knimbus

USER MANUAL

Getting Started

&

Salient Product Features

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Introduction

Knimbus (K=Knowledge + nimbus=cloud) is a next generation web based collaboration platform for connecting researchers to relevant content and communities. It combines the best of Search, Social features and Library tools to enable higher research productivity and valuable insights:

- Discover valuable and relevant information from subscribed resources and open/web content.
- Personalize how you interact with and organize discovered knowledge
- Collaborate with other researchers to build collective intelligence

Knimbus key strengths are:

- Progressive Search that yields fast, accurate and relevant results. Faster information discovery helps you spend more time doing core research work and being productive.

- Social features enable you to build & sustain collaborative workgroups online for synergy in research work.

Key Tabs on Knimbus
1. Home- The start page after login. It provides useful tips and ideal platform requirements for running Knimbus.
2. Find- This page is dedicated for discovery of research content, powered with advanced search and visual clusters.

3. Popular- The central repository of all popular articles, built from collective intelligence of all users.

4. Workspace- All the personalized search results, bookmarks, saved records are collated in workspace for future reference. This tab is also an entry point to sharing of content and information with other researchers.

Technical Requirements
- Knimbus performs best on Chrome, Safari, IE 7 & 8, Firefox 3.6 & above
- Browser settings: Ensure that Pop-Up, Java Script and Cookies are enabled
- Designed for 1280 x 768 pixels screen resolution

Note: Knimbus does not support browser back button and the application may not work at its best on slow internet connections and other browsers.

Getting started with Knimbus

To start using Knimbus, open http://knimbus.com/knimbus/ on your browser (Firefox3.6 or IE7 or IE8). If you are within your campus, you shall see the following screen:

Click here to register
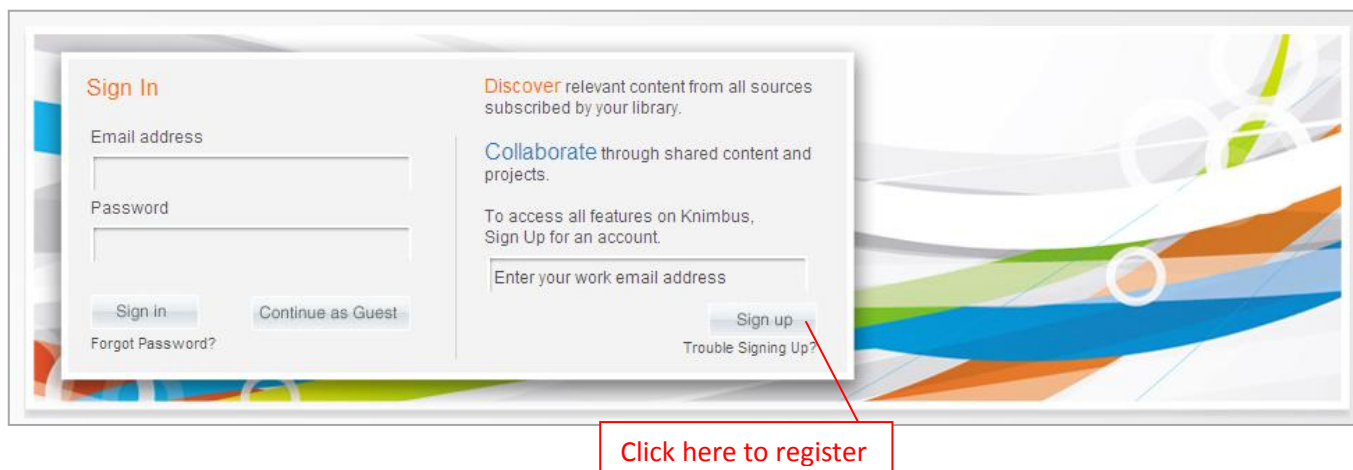
We recommend you create your personal ID. This provides you additional features including off campus access, saving and sharing content. In case you do not want to register on Knimbus, you can "Continue as Guest". In case Knimbus is not able to detect your organization and Sign up button is not visible on Log-In page, please reconfirm your IP by clicking on the link "Shouldn't be seeing this message".

To register your personal ID, please try the following steps:

1. Enter your email id and click on 'Sign up'. Please note, the **Join Now** option is only available when you are on your campus network.

