



USER GUIDE



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1. ACCESS TO MOBI+



There are two ways to reach the E-library:

via <http://www.uitp.org/mos/index.cfm> (members' access to all password restricted UITP services also including MOBI+)

via <http://www.uitp.org/knowledge/information-centre.cfm>

1.1 Member

Member Access

A screenshot of a login form titled 'Members access'. It has two input fields: 'Login : ' and 'Password: '. Below the password field is a 'login' button.

[Obtain or recover a password?](#)

u Click on the link "[Member Access](#)"

v Enter the "login" and "password" of your company or click on the link "[Obtain or Recover a password](#)" if you have not yet received it or if you do not remember it.

1.2 Special categories

Approved students, journalists and non-UITP members attending a UITP event will be able to access the E-library via a temporary users' access.

UITP Policy Board members and members of some UITP working bodies have access to private directories of MOBI+ via this gateway.

Non-member and other access

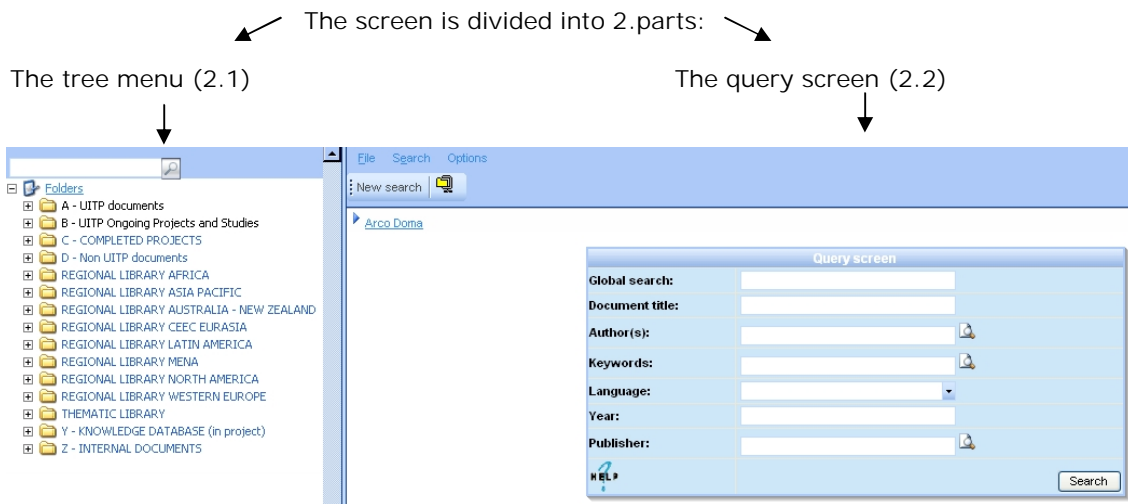
A screenshot of a login form titled 'Non-member and other access'. It has two input fields: 'Login : ' and 'Password: '. Below the password field is a 'login' button.

u Click on the link "[Non-member and other access](#)"

v Enter your "login" and "password" (provided by the Information Centre staff)

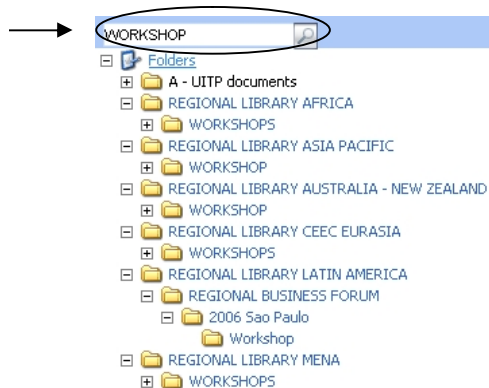
2. HOW TO USE MOBI +

2.0 General overview



2.1 Tree menu


2.1.1 The search field through the tree menu



At the top of the tree menu, the search field enables you to search for terms through the tree menu


Example:

You are looking for a specific workshop but you don't know where it is located in the tree menu

