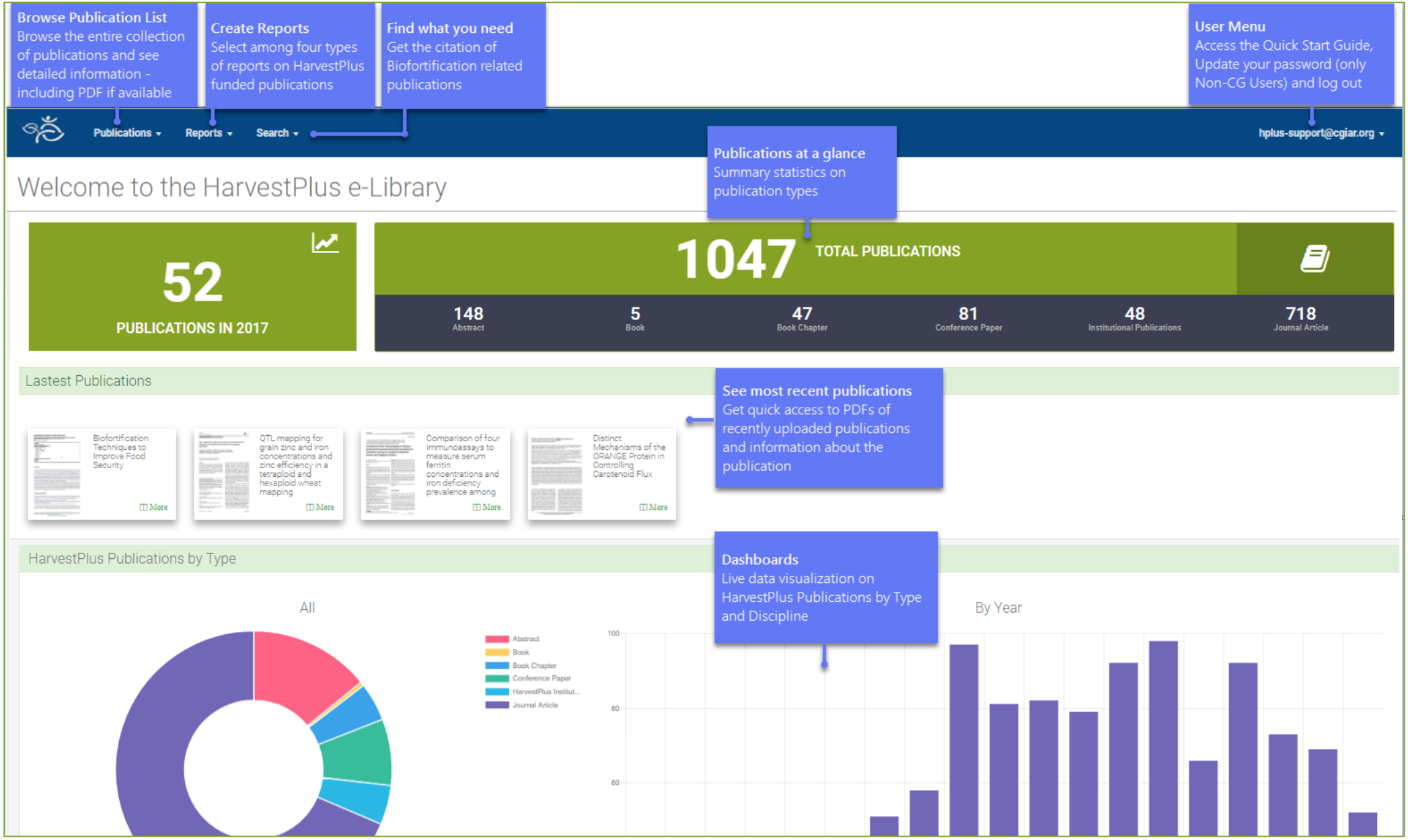
HarvestPlus e-Library - Quick Start Guide

The HarvestPlus e-Library allows you to access biofortification-related literature and generate reports for some publications. Publications include: Journal Articles, Books and Book Chapters, Abstracts, Conference Papers, Proceedings, and HarvestPlus Institutional Publications (Abstracts, Technical Monographs and Working Papers)



