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USING SIMPLE SEARCH (SEMI-ADVANCED)

Using the simple search option, researchers may search across multiple document types simultaneously. They simply need to insert a keyword, and with that, they can filter their search query using the dropdown list options provided which include: ‘Title’, ‘Author name’, ‘Subject’ or ‘Full Text’.

The semi-advanced search is automatically filtered by ‘Title’, and it can be modified by other options:

- **IN FULL TEXT**: to search across all ‘Al Manhal’ content.
- **IN TITLE**: to search in titles that match the entered keyword.
- **IN AUTHOR**: to search within Authors’ names.
- **IN SUBJECT**: to search within the topics that match with the inserted keyword.
**Conduct a Search**

**USING ADVANCED SEARCH**

The advanced search option allows a researcher to build structured queries to search for a resource by specifying criteria that cannot be defined in ambit of a the simple search.

An Advanced Search includes the following fields:

**a. SEARCH FIELDS:**
The search field helps the researcher to narrow down the search range by entering a relevant keyword in the ‘search field’, and then selecting the search criteria from the dropdown list: (Title, Full Text, Abstract etc.).

**b. PUBLICATION YEAR:**
This option allows selecting a specific year for the search term. By default, the search covers the entire-range of years available in the database.

**c. SEARCH FILTERS:**
The Search Filters allow a researcher to target a search, along with the inserted keyword, such as: the document type (Book, Article, Report, Thesis), Document Language (English, Arabic French, Urdu, etc.), Publishing Country, Journal, Publisher, Main Topic, Main Report and Program Type (Phd, Master and BA).
The Search Results page displays all the titles related to the keywords entered. From this list, a researcher may access multiple features according their intent, from the available content.

REFINE RESULTS: Researchers may refine and narrow down the results obtained by applying additional search filters. They can choose any of the options listed such as Document type (Book, Article, Thesis, Report), Publishing Country, Publication Year, etc.

- LIBRARY HOLDINGS ONLY: Researchers can filter the search results based on the subscribed holdings of their institution or view All ‘Al Manhal’ content.

Export to Excel: There exists an option to export the search results information for each document to an Excel file such as (Document title, Author(s), Publisher, Main Topic, Language, etc....)

Sort By: The search results list obtained can also be sorted in ascending or descending order, by Relevancy (default), or Author, Title, Publishing Date or Document Type.

Copy Result Permalink: There is an option available to copy the URL for current search results, in order to share them with friends and colleagues.
**Search Results Page**

- **View Content:** By clicking on the title, document cover or **Read** icon.

- **Title Information:** Read all key pieces of information about the title, and perform a search by clicking on any piece of information provided.

- **Save Search:** To view the results any time later.

- **Add To My Bookshelf:** Save titles into a personal bookshelf which requires a researcher to create an account in 'Al Manhal'.

- **Share The Result Link:** using social media networks or a personal email.

- **Details:** Get all the details relating to the title.

- **Download Content:** in a PDF format by subscription type with copyright reserved by 'Al Manhal'.

- **Reads:** Observe the total count of views by all customers worldwide.

- **Search Results Count:** the total number of related results for applied search.

- **Abstract:** View the title’s full-text abstract (if available for Articles).

- **Mass Download:** To download selected Articles and Reports all at once.
A researcher can browse all ‘Al Manhal’ e-content by Subject, Title or Publisher.

**Browse by Subject**

All titles on the ‘Al Manhal’ Platform are listed by document type (Books, Articles, Reports, Theses and Videos) and ordered by Subject and Sub-Subjects. A researcher can select a Subject to view its titles and then filter by document title.

**Results can be Sorted by:**
Title, Author, Publisher and Publishing Date (Ascending or Descending)
A list of ‘Journals’ and ‘Reports’ titles, ordered alphabetically, where a researcher can filter results by typing a Journal name or Report title, in addition to sorting the titles by Title and Publisher (Ascending or Descending).

Researchers can view Journals Articles and Reports issues by clicking on a Journal or Report title and selecting which year of volume issue to view.

