

# Using the Resources On-Line Catalogue and Booking System

Basic Guide  
Second Edition

- Read the Leaflets
- Watch the Videos
- View the Photographs  
all on your own  
computer screen!



**Booking Calendar**

Code Numbers: TP113111, TP113112

**Veggie Gang Educational Resource Pack, The**

You may hire these for up to 14 days, but no less than 1 day(s). They may then be renewed for a further period if free.

Select delivery point: NHS Internal Mail

July 2004							August 2004							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
							2	3	4	5				
			10	14	15	16	9	10	11	12				
			19	20	21	22	23	16	17	18	19			
			26	27	28	29	30	23	24	25	26			
							30	31						

Legend: 1 Available dates, 2 Available dates, Bank Holidays

Book required from 20092004 to 23092004

**Search Results**

**Healthy Lunch Boxes**  
Author: Healthy Community School Nurses  
Publisher: Berkshire Health Promotion Resources  
Synopsis: Three fat rabbits with practical healthy ideas for...

**Healthy Weight for Life**  
Author: World Cancer Research Fund  
Publisher: World Cancer Research Fund, 2003, English  
Synopsis: 10 page booklet giving information on how to stay a healthy...

**Tooth - Large Model**  
Author:  
Publisher: English

**Veggie Gang Educational Resource Pack, The**  
Author: The Veggie Gang  
Publisher: Health Promotion Resources, 2001, English



# Using the Resources On-Line Catalogue and Booking System

This guide explains how to use the basic functions needed to use the Resource Service booking system.

To keep things simple it only covers the functions required to find items and book them out. There are several other features available that are not covered in this guide such as extending hires, cancelling bookings, etc.

If you have any problems using the system then please call our **Technical Helpline: 01753 63 8675**

## Registered Users

This guide assumes that you are already registered to use the service.

Anyone, registered or not, can search, browse the catalogue and view the previews but only registered users can book and order items.

If you want to register then there is an on-line registration form. Go to [www.bhps.org.uk/resources](http://www.bhps.org.uk/resources) and click the **Registration** button.

## Main Steps

The six steps to making a booking are:

- 1 Go to the web site
- 2 Log in
- 3 Search for items of interest
- 4 Book/order item/s  
*Repeat 3 & 4 as necessary*
- 5 Check your whole order in the 'Basket' and send
- 6 Log out

The first few times you use the system it is a good idea to give us a call at the end and check that your order has come through - **01753 63 8678**

# Step 1

Go to: [www.bhps.org.uk/resources](http://www.bhps.org.uk/resources) or use your favourites/bookmarks to get to the Resources web site.

You will see a page similar to this...

The screenshot shows the 'Health Promotion in Berkshire' website. The main content area has three orange boxes. The first box is titled 'New' and lists recent updates. The second box is titled 'ONLINE CATALOGUE' and provides instructions on how to use the online catalogue. The third box is titled 'Are you a resource and interested in purchasing our on-line catalogue?' and contains several buttons for different types of resources, including 'Catalogue', 'New & Equipment', and 'Promotional'. A red arrow points to the 'Catalogue' button in this section.

1 Click on the **Catalogue** button.

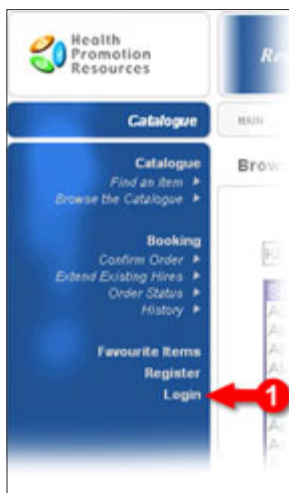
You will then go to the the **Basic Search** page as shown below.

This page will change from time to time, but there will always be a 'Catalogue' button somewhere prominent.

