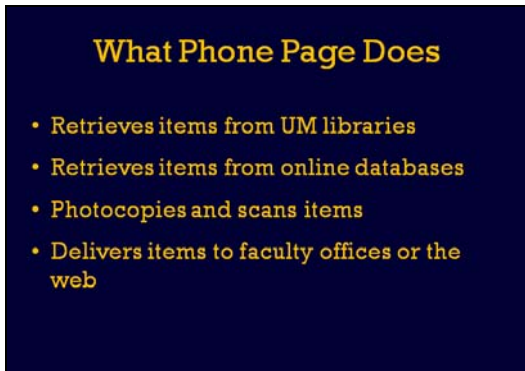




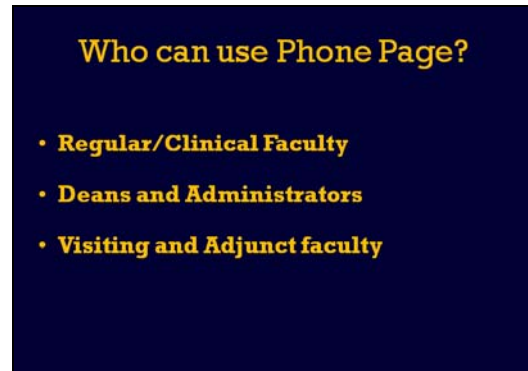
Slide 1
This tutorial will introduce you to the Phone Page web-based document delivery system. Click on the top button to continue with the full tutorial or any of the other buttons to view portions of the tutorial.



Slide 2
The buttons on the Table of Contents page allow you to jump to specific places in the tutorial, open the Phone Page webpage or open your email program to email the Faculty Services Librarian, Jocelyn Kennedy. The navigation buttons at the bottom of the page allow you to return to the beginning with its Table of Contents, pause, and step forward and backward through the tutorial.



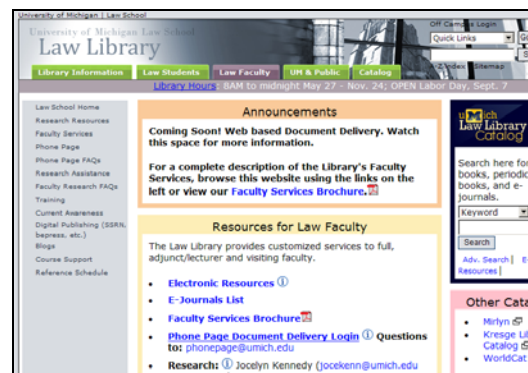
Slide 3
The Phone Page Document Delivery service retrieves and delivers books, articles, legal materials and other publications from the 29 libraries on the UM campus, from online resources and through Interlibrary Loan.



Slide 4
If you are a regular or clinical University of Michigan Law School faculty member, a Dean or an administrator of the Law School, you are eligible for the service. Visiting and adjunct law faculty are eligible for the service during the semesters they are teaching in the Law School.

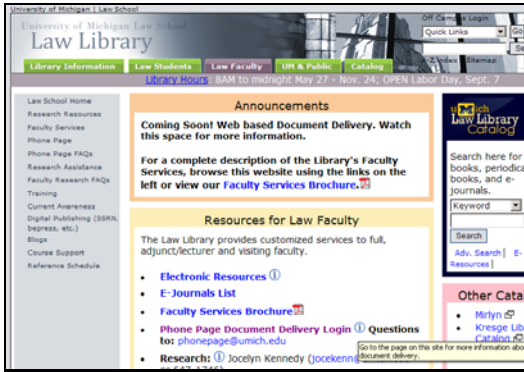


Slide 5
All items may be requested online, by email, phone or campus mail. Electronic documents are delivered to the web and print documents are delivered to your office. All requests may be tracked, and electronic documents retrieved, from your phone page web page.