The option to download all articles or reports for a specific issue is available by clicking on ‘Download Full Issue’
Researchers can browse through Books, Journals, Theses and Reports filtered by the publisher name. They can also refine their results by typing the document name, in addition to sorting the titles by Title, Author, Publisher and Publication date (Ascending and Descending).
Get detailed information about the selected title. (Author, Publisher, Main Topics, Document Type, Language, Document ID, Keywords, etc.)

**View Title’s Full Text Content** by clicking on the 'Title name', 'Cover' or 'Read' icon.

**Share** the title using social media networks or personal email.

**Download PDF** of full text content based on the account type with all rights reserved to 'Al Manhal'.

**Download Full Issue:** To download all Journals Articles related to the Title (Available for Articles and Reports Only)
**Add To Bookshelf:** within one’s personal library by signing-in to their accounts on the ‘Al Manhal’ platform.

**Content Availability:** Find out about how much text is available for reading, printing and downloading.

**Total Reads:** Observe the total count of views by all researchers worldwide.

**Abstract And Issues:** Find all available volumes containing a list of articles per volume (Articles Only).

**Related Titles:** Researchers can also view titles that are related to their current title. The criteria of relevance scientifically calculated through 11-weighted matching metadata between the titles, including Subject Headings, Dewey Decimal, BISAC, Author, Publisher, etc.
If the researcher institution has licensed a title, the full text of the title and the ability to page through the title will be available from start to finish. Alternately, a few snippets can be viewed – Preview Mode –.

Contents: By clicking on any of ‘Table of Content’, the researchers get automatically redirected to the linked text.

Details: The details reflect the basic metadata of the selected title such as: Author, Publisher, Main Topic, etc.....

*More Details: To navigate through the details page of the selected title (see page 10)

Related Titles: Prompt relevant supplementary reading titles related to the currently opened title.

Search Within Document: Allows the researcher to search inside the full text of the currently opened title and navigate between the results using ‘Next’ / ‘Previous’ buttons.

A- Highlight All: to include all search results.

B- Match Case: to include only those search results that match with the written text inside a search field.

C- Match Full Phrase: include those search results that match exactly with the query entered inside the parentheses as a single term in the search process.
Read Full-Text Content

**Page Number:** Shows the current page number out of total pages. One can easily navigate across the pages by using arrows, scrolling or by entering the desired page number.

**Download PDF** as a full-text or part-text file, with all rights reserved to the ‘Al Manhal’ platform.

**Screenshot:** Take a screenshot with the ability to crop the image.

**Print:** either a part or the whole content. (Availability based on the researchers’ subscription with the copyright reserved by the ‘Al Manhal’ platform.)

**Download Full Issue:** Available only to download all journals articles or reports.

**Share** using social media networks or personal email.

**Add Annotation:** By highlighting a paragraph and clicking the , the researcher may add or edit existing comments.

**Cite:** Al Manhal provides citations standards in APA, Chicago, Harvard, MLA and Turabian format.

**Highlight** text from the content page, with use of multiple colors.

**Add To Bookshelf** within one’s own personal library by signing-in into the Al Manhal platform.
**Bookmark:** A researcher is allowed to bookmark any page of the opened title.

**Go to Bookmark:** A researcher can go to the available bookmarked pages.

**Download on Device:** This option is available only for books. It describes the steps to download the title to your device.

**Text to Speech:** Automatically read the text, based on content language, by highlighting the text.

**Copy:** A researcher can copy selected text from the title with a reference citation.

**By Highlighting or Selecting a text,** a researcher may explore other features such as:

- Translating the text using 'Google' translate
- Inserting an external link for a given text by clicking on the insert hyperlink option
- Search for a word or term within the 'Al Manhal' documents using 'Search in Platform' feature or 'Other Libraries' such as Google Books
- Define and explain a word or term using online resources
Leadership Development Program (Videos)

The ‘Al Manhal’ Leadership Development Program provides researchers with an integrated solution featuring carefully curated videos from the world’s leading experts on leadership. Flexible and portable enough to integrate into your existing training and leadership development programs, this collection includes searchable, downloadable videos suitable for mobile devices, meeting starters and classroom integration.

