Quick Access & Usage Guide for eLibrary Server

1.0 Overview

This document is a Quick Access & Usage Guide for **Webgenic elibraryPlus Server** installed and running in your network.

Please Note: This document uses dummy IP addresses for explaining the process. Please contact your system/technical administrator for actual IP addresses.

2.0 How to Access eLibrary Server

Steps to access:

- Please use either one of **Google Chrome** or **Mozilla Firefox** web browsers only.
- Open your web browser
- To access from *inside of your premises (via intranet/LAN):*
    - Internal IP Address: **192.168.X.XXX**
    - Type Link/URL in your browser address bar**: http://192.168.X.XXX**
- To access from *outside of your premises (via the internet)*
    - External (Static) IP Address**: 5X.XXX.XXX.XXX**
    - Type Link/URL in your browser address bar: **http://5X.XXX.XXX.XXX**

Please note:

- For using internal IP address 192.168.X.XXX, your computer needs to have LAN access and the computer needs to be in the same LAN in which the elibrary server is running.
- For using external IP address 5X.XXX.XXX.XXX, your computer needs to have internet access.
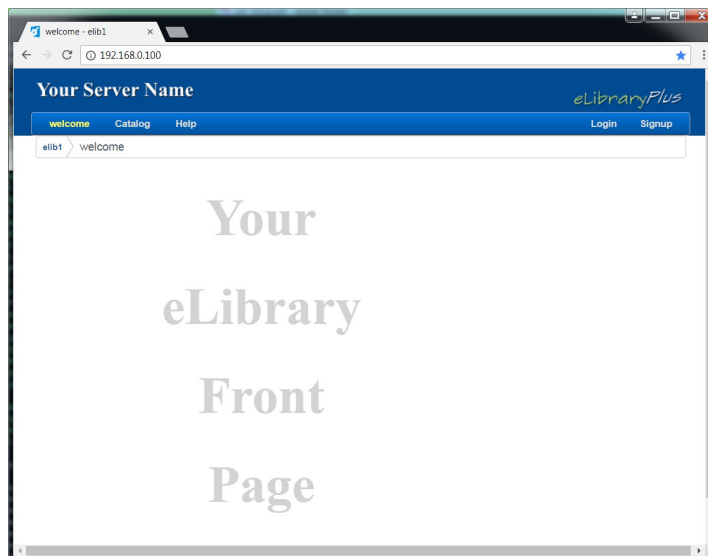
Proceed to section **2.0 Using eLibrary** below**.**

2.0 Using eLibrary

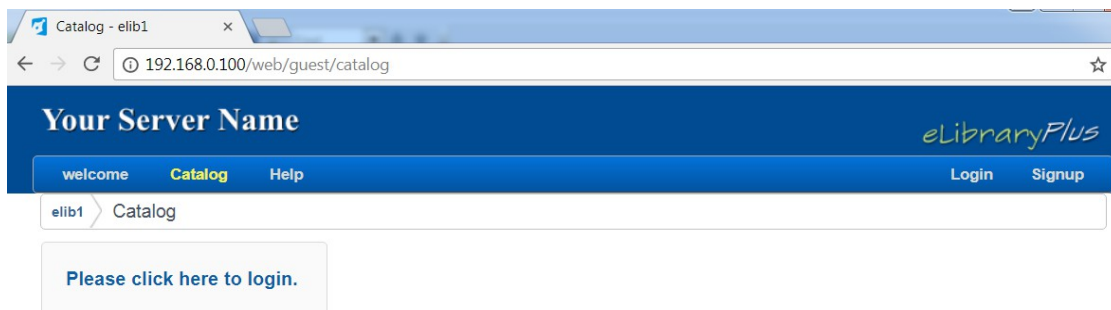## 2.1 Using Google Chrome Browser

If you are accessing the elibrary server first time from your computer, you will see some warnings. **These warnings are shown because we use** *self-signed SSL certificate (used for data encryption for security)* **and we haven't yet got this signed by Certification Authority (CA) as it requires annual subscription charges.** These warnings are *not critical* **for elibrary usage and can be ignored.** To ignore and proceed, please follow steps given below. These steps are **required only initially** as these warnings won't appear again next time you access the elibrary from the same computer *(if you clear your browser cache anytime, these warnings will appear again. Follow these steps again to proceed)*

