

Workflow

OF

INFORMATION TECHNOLOGY
MANAGEMENT & SCHOLARLY
COMMUNICATION



INDIAN INSTITUTE OF TECHNOLOGY
GANDHINAGAR

CENTRAL LIBRARY

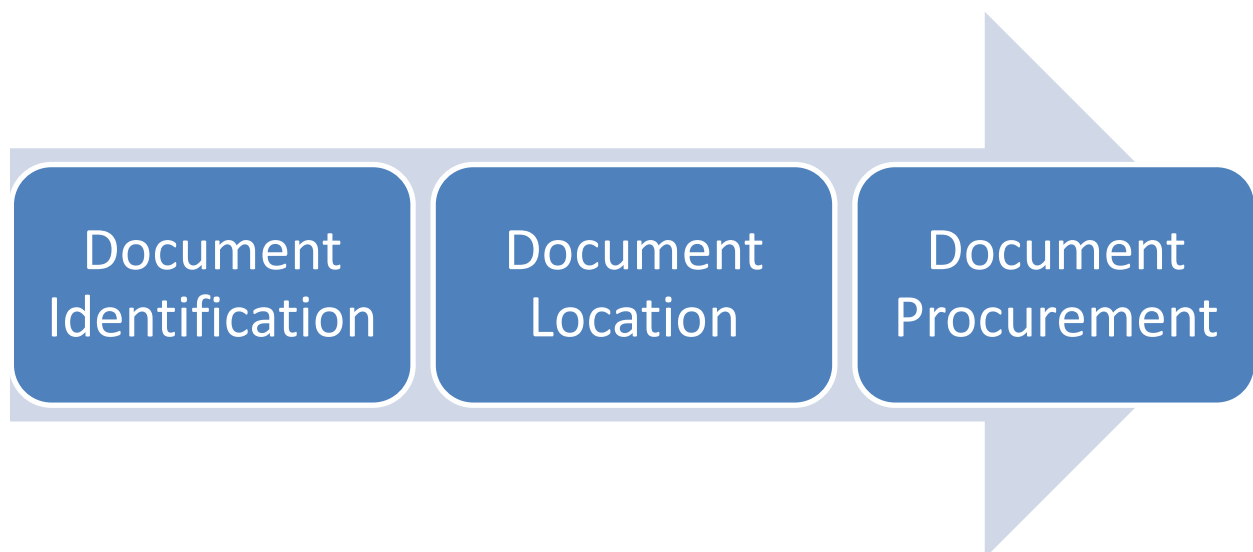
Workflow of Information Technology Management & Scholarly Communication

DDS Workflow

DDS stands for the Document Delivery Service this a service, which is provided by IITGN library for IITGN students, faculty and staff to request full text articles, standards and book chapters not available in the IITGN Library. It involves many components like request for document, document types, document sources and functions or processes, which again include functions like document selection, request procedure, document retrieval and document transfer. In case of electronic documents, delivery of documents takes place in digitized form. Library network plays a vital role in fulfilling users need.

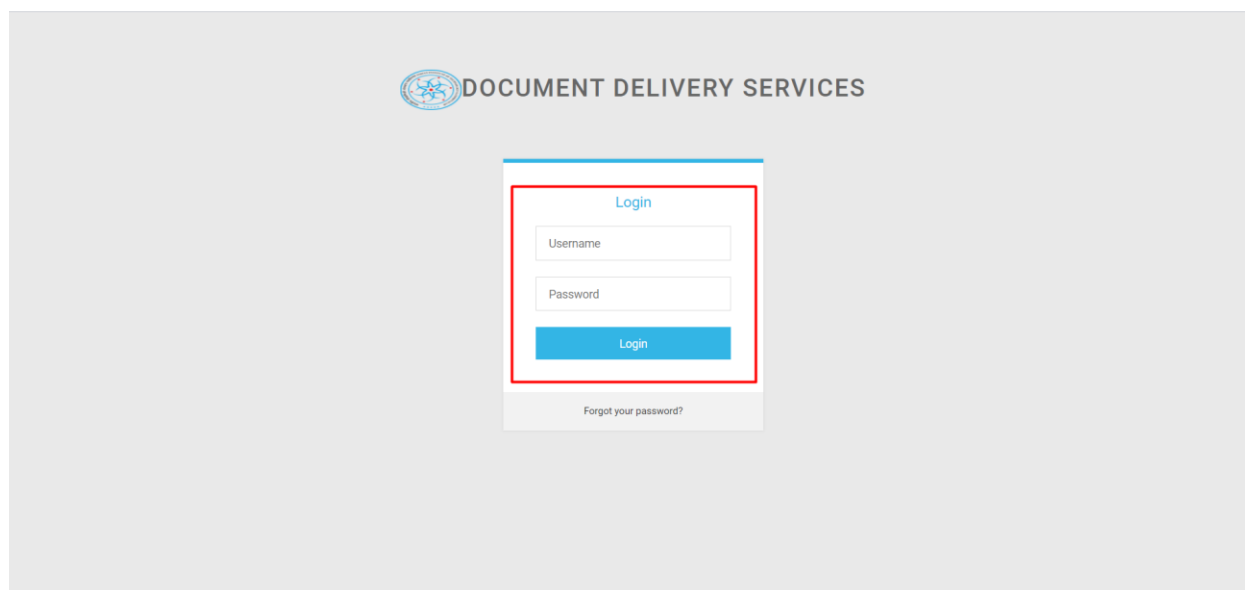
Three main components of DDS

- Document identification such as bibliographical details of the documents.
- Document location by using **Union catalogue, Delnet, NUCSSI, and Indcat** etc.
- Document procurement through requesting documents from the holdings library, or searching in web for free access of document.