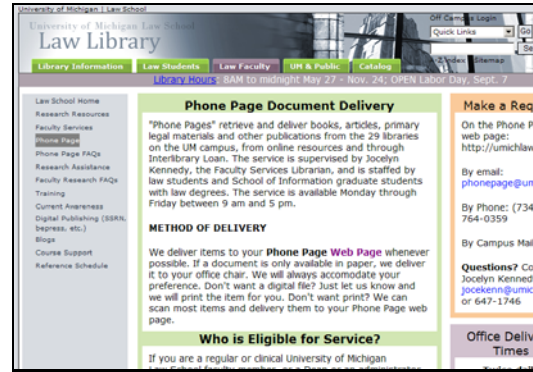


Slide 6
To log in to the system, visit the Law Faculty page on the library's website. Click on the Phone Page Document Delivery Login link to enter the system.

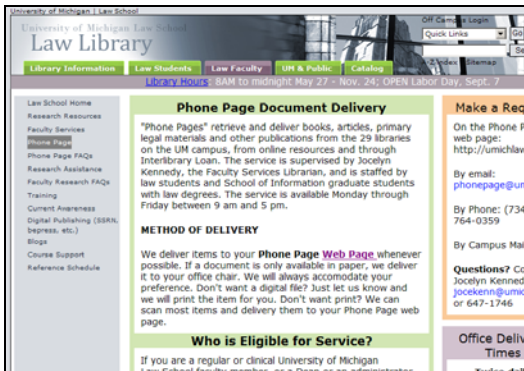
Phone Page Web Based Document Delivery



Slide 7
Click on i icon for more information about the Phone Page Service.



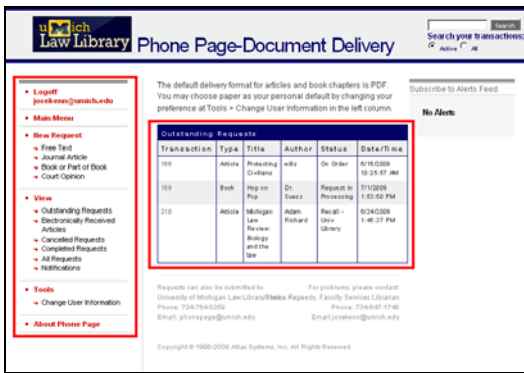
Slide 8
The Phone Page services are described on this page, along with important contact information and another link to your phone page web page login.



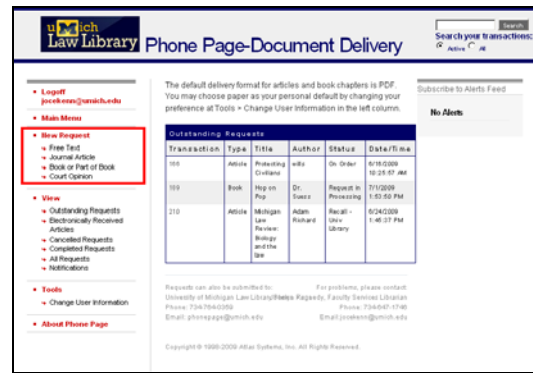
Slide 9



Slide 10-12
Enter your UM unique as your username, and your UM ID number as your password, and click Logon.

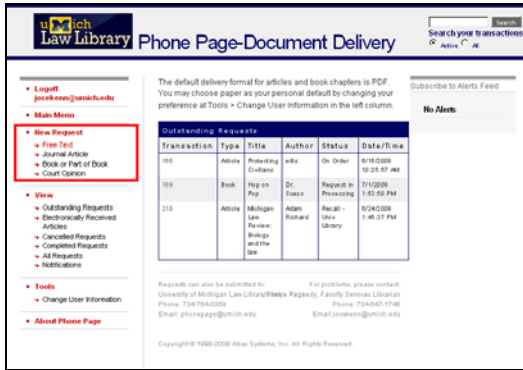


Slide 13
All of your navigation tools are located on the left side of the screen. When you log in, your Outstanding requests will always display in the center of the screen. We will explore all of the areas of the left menu in turn.