The screenshot shows the 'Resource Service Organizer' search page. The page has a blue header with the NHS logo and 'Resource Service Organizer'. Below the header, there are several search fields and dropdown menus. The 'SUBJECT' dropdown is open, showing a list of subjects. The 'TYPE' dropdown is also open, showing a list of types. The page also includes a search button and a 'Display Options' section.

**NOTE** You only ever need to **single-click** anything on our web site. Double-clicking links can cause problems in places.

## Step 2



- 1 In the blue menu on the left of the screen click the **Log In** item.

This will take you to the log in page as shown below.

You need to 'log in' so that the system knows who is ordering and where to send the items.

**NOTE** This blue menu is always at the top of the page. You may sometimes need to scroll to the top to see it.



## Step 3

You will have chosen a User Name and Password as part of the registration process. If you have forgotten them then give us a call.

The screenshot shows a login form with the following elements:

- User Name:** A text input field with a red arrow labeled '1' pointing to it.
- Password:** A text input field with a red arrow labeled '2' pointing to it.
- Buttons:** Three buttons at the bottom: 'Register', 'Continue Unregistered', and 'Login'. A red arrow labeled '3' points to the 'Login' button.

Note your username and password here for future reference

My Username: \_\_\_\_\_

My Password: \_\_\_\_\_

- 1 Click in the box labelled **User Name** and type your User Name.
- 2 Click in the **Password** box and type your password.
- 3 Click the **Login** button.

You will then return to the **Browse Search** page as shown below.

Once you are logged-in you can change your username and password if required. Click **Personal Details** in the menu.

The screenshot shows the NHS Resource Service Organizer interface. The main content area is titled 'Browse the Catalogue' and includes a search bar for 'KEYWORD' and a 'Language' dropdown menu. Below the search bar, there are several filter menus: 'SUBJECT' (with a list of categories like Abuse, Accidents, Allergies), 'TYPE' (with options like Book (B), Campaign Pack, CD, Display Equipment, Educational Hardware/Equipment), and 'STABILITY' (with options like Carers - Generic, Learning difficulties, Carers - Mental Stress 0-21, Carers - Mental Stress 21+). There is also a 'TITLE' and 'AUTHOR' search field. At the bottom, there are 'Reset' and 'Search' buttons, and a 'DISPLAY OPTIONS' section with 'Display view' and 'Expanded view' radio buttons.

## Step 4

There are two main ways of looking for items.

Decide whether you want to **browse the catalogue** for items on a particular topic or go straight to **find a particular known item**:

For either method you only need use the left hand three boxes. The right hand boxes are optional for doing more advanced searches.

### Browsing the Catalogue

Use the **SUBJECT** or **KEYWORD** boxes

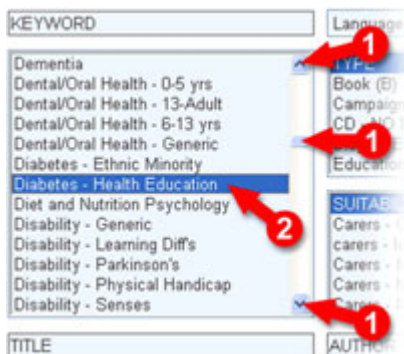
The screenshot shows the NHS Resource Service Organiser interface. The main search area is titled 'Browse the Catalogue'. A red box highlights the 'KEYWORD' and 'SUBJECT' search boxes. A green box highlights the 'TITLE' search box. The interface includes a navigation menu on the left, a search bar at the top, and various filters and options on the right.

### Locating a Known Item

Use just the **TITLE** box on its own

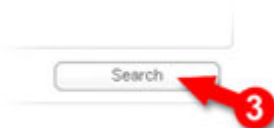
## Browsing the Catalogue

If you want to see what is available on a particular subject then use this browsing method. It's as easy as ***pick a subject and click Search***. It will then give you a list of everything relevant to that subject, similar to turning to a section within a printed catalogue.