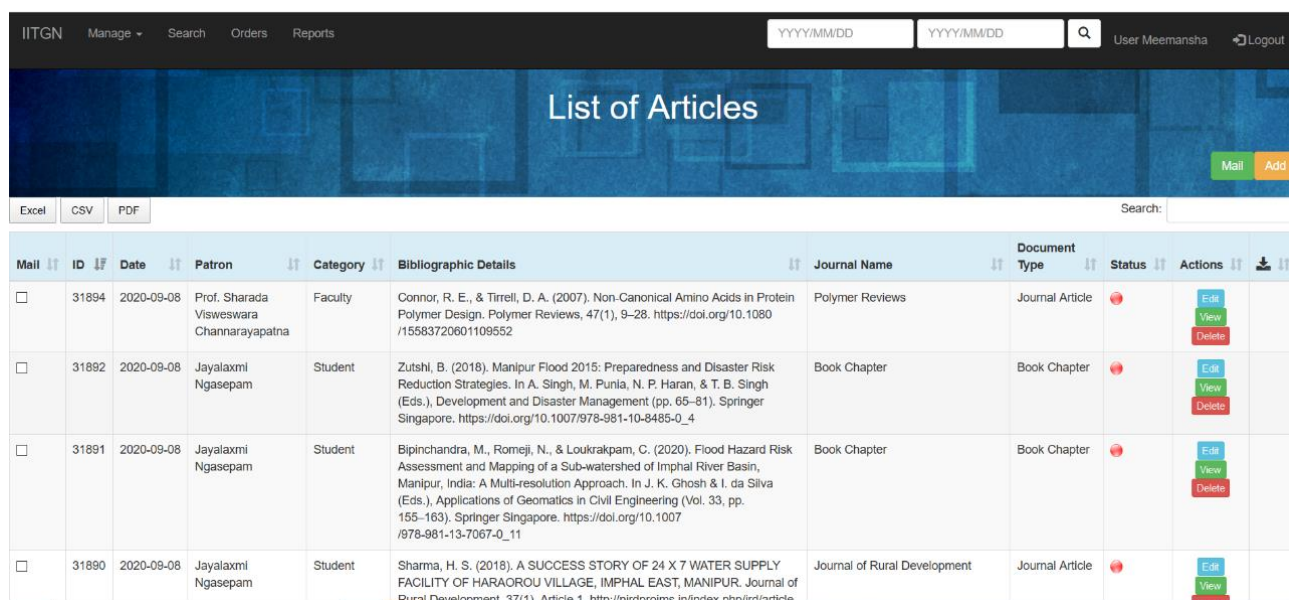


Steps of DDS

Step 1: After receiving the DDS query in library services mail id, login to DDS software.



Interface of the IITGN DDS



Mail	ID	Date	Patron	Category	Bibliographic Details	Journal Name	Document Type	Status	Actions
<input type="checkbox"/>	31894	2020-09-08	Prof. Sharada Visweswara Channarayapatna	Faculty	Connor, R. E., & Tirrell, D. A. (2007). Non-Canonical Amino Acids in Protein Polymer Design. <i>Polymer Reviews</i> , 47(1), 9–28. https://doi.org/10.1080/15583720601109552	Polymer Reviews	Journal Article		Edit View Delete
<input type="checkbox"/>	31892	2020-09-08	Jayalaxmi Ngasepam	Student	Zutshi, B. (2018). Manipur Flood 2015: Preparedness and Disaster Risk Reduction Strategies. In A. Singh, M. Punia, N. P. Haran, & T. B. Singh (Eds.), <i>Development and Disaster Management</i> (pp. 65–81). Springer Singapore. https://doi.org/10.1007/978-981-10-8485-0_4	Book Chapter	Book Chapter		Edit View Delete
<input type="checkbox"/>	31891	2020-09-08	Jayalaxmi Ngasepam	Student	Bipinchandra, M., Romeji, N., & Loukrakpam, C. (2020). Flood Hazard Risk Assessment and Mapping of a Sub-watershed of Imphal River Basin, Manipur, India: A Multi-resolution Approach. In J. K. Ghosh & I. da Silva (Eds.), <i>Applications of Geomatics in Civil Engineering</i> (Vol. 33, pp. 155–163). Springer Singapore. https://doi.org/10.1007/978-981-13-7067-0_11	Book Chapter	Book Chapter		Edit View Delete
<input type="checkbox"/>	31890	2020-09-08	Jayalaxmi Ngasepam	Student	Sharma, H. S. (2019). A SUCCESS STORY OF 24 X 7 WATER SUPPLY FACILITY OF HARAOROU VILLAGE, IMPHAL EAST, MANIPUR. <i>Journal of Rural Development</i> , 37(1). Article 1. http://birdjournal.in/index.php/ird/article	Journal of Rural Development	Journal Article		Edit View Delete

Interface of the IITGN DDS

Step 2: after that, we search the document in our subscribed contents and simple search is helpful and cross check the article title and author name or other information, which is provided by the user, by using bibliographic information such as:

