts this link into the browser, they will be able to see the titles that match the saved search terms.
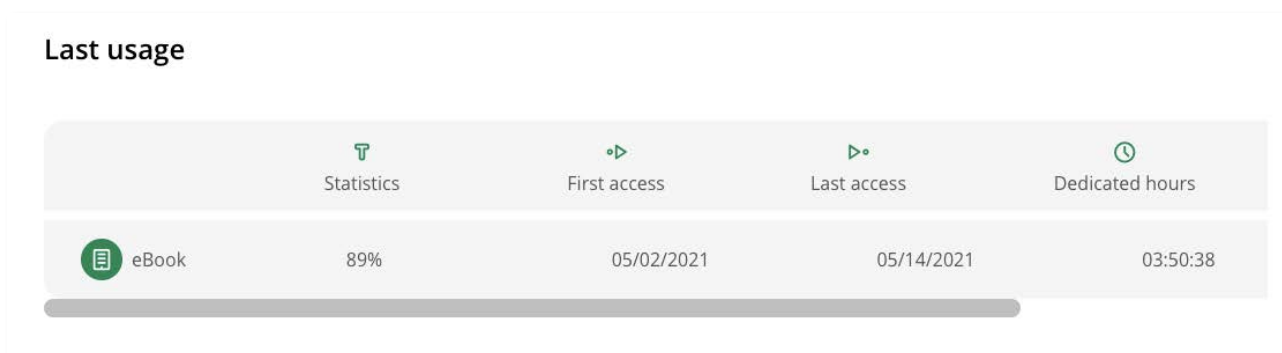
Figure 42. Copy *Link icon* located on each saved search.

4.1.8. Statistics

Section where you can know your reading, listening or viewing statistics of the titles you borrowed.

From this section you can:

- Know the usage data for the last title you viewed.
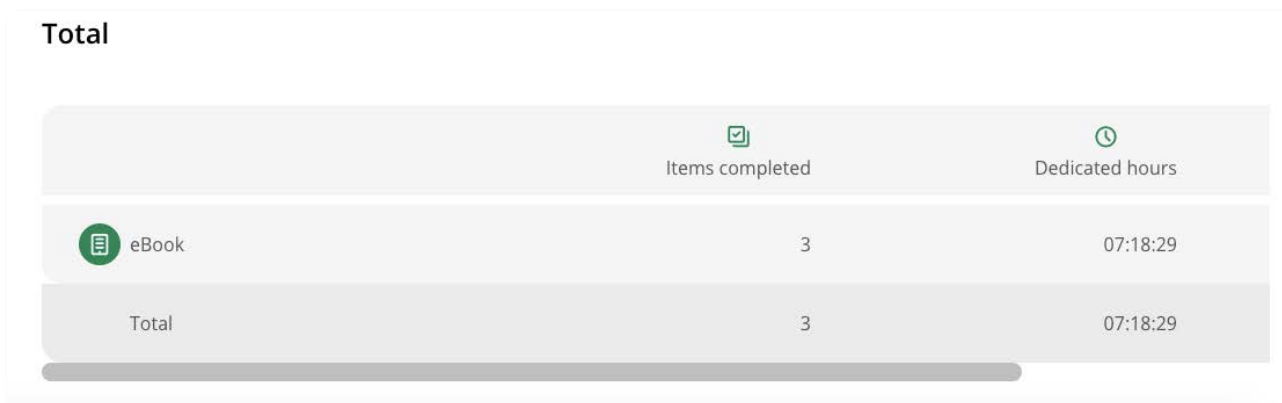
Figure 43. Last *usage of* user statistics section.

- Know the usage data for all the titles you've borrowed since you're a member of the library.

Figure 44. Total *section* of user statistics

4.1.9. Challenges

Section from where you can:

- Create personal reading challenges.

- Know the public challenges that the platform administrator has created for you.

If you want to know how to create a challenge, **_visit section 5.1. Reading Challenges_**.

4.1.10.   Device management

Section where you can know which devices you have activated by the mobile app. It is allowed to have the application installed on up to 6 devices.

- If you don't have the mobile app installed on any device, the section will be empty.

- If you have the mobile app installed on any device, the section will show the device where you have the app installed. Tap the deactivate button if you want to unlink the app from a device.

