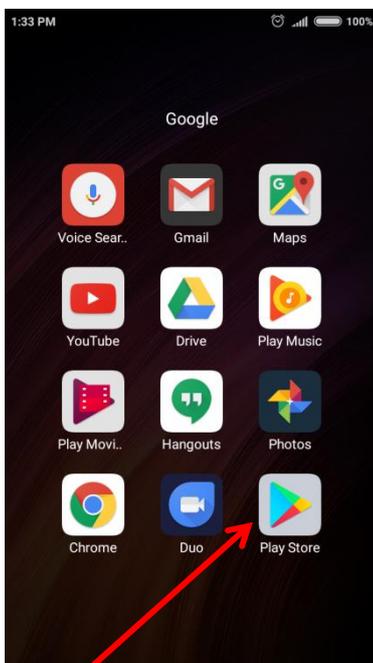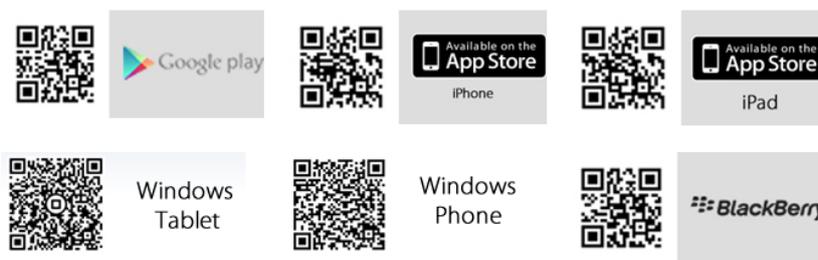# USER GUIDE: iMLS Mobile Apps

Introduction

The iMLS mobile application is a mobile version of the library system, that allows you to search, reserve, review and perform many actions that you can on the desktop version but from your smart phone or tablet.
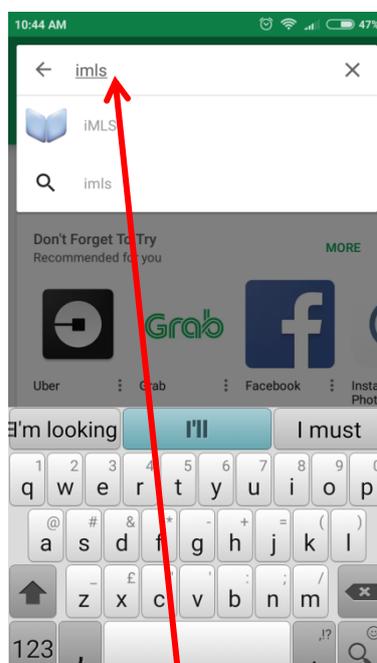
The iMLS app allows students, parents and staff to access the school library from a mobile phone or tablet. When you are using a library system that is hosted by MLS, you can ensure that your library resources are accessible anywhere, anytime to your whole school community.

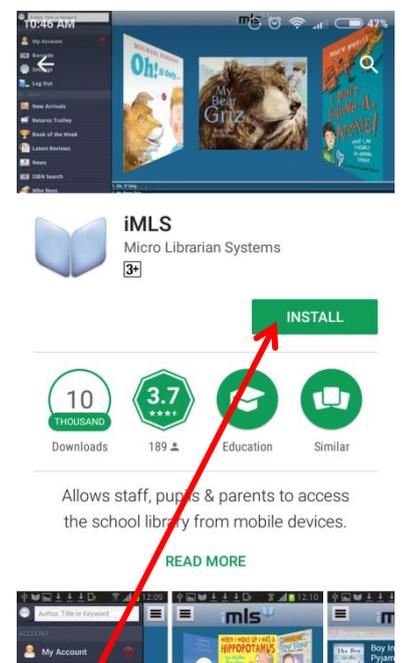## STEP 1 : Installing iMLS

- Install the apps by visiting your apps store/ google play/ windows tablet/ windows phone/ blackBerry.
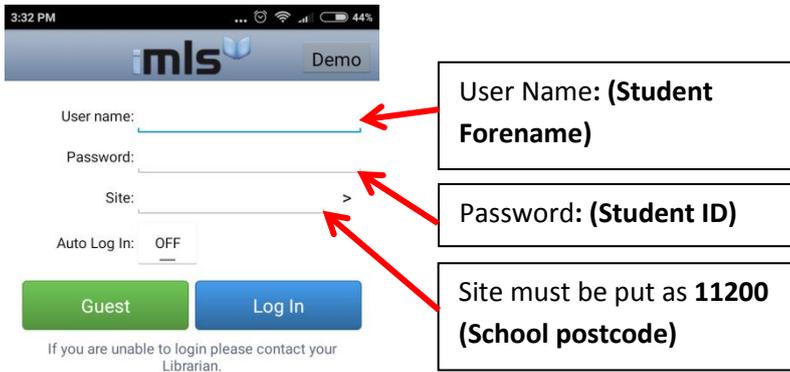

Depending on the Android version installed.
Open the Play Store

Type `iMLS' in the search box and tap searching.