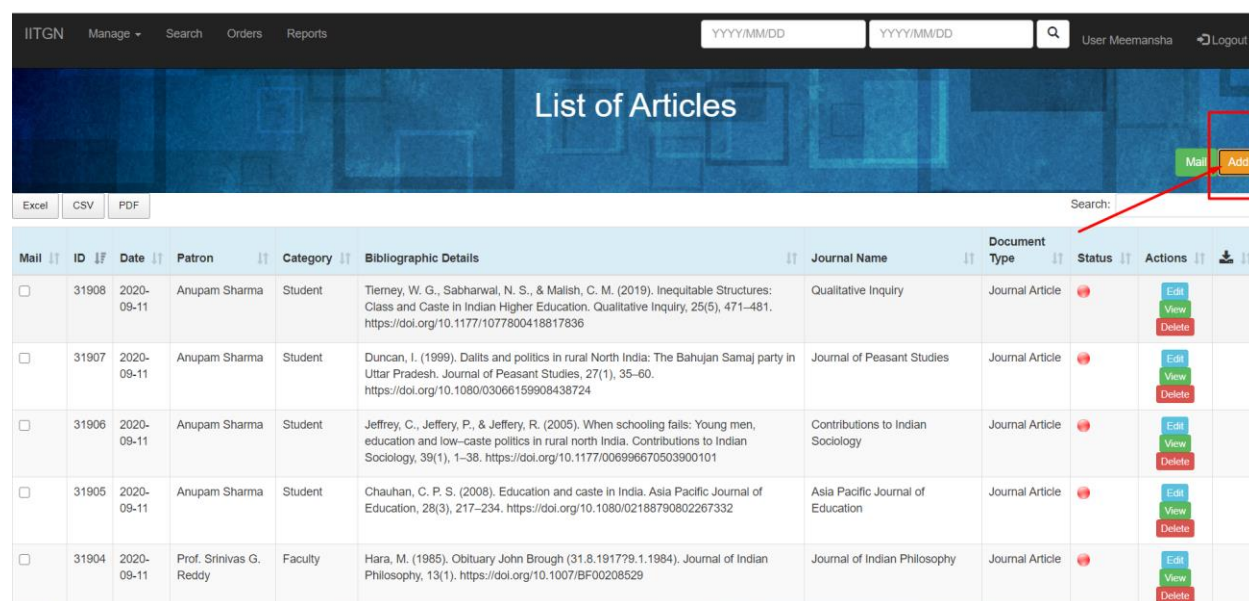
- Title of the article, Journal Name, Volume No, Year, Author Name, DOI etc.
- For accurate bibliographical detail, we take the help of reference management software Zotero.
- For populating/Adding the query and records of patron in DDS software in a format. One has to click on Add menu.

Library Journal: https://legacy.iitgn.ac.in/library_files/full_text_journals.htm

Step 3: Insert the record of patron in DDS software in a format.

- Date_____
- Patron name: _____
- Category of Patron: _____
- Type of document_____
- Bibliographical information of Document and Insert.

How to Populate Articles



The screenshot shows the IITGN Library Management System interface. At the top, there's a navigation bar with 'IITGN', 'Manage', 'Search', 'Orders', and 'Reports'. Below this is a search bar with 'YYYY/MM/DD' and a search icon. The main heading is 'List of Articles'. On the right, there are 'Mail' and 'Add' buttons, with the 'Add' button highlighted by a red box and a red arrow pointing to it from the text 'Click on Add Button' below the table. Below the heading, there are tabs for 'Excel', 'CSV', and 'PDF'. The table below has columns: Mail, ID, Date, Patron, Category, Bibliographic Details, Journal Name, Document Type, Status, and Actions. The table contains five rows of article data.

Mail	ID	Date	Patron	Category	Bibliographic Details	Journal Name	Document Type	Status	Actions
<input type="checkbox"/>	31908	2020-09-11	Anupam Sharma	Student	Tierney, W. G., Sabharwal, N. S., & Malish, C. M. (2019). Inequitable Structures: Class and Caste in Indian Higher Education. <i>Qualitative Inquiry</i> , 25(5), 471–481. https://doi.org/10.1177/1077800418817836	Qualitative Inquiry	Journal Article		Edit View Delete
<input type="checkbox"/>	31907	2020-09-11	Anupam Sharma	Student	Duncan, I. (1999). Dalits and politics in rural North India: The Bahujan Samaj party in Uttar Pradesh. <i>Journal of Peasant Studies</i> , 27(1), 35–60. https://doi.org/10.1080/03066159908438724	Journal of Peasant Studies	Journal Article		Edit View Delete
<input type="checkbox"/>	31906	2020-09-11	Anupam Sharma	Student	Jeffrey, C., Jeffery, P., & Jeffery, R. (2005). When schooling fails: Young men, education and low-caste politics in rural north India. <i>Contributions to Indian Sociology</i> , 39(1), 1–38. https://doi.org/10.1177/006996670503900101	Contributions to Indian Sociology	Journal Article		Edit View Delete
<input type="checkbox"/>	31905	2020-09-11	Anupam Sharma	Student	Chauhan, C. P. S. (2008). Education and caste in India. <i>Asia Pacific Journal of Education</i> , 28(3), 217–234. https://doi.org/10.1080/02188790802267332	Asia Pacific Journal of Education	Journal Article		Edit View Delete
<input type="checkbox"/>	31904	2020-09-11	Prof. Srinivas G. Reddy	Faculty	Hara, M. (1985). Obituary John Brough (31.8.1917-9.1.1984). <i>Journal of Indian Philosophy</i> , 13(1). https://doi.org/10.1007/BF00208529	Journal of Indian Philosophy	Journal Article		Edit View Delete

Click on Add Button

IITGN Manage Search Orders Reports YYYY/MM/DD YYYY/MM/DD User Meemansa Logout

New Entry

Date
Request Date(YYYY/MM/DD)

Patron
Request By

Category
Student

Bibliographic Details | Document Type | Journal Name

Journal Article

Journal Name

Bibliographic details

Status
Pending

Insert

Mail	ID	Date	Patron	Category
<input type="checkbox"/>	31973	2020-11-28	Pankaj Pandey	Student
<input type="checkbox"/>	31972	2020-11-25	C T Pavithra	Student
<input type="checkbox"/>	31971	2020-11-26	Vighnesh Prasad	Student
<input type="checkbox"/>	31969	2020-11-25	Srimadhavi R.	Student

Document Type	Status	Actions
Book Chapter		Edit View Delete
Conference Paper		Edit View Delete
Conference Paper		Edit View Delete
Medicinal Journal Article		Edit View Delete

