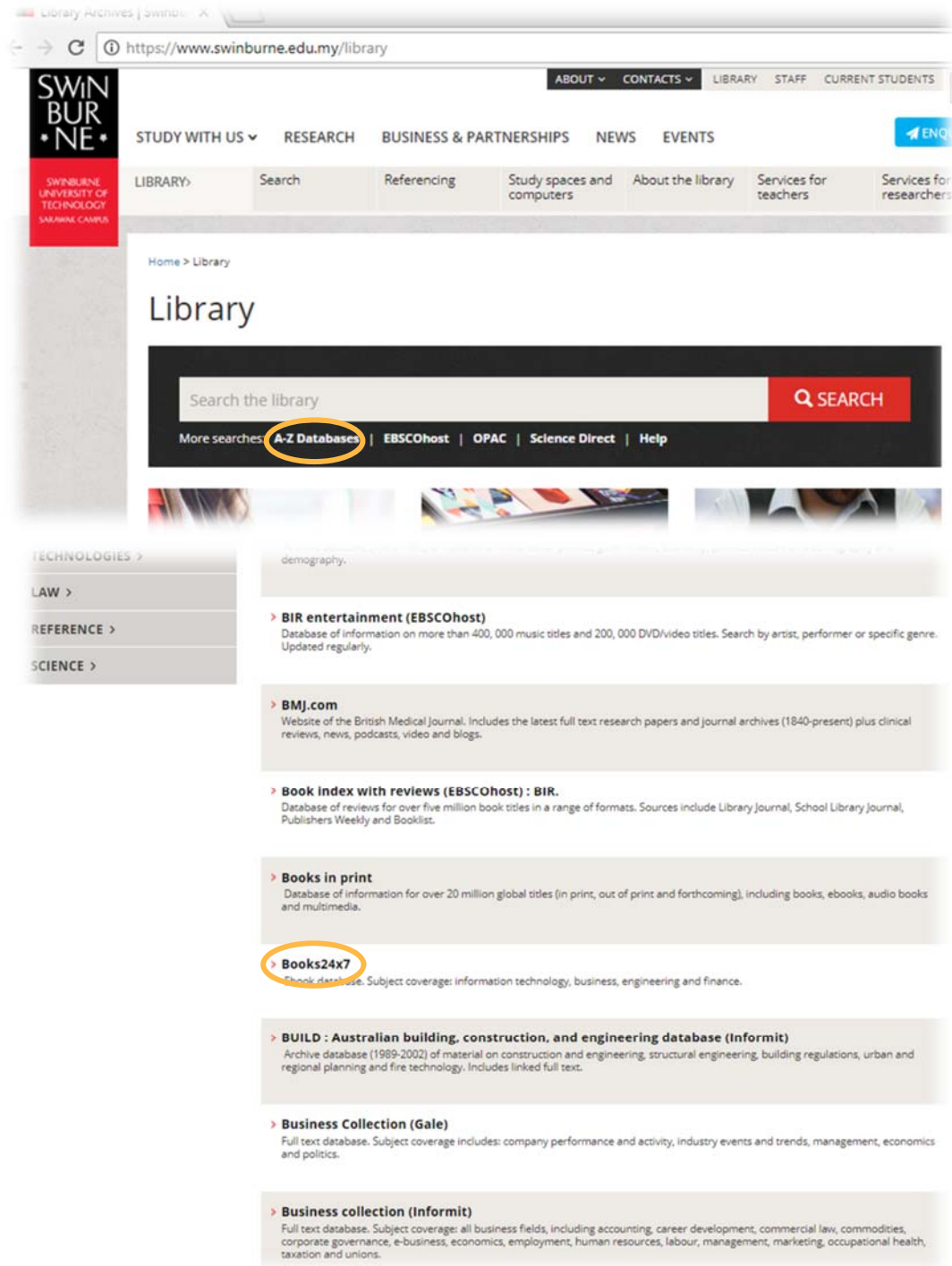
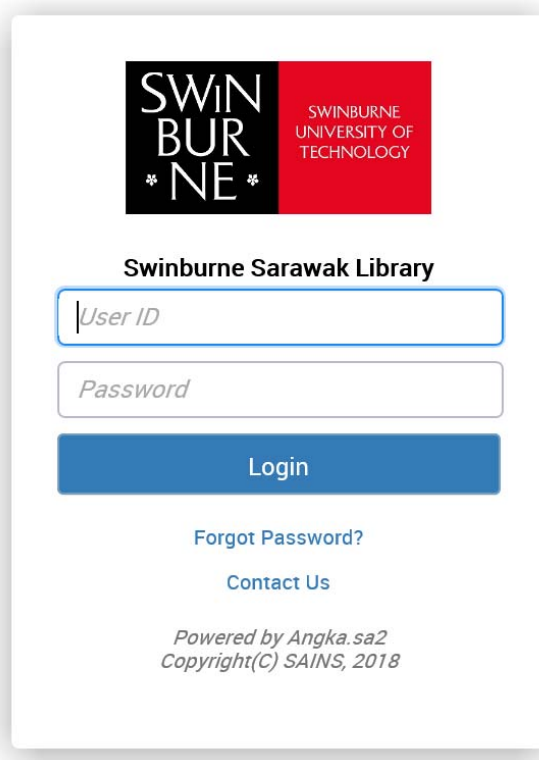


