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www.bdslive.com

BDS **live**

HELP NOTES

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Welcome

Welcome to BDSLive. This manual will help you use to your best advantage the web-based, information-rich, multimedia cataloguing and search tool, BDSLive.

BDSLive is alive and dynamic. Please give us feedback about your experiences of using BDSLive as this will help us to change and improve BDSLive so that it better suits your needs. BDSLive is an adaptable tool which is focused on serving your library and the community of library users.

BDSLive is built upon the high quality data that has made BDS the foremost supplier of data to libraries in Britain. Whether researching a reading list, building the library catalogue, ordering a newly released DVD, reading up on your favourite computer games, building a purchase order or keeping track of stock, BDSLive should be your tool of choice.

This manual covers the sixth October 2018 release of BDSLive and interim updates to the site and has been updated from the initial help manual which was made available for use with the release edition of BDSLive.

The BDSLive Homepage

In order to reach the BDSLive Homepage, please visit www.bdslive.com

The new version of BDSLive has been optimised for use on phones and tablets and we recommend that you use the latest version of Internet Explorer, Safari, Firefox or Chrome wherever possible when logging into the site.

The BDSLive Homepage is the gateway to BDSLive. To progress beyond this page requires that you enter your subscriber's username and password.

Contact information is displayed for the BDS Sales Team, sales@bdslive.com, tel. 01387 702251.

At the very top of the screen, above the BDSLive banner, you will find the menu bar with tabs that offer access to the following features which stay on screen no matter where you are within BDSLive:

1. **Home** – click on the house icon to return to the BDSLive home page from anywhere within the site.
2. **My Account** – a drop down list allows you to either log into your BDSLive account or to register for a new account. This is also where you can change your BDSLive password.
3. **Contact Us** – opens a form for the submission of queries about BDSLive.
4. **About Us** – a link to the home page of the BDS Corporate site
5. **Help** – you will find a help telephone number – 01387 702251. Call this number between 9:00 and 17:00 to talk to someone if you are having problems with BDSLive or cannot answer your question through the use of this document. An email address for queries is also provided helpdesk@bdslive.com
A copy of these help notes is also displayed.

Logging Into BDSLive

At the very top of the screen, you will see a **My Account** button which gives you the option to **Log in** to BDSLive. BDS provides you with a login and password in order that you are able to use BDSLive. Please contact our sales helpdesk at sales@bdslive.com or by telephoning 01387 702251 between the hours of 09.00 and 17.00 if you do not yet have your login and password. Clicking on the **Log In** button will take you to a new screen with the options to enter your login and password. If you have forgotten your password please follow the on-screen prompts within the login box. Once you have entered your login and password information, clicking on the **Log In** button will redirect you back to the Home page. You will now be able to access the rest of BDSLive.

Along the top of the screen, beneath the BDSLive banner, you will find a blue menu bar with tabs that offer access to the various features of BDSLive. You will not be able to access any of these areas of BDSLive without logging in. These options stay on screen no matter where you are within BDSLive, offering you speedy access to any feature of the BDSLive website. They are:

Thema/BIC for Books

Film

Music

Games

Manage

Your ShortList

Clicking on any of the first four options will allow you to Browse search. Notes on using the **Browse** option can be found on page 4 of this document. Clicking on **Manage** gives you access to the following options:

ISBN Lookup (see page 5)

Published Lists (see page 7)

Manage Lists (see page 4)

Saved Searches (see page 4)

Your Shortlist (see page 5)

Preferences (see page 7)

Clicking on **Your ShortList** opens up the **List Editor**. More details on using Your ShortList and the List Editor can be found on pages 5 and 6 of this document.

Search

The search features in BDSLive enable you to track down the item or items you are looking for via a number of search options.

Search

The Search option is present in every section of BDSLive and can be found at the top of the screen. It offers the user the opportunity to begin or to change their line of research by entering a single word or phrase from anywhere within the site. There is a box into which you can type your search terms, a drop down list of databases to search and a magnifying glass icon which acts as a search button. The drop down box defaults to searching all databases. More specific searches can be performed using **Advanced Search**. Notes on using the Advanced search option can be found below.

After you have entered your search terms, click on the magnifying glass icon and you will be presented with the results of your search. The results will be organised by relevance but can be reordered once you

have performed your search by using the options in the drop down box on the right hand side of the search results page.

Advanced Search

Advanced Search can be accessed by using the button labelled **Advanced Search** which stays at the top of every screen no matter wherever you are in BDSLive.

Search Terms

On the main Search form, there are four **Search Terms** boxes in which to enter your search terms with drop down lists at the side of each box. By using the drop down arrows next to each of the fields you can choose any of 22 different field options from the drop down menu across the four search entry boxes. You can enter a single search term, a number of search terms or a phrase, using inverted commas.

The **ISBN/Barcode search** allows for the insertion of 10 or 13 digit ISBNs, EANs or manufacturer's numbers for film, music and games. When entering more than one ISBN please separate your codes with a semi-colon and space. Alternatively, the **ISBN Lookup** function can be used. Notes on using the **ISBN Lookup** function can be found on page 5 of this document.