2. Knimbus will send you an email to confirm your registration. Please check your inbox for the registration confirmation email from Knimbus. Click on the link in the email.
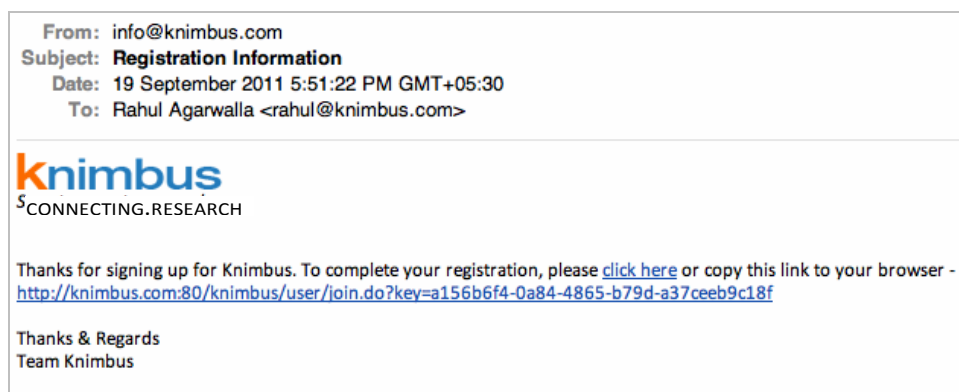
3. The link will open the form below. Enter your name and desired password to complete your registration and start using Knimbus.
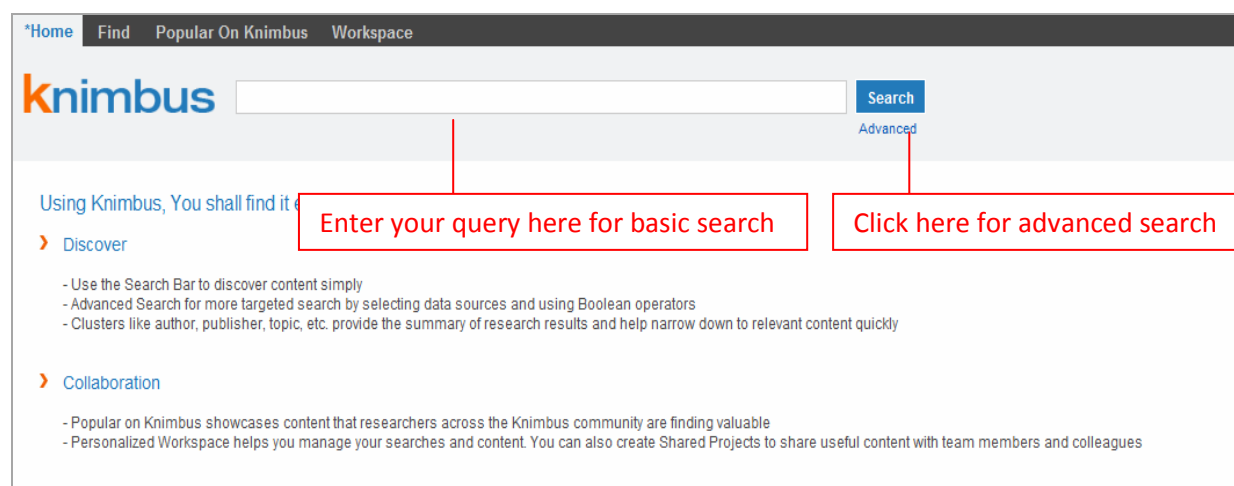

4. Click on **Continue** and it will take you to Knimbus search page.

Search Features

You can perform basic search on Knimbus using the Search box on Home or on Find Page. You can also use the Advanced Search form for targeted search.