4.1.11.   Learning experiences

Section that will allow you to **_learn about the learning experiences, reading clubs or reading plans_** that you have access to. From this section you can directly access each of them by clicking on the cover of that experience, reading club or reading plan. If you want to access the platform and view all the learning experiences, reading clubs or reading plans that you have access to, click on the Go To button.
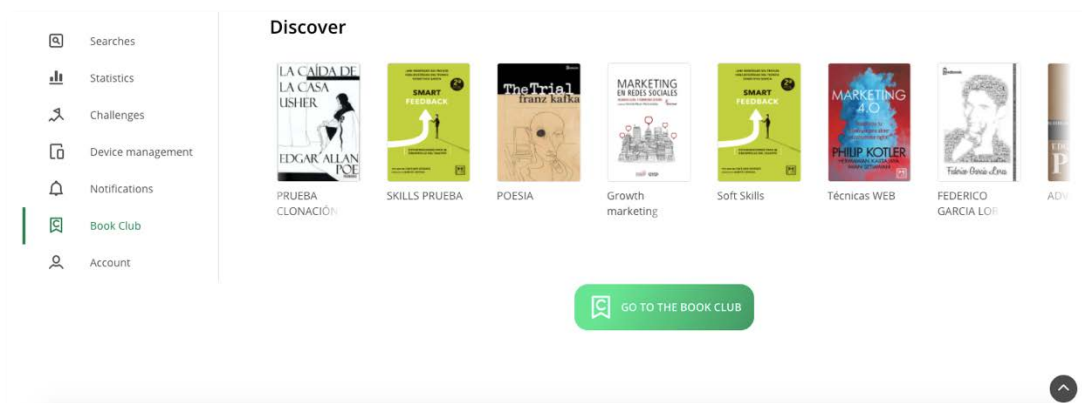
Figure 45. Reading Club section of the user area.

4.1.12. Account

Section where you can:

- **Know and modify** your personal data. *This option is not always active.*

- **Add an avatar** to your user account. This avatar will be displayed both on the web and in the mobile application if you have it installed.

- **Recover the password** if you do not remember it. *This option is not always active.*

- **Modify the password**. *This option is not always active.*

- **Set** up whether you want all your bookings to be accepted automatically or not.

- **Enable the power to view suggestions** for new titles that the platform has available to you

- **View cookie consent information** via the Review Cookie Consent button
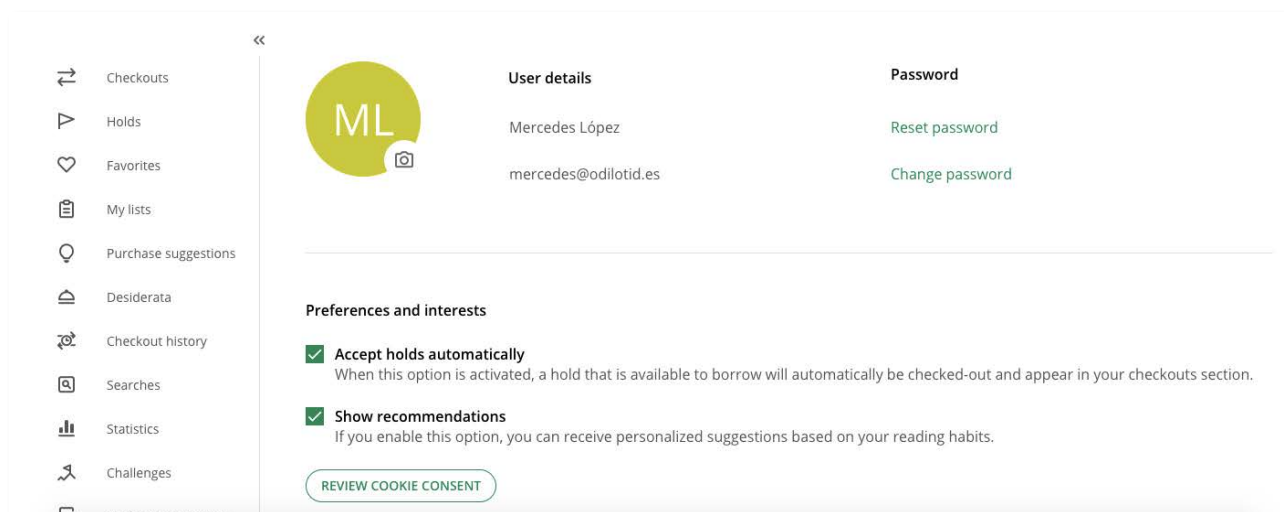
Figure 46. Options available in the Account section of the user area.

4.1.13. Content preferences

Section where you can indicate your preferences so that the platform can recommend you and offer you new titles based on these user preferences.