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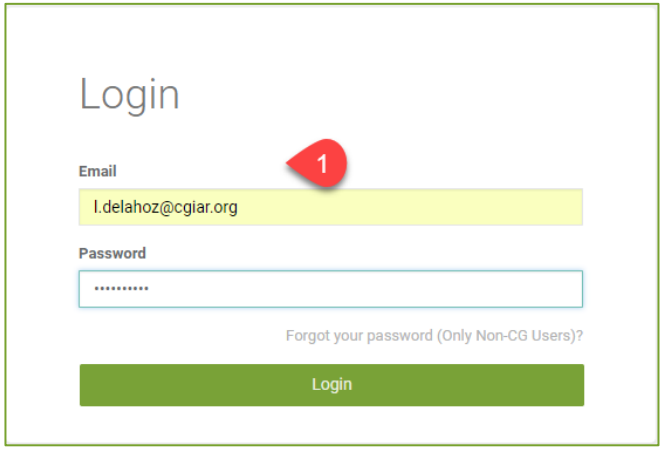
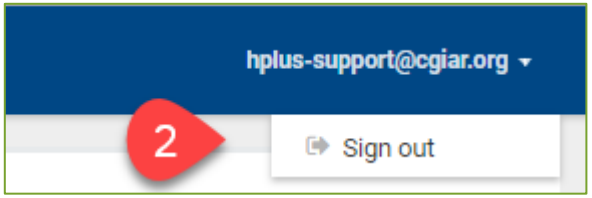
Logging in & out

1. To enter the site, type your CG email address in the login page. Users who do not have a CG email account will be assigned unique login credentials, which they will receive via email. You will be redirected to the main landing page.



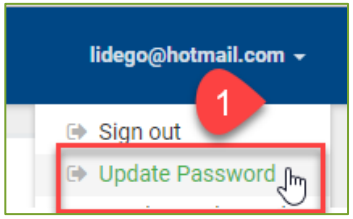
2. To log out, click the arrow next to your email address at the top left corner of the menu bar and then click Sign out.



Non-CG Users Update Password

Non CG-Users may change their password after their first login.

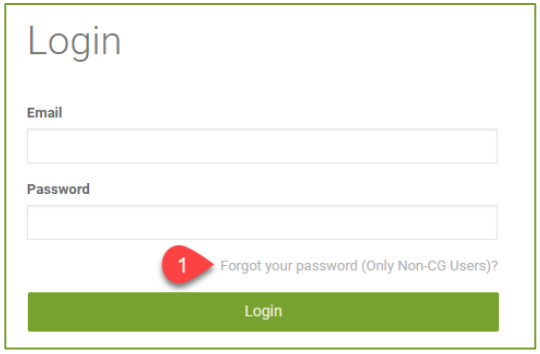
1. Select Update Password from the User Menu.
2. In the Password Update page type in your Current Password and then the new one in the New Password and Confirm New Password boxes.



Non CG-Users Forgot Password

If Non CG-Users forget their password, they can request for a new one at the log in page.

1. Click the link Forgot your password (Only Non-CG Users)?
2. In the Password Reset page type your registered email address.
3. Click the Reset button to receive a new password via email.



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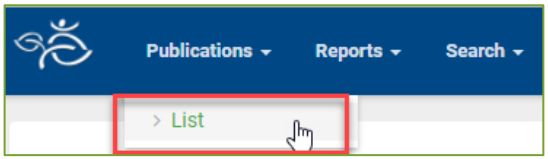
Publications – List.

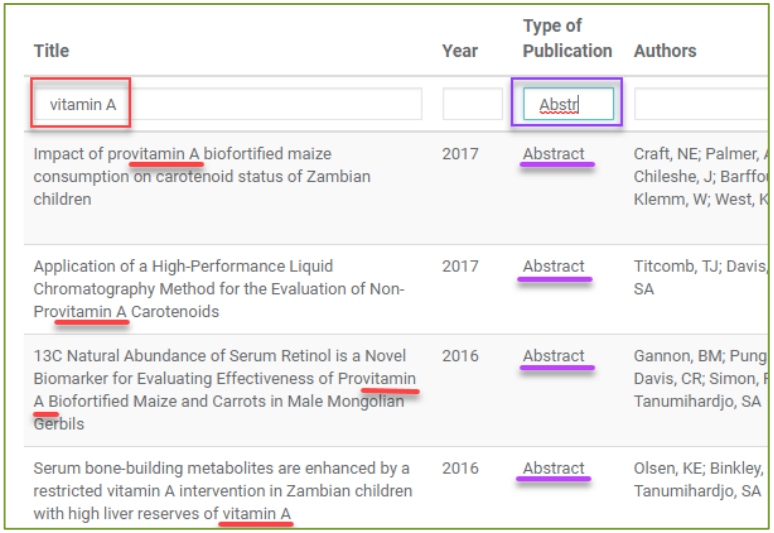
This feature allows you to browse and export to Excel the complete list of publications and gives access to their detailed information and PDF file when available.