This section explains steps for **Google Chrome** Browser. For other browsers, see sections below.
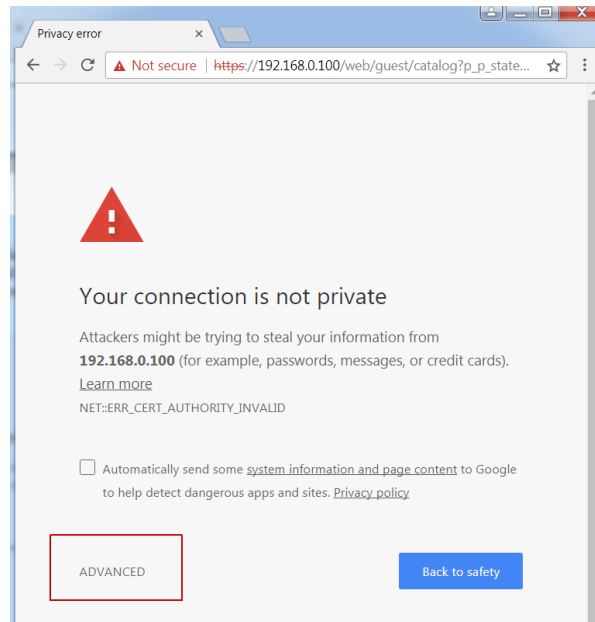
1. Open the Google Chrome browser and type IP address 192.168.X.XXX (or 5X.XXX.XXX.XXX**)** to access the eLibrary server. You will see front page as follows. Click on *Catalog* to access the elibrary catalog.
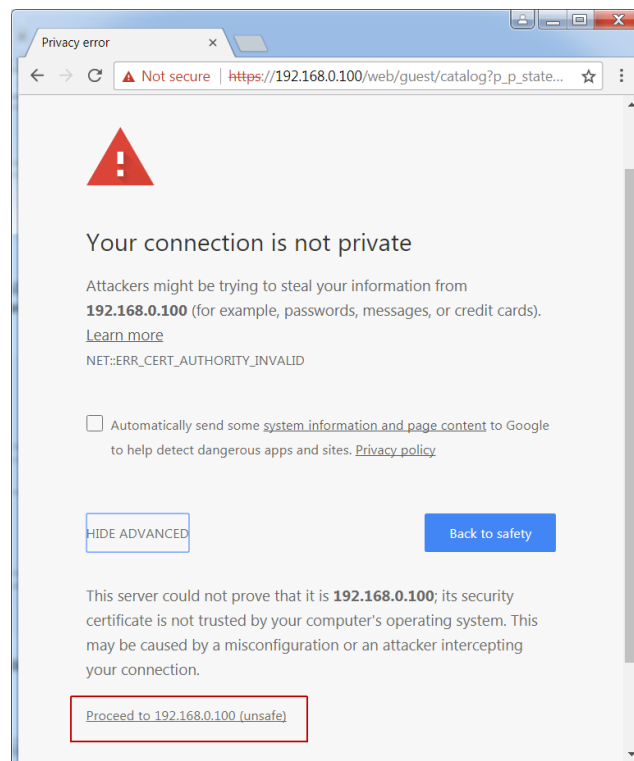

2. Next, you will see following page. Click on *Please click here to login*
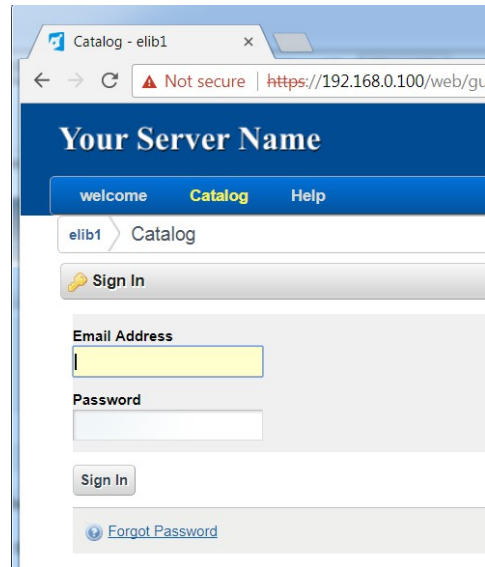
3. Next, you will see a *warning* dialog box like below (*you will see your server IP address instead of IP address in the image below*). To ignore and proceed, click on ADVANCED (shown in red box below). *You will also see this dialog box if you clicked login (instead of Catalog) in the first step.*