Type "workshop" in the search field, click on  (or ENTER) and the system will only show the folders which contain a subfolder named "workshop"

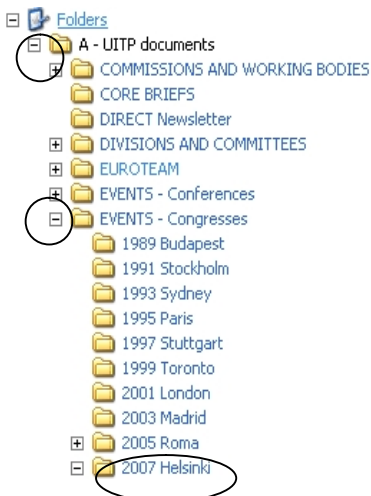
To go back to the entire structure, click on "back"

2.1.2 The "+" symbol

To find documents, click on the  symbol until you reach the requested folder, and then click on its title to open the results list

Example:

How to find the papers presented during the UITP Congress held in Helsinki in 2007



2.2 The query screen and search procedure

2.2.1 Menu at the top

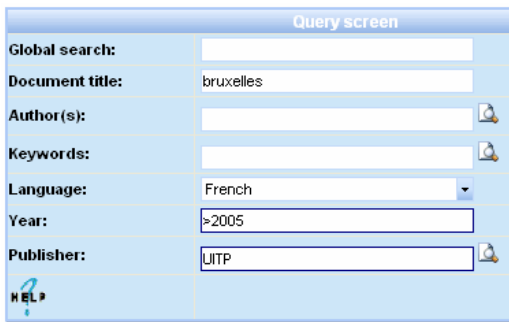


Click on this button and the system will provide a new empty query screen

Click on the button to download the needed papers after selecting them in the list of results (see point 2.3)

2.2.2 Query screen and finding the information

We highly recommend that you always start your search from the highest level in the database, therefore, please click on "Folders" (tree menu, left of the screen)



Query screen	
Global search:	<input type="text"/>
Document title:	<input type="text" value="bruxelles"/>
Author(s):	<input type="text"/>
Keywords:	<input type="text"/>
Language:	<input type="text" value="French"/>
Year:	<input type="text" value=">2005"/>
Publisher:	<input type="text" value="UITP"/>
HELP	

You may combine one or more fields to find the information as shown in the example

2.2.3 Tips on how to use the different query fields

• Global search (full text search)

Takes into account all documents containing your exact request in the language of your choice. Two possibilities:

broad search

More selective search (use "")

• Document title (title of the report or article)

Separate the words by a space

If you are looking for the exact title, use "" as shown in the example

• Author(s) (name of the author(s))

• Keywords

Global search:

Global search:

Document title:

Document title:

Author(s):

Keywords:

Language:

Year:

Publisher:

HELP

- English
- Dutch
- French
- German
- Italian

- Language

Choose the language in the scroll menu

- Year (publishing year)

Example:

2006 : for all documents published in 2006
 > 2006 : for all documents published after this date
 < 2006 : for all documents published before this date

- Publisher (name of the publisher)

Year: <2006

Publisher: UITP

- Help menu

It gives access to this summary guide



2.3 Result screen

2.3.1 General overview

Place your mouse here to see comments or abstracts

Tick the box to make your selection of documents. Then click on to download the documents

Document language

Information about the format of the document

Click here to open the attached file

Go to the next page

Number of documents corresponding to your request

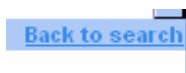
GENERAL PRESENTATION OF PUBLIC TRANSPORT IN THE HELSINKI METROPOLITAN AREA

Author: LAHDENRANTA Matti
 Publisher, year: UITP, 2007
 Source: Congress - Helsinki 2007

GENERAL PRESENTATION OF PUBLIC TRANSPORT IN THE HELSINKI METROPOLITAN AREA

First Previous Page 1 / 4 Next Last (74 results found)

2.3.2 "Back to search" button



To go back to the search screen and start a new query, please click on "Back to search" (bottom right)