Slide 14
Let's start with making requests. You may use our online system to initiate requests using any of the forms under "New Requests". Remember, you may request items by email, campus mail or by phone.

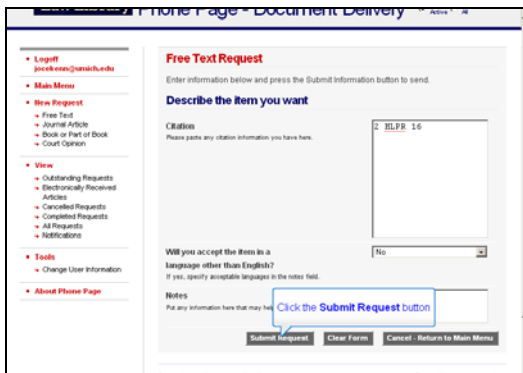
Phone Page Web Based Document Delivery



Slide 15
Submitting new Requests



Slide 16-18
The Free Text box allows you to cut and paste (or free type) citations into the system.



Slide 19



Slide 20
Once you submit a request, you are redirected back to the Main Menu, where your new request will be listed at the bottom of the outstanding Requests box. Each citation receives a transaction number, so you can track your requests by citation.

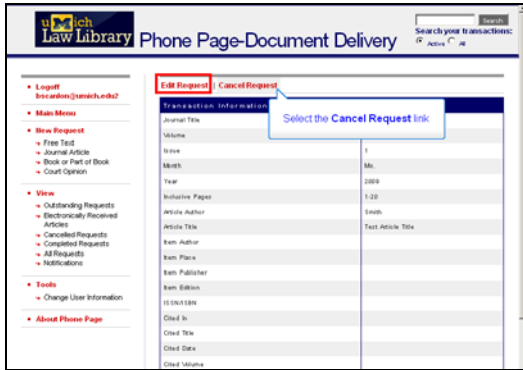


Slide 21
To refresh your page, click on the Main Menu link. Using your browser's refresh button adds duplicate requests to the outstanding requests box.

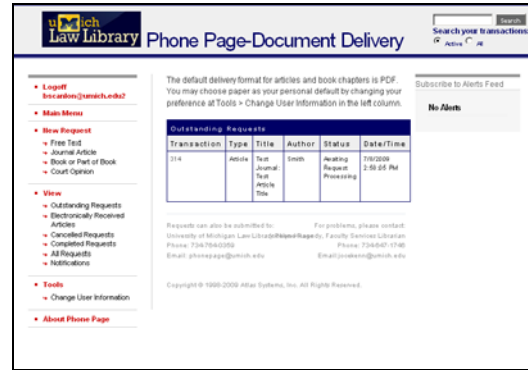


Slide 22
If you want to cancel or edit a request, you may do so at anytime before the request is completed by the Phone Page. Simply click on the Transaction Number of the request you wish to edit or cancel.

Phone Page Web Based Document Delivery



Slide 23
Clicking Edit Request will allow you to alter and resubmit your request. Clicking Cancel Request will quickly remove the request from your Outstanding Requests listing.



Slide 24
At the end of an edit or cancellation, you will be returned again to the Main Menu, where your changes will be reflected in the Outstanding Requests table.



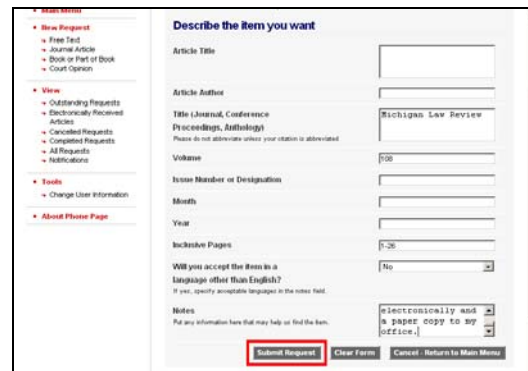
Slide 25



Slide 26-32
The other options under New Request provide a web-form for entering citation information. Provide as much information as you can.