Search box

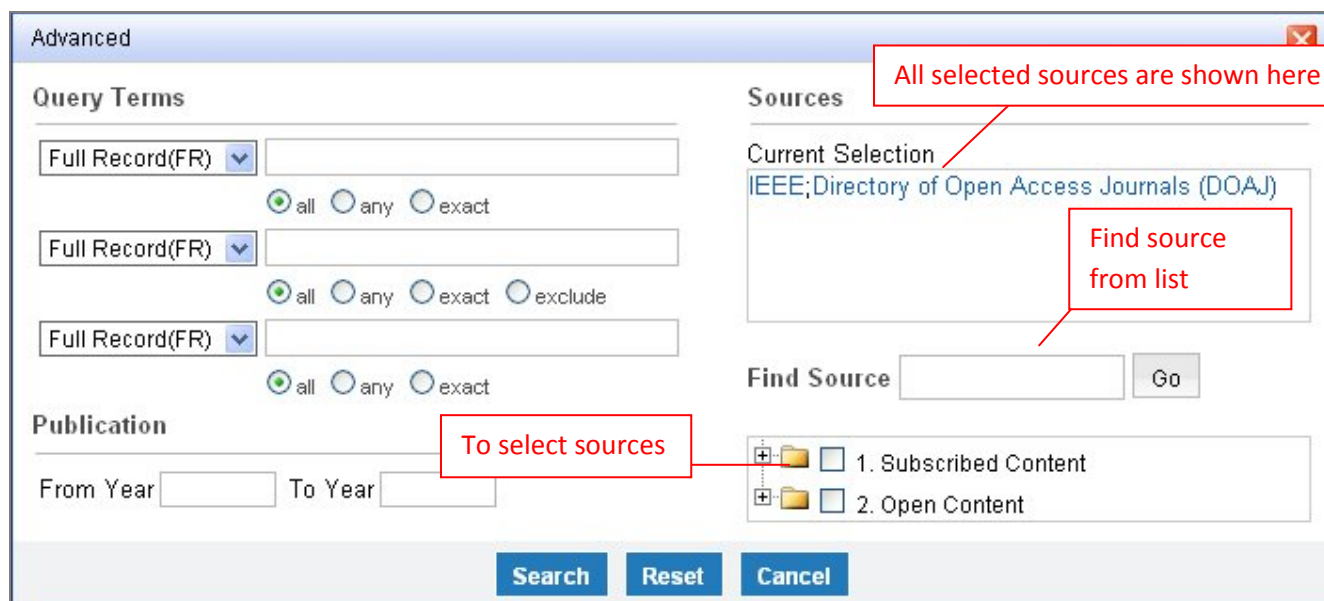- Type your query term(s) in the search box and click on the Search button.

- This is a great way to start discovering content. Once you get the results, you will find multiple means to narrow your search and focus on content of your interests.

- Knimbus will search the full record in content sources set up as default for your institute. To add or select different content sources for searching, please go to Advanced Search form.

Advanced Search

- Advanced search is available as a link below the search button.
- The advanced search form enables you to specify multiple search criteria to find exact content you require.
- Most importantly, Advanced Search enables you to select specific content sources.

Using the Advanced Search form

Key Features

- **Search fields:** 11 different search fields including Full Record, Title, Abstract, Keyword, Subject, Author, Publication, ISSN, as supported by the original source.
- **Search operators:** all, any, exact, exclude are operators to combine and define relationships between different multiple search terms.
- **Publication Year:** To specify the year(s) the content was published
- **Current Selection:** Displays the list of selected content sources that will be searched.
- **Find Source:** Search the available content sources and select required sources.
- **List of content sources by category**
  - ○ Subscribed Content: All the content sources subscribed to by your library.
  - ○ Open Content: Content sources that are open and do not require any subscription

