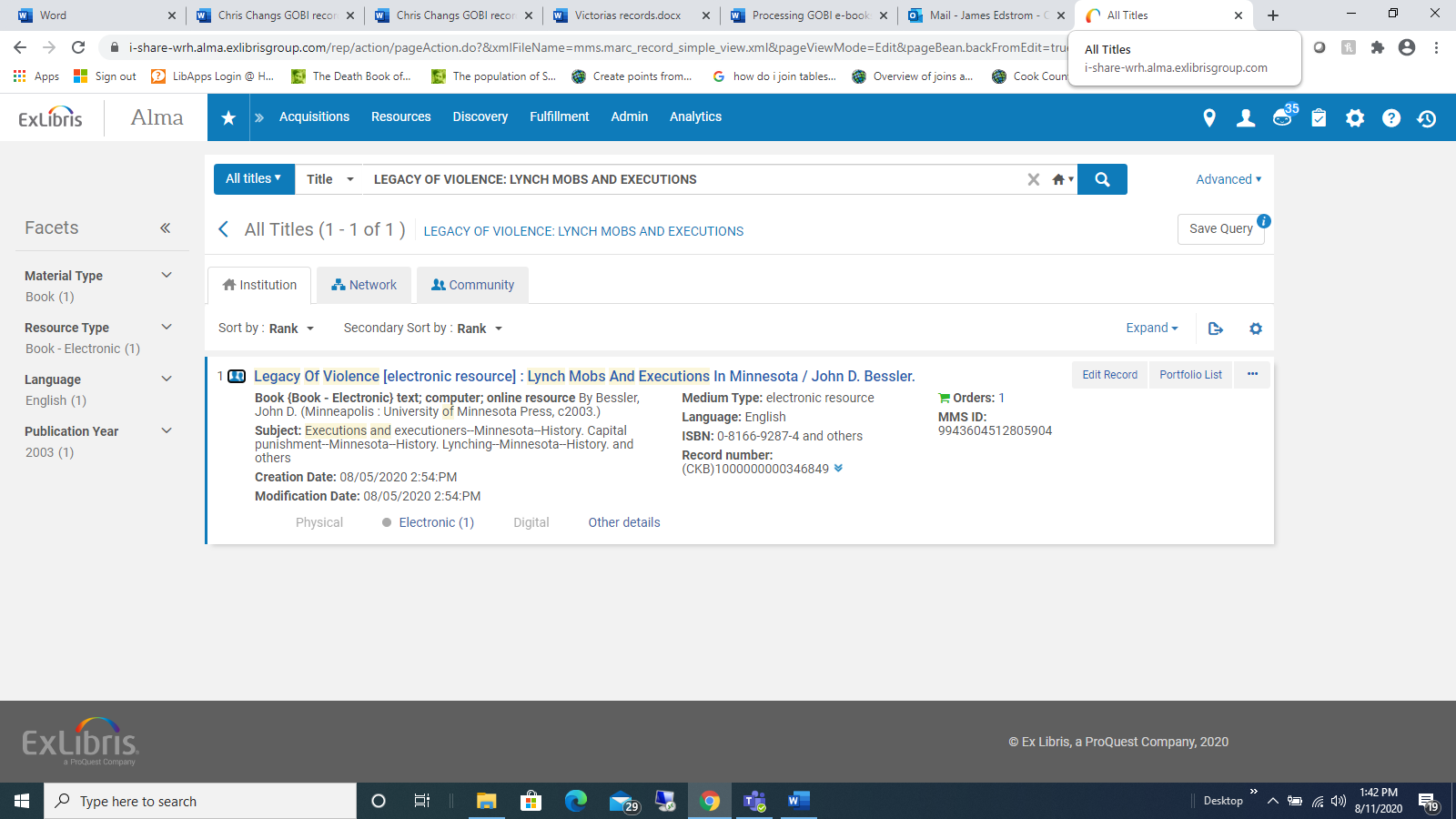