4. Now you will see following dialog box. (*you will see your server IP address instead of IP address in the image below*) Click on **Proceed to 192.168.X.XXX** *(in your case Proceed to Your.Server.IP.Address) (see red box below)*

5. Next you will see following. Use your email address (or username) and password to login:

6. After successful login, you should see a catalog of books.

7. Once you are logged in, to return to the catalog at any time, click on *Goto → Catalog* from the top right corner.

8. Click on any book to open its dashboard. Click on **Preview** to preview the book. Click on **Download** to download the PDF.
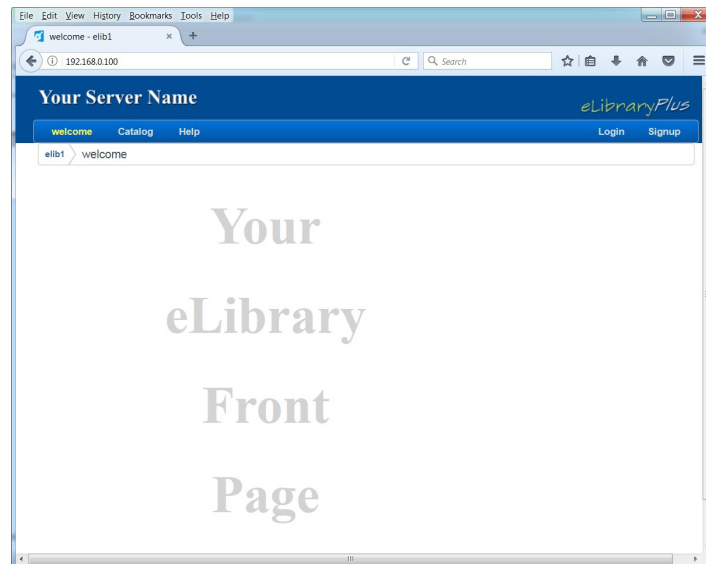
Next Section: Using firefox browser ↓
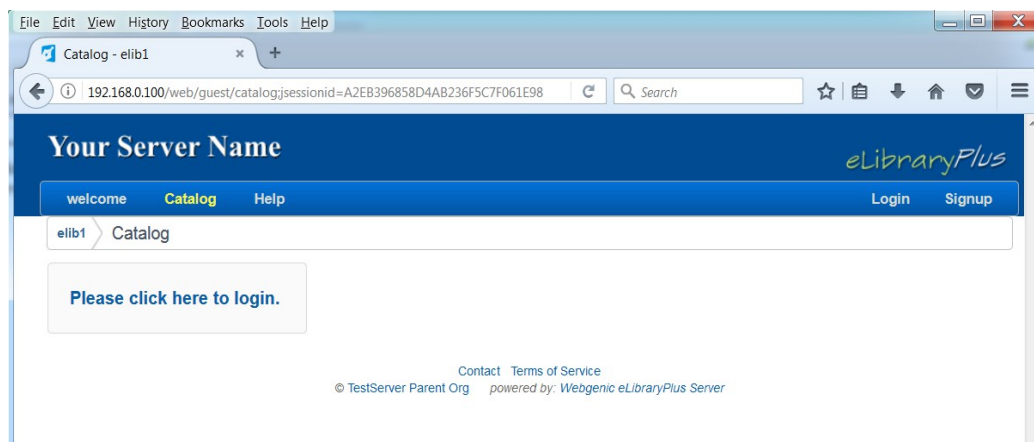
2.2 Using Firefox Browser

We saw one time warning dialog boxes and steps for Google Chrome Browser above. Following are warning dialog boxes and steps for **Mozilla Firefox** browser **verson 53.0** (*your dialog boxes may look different based on your browser version*).