Excel CSV PDF

Mail ID Date Patron Category

Category

Student

Student

Faculty

Other Institution

Corporate Member

Institute Member

Staff

Individual Membership

Alumni

Mail	ID	Date	Patron	Category
<input type="checkbox"/>	31973	2020-11-28	Pankaj Pandey	Student
<input type="checkbox"/>	31972	2020-11-25	C T Pavithra	Student
<input type="checkbox"/>	31971	2020-11-26	Vighnesh Prasad	Student

Document Type	Status	Actions
Book Chapter		Edit View Delete
Conference Paper		Edit View Delete
Conference		Edit

Mail ID Date Patron Category

Bibliographic Details | Document Type | Journal Name

Journal Article

Journal Article

Conference Paper

Book Chapter

Standard

Patent

Others

Thesis

Technical Paper

Technical Report

External

Insert

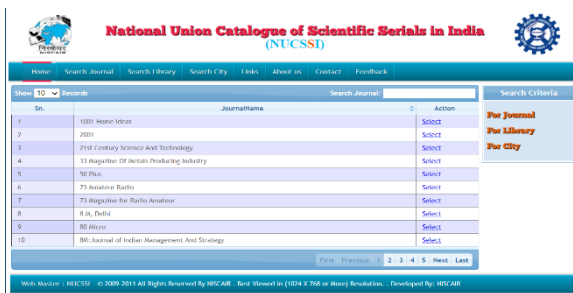
Mail	ID	Date	Patron	Category
<input type="checkbox"/>	31973	2020-11-28	Pankaj Pandey	Student
<input type="checkbox"/>	31972	2020-11-25	C T Pavithra	Student
<input type="checkbox"/>	31971	2020-11-26	Vighnesh Prasad	Student
<input type="checkbox"/>	31969	2020-11-25	Srimadhavi R.	Student

Type	Status	Actions
Book Chapter		Edit View Delete
Conference Paper		Edit View Delete
Conference Paper		Edit View Delete
Medicinal Journal Article		Edit View Delete

Insert the record of patron in DDS software in a format

Step 4: Now search for document availability starts in different catalogs like:

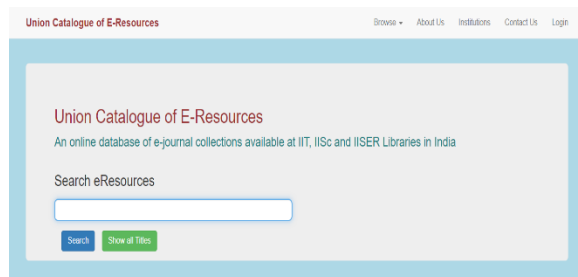
- Union catalog of IITGN
- Delnet
- IndCat
- Nucssi (National Union Catalogue of Science Serials in India)



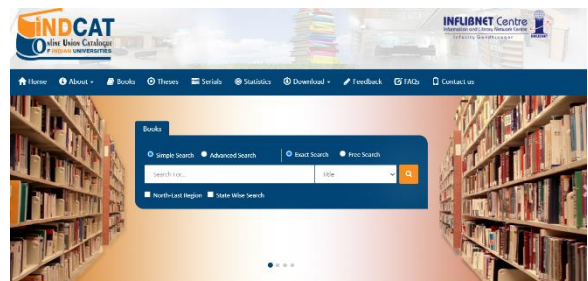
Nucssi



Delnet



Union catalog of IITGN



IndCat

Once we track the availability of journals/books in different institute. We approach them through mail.

Sending Message through DDS/ Approached to the other Institutions:

IITGN Manage Search Orders Reports YYYY/MM/DD YYYY/MM/DD User Meemansha Logout

List of Articles

Excel CSV PDF Search

Mail	ID	Date	Patron	Category	Bibliographic Details	Journal Name	Document Type	Status	Actions
<input type="checkbox"/>	31908	2020-09-11	Anupam Sharma	Student	Tierney, W. G., Sabharwal, N. S., & Malish, C. M. (2019). Inequitable Structures: Class and Caste in Indian Higher Education. <i>Qualitative Inquiry</i> , 25(5), 471–481. https://doi.org/10.1177/1077800418817836	Qualitative Inquiry	Journal Article	🔴	Edit View Delete
<input type="checkbox"/>	31907	2020-09-11	Anupam Sharma	Student	Duncan, I. (1999). Dalits and politics in rural North India: The Bahujan Samaj party in Uttar Pradesh. <i>Journal of Peasant Studies</i> , 27(1), 35–60. https://doi.org/10.1080/03066159908438724	Journal of Peasant Studies	Journal Article	🔴	Edit View Delete
<input type="checkbox"/>	31906	2020-09-11	Anupam Sharma	Student	Jeffrey, C., Jeffery, P., & Jeffery, R. (2005). When schooling fails: Young men, education and low-caste politics in rural north India. <i>Contributions to Indian Sociology</i> , 39(1), 1–38. https://doi.org/10.1177/006996670503900101	Contributions to Indian Sociology	Journal Article	🔴	Edit View Delete
<input type="checkbox"/>	31905	2020-09-11	Anupam Sharma	Student	Chauhan, C. P. S. (2008). Education and caste in India. <i>Asia Pacific Journal of Education</i> , 28(3), 217–234. https://doi.org/10.1080/02188790802267332	Asia Pacific Journal of Education	Journal Article	🔴	Edit View Delete
<input type="checkbox"/>	31904	2020-09-11	Prof. Srinivas G. Reddy	Faculty	Hara, M. (1985). Obituary John Brough (31.8.1917-1984). <i>Journal of Indian Philosophy</i> , 13(1). https://doi.org/10.1007/BF00208529	Journal of Indian Philosophy	Journal Article	🔴	Edit View Delete

Click on left mailbox and upper mailbox

IITGN Home

Request Institutions

Select Institute Name

Cc: Bcc:

Subject:

Body:

File Edit View Format

Formats B I

Dear Sir/Madam,

Could you please arrange to send the following article(s) if available in your collection.