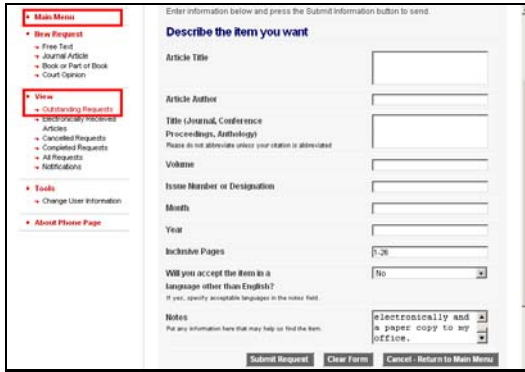


Slide 33
Special instructions or non-citation information may be included in the Notes



Slide 34
Click Submit Request to finish.

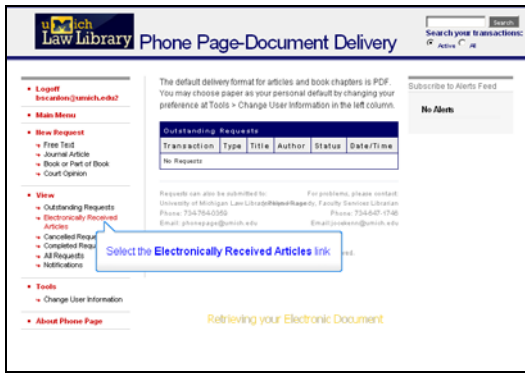
Phone Page Web Based Document Delivery



Slide 35
Viewing your requests. A record of your requests are at your fingertips. Clicking on Outstanding Requests OR "Main Menu" allows you to see requests that are in process.



Slide 36
The title and other citation information is viewable on the screen. You also see a status box. This lets you track the progress of your request. If the status box says "awaiting response from faculty member" it means we sent you an email seeking more information. We cannot finish the request until we hear back from you.



Slide 37
To view or download your electronic documents, click on the "Electronically Received Articles" link on the left menu.



Slide 38
The box in the center of the screen contains your electronically delivered documents. Click on the "View" button to open a document in another screen. At that point you may print or save your document to your computer. An expiration date is provided for each document. Your documents will remain on the webpage for 120 days from date of delivery. When you are finished with a document, you may delete it from your list by clicking Delete.



Slide 39
You may view your cancelled requests at any time by clicking "Cancelled Requests" in the Left menu.



Slide 40
Open up a cancelled transaction to see information about the request.

Phone Page Web Based Document Delivery



Slide 41
Clicking on the "Resubmit Request" button allows you to reinstitute your request.



Slide 42-46
This opens your request in the Edit Request screen. At this time you may edit your original request or leave it. Scroll to the bottom of the request screen and click on "Submit Request".



Slide 47
Your request is now in the Outstanding Requests box.



Slide 48
Clicking on "Completed Requests" on the left menu allows you to view all of the requests filled for you by the Phone Page



Slide 49
and allows you to see when the request was filled.



Slide 50
Clicking on "All Requests" allows you to see all of your requests, regardless of status.

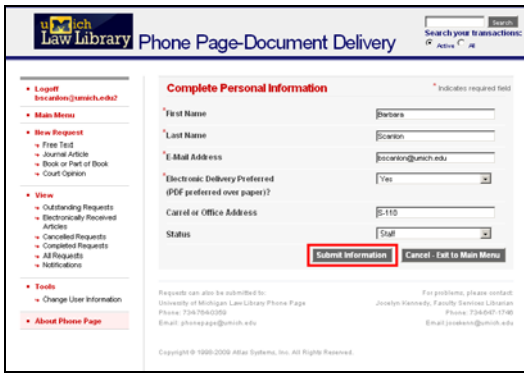
Phone Page Web Based Document Delivery



Slide 51
Clicking on Notifications allows you to view all of the emails sent to you by the Phone Page.