Note: This section will not always be available on the platform as it will depend on whether the administrator has decided to activate it or not.

05

Features and sections
available to the user

5.1. Reading challenges

The platform has a functionality called **Challenges** that allows the user to:

- Create your own personal challenges to meet them in the period you indicate.

- Participate in challenges that the administrator makes available to platform members.

5.1.1. Personal challenges

When the user accesses their personal area, they will find a section **called Challenges** from where they can create personal challenges to carry them out in the frequency and period they select.

Figure 47. Challenges Section

When you access the **Challenges** section and click the Create New Challenge **button, you** will see the following form:

Figure 48. Form to create personal challenges.

The challenges a user can create for it are:

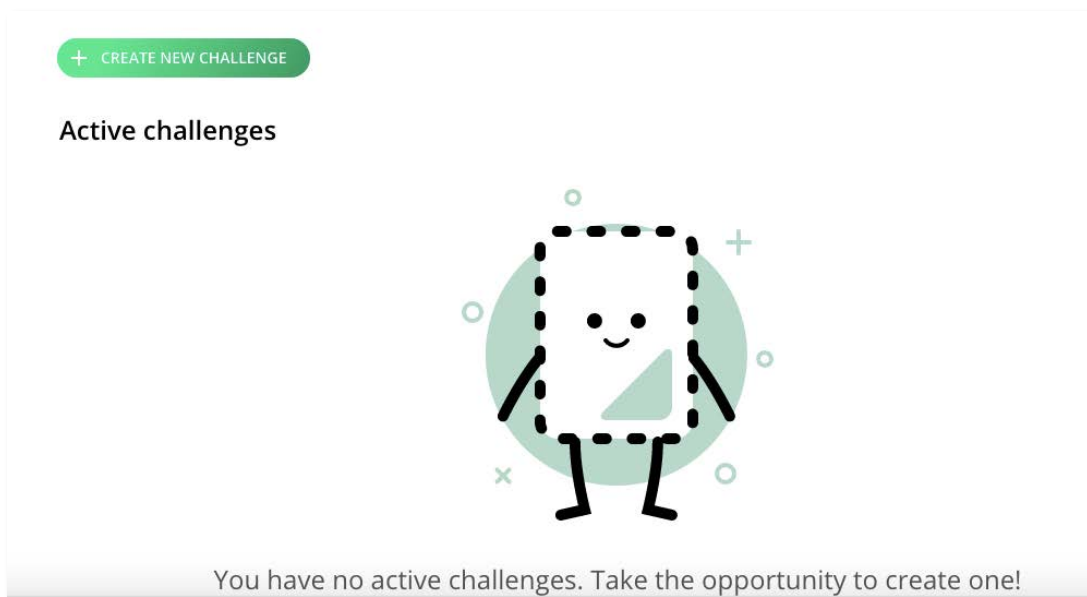- Challenge **Number of hours spent is** a challenge to read/listen/display certain hours in a selected period. For example, create the challenge of reading/listening/viewing a title 1 hour a day over the next 30 days.

- Challenge **Number of titles consumed** is a challenge to advance in a certain number of titles up to at least 75% of the total content of that title. For example, create the challenge of reaching up to 75% of 3-title content over the next 30 days.

If the user **chooses** the Number of Dedicated Hours challenge, they will need to indicate:

- The number of hours you want to spend on the challenge.

- How often you want to meet this challenge

- The date to which this challenge will last.

If the user chooses the Number **of titles consumed challenge, they** will need to indicate:

- The number of titles you want to consume over the duration of the challenge

- How often you want to consume such titles

- The date to which this challenge will last.

Emphasize that if you are the user:

- You can have **a** single active challenge created by yourself.

- **You'll be able to** know how much progress you make on a given challenge.

- **You'll be able to learn** about the history of challenges you've been involved in, both private and public challenges

5.1.2. Public challenges

When the administrator creates a challenge so that platform members can participate in it:

- If the **created challenge is public (any user can participate in it),** the user will see a new section on the home page that will inform them that they can participate in that challenge. **This information will be visible to any user without having to be logged in**

- If the **created challenge is intended for only a few certain users to participate in,** the user will see a new section on the home page informing them that they can participate in that challenge when identified on the **platform.**

Figure 49. Information about public challenge located on the home page.