The bibliographic details of the article(s) is/are given below:

Tierney, W. G., Sabharwal, N. S., & Malish, C. M. (2019). Inequitable Structures: Class and Caste in Indian Higher Education. *Qualitative Inquiry*, 25(5), 471–481. <https://doi.org/10.1177/1077800418817836>

Regards,

Library Services
Indian Institute of Technology Gandhinagar
Palaj | Gandhinagar - 382355 | Gujarat | INDIA
Tel: + 91-079-2395 2099
Email: libraryservices@iitgn.ac.in

POWERED BY TINY

Send Close

Fill-up all data fields and Click on Send

Step 5: Once we get the requested documents from other institute, while uploading/ updating the document tick the checkbox which institute has given first in DDS software by clicking on edit menu.

Uploading/ updating the document on DDS software:

IITGN Manage Search Orders Reports YYYY/MM/DD YYYY/MM/DD User Meemansa Logout

List of Articles

Excel CSV PDF Search

Mail	ID	Date	Patron	Category	Bibliographic Details	Journal Name	Document Type	Status	Actions
<input type="checkbox"/>	31908	2020-09-11	Anupam Sharma	Student	Tierney, W. G., Sabharwal, N. S., & Malish, C. M. (2019). Inequitable Structures: Class and Caste in Indian Higher Education. <i>Qualitative Inquiry</i> , 25(5), 471–481. https://doi.org/10.1177/1077800418817836	Qualitative Inquiry	Journal Article	●	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> View <input type="checkbox"/> Delete
<input type="checkbox"/>	31907	2020-09-11	Anupam Sharma	Student	Duncan, I. (1999). Dalits and politics in rural North India: The Bahujan Samaj party in Uttar Pradesh. <i>Journal of Peasant Studies</i> , 27(1), 35–60. https://doi.org/10.1080/03066159908438724	Journal of Peasant Studies	Journal Article	●	<input type="checkbox"/> Edit <input type="checkbox"/> View <input type="checkbox"/> Delete
<input type="checkbox"/>	31906	2020-09-11	Anupam Sharma	Student	Jeffrey, C., Jeffery, P., & Jeffery, R. (2005). When schooling fails: Young men, education and low-caste politics in rural north India. <i>Contributions to Indian Sociology</i> , 39(1), 1–38. https://doi.org/10.1177/006996670503900101	Contributions to Indian Sociology	Journal Article	●	<input type="checkbox"/> Edit <input type="checkbox"/> View <input type="checkbox"/> Delete
<input type="checkbox"/>	31905	2020-09-11	Anupam Sharma	Student	Chauhan, C. P. S. (2008). Education and caste in India. <i>Asia Pacific Journal of Education</i> , 28(3), 217–234. https://doi.org/10.1080/02188790802267332	Asia Pacific Journal of Education	Journal Article	●	<input type="checkbox"/> Edit <input type="checkbox"/> View <input type="checkbox"/> Delete
<input type="checkbox"/>	31904	2020-09-11	Prof. Srinivas G. Reddy	Faculty	Hara, M. (1985). Obituary John Brough (31.8.1917-9.1.1984). <i>Journal of Indian Philosophy</i> , 13(1). https://doi.org/10.1007/BF00208529	Journal of Indian Philosophy	Journal Article	●	<input type="checkbox"/> Edit <input type="checkbox"/> View <input type="checkbox"/> Delete
<input type="checkbox"/>	31894	2020-09-08	Prof. Sharada Viewswara Channarayapatna	Faculty	Connor, R. E., & Tirrell, D. A. (2007). Non-Canonical Amino Acids in Protein Polymer Design. <i>Polymer Reviews</i> , 47(1), 9–28. https://doi.org/10.1080/15583720601109552	Polymer Reviews	Journal Article	●	<input type="checkbox"/> Edit <input type="checkbox"/> View <input type="checkbox"/> Delete

Click on Edit

IITGN Home

Edit Record

Requested Institutions

Already requested:

Request Date **Request By** **Category**

Journal Name

Bibliographic Details

Valtortigara, G., & Versace, E. (2017). Laterality at the neural, cognitive, and behavioral levels. In *APK handbook of comparative psychology: Basic concepts, methods, neural substrate, and behavior*. Vol. 1 (pp. 557–577). American Psychological Association. <https://doi.org/10.1037/0000011-027>