Install the app and it can be open directly from the market place.

User Name**: (Student Forename)**

Password**: (Student ID)**

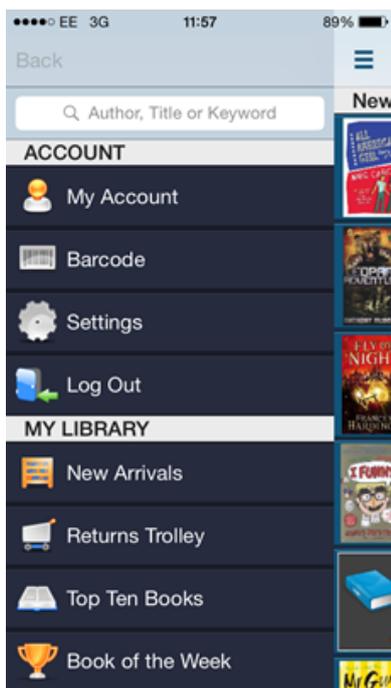Site must be put as **11200 (School postcode)**

Launch the app from your device to see the logon screen

- Type school postcode and select the correct school name.
- After filled the required information click to **log in**

STEP 3: Searching

Search for resources in your library by typing a word or phrase into the search bar. Alternatively, select an item from the menu such as **New Arrivals**, **Returns Trolley** and **Book of the Week** to find out what's new, what's been borrowed recently and what is on show.
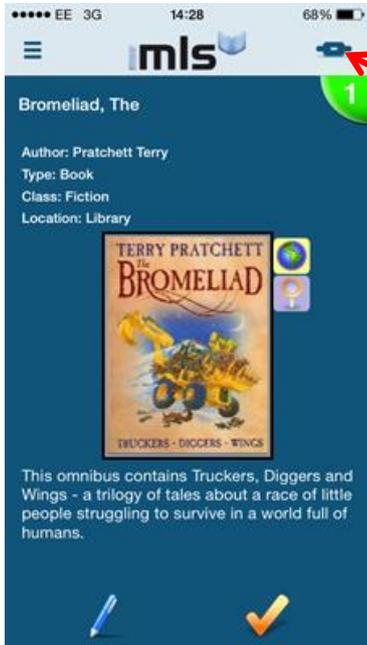
Type in an author's name, the title of a book or another keyword. Tap Go or Search on your device to show the results

Use your finger to scroll through the list of results and tap a result to find out more.
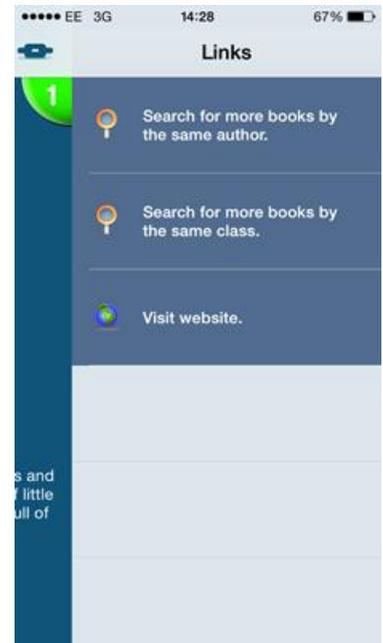
From the menu, tap the Search Bar

STEP 5: Viewing a Resource

- Select a resource you want and you will be able to see some of the resources details such as the Author, Classification, cover and more.
- This area also shows you how many copies are available to borrow, as indicated by the green (or red) semi-circle.
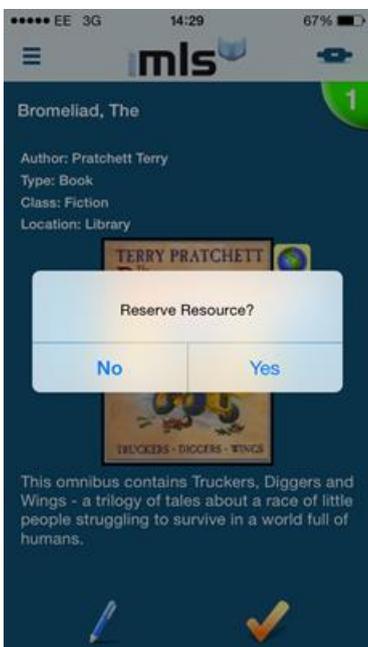

Tap one of the icons or press the 'chain link' icon at the top right corner of the app then choose what you would like to do next.