Quick Guide - How to Use Books24x7

1. Go to library's home page at <https://www.swinburne.edu.my/library>
2. Click A – Z Databases > Click alphabet 'B' > Scroll down the alphabetical list and click on Books24x7.



3. Enter your library (Angka.sa2) User ID and password.



The screenshot shows the login interface for the Swinburne Sarawak Library. At the top left is the Swinburne University of Technology logo, which consists of a black square with the word 'SWINBURNE' in white and a red square with 'SWINBURNE UNIVERSITY OF TECHNOLOGY' in white. Below the logo is the text 'Swinburne Sarawak Library'. There are two input fields: the first is labeled 'User ID' and the second is labeled 'Password'. Below these fields is a blue 'Login' button. Underneath the button are two links: 'Forgot Password?' and 'Contact Us'. At the bottom of the page, it says 'Powered by Angka.sa2' and 'Copyright(C) SAINS, 2018'.

4. That will take you to the Books24x7, which you can start searching for your keywords or browse by topic.
5. When you are logged in, you will see this message on the top right of the screen.

Personal account | Swinburne University Of Technology (Sarawak Campus)



The screenshot shows a navigation bar for a user account. It contains three tabs: 'My Home', 'Account Info', and 'Help'. Below these tabs is a search bar with a dropdown arrow on the left. To the right of the search bar is a red circular 'GO' button and the text 'Advanced Search'.

Basic/Quick Search

The screenshot shows the Books24x7 library search interface. At the top, there is a search box with the text 'organizational development' (callout 1). To the right of the search box is a dropdown menu for search scope (callout 2) with 'All Content' selected. Further right is another dropdown menu for 'All Collections' (callout 3). On the far right, there is a 'Go' button (callout 5) and a 'Browse Topics' sidebar (callout 4) with various topic categories like Business Topics, Employee Training & Development, etc.

- 1 Enter your search term(s) or phrase in the search box that is located near the top of every page.
- 2 You can limit the scope of your search to enhance results:
 - **All Content** - Search the full-text of each title, as well as the descriptive content.
 - **General Info: All** - Search only the descriptive content.
 - **General Info: - Titles, - ISBNs, - Authors/Speakers, Publishers** - Search only the selected Info field.
 - **Code Listings** - Search only text that has been marked a "Code Listing".
 - **My Folders** - Search the full text of all titles in your Personal Folders.
 - **In Notes** - Search through all Notes.
- 3 You can also limit your search to specific topic by clicking the drop menu button of **All Collections** based on your preferences *or*:
- 4 Use **Browse Topics** to search for a title by selecting a topic
- 5 Click **Go** button. The search result list displays.

The screenshot shows the books24x7 library interface. At the top, there is a navigation bar with 'LOG OUT', 'SUPPORT', and a search bar containing 'Organizational Development'. Below the search bar, there are options for 'Titles', 'All Collections', and a 'GO' button. The main content area displays 'Search Results' for the query 'organizational development', showing 10 titles found. The results are listed in a table with columns for 'Title', 'Author', 'Publisher', 'Year', 'Pages', 'Citation', 'ISBN', and 'Topics'. Three titles are visible: 'Change Management and the Human Factor...', 'The Human Workplace: People-Centred Organizational Development', and 'Consultancy, Organizational Development and Change: A Practical Guide to Delivering Value'. A 'Browse Topics' sidebar on the right lists various business-related categories such as 'Audio Books', 'Business Analysis', 'Business Skills', etc.