- 1 In the box marked SUBJECT, scroll through the alphabetical list with the arrow buttons or slider.
- 2 Click once on the subject you are interested in.  
(You can then hold the **CTRL** key on the keyboard and click additional subjects if required.)  
If you can't find the subject you need in the list then type it into the **KEYWORD** box above the list.

- 3 Click the **Search** button.



After a pause you will get a list of items like the example shown in **Step 5**.

Some subject sections are quite large and may take a while to complete.

## Locating a Known Item

Use this method if you are looking for a particular item you already know of, e.g. something you have used in the past.



To go straight to a particular item:

1 Click in the box marked **TITLE**.

2 Type two or three **consecutive** words from the item's title.

NOTE: We do not include "The", "A", "An", etc. at the beginning of titles.

It is better to type only a few words because even **one** difference, however small, to the title in the catalogue will prevent it matching.

3 Click the **Search** button at the bottom.

You will get a list of items like the example in **Step 5**. It will usually be only a few items since you are matching a particular title segment.

## Step 5

After searching you will get a list of items similar to this.

Scroll down the page to see the whole list.

## Step 6

Each item has one or more preview so you can read the leaflets and watch the videos on screen.

- 1 Click on a preview to see a larger photo, read a leaflet or watch the first five minutes of a video.



Viewing a photograph or poster

- 2 To clear the preview click the cross in the top-right corner of its window.



Playing a video



If you don't find what you are looking for in the results then go to **Step 15** to start another search.

## Step 7

There are two types of resources in our library: **Supply Items** (leaflets and posters to keep) and **Lending Items**.

To order leaflets and posters (supply items):

**Eating for Later Life**  
 Author:   
 Publisher: Food Standards Agency, 2002, English Leaflet/booklet (L)

*Synopsis: 7 page booklet giving advice on healthy eating for the older person.*



Suitability: Older People - Generic 60+, General Public - generic

> Add to Favourites > **Order Copies**

- 1 Click on the **Order Copies** link below the item.

A window will appear as shown below.

## Step 8

Ordering Leaflet Order - Confirm - Finish

**Eating for Later Life**

Currently in Stock: 115

Order:

Select delivery point: NHS Internal Mail

Note: (You can order max 50 units of this item)

Print Order

- 1 Click in the **Order** box and type the quantity you want of this item.

- 2 Click the **Order** button.

A confirmation window will appear.

- 3 Click the **Close** button

## Step 9

To book a lending item:

### Veggie Gang Educational Resource Pack, The

*Author:* Ali Farrell ([www.foodforum.org.uk](http://www.foodforum.org.uk))

*Publisher:* The Veggie Gang.

([www.theveggiegang.co.uk](http://www.theveggiegang.co.uk)), 2002, English

Teaching Pack (TP)



**Synopsis:** To encourage food awareness among children and an understanding of the dietary value of vegetables, this pack provides an attractive, brightly coloured, experiential teaching resource. Linked to the KS1 National Curriculum, the teacher's notes give information and activity sheets, and cross-curricular points to note. The pack contains the four Veggie Gang soft toy characters: Billy Broccoli, Casper Cabbage, Colin Carrot, and Sally Swede; 2 X50-piece stationary sets; 30 badges; 30 plastic plant pots; 1 seed tray; 4 packs of seeds: cress, mint, radish, and red cabbage; 5 posters; plus Teacher Notes. Additional items can be ordered from [www.theveggiegang.co.uk](http://www.theveggiegang.co.uk).

**Suitability:** Schools - generic, Volunteer Training/Updating, Professional Training/Updating, General Public - generic, Youth & Comm 14-24 Generic, Secondary Sch Girls, Secondary Sch Boys, Secondary Sch 13-17 Generic, Middle School 9-12 yrs, Primary School 4-8 yrs

► Add to Favourites

► **Book this item** 

**1** Click **once** on its Booking Calendar icon. This will bring up a booking calendar window as shown overleaf.

### A Common Problem...

If you click the calendar but it does not seem to appear, it is probably hidden behind the main window. This often happens if you double-click the calendar instead of a single-click.