If you are accessing the elibrary server first time from your computer, you will see some warnings. **These warnings are shown because we use** *self-signed SSL certificate (used for data encryption for security)* **and we haven't yet got this signed by Certification Authority (CA) as it requires annual subscription charges. These warnings are** *not critical* **for elibrary usage and can be ignored.** To ignore and proceed, please follow steps given below. These steps are **required only initially** as these warnings won't appear again next time you access the elibrary from the same computer *(if you clear your browser cache anytime, these warnings will appear again. Follow these steps again to proceed)*
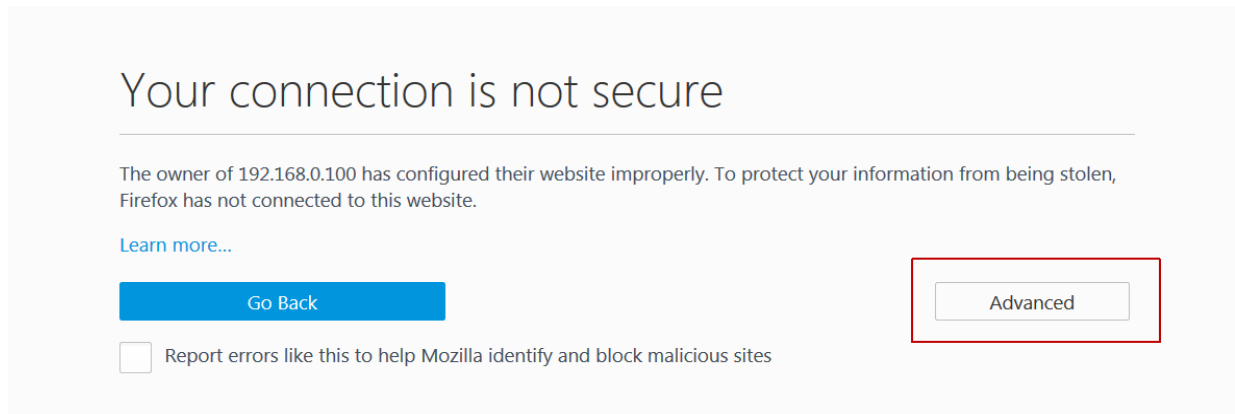
1. Open the Mozilla Firefox browser and type IP address 192.168.X.XXX (or 5X.XXX.XXX.XXX**)** to access the eLibrary server. You will see front page as follows. Click on *Catalog* to access the elibrary catalog.
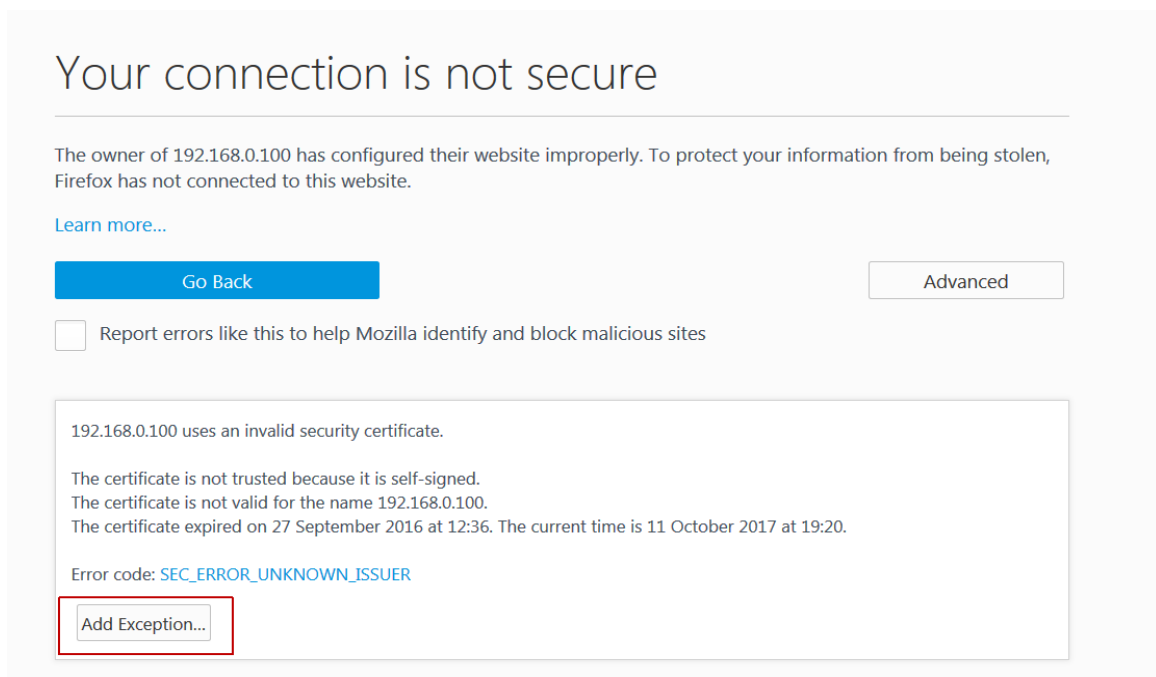