Search Results

The result page of Knimbus builds progressively. Search results are displayed as they are received from various sources instantaneously. The first set of results will be shown from the source that responds the fastest. The page is organized into 2 columns – left column has the search progress bar & clusters for narrowing the results and right column has the search results, the breadcrumbs for filters, source selection box and various sorting features.
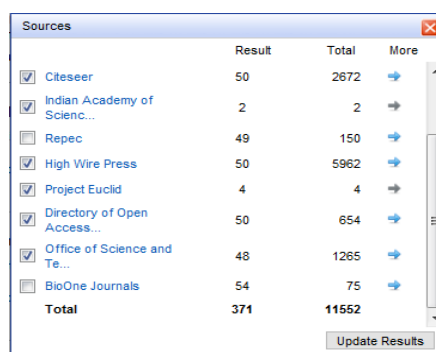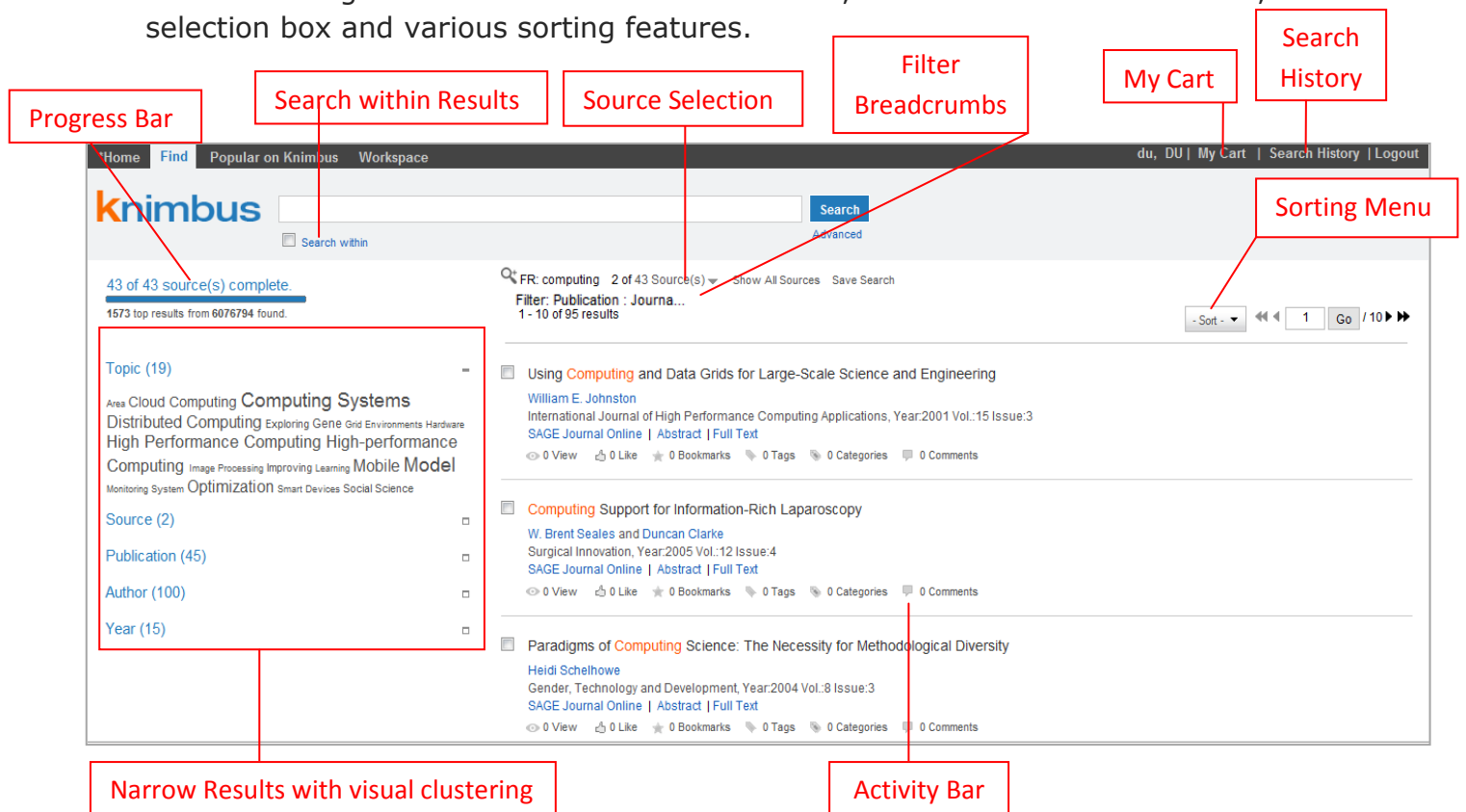

Key features

Result List
The records matching your Search criteria are displayed in the dominant grid. The result fields displayed in records are Title, Author(s), Journal Name, Publication Year, Volume Number, Issue Number, Source / Publisher Name, Abstract and Full Text. To view the Abstract and Full Text of any article, just click on the link. Clicking on the Publisher name will open a new window with the search results directly from the source.