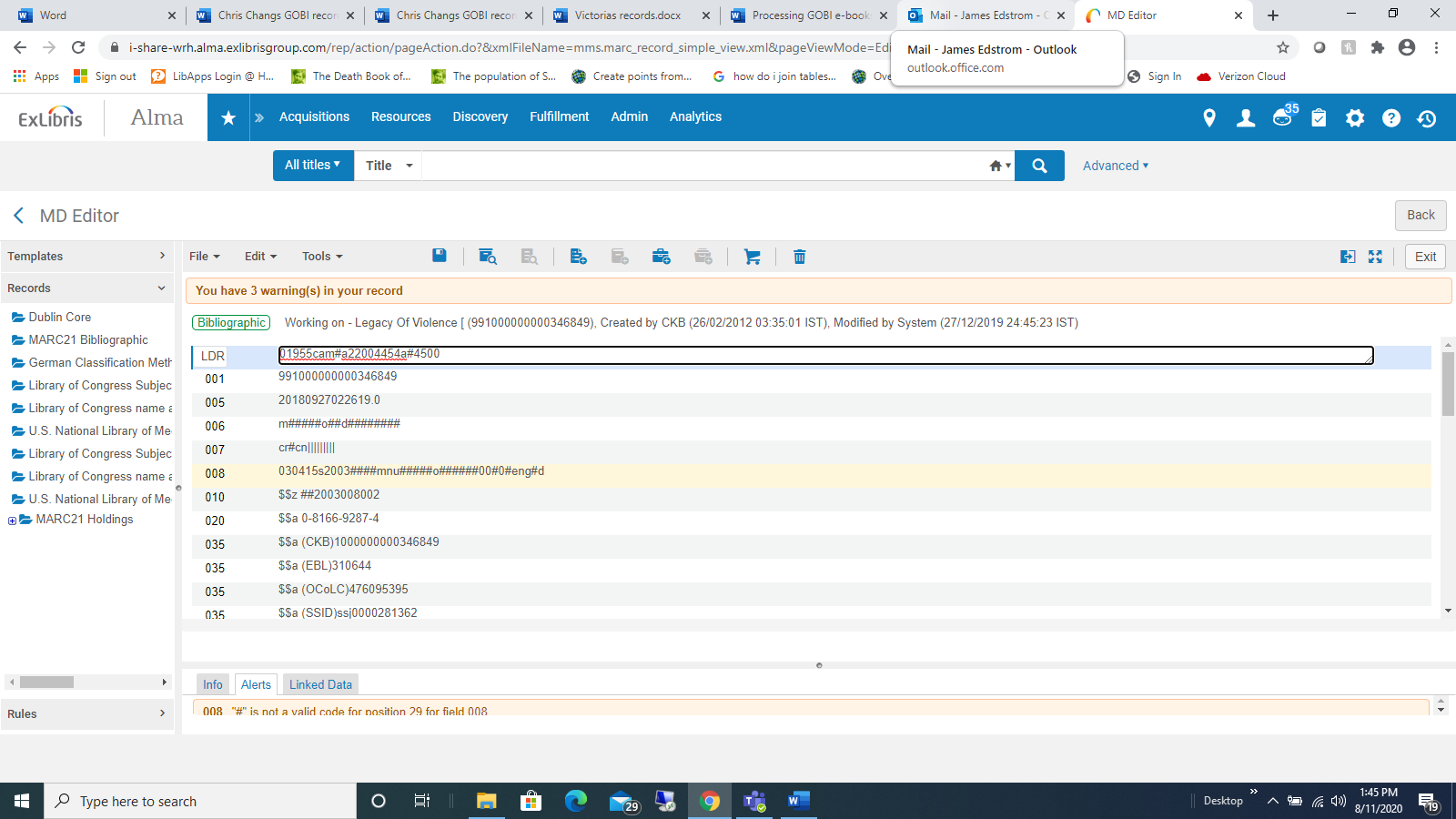
***Processing E-books from GOBI***