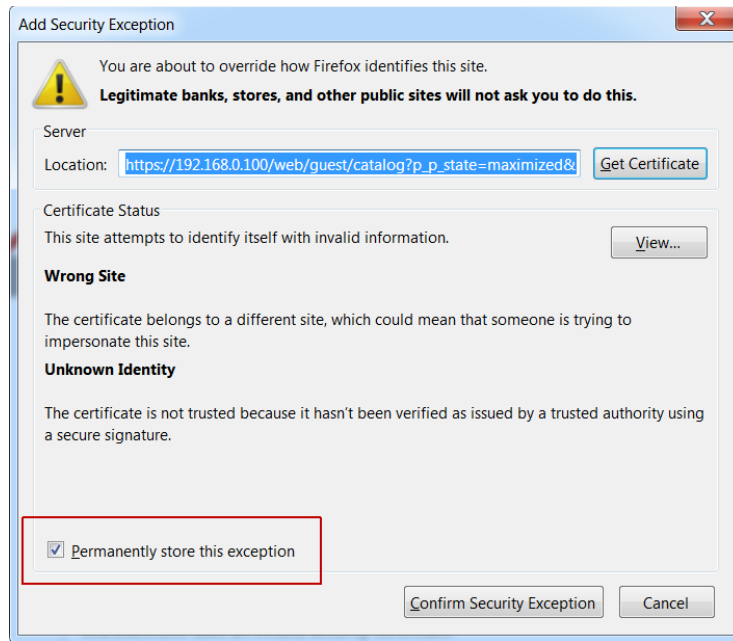2. Next, you will see following page. Click on *Please click here to login*

3. Next, you will see a warning dialog box like below. To ignore and proceed, click on ADVANCED (shown in red box below). *You will also see this dialog box if you clicked login (instead of Catalog) in the first step.*
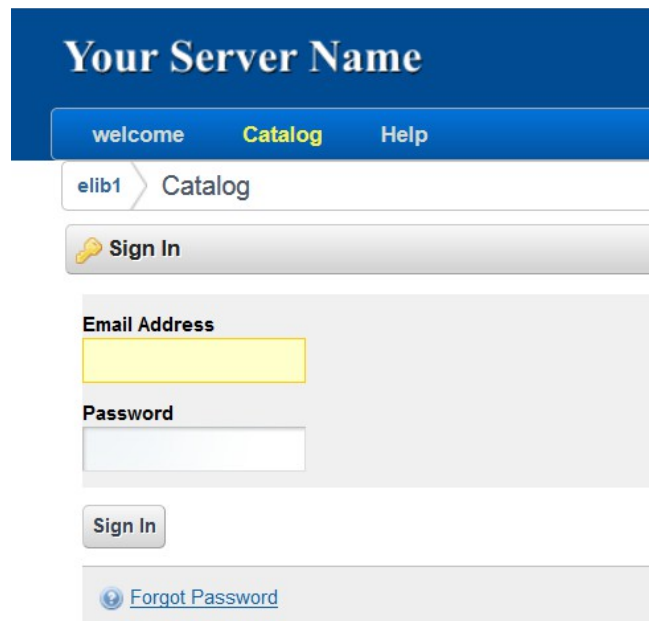

4. In the next step, you will see dialog box as seen below:

5. Click on ***Add Exception*** button (as seen in screen-shot above) to go to next step.

6. In the next dialog box (see below), you will see IP address 192.168.X.XXX (in your case your IP address**)** in *Location box.* At the bottom of the box:
   - Make sure ***Permanently store this exception*** is ***checked***
   - Click on ***Confirm Security Exception*** button to finish these steps.

7. Next you will see following. Use your email address (or username) and password to login:
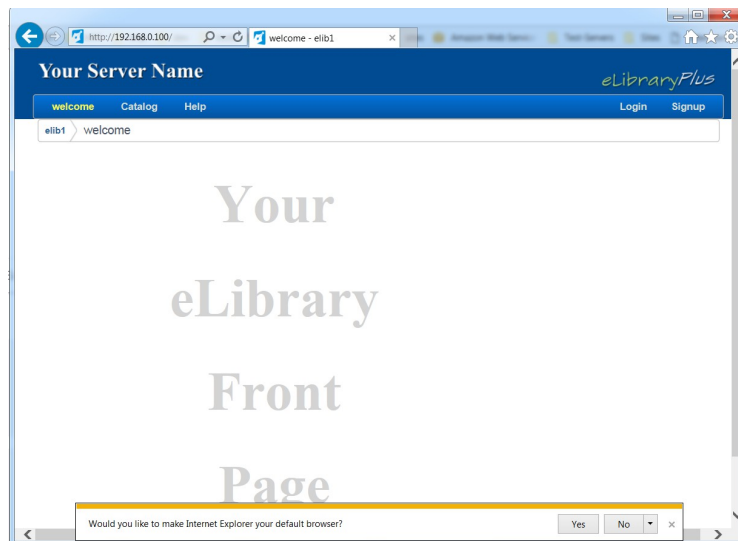