Status

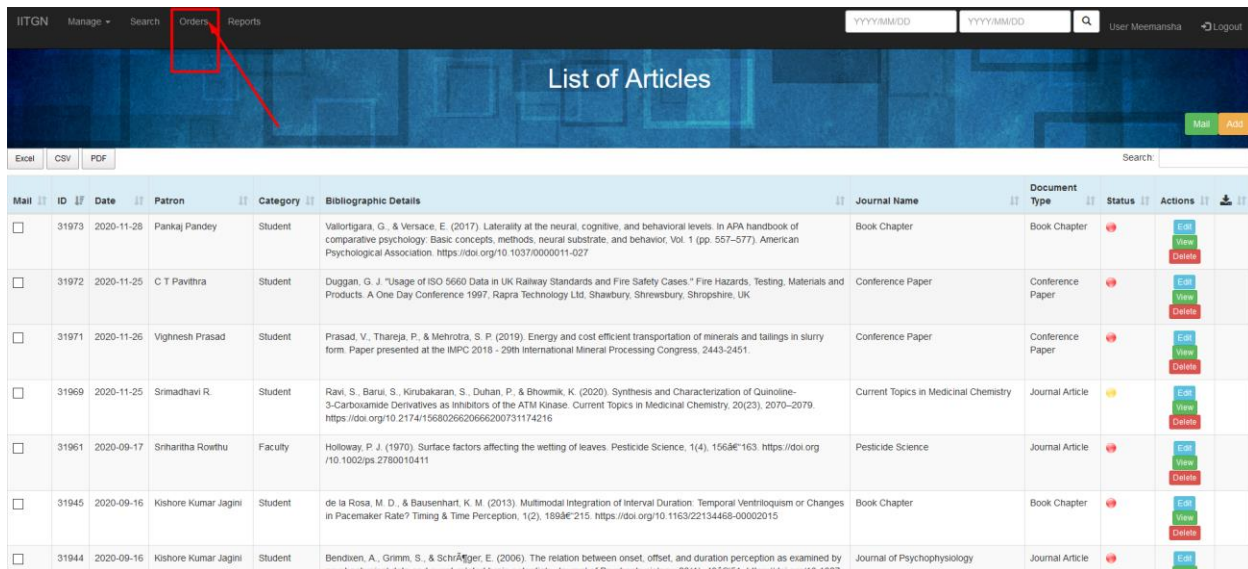
Received from

Already received:

☐ **Attach file** No file selected.

Fill-up all Data and click on Update

Step 6: After Updating the document then go to order menu after that list of basket window will appear on screen, then select the patron for which we updated the document then we will get received status after clicking on show button then we have to select the checkbox then click submit button.



Mail	ID	Date	Patron	Category	Bibliographic Details	Journal Name	Document Type	Status	Actions
	31973	2020-11-28	Pankaj Pandey	Student	Vallortigara, G., & Versace, E. (2017). Laterality at the neural, cognitive, and behavioral levels. In APA handbook of comparative psychology: Basic concepts, methods, neural substrate, and behavior, Vol. 1 (pp. 557-577). American Psychological Association. https://doi.org/10.1037/0000111-027	Book Chapter	Book Chapter		Edit View Delete
	31972	2020-11-25	C T Pavithra	Student	Duggan, G. J. "Usage of ISO 5660 Data in UK Railway Standards and Fire Safety Cases." Fire Hazards, Testing, Materials and Products. A One Day Conference 1997, Rapra Technology Ltd, Shawbury, Shropshire, UK.	Conference Paper	Conference Paper		Edit View Delete
	31971	2020-11-26	Vignesh Prasad	Student	Prasad, V., Thareja, P., & Mehrotra, S. P. (2019). Energy and cost efficient transportation of minerals and tailings in slurry form. Paper presented at the IMPC 2019 - 29th International Mineral Processing Congress, 2443-2451.	Conference Paper	Conference Paper		Edit View Delete
	31969	2020-11-25	Srimadhavi R.	Student	Ravi, S., Barui, S., Kirubakaran, S., Dahan, P., & Bhowmik, K. (2020). Synthesis and Characterization of Quinoline-3-Carboxamide Derivatives as Inhibitors of the ATM Kinase. Current Topics in Medicinal Chemistry, 20(23), 2070-2079. https://doi.org/10.2174/15680262066200731174216	Current Topics in Medicinal Chemistry	Journal Article		Edit View Delete
	31961	2020-09-17	Srinantha Rowithu	Faculty	Holloway, P. J. (1970). Surface factors affecting the wetting of leaves. Pesticide Science, 1(4), 156£163. https://doi.org/10.1002/ps.2780010411	Pesticide Science	Journal Article		Edit View Delete
	31945	2020-09-16	Kishore Kumar Jagini	Student	de la Rosa, M. D., & Bausehan, K. M. (2013). Multimodal Integration of Interval Duration: Temporal Ventriologism or Changes in Pacemaker Rate? Timing & Time Perception, 1(2), 169×. https://doi.org/10.1163/22134468-00002015	Book Chapter	Book Chapter		Edit View Delete
	31944	2020-09-16	Kishore Kumar Jagini	Student	Bendixen, A., Grimm, S., & Schr�ger, E. (2006). The relation between onset, offset, and duration perception as examined by neurohumoral data and event-related brain potentials. Journal of Psychophysiology, 20(4), 40£51. https://doi.org/10.1027/1077-9074.20.4.40	Journal of Psychophysiology	Journal Article		Edit View Delete

Click on Ordered Button

List of Basket

Show entries

Search:

Basket Number	Date	Username	Patron Name	Status	View
6360	2020-09-12	reference@iima.ac.in	IIM Ahmedabad	Incomplete	Show
6358	2020-09-11	anupam.sharma@iitgn.ac.in	Anupam Sharma	Incomplete	Show
6357	2020-09-11	srinivas@iitgn.ac.in	Prof. Srinivas G. Reddy	Incomplete	Show
6352	2020-09-09	chetas.bhagat@ahduni.edu.in	Ahmedabad University	Incomplete	Show
6350	2020-09-08	sharada.c@iitgn.ac.in	Prof. Sharada Visweswara Channarayapatna	Partially Complete	Show
6349	2020-09-08	n_jayalaxmi@iitgn.ac.in	Jayalaxmi Ngasepam	Partially Complete	Show
6346	2020-09-08	kishore.jagini@iitgn.ac.in	Kishore Kumar Jagini	Incomplete	Show
6343	2020-09-07	poonam.ratrey@iitgn.ac.in	Poonam Ratrey	Incomplete	Show
6342	2020-09-07	anju.tyagi@iitgn.ac.in	Anju Tyagi	Incomplete	Show
6341	2020-09-06	bhatia.u@iitgn.ac.in	Prof. Udit Bhatia	Incomplete	Show

Showing 1 to 10 of 22 entries

Previous [1](#) [2](#) [3](#) Next

Click on Show Button

Basket Number-6360

Send	Sr_no	Bibliographic Details	Status
<input checked="" type="checkbox"/>	31910	Worsley, K. J., Liao, C. H., Aston, J., Petre, V., Duncan, G. H., Morales, F., & Evans, A. C. (2002). A General Statistical Analysis for fMRI Data. NeuroImage, 15(1), 1–15. https://doi.org/10.1006/nimg.2001.0933	Received

submit

Check and click on SUBMIT

Send mail

To: reference@iima.ac.in

Cc: Bcc:

Subject: Requested Papers

Body:

File Edit View Format

Formats B I [List of icons]

Dear IIM Ahmedabad,

Please find attached the requested article(s).