View the associated website

Watch a video of the author talking about their book

View Accelerated Reader quiz details

See what is recommend to read next
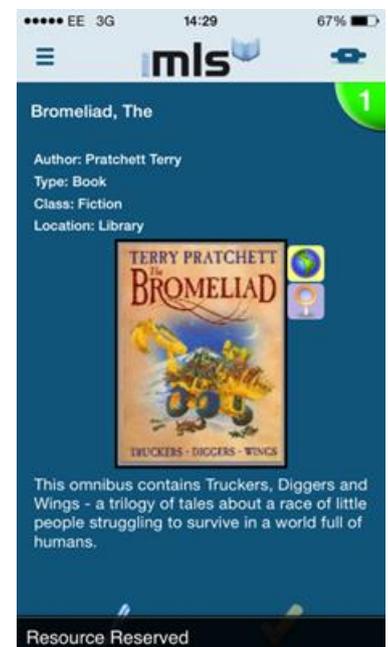
Search for related resources

- For some resources you will also notice additional icons next to the cover of the resource that you are viewing.
- These icons indicate that there are other things you can do with this resource such as viewing what to read next, visiting the associated web site, searching for books with the same classification number, viewing author videos and viewing Accelerated Reader quiz details about the resource.
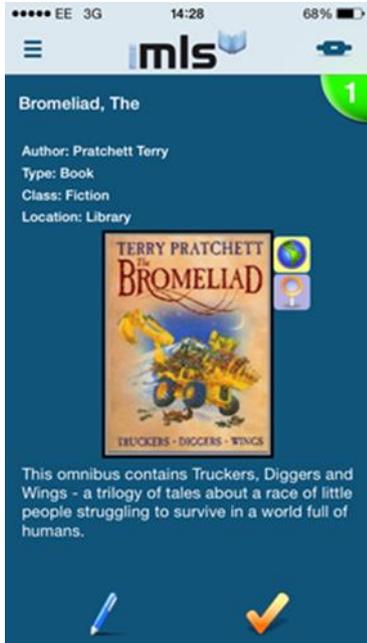
STEP 6: Reserving a Resource

- Reserve a resource by tapping the reserve icon .
- A prompt will display asking if you want to reserve the resource.
- Tap **Yes** to place the reservation on the item or **No** to cancel.
- If the reservation has been successfully placed, a notification will show on the screen.
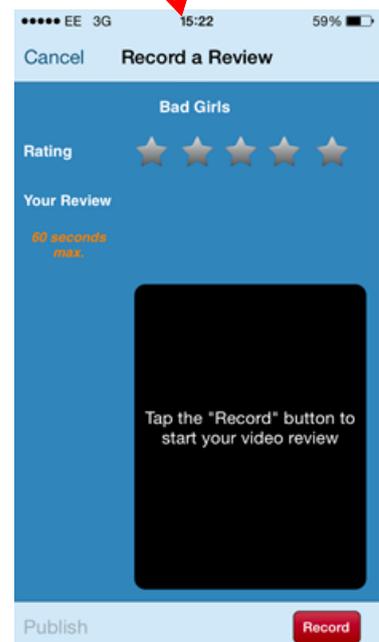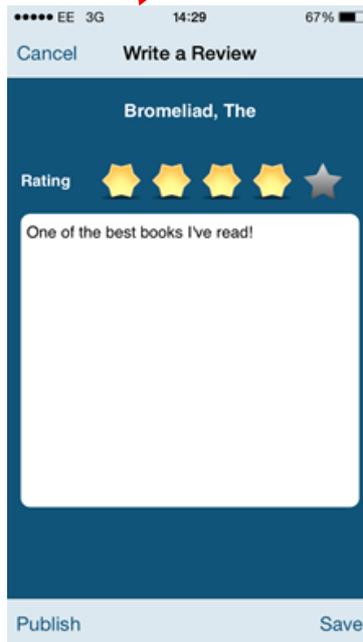- You can review the items you have reserved already from **My Account.**
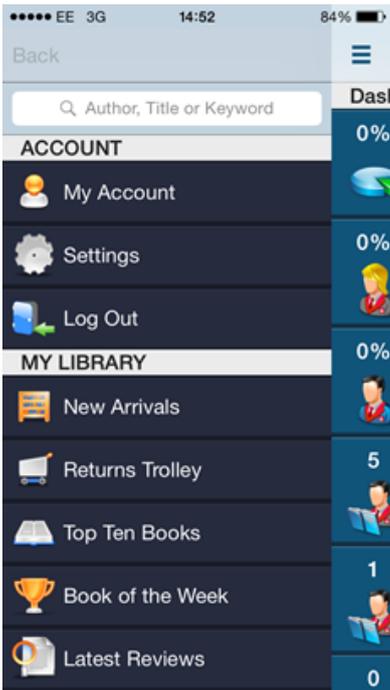
STEP 7: Making a review