To access the list of Publications, select List from the Publications menu.

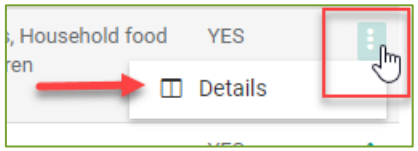


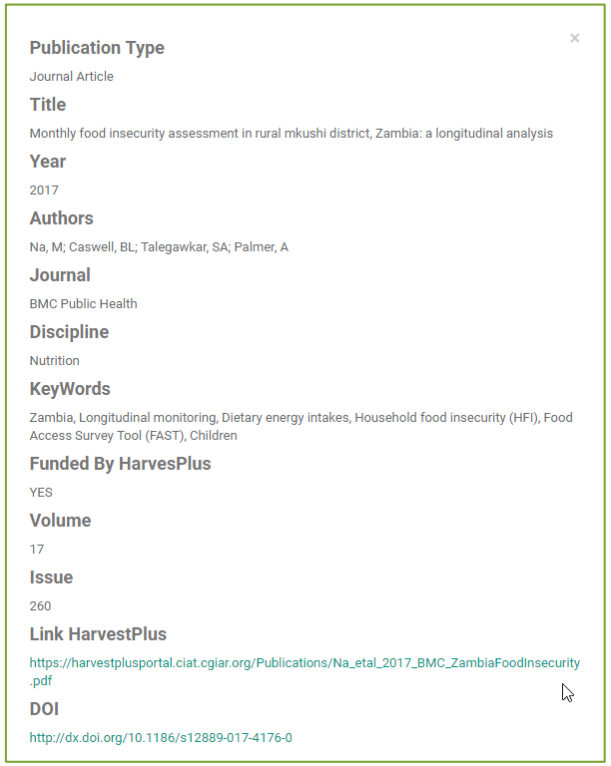
From this list you are able to:

1. Filter publications: use the boxes that appear below the column headers to filter the publications (you can filter info using more than one column to narrow the list of items to display).



2. See detailed information for each Publication by clicking the ellipsis menu (three dots) at the end of each row.





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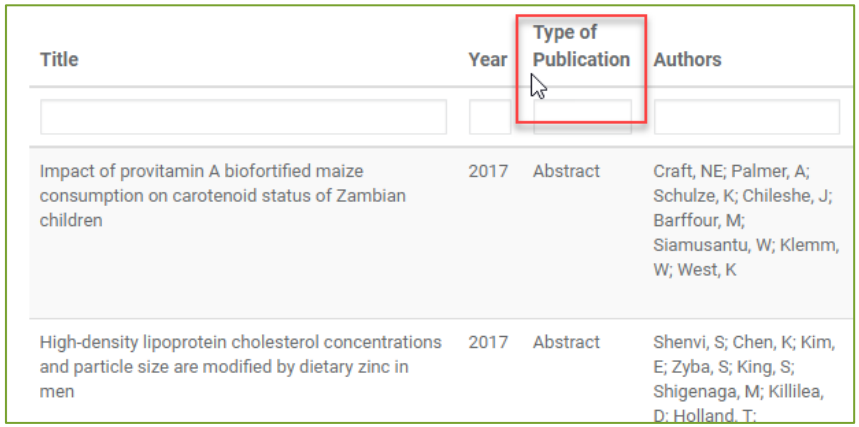
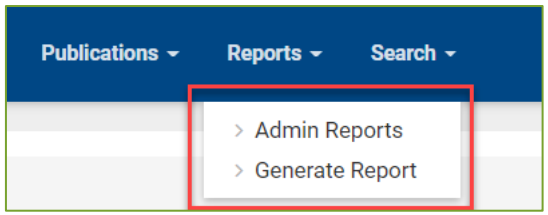
3. Order the list by clicking the column name.