Once you have overlaid the order record, click on “Edit Record.”

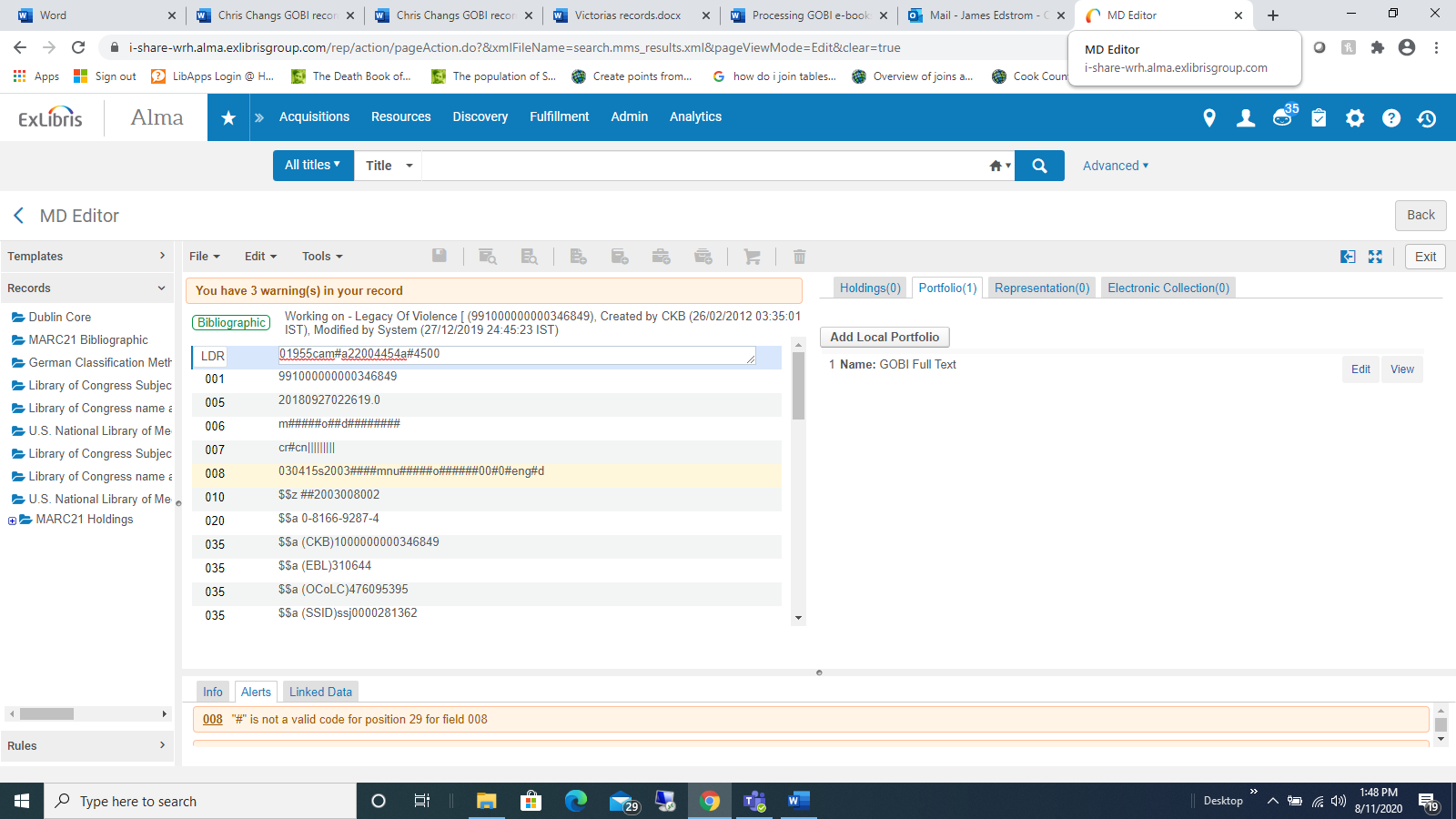


Click on “View Inventory” icon



You’ll see a split screen, with the holdings screen on the right.

Click on “View.”