VIDEO PLAYER
A researcher can view a video by selecting the play/pause buttons, increase or decrease a video’s volume by clicking on the ‘volume’ button and add video subtitles by clicking on the “CC” button. One can also choose the video display quality by clicking on the "HD" button and view videos in full screen mode as well.

INFORMATION:
The information tab shows video information such as; ‘Speaker’, ‘Publisher’ and ‘Main topics’.

TRANSCRIPTS:
The transcripts options includes a timestamp. By selecting any transcript, the viewer can play the video from the selected transcript with timestamp.

RELATED TITLES:
This option prompts relevant supplementary videos to the similar to the currently opened video.
**Leadership Development Program (Videos)**

**ANNOTATE:**
A researcher may add comments to a video by clicking the “Annotate” button. These comments may be viewed on video player and can be edited by clicking on the edit button “📝”. The Annotations tab can be accessed to list out the added comments. It also includes a timestamp feature to show when the comment were added.
Comments can be deleted one by one using the delete button “🗑️”.

**DOWNLOAD TRANSCRIPTS** as a full-text, with all rights reserved to Al Manhal.

**SEARCH** within a transcript and move between the results using the next / previous buttons.

**SHARE** using social media networks or personal email.

**CITE:** Al Manhal provides citations in APA, Chicago, Harvard, MLA and Turabian format.

**ADD TO BOOKSHELF:** Favorite videos can be added upon sign-in to the ‘Al Manhal’ platform
Sign-In / Sign Up

Every researcher, belonging to a university or institution that has licensed the ‘Al Manhal’ platform, will be able to:

- Create their own personal Al Manhal account
- Login with one of the Social media networks supported
- Reset the account password by sending an email with the Reset Link.
Profile Management

Every registered researcher can manage their profile, access their bookshelf, monitor their performance and control their search criteria, in addition to Add n new research to Al Manhal database.

PROFILE
Allows a user to view, update personal information and change the account password, in addition to link other social accounts profiles to his own account in Al Manhal.
View his own list of publications and publishers network (Following & Followers)
The ability of 'View As' option to check his own profile looks to others
Link his own publications with his account in Al Manhal

PREFERENCES
Gives the researcher the advantage of adding more criteria to the search option in addition to select the default citation style while copying a text.

USAGE REPORT
Every researcher can monitor their own usage in the platform, where they can see:
- Total Reading Hours
- Total Opened Documents
- Total Viewed Pages
  for each title:
  - Number of viewed pages.
  - Time spent in reading.
MY BOOKSHELF
Every registered researcher in the ‘Al Manhal’ platform or e-book shop owns a personal bookshelf.

MY TITLES
Includes a list of added and downloaded documents, in addition to the list of books purchased through the App. A researcher may create his or her own folders to organize the titles in self-selected sections using ‘Drag and Drop’. He or she may also filter the bookshelf titles by document type (Books, Articles, Reports, Theses and Videos).

SAVED SEARCH
This shows the saved searches from the ‘Search Results’ page by displaying the title, name and date of performing the action with the ability to view and delete the search.

LAST SEARCH HISTORY
One can view the last five searches and quickly search again by simply clicking on the heading. Every search is saved with the date it was performed.

SYNC WITH AL MANHAL STORE
Allows to bring the Purchased titles from Web Bookstore to the Al Manhal Platform.
Other Features

**PLATFORM LANGUAGE**
The Al Manhal Platform is available in English, Turkish, French and Arabic. Researchers may choose the preferred language to use.

**PREVIOUS VERSION**
Researchers may Browse, Search and also use the old version of the Al Manhal Platform.

**VIRTUAL KEYBOARD**
A virtual keyboard is available in four languages; AR, EN, TR, FR, and you can enable or disable the virtual keyboard by clicking on the ‘ ‘ icon in the header.

**GO TO THE LAST SEARCH**
Restore the last search results.

**HELP**
The Help Menu feature an interactive guide through a series of well-defined steps, within a product feature scope.

**VERSION HISTORY**
Covers all changes on the ‘Al Manhal’ Platform for each release.

**LIVE CHAT SUPPORT**
Live Chat Support feature is available for inquiries or support as and when needed.

**NOTIFICATIONS**
Receives a notification each time a researcher follows/unfollows you. Claim your own Publications and link them with your profile.