- Worsley, K. J., Liao, C. H., Aston, J., Petre, V., Duncan, G. H., Morales, F., & Evans, A. C. (2002). A General Statistical Analysis for fMRI Data. NeuroImage, 15(1), 1–15. <https://doi.org/10.1006/nimg.2001.0933>

Regards,
Library Services
Indian Institute of Technology Gandhinagar
Palaj | Gandhinagar - 382355 | Gujarat | INDIA
Tel: + 91-079-2395 2099
Email: libraryservices@iitgn.ac.in
Website: <http://www.iitgn.ac.in>

Send

Fill-up the data and SEND

10.0.53.219 says

Mail sent successfully 6360

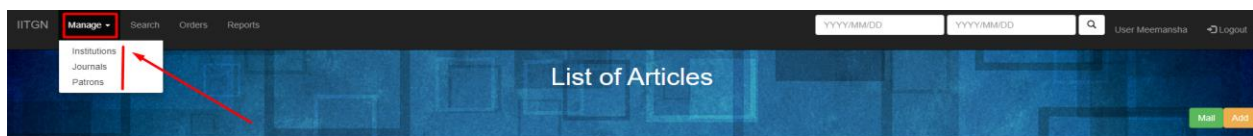
OK

Finally sent, click on OK

Final Step: Send the mail to the patron, also check all the fields are properly filled or not and the soft copy and sent the document to the patron by mail with copyright guideline according to user.


Step for creating new patron in DDS Software

Step 1: After clicking, manage then go to Patrons



Mail	ID	Date	Patron	Category	Bibliographic Details	Journal Name	Document Type	Status	Actions
<input type="checkbox"/>	31908	2020-09-11	Anupam Sharma	Student	Tierney, W. G., Sabharwal, N. S., & Malish, C. M. (2019). Inequitable Structures: Class and Caste in Indian Higher Education. <i>Qualitative Inquiry</i> , 25(5), 471-481. https://doi.org/10.1177/10777800418817836	Qualitative Inquiry	Journal Article		Edit View Delete
<input type="checkbox"/>	31907	2020-09-11	Anupam Sharma	Student	Duncan, I. (1999). Dalits and politics in rural North India: The Bahujan Samaj party in Uttar Pradesh. <i>Journal of Peasant Studies</i> , 27(1), 35-60. https://doi.org/10.1080/0306159908438724	Journal of Peasant Studies	Journal Article		Edit View Delete
<input type="checkbox"/>	31906	2020-09-11	Anupam Sharma	Student	Jeffrey, C., Jeffery, P. & Jeffery, R. (2005). When schooling fails: Young men, education and low-caste politics in rural north India. <i>Contributions to Indian Sociology</i> , 39(1), 1-38. https://doi.org/10.1177/006996670503900101	Contributions to Indian Sociology	Journal Article		Edit View Delete
<input type="checkbox"/>	31905	2020-09-11	Anupam Sharma	Student	Chauhan, C. P. S. (2008). Education and caste in India. <i>Asia Pacific Journal of Education</i> , 28(3), 217-234. https://doi.org/10.1080/02188790802267332	Asia Pacific Journal of Education	Journal Article		Edit View Delete
<input type="checkbox"/>	31904	2020-09-11	Prof. Srinivas G. Reddy	Faculty	Hara, M. (1985). Obituary John Brough (31.8.1917-9.1.1984). <i>Journal of Indian Philosophy</i> , 13(1). https://doi.org/10.1007/BF00206529	Journal of Indian Philosophy	Journal Article		Edit View Delete
<input type="checkbox"/>	31894	2020-09-08	Prof. Sharada Visweswara Channarayana	Faculty	Connor, R. E., & Tirrell, D. A. (2007). Non-Canonical Amino Acids in Protein Polymer Design. <i>Polymer Reviews</i> , 47(1), 9-26. https://doi.org/10.1080/15583720601109552	Polymer Reviews	Journal Article		Edit View Delete
<input type="checkbox"/>	31892	2020-09-08	Jayalaxmi Ngasepam	Student	Zutshi, B. (2018). Manipur Flood 2015: Preparedness and Disaster Risk Reduction Strategies. In A. Singh, M. Puma, N. P. Haran, & T. B. Singh (Eds.), <i>Development and Disaster Management</i> (pp. 65-81). Springer Singapore. https://doi.org/10.1007/978-981-10-8485-0_4	Book Chapter	Book Chapter		Edit View Delete

Step 2: Click Add button



Patron List

Show 10 entries

Search:

Roll No	Display Name	Email Id	Discipline	Program Name	Status	Edit/Delete
00000	JIGAR CHAUDHARY	jigarchaudhary08@gmail.com	External	External	Active	Edit delete
00000	SRIP IITGN (2018)	internships@iitgn.ac.in	External	External	Active	Edit delete
00000	Swati Jain	swtjain434@gmail.com	External	External	Active	Edit delete
00028	Prof. Nishaant Choksi	nishaant.choksi@iitgn.ac.in	Humanities and Social Sciences	Faculty	Active	Edit delete
0006	Prof. Jaison A Manjaly	jmanjaly@iitgn.ac.in	Humanities and Social Sciences	Faculty	Active	Edit delete
0008	Prof. Nitin Padhiyar	nitin@iitgn.ac.in	Chemical Engineering	Faculty	Active	Edit delete
0009	Prof. Ragavan K	ragavan@iitgn.ac.in	Electrical Engineering	Faculty	Active	Edit delete

Step 3: Then fill the entire field by using koha information.

