

USER GUIDE FOR ASI eBook SUBSCRIPTIONS

An ASI eBook subscription covers access to a publication or set of publications for the period of 12 months, licensed for a choice of 1, 2, 3, 5 or 10 concurrent users. A concurrent user licence means the right of any person listed within a licensee organisation, who is registered on the ASI website, to access and use the product at any one time.

When a subscription to an eBook or set of eBooks is purchased, it is added to the company record in the ASI database. All staff members who have a login to the ASI website will have immediate access to the subscription. For companies not yet associated with the ASI, a company record will be set up once the purchase has been made, after which relevant staff members can be added.

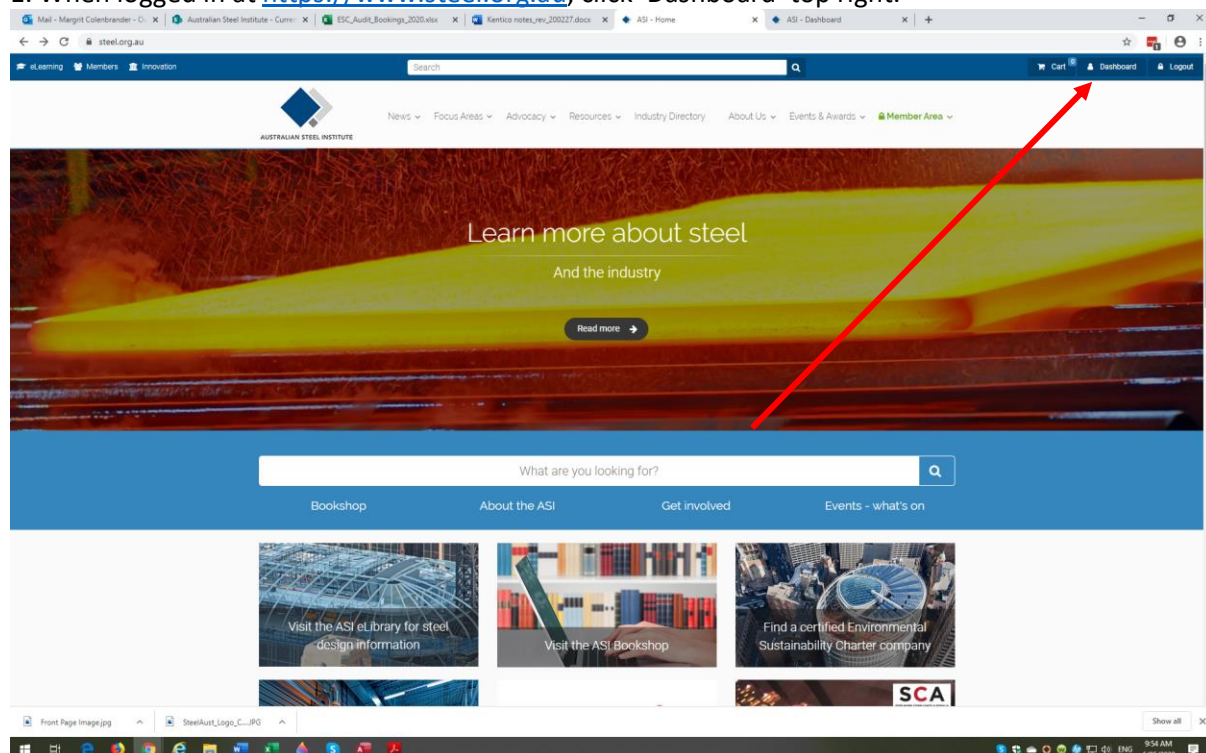
Adding additional staff members to read the eBooks

Each company has at least one contact designated as ASI Admin Contact for the company. If you are not sure who is an Admin Contact for your company or you would like to nominate or be added as one, please contact ASI at bookshop@steel.org.au