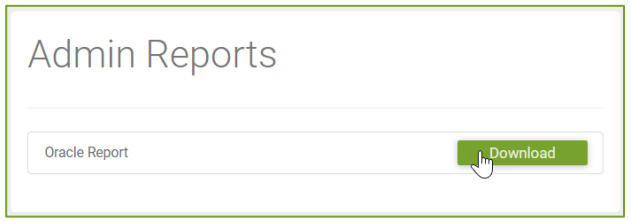


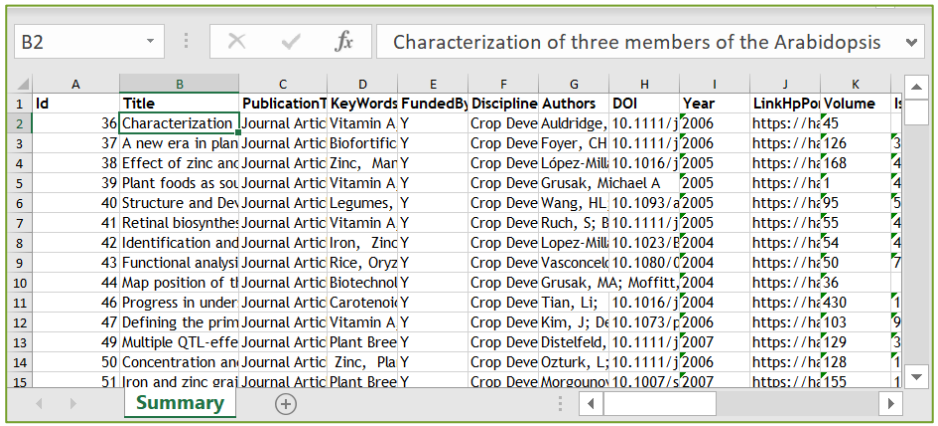
Report.



Admin Reports: this module allows administrators create a list of all publications saved in the database. To generate the report:

1. Click Admin Reports.
2. Click Download to save the Excel file in your device.





Generate Reports: this module allows all staff generate the following reports:

1. Number of publications by year and type (Excel).
2. Number of publications by year and discipline (Excel).
3. List of publications by year and type (PDF).
4. List of publications by year and discipline (PDF).
   Note that all reports only account for HarvestPlus funded publications.

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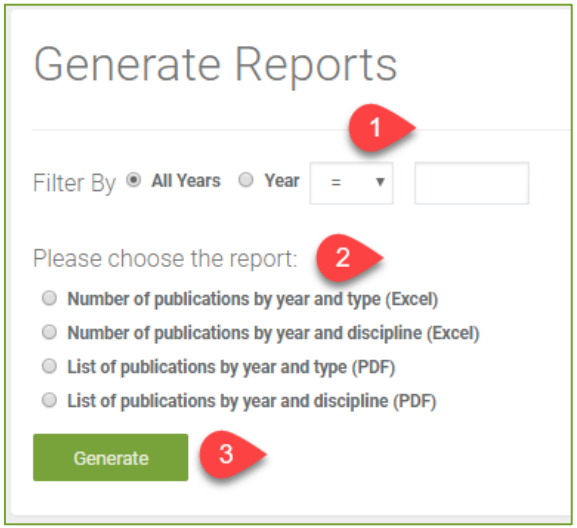
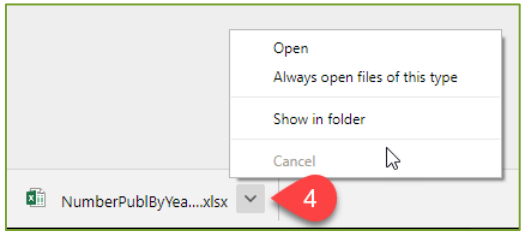
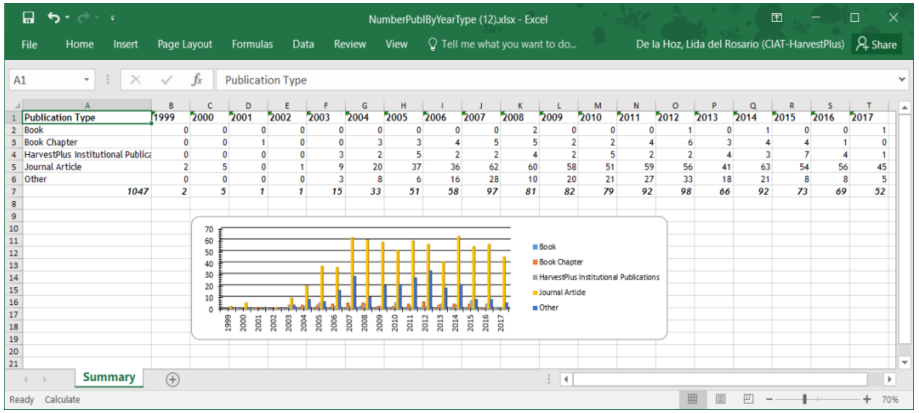
To generate a report:

1. Specify the Year or select All Years if you do not want to specify one.
2. Select the Report type.
3. Click the Generate button.