Sources
The result grid displays with the Sources on the top. It lists the number of sources shown out of the total number of sources searched. A click on the downward arrow button opens the overlay which gives the details on the selected sources and how many results have been found from each source.

Click on a source to view results from that source. 'All Results' will merge results from all the sources and update the result list and clusters accordingly.

Activity Bar

| 0 View | 0 Like | 0 Bookmarks | 0 Tags | 0 Categories | 0 Comments |

To share your views and put personal metadata on any document, you can perform following activities through the user interaction bar:

- o View: See the number of times record viewed by Knimbus users
- o Like: Click on the link to like the document.
- o Bookmarks: You can bookmark the record for future references. Your bookmarks are available through the Workspace tab.
- o Tags: There is an option to add your own tag to the record. Use commas as separators to add multiple tags
- o Categorize: Tag the record by selecting a relevant category.
- o Comments: Add your own views, notes or comments.

Sort
You can do the sorting of all searched results and view them by
- o **Best Matched:** Records will be ordered based on the most relevant document for your query terms.
- o **Publication:** Records will be in alphabetical order by the Publication Name.
- o **Source:** Records will be in the same order as provided by the source.
- o **Year**: Records will be in reverse chronological order of the publication year.

Narrow Results
You can narrow results by using "Search Within" feature present along with the main Search Bar or by using clusters like Topic, Sources, Publication, Author and Year features given on Left of the result page.

Save Search
To save your query for future reuse, click on Save Search. All the searches you save are available through the Workspace tab.

My Cart
My Cart allows you to add all selected important records for your purpose and to do various actions like email documents, export bibliography and save documents. Click on the check box next to each record to add to the document cart.
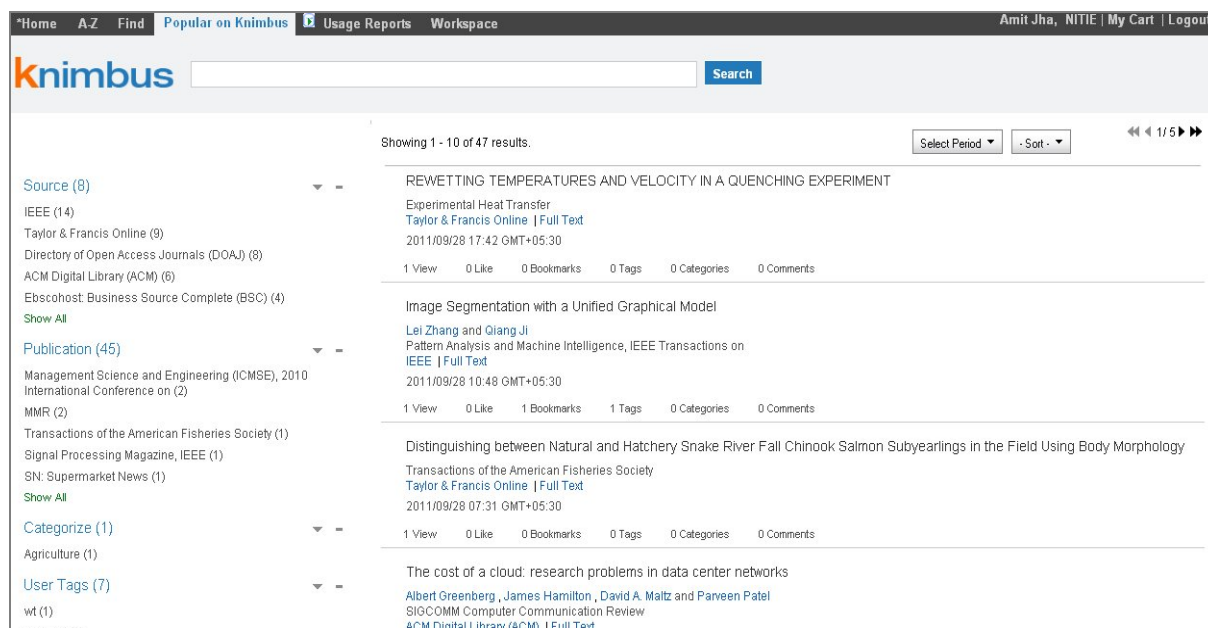
Search History
All the searches you have conducted in the current session are recorded in search history available on the Workspace tab. From the search history you can go back to a previous search or save it for future reference.