Public challenges created by the administrator will also be visible in the user's personal area and from here the user will also be able to see the evolution of each challenge.
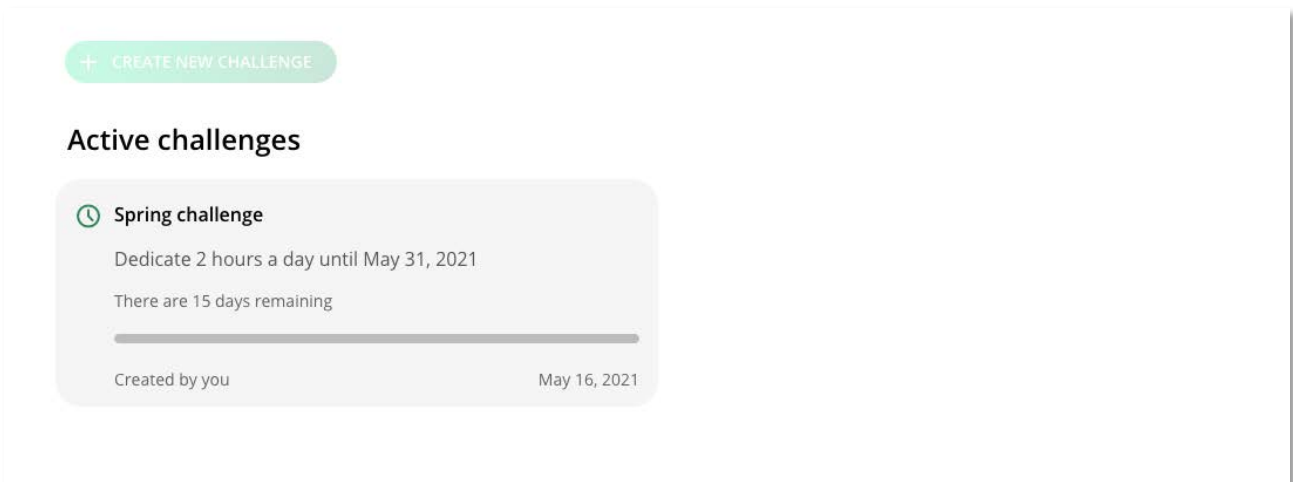
Figure 50. Information about the active challenges a user has available in their personal area

5.2. Recommendations

The platform has a functionality that is responsible for showing recommendations of new titles to users based on the activity they perform within the platform. ***Recommendations for new titles can be found at the bottom*** of the title descriptions and the title information displayed in these recommendations will **depend on** whether the user is identified on the platform or not.

Figure 51. Carousels with recommendations of new titles that is shown to the user in the descriptive tab of the different titles of the platform.

If the user is identified, the recommendations that they will display will be classified into:

- Recommended for you

- Other users saw
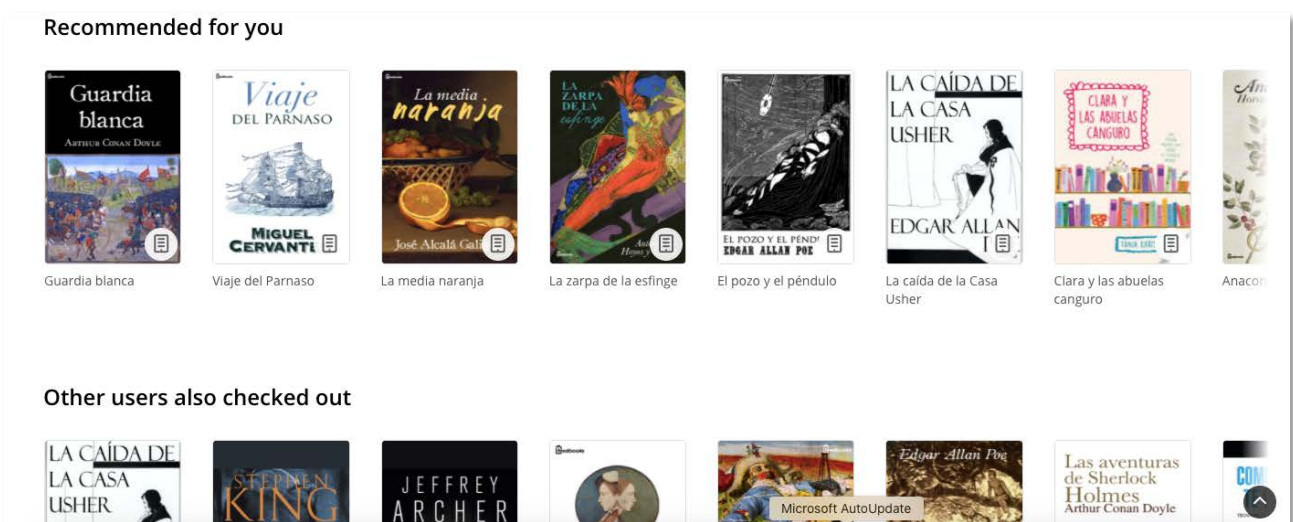
- Other users also checked out

If the user is not identified on the platform, the recommendations will be classified as follows:

- Other users also saw

- Other users also checked out

- Similar titles

In both cases, the information displayed in the recommendations will depend on the user's activity on the platform and the interaction that other users have also had with the platform.