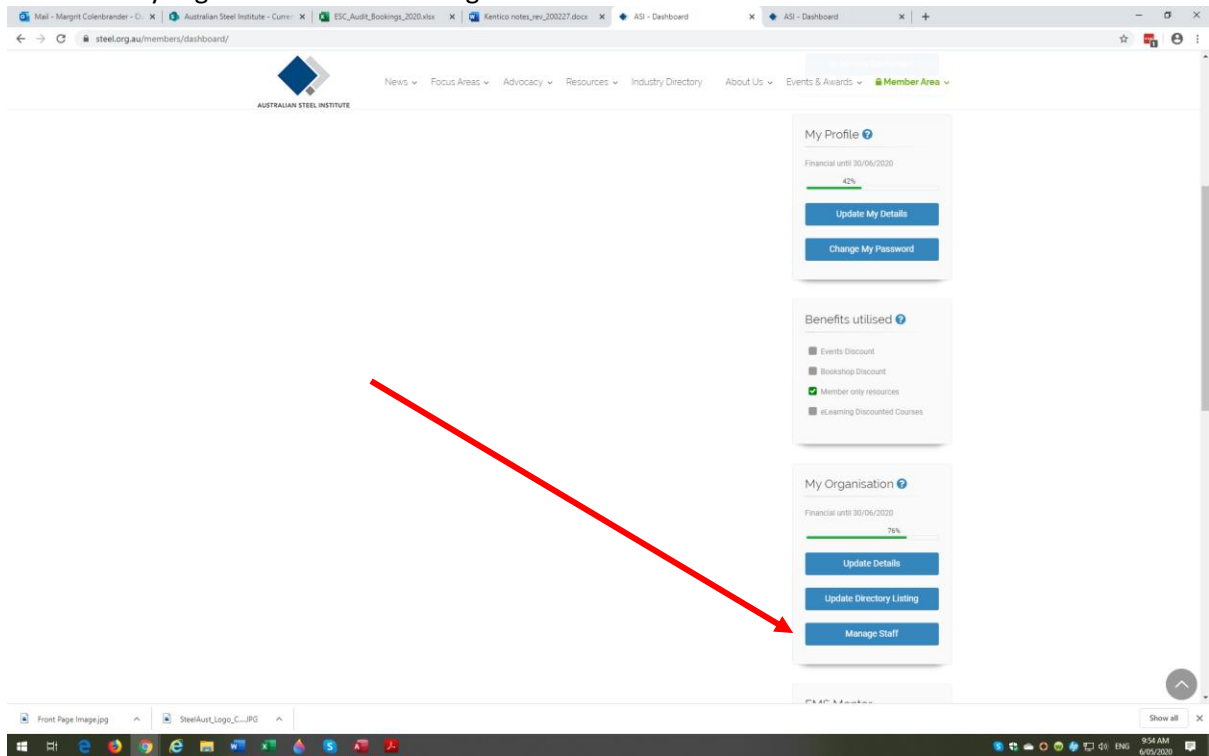
It is simple for the Admin Contact/s to assist those staff members who need access to the subscription but do not have a login. The Admin Contact has the ability, via his/her own Dashboard, to invite any number of additional members of the organisation to gain access to the subscription. On adding the new contact's email address via the 'Manage staff' area, an auto-email is sent with a link for that person to create their own password. The domain name of the email address must match that of the company. Once logged in to their own Dashboard, the contact gains access to all eBook subscriptions purchased by the company.

Step-by-step to add a staff member to access eBooks:

1. When logged in at <https://www.steel.org.au>, click 'Dashboard' top right.



2. Scroll down, till you see 'My organisation' on the right. If you do not see this, you are not an Admin Contact. If required, you can contact ASI to be added for this role.
3. Under 'My organisation' click 'Manage staff'.



4. Under 'Invite staff member' type in email address of staff member to be added and click 'Send invite'.
5. Staff member receives invite and creates a password to access the company subscription. If not in their Inbox, check Junk folder.

Concurrent access

The number of people within the organisation who may access the product at any one time depends on the number of concurrent user licences purchased. Each time an eBook licence is in use, the name of the user is visible on all Dashboards so making it easy to contact the user, should urgent access to the eBook be required by another staff member. Users should be encouraged to close their eBook as soon as they are finished using it to allow access for other staff members. Each licence, if not closed by the user, expires after 12 hours.

Your digital locker

Each person's Dashboard is in effect a digital locker containing all their digital activities on the ASI system and includes many other features apart from eBooks, for example, seminar notes and CPD certificates for ASI courses they attended, eLearning modules they are completing, their invoices.

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