- In iMLS you can make both text and video reviews. The instructions below explain how you can create a review for a resource when you are viewing a resource.
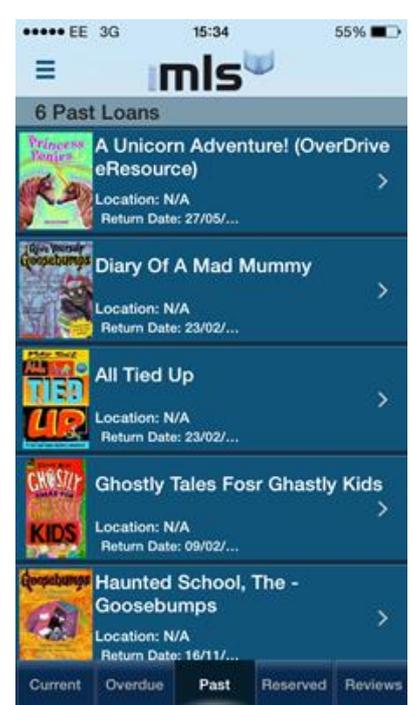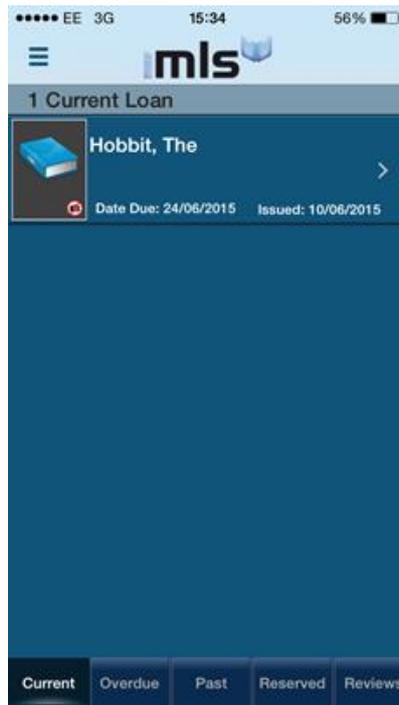

Click the 'pen icon' at the bottom of the screen. A menu will open asking you to choose whether you want to create a text or video review.
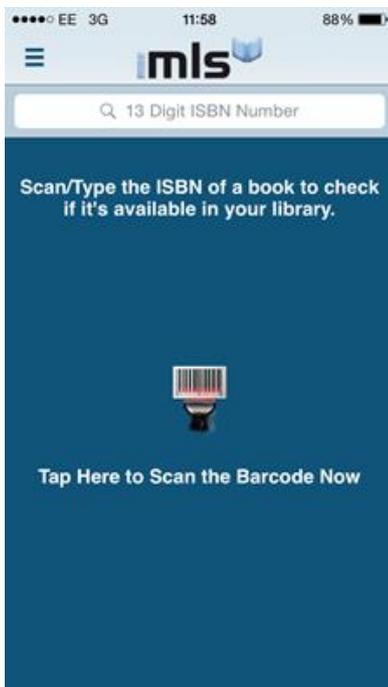
STEP 8: My Account

Access My Account from the left menu.

- Use the tabs at the bottom of the app to view your current, overdue and past loans, resources you have reserved and reviews that you have written (or are in progress).
- To see resources that you have borrowed in the past, tap the Past tab.
- You can view the details of any resource by tapping it from the list

STEP 9: ISBN Search

Use the ISBN Search feature on the app to look for a resource by scanning the ISBN with your devices camera.

- Tap the *scan barcode* icon to load your devices camera.
- Hold your device over the ISBN at a distance where the camera can focus in on the barcode.
- The app will look for a match of that ISBN. If there are details found after it's scanned they will show on the screen.
- iMLS will also tell you whether the resource is in the library you are browsing or not. Should the item not be found within your library you have the ability to add it to the Librarian's wish list. To do this, tap the wish list