books24x7 My Home Account Info Help

LOG OUT SUPPORT Search: Organizational Development - Titles All Collections GO Advanced Search

Tools: back to list export Minus Text Tips




Search Results

10 titles found for query:

organizational development in Titles All Collection

Search Within All Content Search

Titles: [1-10] (of 10) Filter Options

Title	Author	Publisher	Year	Pages	Citation	ISBN	Topics
 Change Management and the Human Factor: Advances, Challenges and Contradictions in Organizational Development	Frank E.P. Dievernich, Kim Oliver Tokarski and Jie Gong (eds)	Springer	2015	293	pages	9783319074337	Change Management
 The Human Workplace: People-Centred Organizational Development	Andy Swann	Kogan Page	2018	232	pages	9780749481223	Organizational Development, Employee Fulfillment & Retention
 Consultancy, Organizational Development and Change: A Practical Guide to Delivering Value	Julie Hodges	Kogan Page	2017	328	pages	9780749478936	Organizational Development, Change Management, Management Consulting

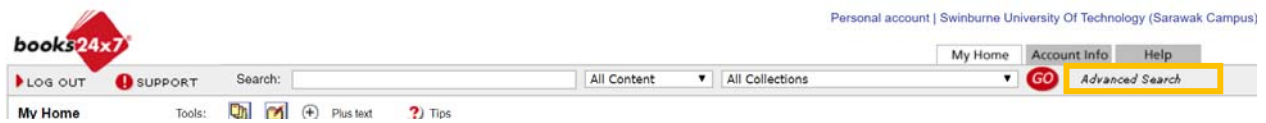
Browse Topics

View by: Business Topics

- Audio Books
- Business Analysis
- Business Skills
- Corporate Case Studies & Interviews
- Employee Training & Development
- Finance & Accounting
- Hospitality & Tourism
- Human Resources
- International Business
- Management & Leadership
- Marketing & Sales
- Project Management
- Quality & Manufacturing Management
- Social Media
- Sustainability
- Team Skills
- Technology in Business