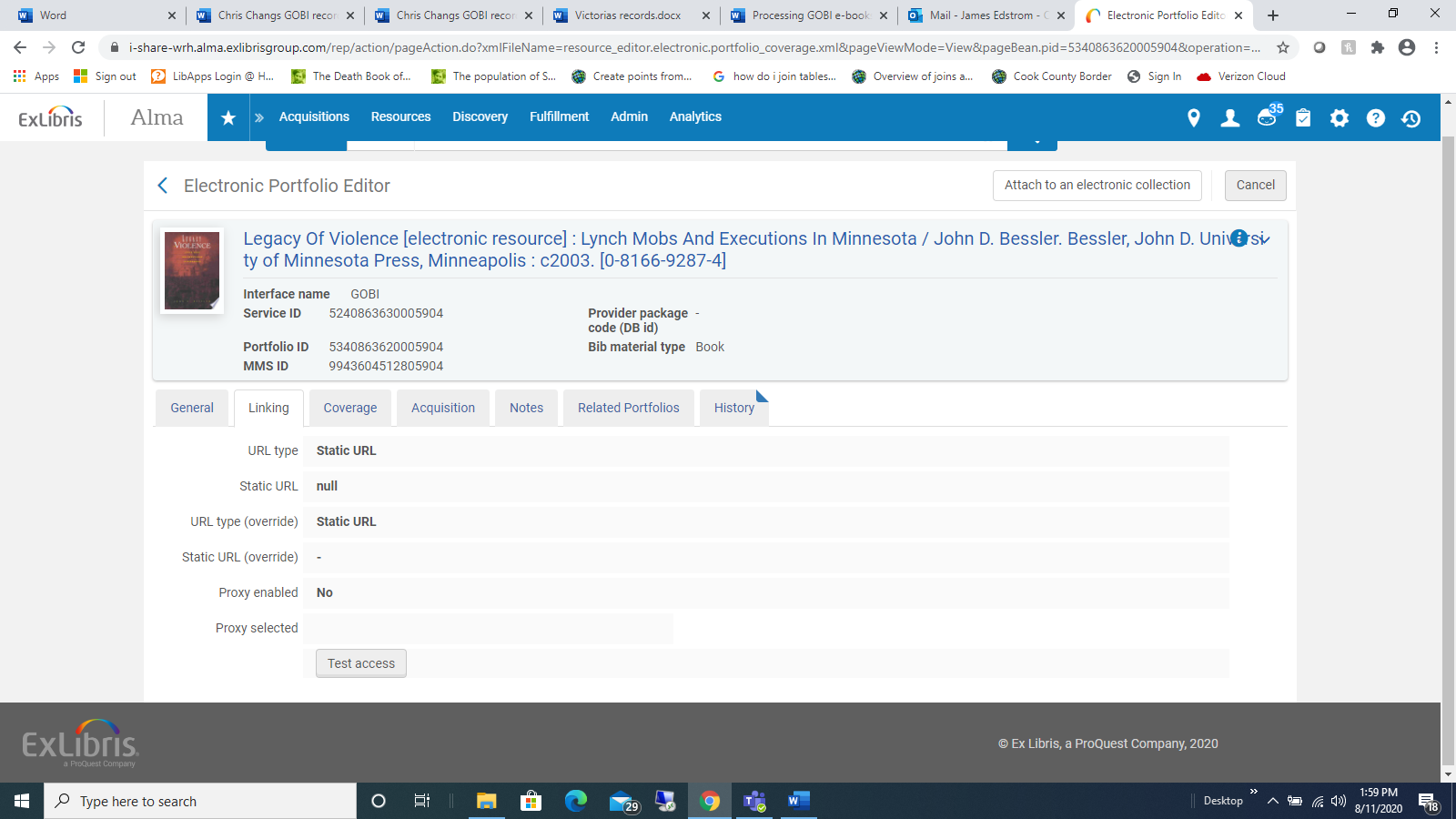


You’ll see the Electronic Portfolio Editor, as below. You’ll be editing information in each tab as follows:



General tab (above): Change “Not Available” to “Available.

