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The Managers Portal

This portal allows you to manage all aspects of your LexisNexis Red account:

- **Account Status** [1] is how many users, subscriptions and loans your account has available.
- Managing your **Loans** or **Subscriptions** [2]
- Assign titles to many users by clicking on **Assign Loan to User(s)** [3]
- Change the default **Borrowing Time** and **Borrowing Limit** to how many titles a user can borrow at once [4]
- Create a new user in **Accounts** [5], click on **New Account** or **Bulk Import**. The user will receive an email with their password.
- Search field can **Filter** [6] for and find a particular user. From there, reset their password or assign titles.
- With one click, manually return titles [7].
Accessing versions of titles

- **Versions of titles** that may currently be applicable to your subscription, can be accessed by clicking on the main title entry in your titles list.
Important Information

As a manager of the Digital Library you have management rights across your loan titles and subscribed titles.

Loans

The Loans tab is how you manage user accounts. When a loan title is returned, annotations are removed, just like if you returned a library book. If you loan it again in the future, the annotations will not appear.

Subscriptions

The Subscriptions tab is provided so that should someone leave your firm you are able to reassign that subscription title to another user.

Note: If you were to remove a subscription from a user, you will not be able to resubscribe the same title to that user for three months.

If you do this by mistake, please contact customer support to reassign the title for you.

User accounts

To update your password after receiving your automatically generated one, log in to LNRed on your iPad or PC.
Logging In

To get started enter in your Login/Email [1] and your Password [2] and click on Log In [3].

Please note: your email address is your username and your password is sent via email.
Managing Loans

Account Status

Account status provides an overview of your library.

<table>
<thead>
<tr>
<th>Account Status</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocated Users:</td>
<td>USED</td>
<td></td>
</tr>
<tr>
<td>Allocated Users:</td>
<td>Available</td>
<td></td>
</tr>
</tbody>
</table>

Allocated Users: USED Refers to number of accounts set up
Allocated Users: Available Refers to the potential number of users or seats in your firm. The default is set to 1000. Please contact your relationship manager if you require more.

Subscription Status: Used/Available Refers to how many subscriptions are assigned vs total number available.

Loan Status: Used/Available Refers to titles out and titles available.

Accounts

Accounts

[1] is a tool to create a New Account or Bulk Import

[2] and reset user passwords, add additional titles, recall loans

[3] Users are sorted via alphabetical order.

If you delete a user account via the Digital Library Manager Portal, all annotations will be removed and are irretrievable.

If you remove a subscription from a user by selecting the you will not be able to re-subscribe the same title to that user for three months. If you remove a subscription by mistake, please contact customer support on 1800 772 772 or NZ 0800 539 476 to reassign the title for you.
Creating a New User

To create a New User click on **New Account**

**Create New User Account** fields:

- First Name [1]
- Surname [2]
- Email/login [3]

If you wish to assign the new user with titles, click **Create and Assign Titles** [4]. Otherwise, click **Create New User** [5].

Assigning Titles to a User

- Using the **filter option** [1] within **Accounts**, type in the user name you wish to search
- Click on the user that you wish to add titles to.
- Click on **Add Additional Titles** [2].
- Check the boxes next to the titles you want to assign [3]
- The click on **Assign Titles to User** [4].

*If you delete a user account via the Digital Library Manager Portal, all annotations will be removed and are irretrievable. Do so at your own risk.*
Assign a title to multiple users

To assign a title to multiple users, first click on Assign Loan to User(s) [1].

Then, select the title you wish to assign in Digital Loans [2], select the version/s of the title to be assigned (if applicable to your subscription) [3] and select the users from Accounts [4]. Finally, click on Assign Loan to Users [5].
Change Default Borrowing Length and Limit

To alter your default borrowing time, type in the amount of days within the Borrow Time [1] field, this may be between 1- 99 days. This can be adjusted at the individual user and title level.

To alter your default borrowing limit, type in the maximum amount of titles into the Borrowing Limit [2] field. This borrowing limit is a fixed value as it applies to the entire library.

Click on Save as Default [3].

You may also want to change the length of borrowing time for each individual title eg. Australian Family Law, by editing Specify standard borrowing length [4] field and click Save as default.

There is also an option to change the length of the loan for the individual. Either change the
amount of Days [5] next to the user’s name or click the calendar [6] and choose the date you want the loan to end.
Managing Subscriptions

LexisNexis Red Digital Library

Account Status
- Items: Used 68  Avail 990
- Subscription Status: 27 3214
- Loan Status: 9 565

Accounts
- New Account
- Bulk Import

Subscriptions
- Assign Subscription to User(s)
  - Accident Compensation Vic
  - ASX Listing Rules
  - Aus Defamation Law & Prac
  - Austin and Black’s Annotations to the Corporations Act
  - Australian Administrative Law
  - Australian Commercial Arbitration
  - Australian Consumer Credit Law
  - Australian Corporate Finance Law
  - Australian Corporation Law - Principles & Practice
  - Australian Corporation Law Legislation
  - Australian Corporation Practice
  - Australian Defamation Law and Practice

- Australian Family Law
  - Blackmore, Vanessa-1
  - Accounts, KEY
  - Australian Family Law + Cases

- Australian Immigration Law
- Australian Insurance Law Annotated
- Bankruptcy Law and Practice
Subscriptions may be managed similarly to loans. To assign a subscription to a user, click on the **Assign Subscription to User(s)** [1] button. From there, select the subscription and the user you want to allocate it to.

**Versions of titles** [2] that may currently be applicable to your subscription, can be accessed by clicking on the main title entry in your titles list.

**To remove a subscription**, expand a title and click on the trash icon [3].

**Note**: removed subscription will not be able to be given back to that user for three months.

If you remove a subscription in error, please contact customer support: AU 1800 772 772 or NZ 0800 539 476.