Slide 52
Clicking on Change User Information allows you to change the email address where you receive Phone Page Notifications.



Slide 53
You may also change your preference from Electronic Delivery to Paper delivery here. Finally, you may change your office address. If you make changes to your user information, remember to click on "Submit Information" at the bottom of the screen!



Slide 54
More information about using this website is available on the FAQs page.

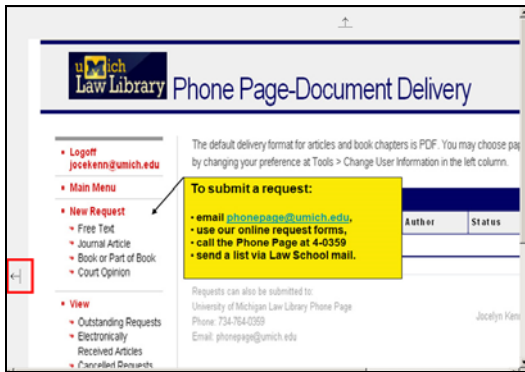


Slide 55
Click on the blue linked questions to jump to specific answers on the page. This page opens in a separate window, so just close the window to return to the Phone Page webpage.



Slide 56
The Tutorial link on the Main Page

Phone Page Web Based Document Delivery

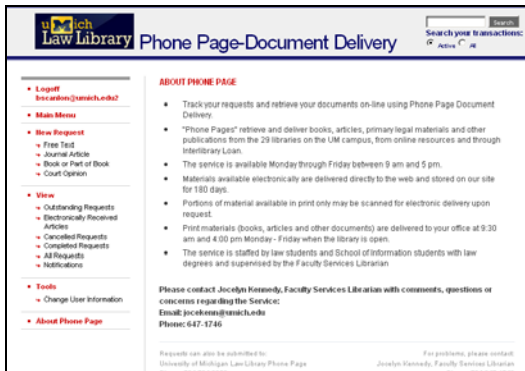


Slide 57

leads to a short four-page tutorial, which can be navigated by the arrows on the sides. Again, this opens in a new window, so just close the window to return to the Phone Page website.

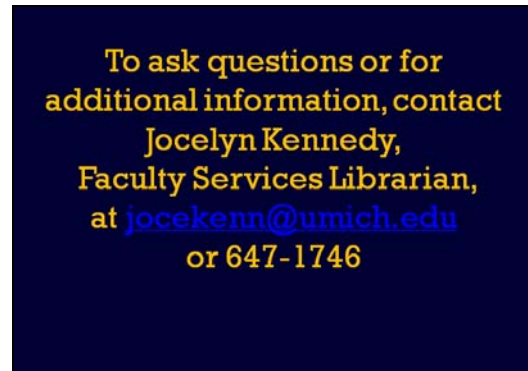


Slide 58



Slide 59

If you have any questions or need additional information about use of the Web based Phone Page Document Delivery System,



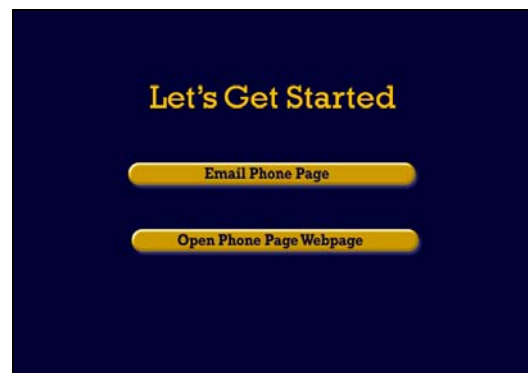
Slide 60

please contact Jocelyn Kennedy, Faculty Services Librarian.



Slide 61

Or contact the Phone Page service directly.



Slide 62