5.2.1. Carousel *Recommended for you.*

When the user identifies on the platform, not the first time they do so and the platform administrator has enabled it, a carousel called "Recommended for you" will be displayed in which according to the user's activity on the platform, new borrowing titles will be suggested.
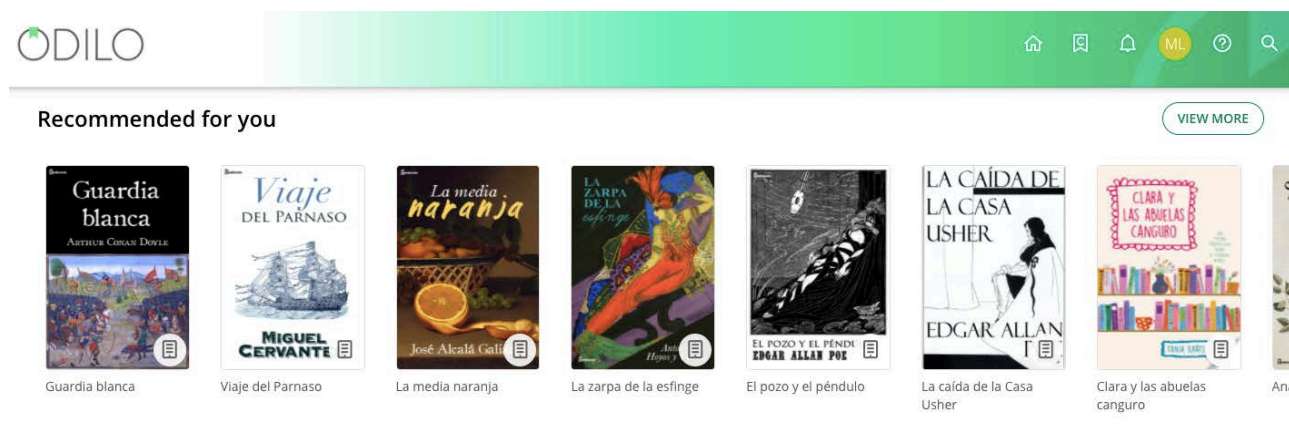

Figure 52. Carousel Recommended for you available on the homepage.

5.3. Following authors and list

Within each public list there is a new *Follow* button that will allow you to follow that list. In addition, within each list you will be able to know the **number of items in a list** and the **number of followers**. There will also be **a button that will allow you to copy the link** from that list to share it with others if necessary.

Figure 53. Detail the items that a list has when you access it.

Next to the author's name there will be a new button, called *Follow Author*, which will allow you to follow that author.
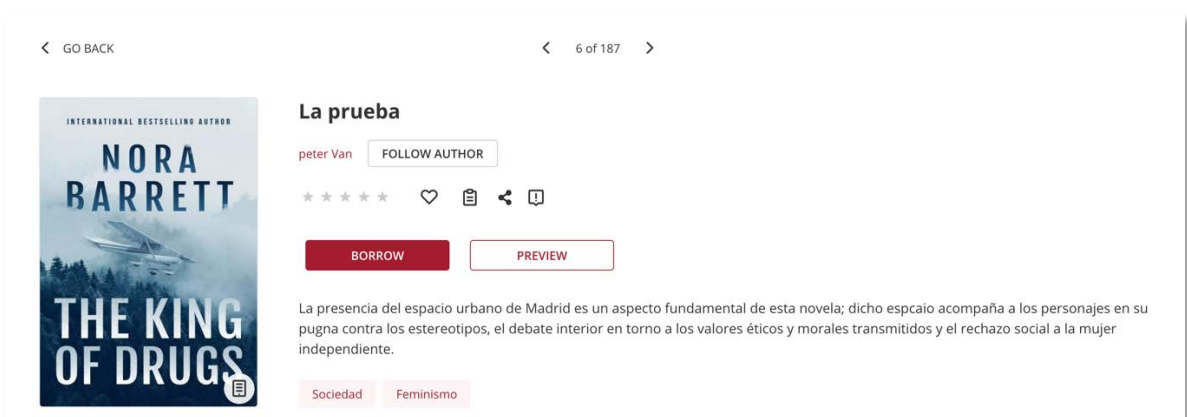

Image 54. New Follow Author button available in the item detail of each title.