Popular on Knimbus

Popular on Knimbus is a unique feature that harnesses the collective intelligence of all users of the Knimbus research community. "Popular on Knimbus" is the central repository of the content which users have found relevant and acted upon through the activity bar.

Popular on Knimbus displays the latest content added to the repository. You can search the popular content through the search box at the top or narrow down to your area of interest through the clusters in the left panel.

Workspace

Workspace tab enables (i) personalization, (ii) sharing and (iii) management of research content. You can view, refer to and share your saved/bookmarked searched knowledge items with peer group members for collaborative research work purpose.

Key features

My Content

In this section you can view all content you saved during your search session using:

a. **Saved Search:** All searches saved by you are shown here.

b. **Saved Bookmark:** All content saved or bookmarked by you is listed here

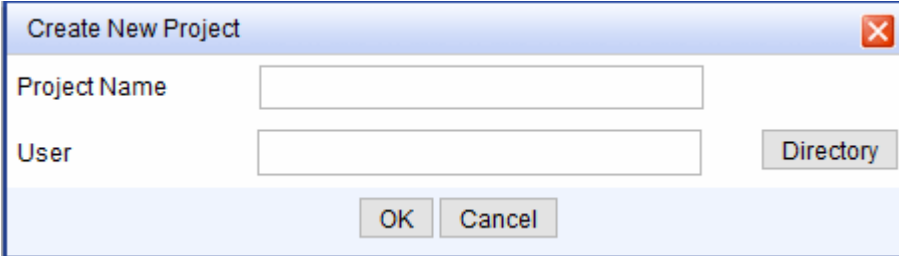c. **Tag History:** In this section, you can see all the tags and categories used by you on any record.
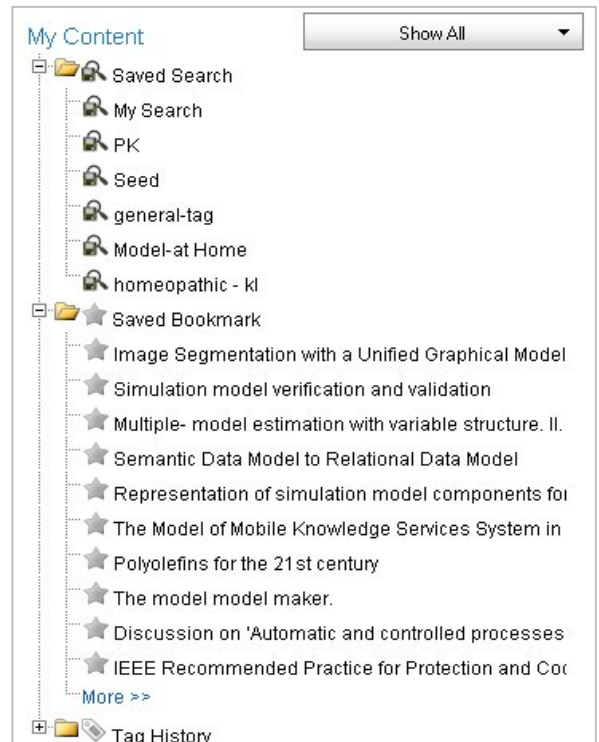
My Projects

Knimbus assists researchers with an interface to manage their research projects by collating all the related knowledge documents saved by them in project folders.

a. **Add a new Folder**
    1. Click on the ⬜icon
    2. Put a name for the folder in given box.
    3. Click on OK button.
b. **Edit Mode**
    1. Click on the ⬜icon
    2. Select the desired item(s)
    3. Click on the item(s) to edit the name or click on the 🗑 icon to delete.

Shared Projects

You can share content from your projects and folders with colleagues and team members by following the steps below:

1. Create your project by clicking on ![icon] image.
2. Type a name the project.
3. Click on "Directory" to select person(s)for sharing the content.
4. Create a folder in your new shared project by clicking on this image ![icon]
5. Now just drag and drop content from "My Content" or "My Project" into your new folder.

Please write to us in case of any query at *support@knimbus.com*