# HOW TO ADD INTERNET RESOURCES IN E GRANTHALAYA 4.0

By

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#### **STEP 1. LOG IN TO E GRANTHALAYA 4.0**





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#### SEE HERE RIGHT HAND SIDE. ITS VISIBLE AND WILL OPEN ON CLICKING ON IT.

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### **STEP 3. IN CATALOGUING, GO TO INTERNET RESOURCES**

Logout	Read Instructions					
MODULE	Click To View / Hide Search Pane					
Library Administrator		Enter Data and Press SAVE Button to save the record NOTE: All entries saved here must be approved by Libraian in Internet Resources Approval Form under LIB ADMIN MODULE.				
Master Data						
Acquisition	Resource Heading*		_			
	Sub Heading					
Cataloging	URL (with http:// or https://)					
Retro-Conversion	]					
Change Copy Status	Description					
Generate BarCode	Description					
e-Resources Manager	)		/			
Update Holding	Main Subject	V Click to Add New Subject				
Authors Directory	Kannada					
internet Resources	J Keywords					
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301013	Logo/Image *	Choose File No file chosen				
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### STEP 4. HERE WE HAVE TO ADD INTERNET RESOURCE. SOME FIELDS ARE MANDATORY WHICH MUST BE FILLED LIKE RESOURCE HEADING, CATEGORY AND RESOURCE LOGO/IMAGE.

### FOR EXAMPLE I AM ADDING HERE NATIONAL DIGITAL LIBRARY OF INDIA AS INTERNET RESOURCE.

Logout		Read Instructions			
MODULE		Click To View / Hide Search Pane			
Library Administrator		Enter Data and Press SAVE Button to save the record			
Master Data					
Acquisition	Resource Heading*	NATIONAL DIGITAL LIBRARY OF INDIA			
Acquisition	Sub Heading	ONE LIBRARY ALL OF INDIA	_		
Cataloging	URL (with http:// or https://)	https://ndl.iitkgp.ac.in/			
Retro-Conversion Change Copy Status Stock Verification Generate BarCode e-Resources Manager	Description	AN INITIATIVE OF IIT KHARAGPUR. Content of all languages available. User interface available in widely used Indian language	5		
Update Holding Authors Directory	Main Subject	LIBRARY Click to Add New Subject			
Internet Resources	Keywords	NDL;IIT KHARAGPUR;DIGITAL LIBRARY			
Circulation	Category *	NATIONAL DIGITAL LIBRARY e.g. Free/Paid/Subscribed/Internet Resources / Open Access Resources / Open A	es /		
Serials	Upload Resource	Choose File NDLI.png			
Micro-Documents	Upload Digital File/e- Book/e-Chapter/Digital	Choose File No file chosen Upload pdf/image/TIFF/movies/mp4/mp3/epub/doc/html/rtf files. Only Compressed files are allowed! / M	ust		
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And now save it







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My Titles : 371 My Copies : 538 Member Libraries : 62		Type in Indian languages (Press Ctri+g to toggle between English and Indian Languages)		
Logout		Read Instructions		
MODULE		Click To View / Hide Search Pane		
Library Administrator		Select Category: All v Search Text NATIONAL DIGITAL LIBRARY In Heading v with Any Word v Show 1 v Records		
Update My Profile		Search		
Update Library Profile				
Manage Library Users		Select Report Format: Pdf Format V Record(s) Showing: 0		
System Data				
Data Entry Formats				
Library Team				
Notice Board				
Photo Gallery Manager				
Receipt Manager				
Export Records				
eG3 To eG4 Migration				
eG4 to eG4 Migration				
View Access Log				
View Feedback				
Send Messages in Email				
III. Request Manager				
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Logout		C	ick To View / Hide Search Pane			
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Receipt Managen Export Records eG3 To eG4 Migration eG4 To eG4 Migration Convert Your Labels View Access Log View Receitack Seed Messages in Email 11.6 Require Managen Internet Resources Approvals						

NOW TICK AT LAST END AND CLICK ON APPROVED SELECTED RECORD(S)

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NOW IT HAS BEEN APPROVED AND ADDED IN E GRANTHALAYA 4.0 SUCCESSFULLY.

#### NOW THIS RECORD WILL BE VISIBLE ON WEB OPAC OF EG4.





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	FEATURED COL	LECTIONS		
Birth Centenary of	ay $\Theta^{ ext{Person of the}}$	e Week:	e Week:	Talks & Webinars



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