- If new content is added to a list, the system will notify subscribers to that list on a weekly basis with the news.

- If a list is deleted or becomes unavailable, the system will notify users that the list is no longer available.

- If titles of a certain author are registered, the system will notify users who follow this author that new content is available on the platform.

5.4. Help button and drop-down menu

The page has a help button from the user you can:

- Access a help section to learn how the platform works.

- Display a drop-down menu with different entries where the user can know additional information related to the platform or links of external web pages of interest to the user.

Figure 55. Options drop-down available in the help menu

5.5. News banner

At the top of the OPAC home page, users can enjoy news or information of interest selected by the platform administrator.

Figure 56. News banner.

5.6. Notifications

The user has a section on the platform where they can view the different notifications that the platform sends them based on different actions.

- **_Loan Notice nears expiration_**: five days before the end of a loan whose loan period is greater than or equal to ten days.

- **_Available Booking Notification:_** Notification that arrives when one of the bookings is already active and the reserved title can already be borrowed.

- **_Other_** notifications – Notifications that will arrive in this section when the platform administrator sends a notification with different information.

Different notifications can be accessed from the bell icon at the top of the platform. When unread notifications exist, this icon will display a red dot.

Figure 57. Notifications icon

In addition, if the user has the mobile app installed and the notifications on, on their mobile device, they can receive the following notifications:

- **Loan about to expire: Notification** that you will reach the user 5 days before the end of the loan period of the title you are viewing. This notification will arrive as long as the loan period will be equal to or greater than 10 days.

- **Available booking:** Notification indicating when the user can access a title they had previously reserved.

- **Unlinked device: A** notification that the user will see when the app on their device has been disabled. This message will arrive when the user unlinks their device from the Device Management section of their personal area.

- **Inactive user:** notification that will reach those users who have not entered the platform for 2 months or more.

  - **New subscriptions available: Notification that a number of a determined subscription will be sent to those users who borrowed a certain subscription** indicating that a new number of that subscription is already available.

  - **Reading Reminder:** A notification that reaches that user who has borrowed a title and for a period of 48 hours has not viewed that title.

5.7. Dictionary, translator and Wikipedia functionality in Nubereader

The Nub*ereader* streaming reader has dictionary, **translator and Wikipedia services.** To make use of them, you simply need to select a word from which you want to know their definition or translation and automatically a modal window with the information will appear at the bottom of the screen. Using the side arrows that appear on that modal window, you will be able to browser through the different dictionary, **translator or Wikipedia services.**
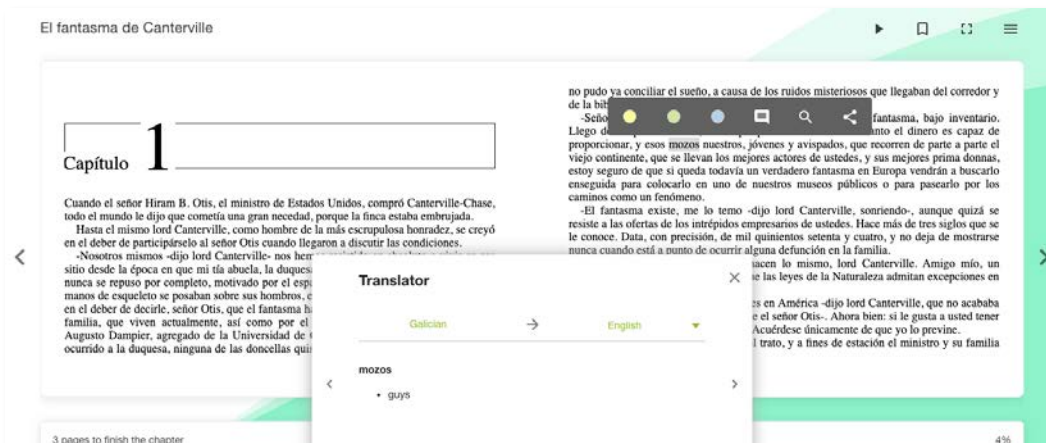
Figure 58. Modal window with the translation of the selected word.