“Linking” tab



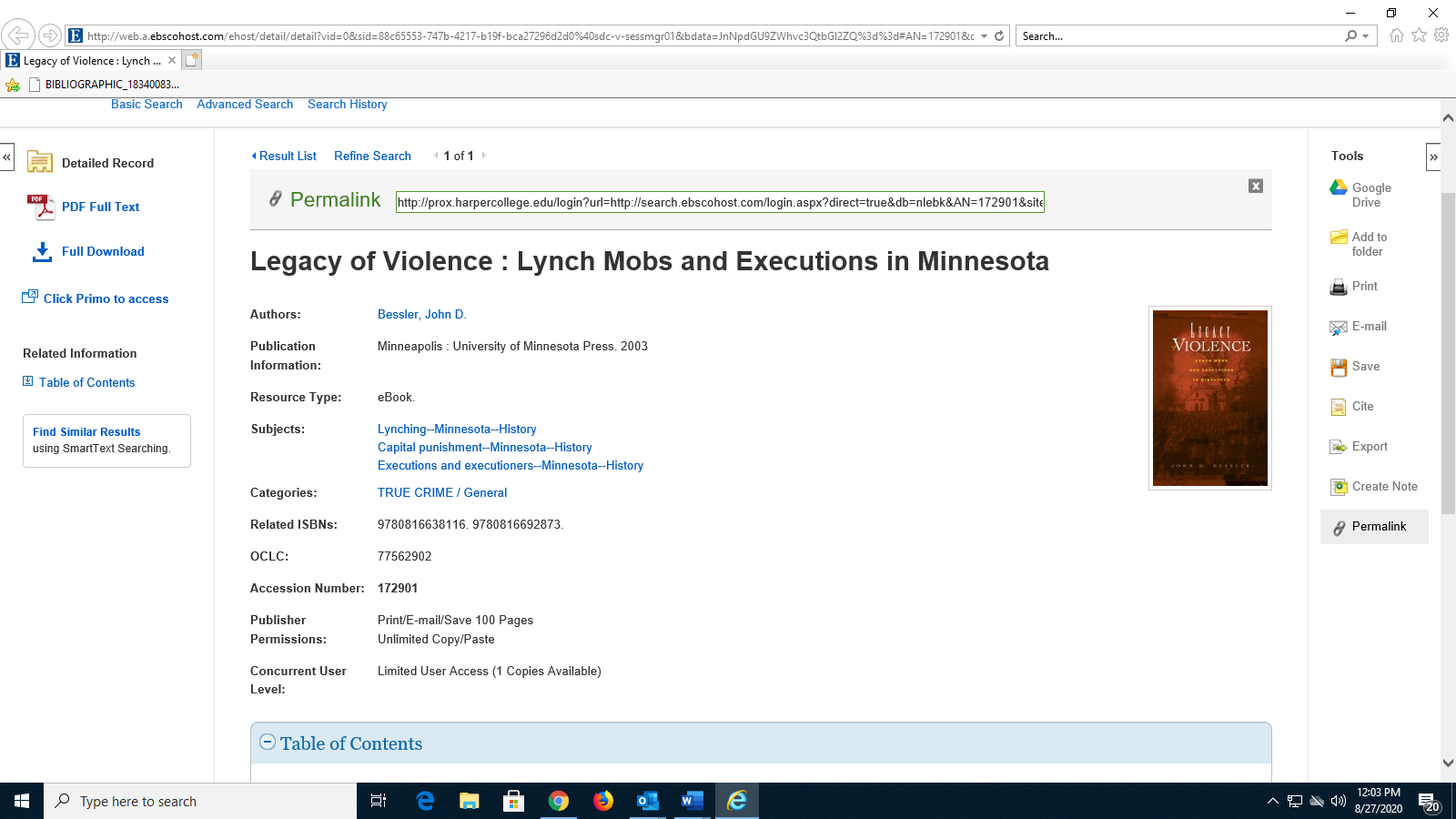
Fill in:

* Static URL—You’ll be using the Permalink to fill in this information. At first the permalink reads:

http://prox.harpercollege.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=172901&site=ehost-live

Remove the proxy string from the beginning of the URL. Now it reads:

http://http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=172901&site=ehost-live