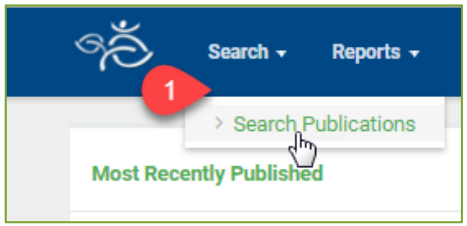
4. The report is downloaded to your device.





Search for Publications.

1. From the menu, click Search and then Search Publications.



2. Begin your search by typing the term you would like to find in the search box. Click the plus button to add up to three terms to get more accurate results or remove them by clicking the minus button

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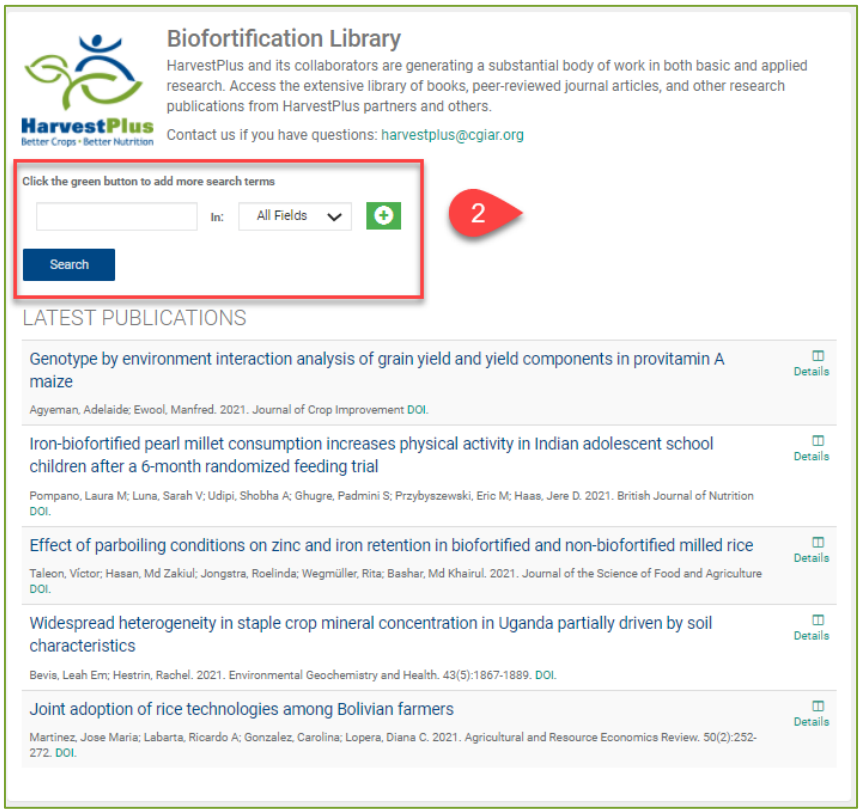
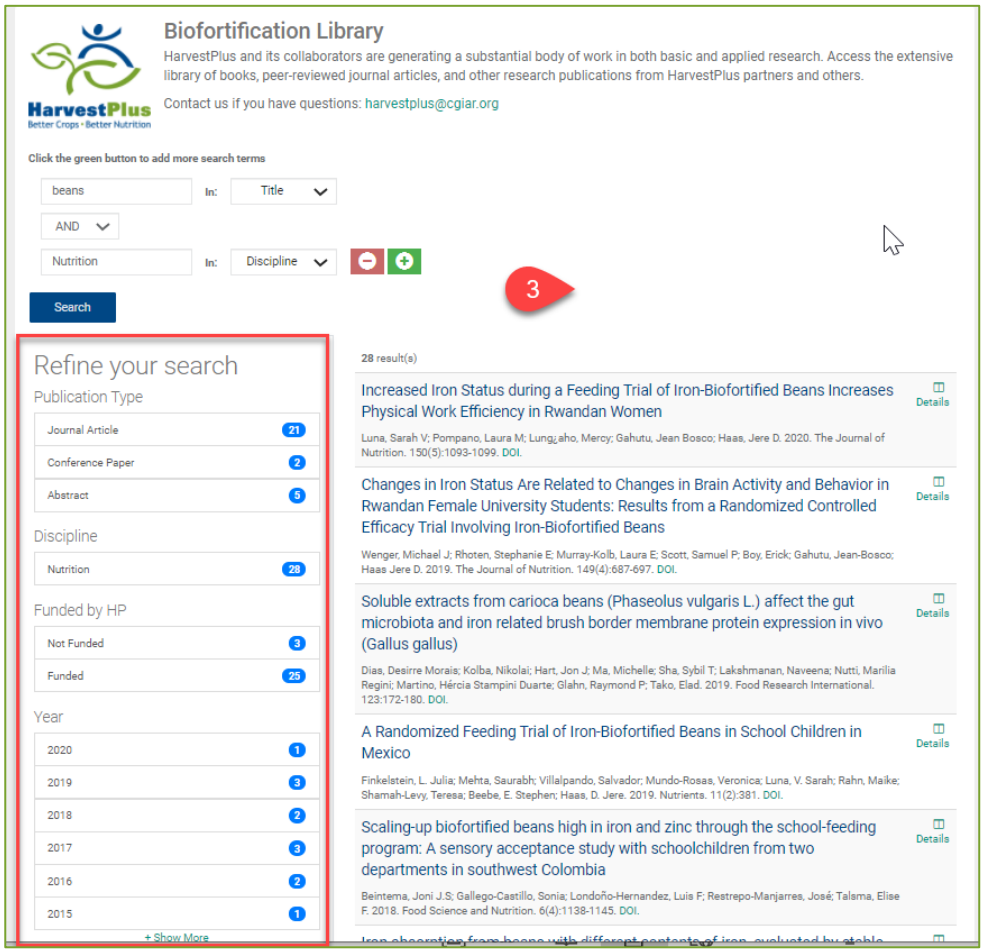
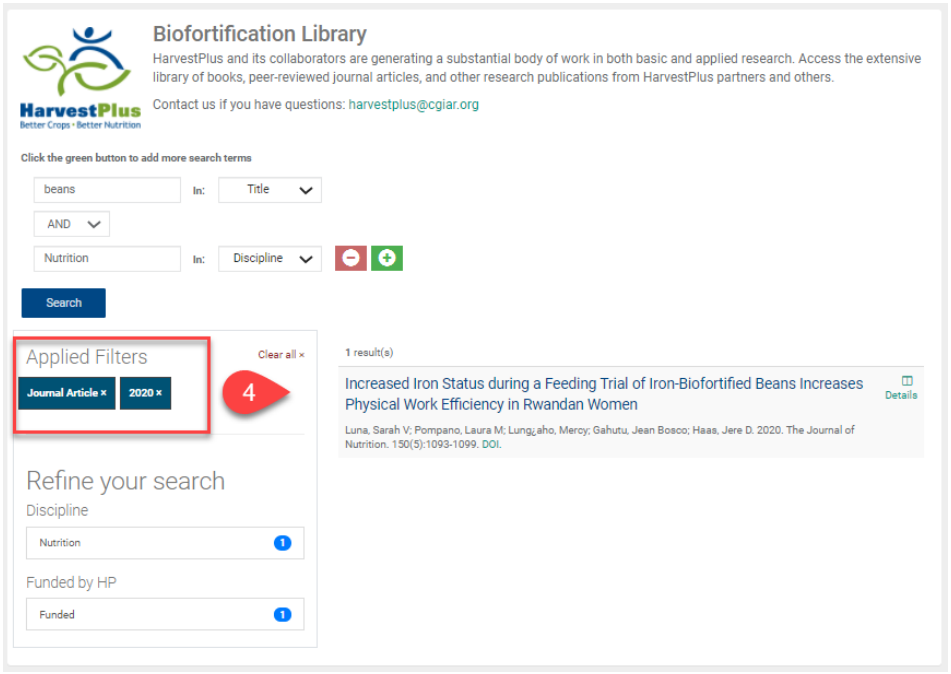


3. The list of publications that meet the search criteria is displayed.



4. The Refine your search section allows filter publications by their type, discipline, year, etc.

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