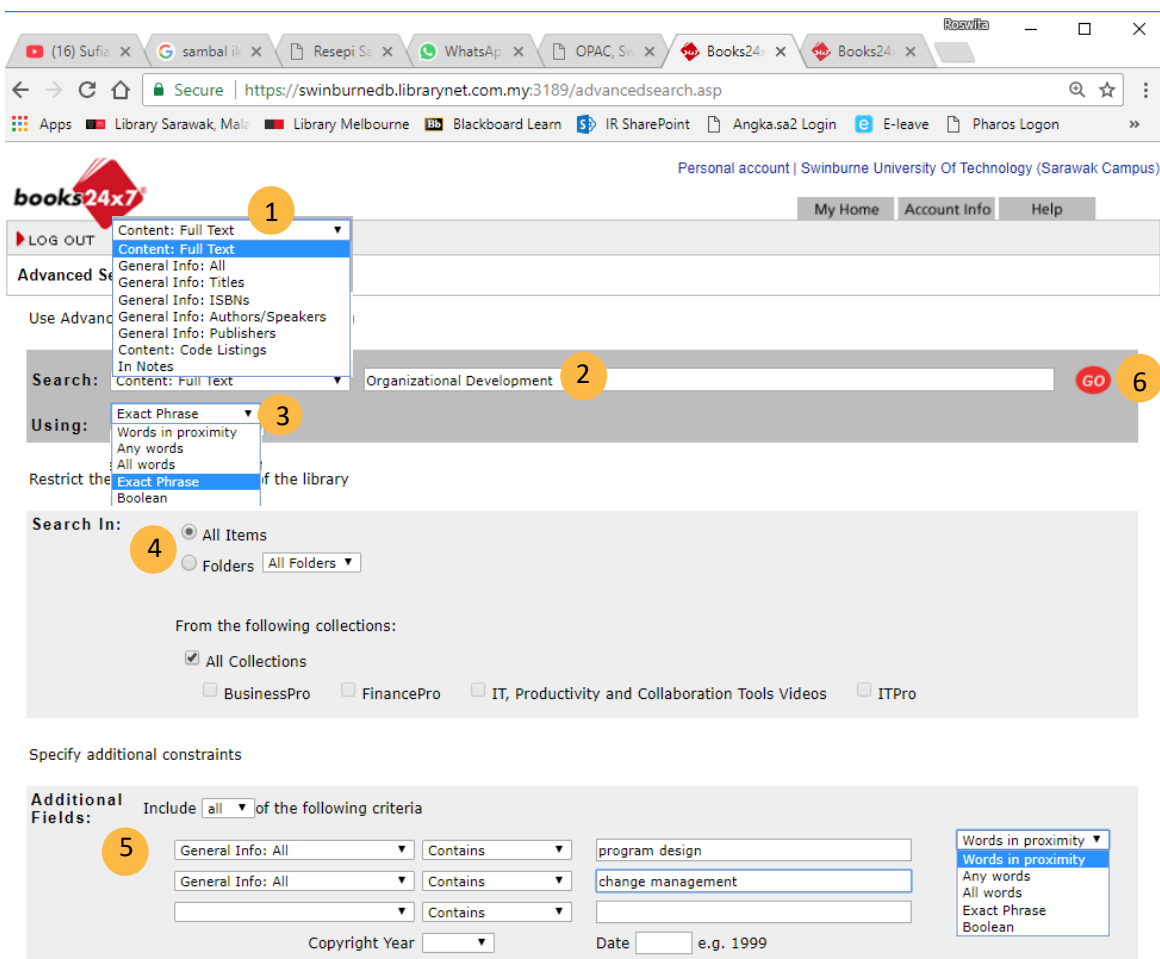
Advanced Search

Books24x7 Advanced Search button is located on the right of the GO button.



The advanced search page is divided into three major sections.

Each section provides additional criteria that you can use to further refine your search. Use as many or as few of the criteria required to achieve the results you need.



Limit the scope of your search for precise search results.

1 **Content: Full Text** - Search the full text of each title, including the descriptive content.

- **General Info: All** - Search only the descriptive content.
- **General Info: - Titles, - ISBNs, - Authors/Speakers, Publishers** - Search only the specific Info field.
- **Content: Code Listing** - Search only text that has been marked a "Code Listing".
- **In Notes** - Search all notes.

- 2 Enter a word or phrase into the search box.
- 3 Then choose the type of search you would like to perform:
 - **Words in proximity** - Results are ranked based on how close words appear within the same page.
 - **Any words** - Results are based on the occurrence of any of the words specified.
 - **All words** - Results are based on the occurrence of all of the words within an HTML page.
 - **Exact Phrase** - Results are based on the occurrence of the phrase exactly as entered.
 - **Boolean** - Recognizes AND, OR, and NOT in your search statement as Boolean operators.
- 4 Limit the scope of your search by choosing to search a subset of the library - Search All Items, your Folders, or one or more collections.
- 5 Add up to three additional search criteria, each one with different constraints. This also allows you to limit your search to titles in a specific copyright range.
- 6 Click **Go** button. The search result list displays.

The screenshot displays the books24x7 library search interface. At the top, there is a navigation bar with 'LOG OUT', 'SUPPORT', and a search box containing 'organizational development'. The search results section shows '678 titles found for query: organizational development in All Content'. Two book results are visible:

1. Action Learning Worldwide: Experiences of Leadership and Organizational Development
by Yury Boshyk (ed)
Palgrave Macmillan © 2002 (329 pages) Citation
ISBN: 9780333968703

2. Consultancy, Organizational Development and Change: A Practical Guide to Delivering Value
by Julie Hodges
Kogan Page © 2017 (328 pages) Citation
ISBN: 9780749478636

Each result includes a 'Top Section Hits' section with a list of chapters and a link to 'Relevant Chapters in the Table of Contents'. A 'Browse Topics' sidebar on the right lists various categories like Business Analysis, Business Skills, etc.

Further Help

If you need further help, please contact any of the library staff :

- At Library Service Desk
- Email : IR@swinburne.edu.my
- Phone : +6 082 260936

Reference

Books24x7 2018, *Search Help*, Books24x7, viewed 17 October 2018, <<https://documentation.skillssoft.com/bkb/index.htm#30392.htm>>

Books24x7 2018, *Advanced Search*, Books24x7, viewed 17 October 2018, <<https://documentation.skillssoft.com/bkb/index.htm#30394.htm>>