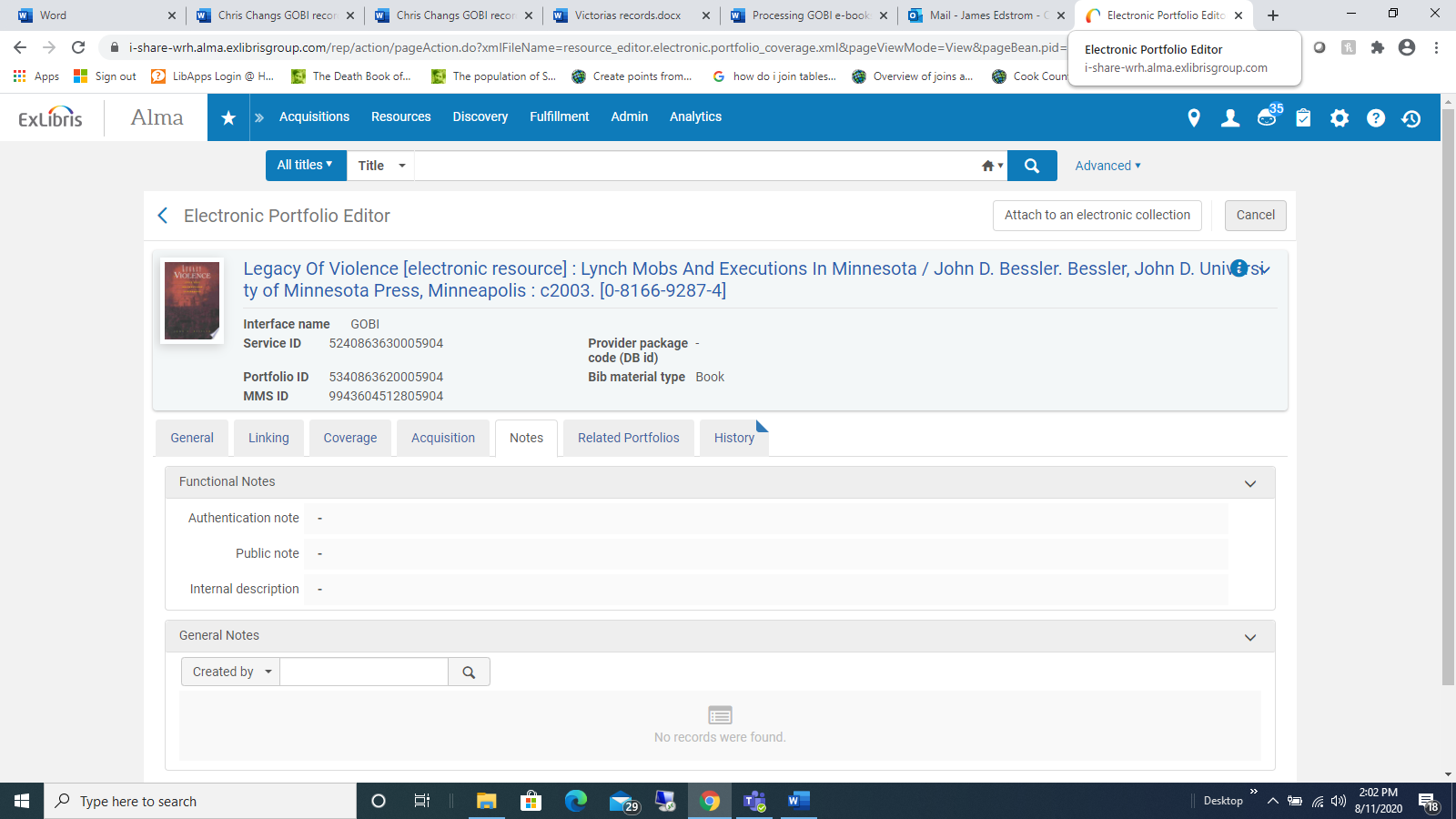


Click here to see the URL

Fill in the rest of the information as follows:

* URL type (override): Static URL
* Proxy enabled: Yes
* Proxy selected: Proxy

“Notes” tab



Fill in Public note: Online access for Harper College users

You can now save the portfolio record.