The screenshot shows a 'New Entry' modal form. The fields are: Roll No, Display Name, Email Id, Discipline, Program Name, and Status (set to Active). A red box highlights the 'Insert' button at the bottom left of the form. A red arrow points from the text 'For Adding New institute for approaching' to this button.

For Adding New institute for approaching

Step 1: Click to manage and then click to dropdown namely Institutions. If we are approaching to any institute always, go for formal mail through libraryservices@iitgn.ac.in. If they response, then only add the institute DDS Software.

Step 2: Then click Add button then one pop-up will appear on screen fill all the details and lastly click Insert.

The screenshot shows the 'List of Articles' page. The 'Institutions' dropdown menu is open, showing options for Journals and Patrons. A red box highlights the 'Institutions' dropdown, with a red arrow pointing to it from the text 'For Adding New institute for approaching'.

Mail	ID	Date	Patron	Category	Bibliographic Details	Journal Name	Document Type	Status	Actions
<input type="checkbox"/>	31973	2020-11-28	Pankaj Pandey	Student	Vallortigara, G., & Versace, E. (2017). Laterality at the neural, cognitive, and behavioral levels. In APA handbook of comparative psychology: Basic concepts, methods, neural substrate, and behavior, Vol. 1 (pp. 557-577). American Psychological Association. https://doi.org/10.1037/0000011-027	Book Chapter	Book Chapter	●	Edit View Delete
<input type="checkbox"/>	31972	2020-11-25	C T Pavithra	Student	Duggan, G. J. "Usage of ISO 5660 Data in UK Railway Standards and Fire Safety Cases." Fire Hazards, Testing, Materials and Products. A One Day Conference 1997, Rapra Technology Ltd, Shawbury, Shrewsbury, Shropshire, UK	Conference Paper	Conference Paper	●	Edit View Delete
<input type="checkbox"/>	31971	2020-11-26	Vignesh Prasad	Student	Prasad, V., Thareja, P., & Mehrotra, S. P. (2019). Energy and cost efficient transportation of minerals and tailings in slurry form. Paper presented at the IMPC 2018 - 29th International Mineral Processing Congress, 2443-2451.	Conference Paper	Conference Paper	●	Edit View Delete
<input type="checkbox"/>	31969	2020-11-25	Srimadhavi R.	Student	Ravi, S., Barul, S., Kirubakaran, S., Duhan, P., & Bhowmik, K. (2020). Synthesis and Characterization of Quinoline-3-Carboxamide Derivatives as Inhibitors of the ATM Kinase. Current Topics in Medicinal Chemistry, 20(23), 2070-2079. https://doi.org/10.2174/1568026620666200731174216	Current Topics in Medicinal Chemistry	Journal Article	●	Edit View Delete

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Institute List

ExcelCSVPDF

Search:

Add

Institution Name	Email	Status	Remarks	Edit/Delete
Academia	test@iitgn.ac.in	Active		<div>Editdelete</div>
Ahmadabad University	chetas.bhagat@ahduni.edu.in	Active		<div>Editdelete</div>
AIIMS New Delhi (All India Institute Of Medical Sciences)	dirbdi@gmail.com	Active		<div>Editdelete</div>
Aligarh Muslim University	amjadalig@yahoo.com	Active		<div>Editdelete</div>
All India Institute of Speech and Hearing	llo@alishmystore.in	Active		<div>Editdelete</div>
Andhra University	kvsrn.raju@gmail.com	Active		<div>Editdelete</div>
Annamalai University	drpribrary@gmail.com	Active		<div>Editdelete</div>
Archaeological Survey of India	asilibrary2011@gmail.com	Active	Library	<div>Editdelete</div>
Author	test@test.com	Active		<div>Editdelete</div>

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User Meemansha

Logout

New Entry

Institute Name

Email

Address

Status

Remarks

Insert

Close

Institution Name	Email	Status	Remarks	Edit/Delete
Academia	test@iitgn.ac.in	Active		<div>Editdelete</div>
Ahmadabad University	chetas.bhagat@ahduni.edu.in	Active		<div>Editdelete</div>
AIIMS New Delhi (All India Institute Of Medical Sciences)	dirbdi@gmail.com	Active		<div>Editdelete</div>
Aligarh Muslim University	amjadalig@yahoo.com	Active		<div>Editdelete</div>
All India Institute of Speech and Hearing	llo@alishmystore.in	Active		<div>Editdelete</div>
Andhra University	kvsrn.raju@gmail.com	Active		<div>Editdelete</div>
Annamalai University	drpribrary@gmail.com	Active		<div>Editdelete</div>
Archaeological Survey of India	asilibrary2011@gmail.com	Active	Library	<div>Editdelete</div>
Author	test@test.com	Active		<div>Editdelete</div>

Points to keep in mind:

- Never forget to give label (DDS Query) in libraryservices@iitgn.ac.in mail id to populated query and to Completed Query (DDS Complete), so that we will come to know about the status of query.
- Make the id in Research gate.
- Try to approach author of document, if no institute has that document or it is too late.
- Thanks to all the institute, which provide us the document through and also thank the institute who inform us that certain requested document is unavailable with them.
- Check the bibliographical detail while entering on DDS software it will not take apostrophe mark (').
- Plug-in- Google scholar, Kopernio
- For report generation we have to select the date such as. 1/12/2019 to 31.12.2019 then click on excel. Check completed request, approach and pending. Then for pending and approach and close the status on DDS software and final send the mail to the user about the status of document, if they still need the document then open the document status on DDS software, discuss with Sir and send the mail to Delnet and National Institute of Science Communication and Information Resources (NISCIIR).