Blackwells Collection Manager: Logging in

URL for Blackwells Collection Manager: http://cm7.blackwell.com/cm/

Once the Co-ordinator, MAM, has provided your user ID and password, fill in the details for individuals as requested.

The format for personal IDs is as follows:

<table>
<thead>
<tr>
<th>Library Code</th>
<th>User ID</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>KUAU</td>
<td>As provided</td>
<td>As provided</td>
</tr>
</tbody>
</table>

*Please note: The Library must provide your User ID and Password. Do not create access by signing up in response to the sign up link which appears on the home page:

Setting up your eNotes

There are four stages to creating your eNotes alert:

1. Setting up a new report
2. Choosing the subject areas your eNotes will cover
3. Specifying how you would like to receive your eNotes
4. Selecting the format you would like your eNotes to display in
1. Setting up a new report

To set up an eNotes alert, login to Blackwell’s Collection Manager, and choose the Collection Development tab and then select eNotifications subheading. Under the Manage eNotification Reports heading, select New.

Give your report a name (30 maximum characters). eg Plant biology new titles

2. Choosing the subject areas your eNotes will cover

On the Subjects tab, click the Select Subjects link. A new window will appear:

Then use the + or – sign to expand or collapse the subject list to the desired level.
When you find a subject heading specific enough for your needs, tick the box next to that heading.

You can then back out using the collapse (·) symbol or use the scroll tool to navigate and continue making subject selections.

Once you have made all of your selections, make sure that you click on the Save button within that window.

After saving, the window will close and description of your subject selections will appear under the Subjects tab.
3. **Specifying how you would like to receive your eNotes**

Go to the **Delivery Options** tab and fill in the file name, frequency and format fields as appropriate:

![Image](image.png)

**Destination:**
In this field you are offered two options for receiving and viewing your eNotes:

a) To your email address with eNotes report in the body of the email message (RECOMMENDED)
b) In Collection Manager with an email notification that your report is ready

**OPTION A:** To your email address with eNotes report in the body of the email message

Once you have selected Email as your destination, the “Email Recipients” fields will appear as below:
Once you have selected Email as the destination, this box becomes redundant – it doesn’t matter whether it is checked or not.

To create a new contact, select “New” and fill in the fields in the pop up box. Once saved, this contact is automatically added as a recipient for your new eNotes report.

To add an existing contact, simply select them from the drop down menu and click “Add Selected Contact”.

We suggest that librarians include their own email addresses in any list they set up for academic staff to enable monitoring of the reports as they arrive. Adjustments may need to be made to the subject selections, especially if empty files are received repeatedly. The frequency of delivery may need to be changed if too few or too many titles are received in the period set.

Reply To (Optional):
Enter an email address here if you would like replies to the eNotes email sent to an alternative address. The reply email address will usually be dependent on your subject library’s ordering procedures.

If recommendations need to be approved by an Authorised Requestor first, then insert that person’s email address instead.

OPTION B: eNotes report viewed in Collection Manager with an email alert when new report is available

This option requires you to log in to Collection Manager to view your eNotes report. This allows you to see more details for titles if they have been provided to Balckwells by the publisher. Click the ‘Detail’ button to view additional information such as: author notes, table of contents, notes from the book jacket, subjects, audience level.
NOTE: Accessing your eNotes reports in Collection Manager is the only option in cases where the file is too large to send in an email (>2MB). For this reason it is important not to select too wide a range of subjects when setting up profiles for a particular School or subject area.

If you would like to receive an email alert when a new eNotes report is available, tick the box and enter your email details. Enter email address you wish to use as per Option A.

![Report Options]

No selection of format required even though it is a required field

Choose Destination as Collection Manager

4. Selecting the format you would like your eNotes to display in

Go to the Report Options tab. Select brief or enhanced citation format depending on your preference:

![Citation Format]

Select to suppress empty reports

Select profile activity: Tick “Form (announcement)”. 
Sorting Results:

Choose from the options given in each of the three drop-down menus, and then insert the number of Maximum titles the report should contain. The default display in the report is alphabetical by title.

**Title Sorting**

Maximum # of Titles: * * 100 (1-1000)
Sort By: Title
Secondary Sort: Select From List

**Note:** If a single report generates more than the maximum titles indicated up to 1000, the report will only contain up to that number.

**Saving your subscription:**

Once the subscription template is complete and you have reviewed your selections, select the **Save** button at the top of the page.

You should receive confirmation of the new alert within 30 minutes of setting it up.
If you want to make changes to any of the settings, select the heading Manage eNotification Subscriptions and select Modify to make the changes. Make sure you select the Save button once you have made your changes.