Date filters

Publication Date requires you to enter a date range, although you can, for example search from October 2018 to October 2018 to retrieve only titles due to be published in October 2018. This option can be used along with the four **Search Terms** drop down boxes or independently of them, depending on whether you want to filter by date alone or by date and keyword, author, title etc.

Search filters

Select Format allows you to be more specific about the type of material which you are looking for.

Select Quality allows you to search either the BDS Library quality or Trade books databases. The books database on BDSLive is formed of two separate databases, one of Trade records and one of Library quality records. These two books databases can be searched either in conjunction or separately by using the tick boxes next to each database name. The default setting is Library quality and Trade records, however, this can be changed either by using the **Select Quality** option on this page or by changing the default in the **Preferences** option. Notes on using the Preferences option can be found on page 7 of this document.

Select Availability allows you to retrieve pre-publication or published books titles. It also contains a rental/retail filter for film records which allows you to retrieve only those rental titles which can be purchased and lent to library borrowers.

Select Price allows you to limit your search results to a defined price range.

Select Readership allows you to limit your search results by adult or junior, fiction or non-fiction.

Sort By allows you to decide in what order your search results will be retrieved. The default setting is relevance.

Databases allows you to limit your search to a specific database.

ISBN Lookup allows you to search for more than one ISBN at a time. Notes on using the ISBN Lookup function can be found on page 5 of this document.

Results List

After you have entered your search terms, click **Search** and you will be presented with the results of your search. The results will be organised by relevance unless you have used the **Sort By** filter under **Advanced Search** to re-order your search results. You can re-order your search results by using the drop down box on the top right of your Results list.

You can also filter your search results by using the drop down menus at the top of your Results List.

Your Results List gives brief information about the titles which your search has retrieved, including the prices and stockholdings of UK wholesalers and library suppliers along with distributor information where it is available. **Price and Availability** data from each supplier is displayed against each title on the right hand side of the results list.

You can change the display of the Results List from a List view to a Grid view or a Print view by clicking on the blue icons on the top right side of the page.

Filter

Once you have reached your Results List, should you need to refine your search you can do so using the drop down filters at the top of your Results List.

Save Search

It is possible to save your search by choosing this option from the grey bar at the top of your Results List. Choosing **Save Search** will give you the option to give your search a name by which you will be able to recognise it in future. Clicking on Save will then save your search parameters which you have entered against your log in until such time as you come to delete them. **Saved Searches** can be accessed using the **Manage** tab which remains at the top of each screen throughout BDSLive.

Edit search

Clicking on the **Edit Search** button will return you to the **Advanced Search** form but with your original search terms retained, thus allowing you to make your search more specific if required without having to re-enter your original search terms.

Browse searching

Once you are logged in to BDSLive, along the top of the screen, beneath the BDSLive banner, you will find the blue menu bar with tabs that offer access to the various features of BDSLive. Clicking on any of the first four options will allow you to **Browse search** using Thema or BIC subject categories for books and by Genre and subgenre for film, music and games. You can choose whether you would prefer to browse search using Thema or BIC for Books in **Preferences**. Notes on using the Preferences option can be found on page 7 of this document.

As with all results lists on BDSLive, you can then filter or order your results using the drop down boxes at the top right of your results list. You can also use the **Saved Search** or **Edit Search** options. By clicking on a particular item in the results list you can view the full entry and all information associated with it. Please see above for further information on display options.

ISBN Lookup

ISBN Lookup can be accessed via **Advanced Search**, via **Manage** and also via the **Preferences** tab in the menu bar which remains at the top of each screen throughout BDSLive.

ISBN Lookup allows you to enter up to 50 ISBNs, one after the other with a carriage return after each one, and it will retrieve search results for all 50 titles at once. ISBN Lookup also allows you to visit another website, copy a whole page of listings from anywhere in that site and drop that page by cut and paste or drag and drop into the ISBN Lookup window. You can also enter text copied from a letter or an article and the form will extract the ISBNs and only search for them when you click on **Find ISBNs**. A list of ISBNs contained in those pages (up to 50 items) will then be displayed.

Clicking on **Check For Missing ISBNs** will display any ISBNs not present on BDSLive on the right hand side of the page. If there are no missing ISBNs then the text **All ISBNs Present And Correct** will be displayed instead.

Viewing Titles

Clicking on the title of any of the results on your search list will open a new page which will display more detailed information about that title. Access to this more detailed information is via a simple vertical tab layout with the first screen you view showing general information about the selected title and subsequent tabs displaying author biographies, reviews, MARC data etc. Selecting a tab will display the information on the screen you are looking at below the general information section and without opening a new window.

The left hand side bar provides various options. **Flyer** creates a .pdf document containing information about the item you are viewing which can be saved to your computer or opened immediately. **Recommend Title** opens a form which allows you to send the details of the item you are viewing to a colleague.