8. After successful login, you should see a catalog of books.

9. Once you are logged in, to return to the catalog at any time, click on **Goto → Catalog** from the top right corner.

10. Click on any book to open its dashboard. Click on **Preview** to preview the book. Click on **Download** to download the PDF.
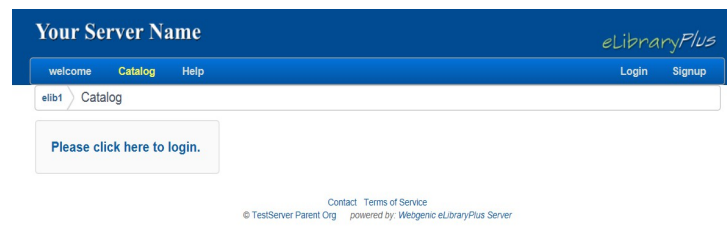
2.3 Using Internet Explorer Browser

Following are warning dialog boxes and steps for **Internet Explorer** browser **verson 11.0** (*your dialog boxes may look different based on your browser version*).

If you are accessing the elibrary server first time from your computer, you will see some warnings. **These warnings are shown because we use** *self-signed SSL certificate (used for data encryption for security)* **and we haven't yet got this signed by Certification Authority (CA) as it requires annual subscription charges. These warnings are** *not critical* **for elibrary usage and can be ignored.** To ignore and proceed, please follow steps given below. These steps are **required only initially** as these warnings won't appear again next time you access the elibrary from the same computer *(if you clear your browser cache anytime, these warnings will appear again. Follow these steps again to proceed)*

1. Open the Internet browser and type IP address 192.168.X.XXX (or 5X.XXX.XXX.XXX**)** to access the eLibrary server. You will see front page as follows. Click on Catalog to access the elibrary catalog.
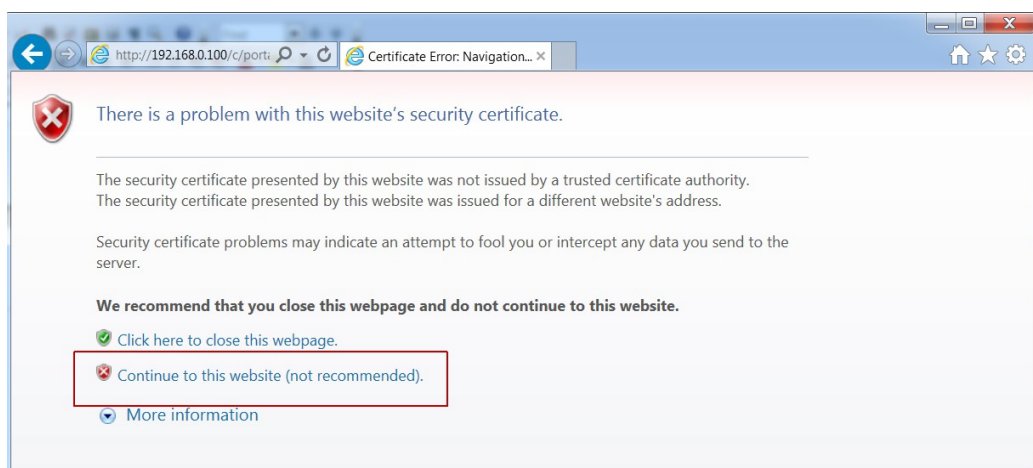

2. Next, you will see following page. Click on Please click here to login

3. Next, you will see a warning dialog box like below. To ignore and proceed, click on *Continue to this website* (shown in red box below).

4. Next you will see following. Use your email address (or username) and password to login:

5. After successful login, you should see a catalog of books.

6. Once you are logged in, to return to the catalog at any time, click on **Goto → Catalog** from the top right corner.

7.   Click on any book to open its dashboard. Click on **Preview** to preview the book. Click on **Download** to download the PDF.

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