Film trailers can be viewed wherever the **View Trailer** option is displayed underneath the image of an individual item. Film trailers will only display if you have Flash installed on the computer which you are working on. If your computer has speakers then you will also be able to listen to the trailer.

Many of our items have images from inside the book, images of back covers, etc. These can be accessed wherever the **Look Inside** option is displayed underneath the main image.

Your ShortList

Your ShortList allows you to create lists of records to export from BDSLive. Clicking on the **Add To List** button against individual items, either from the search results screen or from within the full details for an item will add that single item to your ShortList. Clicking on the **Add All To ShortList** button at the top right hand side of each page of search results will add the whole page of items to your ShortList. Once items have been added to your ShortList these buttons will be greyed out to prevent them from being added to a list more than once.

Because you can set your search to retrieve up to 128 results per page in **Preferences** you can add up to 128 results to a list at any one time. Notes about using Preferences can be found on page 7 of this document.

You can add items from different results lists and from different searches to your ShortList. There is no limit on the number of items which you can add to your ShortList and you can add items from a mixture of different media types.

You can view your ShortList at any time by clicking on the **Your ShortList** button which remains at the top of each screen throughout BDSLive.

When you have added all the items which you require to your ShortList, clicking on the **Your ShortList** button directs you to the **List Editor**. Your Shortlist can also be accessed at any time from the blue menu bar at the top of every page in BDSLive. The **List Editor** allows you to view a **Slideshow** of your items or to **Export** or **Publish** your list, however, in order to access these options you must enter a name for Your ShortList in **List Name** box and then click on the **Save List** button.

Your items will now be saved as a named list against your Log on until such time as you delete them or delete the list itself (more information on deleting lists and deleting items from lists can be found below). This means that you are not required to export the records in your list in your current session but can choose to do so at a later date by recalling your list from **Manage** (see below).

Please also note that items added to **Your ShortList** will be removed from the ShortList once you have saved them as a named list.

You can now use the options at the head of your saved list as follows:

Clicking on the titles of the items on your list will open a new window which will display the full details of that item.

It is possible to re-order the items on your saved list by clicking on the column headings.

You can also add a note to items on your saved list at this stage by clicking on the **Edit** button on the right hand side of your list, typing your note and clicking on the **Save** button. Notes added to items in this way will display in the **Slideshow** function if selected and will also appear in the body of records in files exported in either .csv or Excel.

You can remove individual items from your list by selecting the **Delete** button against each item on the right hand side of your list.

Exporting lists

In order to export the records on a saved list, select the **Export** button at the top of your selected list. You can select individual items from your list to export by selecting one item and then by holding down the **Ctrl** button when selecting further items. If you do not select items for Export, BDSLive will assume that you wish to Export all of the items on your list.

Selecting **Export** will open another window which allows you to select the **Export Format** of your report from the drop-down list. Selecting either .csv or Excel will allow you to select the fields which you wish to export by using the arrows against the fields in the selection box. Selecting any other option disables this function as only exports of full MARC or ONIX records containing all fields are possible.

Having selected the format for your report, you can then choose either **Download File** or to **Email File**. If you select **Download File** and then hit the **Export** button you will be able to download a copy of your file to the machine on which you are working.

If you select **Email File** then the screen will expand to show your default email address which should match your Log in unless changed in **Preferences** (Notes on using the Preferences option can be found on page 7 of this document). You can change the default email address manually at this stage if required. If you then hit the **Export** button an email will be sent to your email address with your records in an attachment in the specified format.

The saved lists in your **List Editor** can be retrieved by choosing the **Manage** option and then selecting **Manage Lists** from the blue menu bar at the top of any page in BDSLive. In the **List Editor** you can **Edit**, **Publish** or **Delete** your lists by selecting the options against each list.

Selecting **Edit** will open the individual list which is saved against your log in and you will then be able to **Export** records as described above. It is also possible to **Publish** your lists which makes them available to all other users to view and export. Clicking on **Publish** will add your selected list to the **Published Lists** page. In **Published Lists** you can choose **Acquire List** in order to save a published list to your own **List Editor**. It is possible to display your lists in a Slideshow feature from the List Editor. You can use the arrows on either side of the Slideshow to scroll through your items or wait for each item on your list to be displayed.

Preferences

Preferences can be accessed from **Manage** on the blue menu bar from any page within BDSLive and provides the following options:

Search Results Preferences

Number of items to return allows you to change the number of items you will retrieve to your search results page.

Default Book Filter will allow you to always search only the BDS Library Quality or only the BDS Trade database. More detailed descriptions of these databases can be found on page 3 of this document.

Default Classification will change the **Browse** option for Books between Thema and BIC.

Default Databases can be set if you wish to exclude a certain database or, for example, only search for books, film etc.

General Preferences

Email list for List Editor to export allows you to change the email address from the default (which will be the same as the email address which you use to log in to BDSLive).

Highlight search terms allows you to choose whether to have your search terms highlighted wherever they appear in the results on BDSLive.

Default Export Action allows you to choose to always either email or download your Lists from the **Export** function in the **List Editor**.