Look along the list of buttons at the bottom of the screen for one called: **Calendar - Microsoft Internet Explorer** (name might be shortened). It is usually the right-hand-most button.

Click the button to bring the calendar to the front.

# Step 10

**Order > Confirm > Finish**

**Booking Calendar**

Code Numbers: **Calendar for: TP/113/11/1**  
 TP/113/11/1  
 TP/113/11/2

**Veggie Gang Educational Resource Pack, The**

*You may hire Items for up to 14 days, but no less than 1 day(s).  
 They may then be renewed for a further period if free.*

Select delivery point:

**Back** →

◀ Previous

**Forward** →

Next ▶

July 2004						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2004						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

■ Available dates   
 ■ Non available dates   
 ■ Bank Holidays   
 ■ Weekends

Item required from  to  DD/MM/YYYY

*Please enter the dates when items are required by choosing desired start/end hire date in the calendar or enter dates manually using date fields below the calendar (we will add the time for delivery).*

**NOTE: We will not be able to fulfill bookings made less than four working days in advance**

The calendar shows two months at a time.

Click the arrows at the top to move forward or back a month to get to the required date.

## Step 11 - Optional

**Booking Calendar** Order > Confirm > Finish

Code Numbers: Calendar for: TFF113/11/1  
 TP/113/11/1  
 TP/113/11/2

**Veggie Gang Educational Resource Pack, The**

You may hire items for up to 14 days, but no less than 1 day(s).  
 They may then be renewed for a further period if free.

Select delivery point:  1

2

Bracknell Collection Point

**Collect on the day - PHONE 1ST**

Maidenhead ICM Centre

Newbury Collection Point

NHS Internal Mail

Reading PCT Collection Point

Slough Collection Point

Special Delivery Arrangement

Via Nominated Surgery

Wokingham Hosp. Collection Point

July 2004

S	M	T	W	Th	F	S
		13	14			
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Available dates  
  Non available dates  
  Bank Holidays  
  Weekends

Item required from  to  DD/MM/YYYY

Please enter the dates when items are required by choosing desired start/end hire date in the calendar or enter dates manually using date fields below the calendar (we will add the time for delivery).

**NOTE: We will not be able to fulfill bookings made less than four working days in advance**

### OPTIONAL

The Delivery box initially shows your preferred delivery method (chosen while registering) so you usually do not need to change it, but it can be changed for each item you order/book if required.

- 1 Click on the arrow in the **Select delivery point** box.
- 2 Click on the delivery method / delivery point you want to use for this item.
- 3 Wait for the calendar to redraw.

Each delivery point/method has a different delivery time associated with it, so changing the delivery method will change the days that the item is available. e.g. The 'Collect on the day' method makes the item available today if you can come in for it (and it's not booked out to anyone).

## Step 12

**Booking Calendar**

Code Numbers: Calendar for: TP113/1/1  
 TP113/1/1/1  
 TP113/1/1/2

Veggie Gang Educational Resource Pack, The

You may hire for up to 14 days, but no less than 1 day(s).  
 They may then be re-rented for a further period if free.

If the item is not available (grey) on the dates you require, we may have other copies available.

- 1 In the top left corner of the window, click the code number of a different copy.

The calendar will redraw, since each copy has its own calendar.

## Step 13

**Booking Calendar** Order > Confirm > Finish

Code Numbers: Calendar for: TP113/1/1  
 TP113/1/1/1  
 TP113/1/1/2

**Veggie Gang Educational Resource Pack, The**

You may hire items for up to 14 days, but no less than 1 day(s).  
 They may then be re-rented for a further period if free.

Select delivery point:

← Previous Next →

July 2004							August 2004						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
								2	3	4	5	6	
								9	10	11	12	13	
			13	14	15	16		16	17	18	19	20	
			19	20	21	22		23	24	25	26	27	
			24	25	26	27		30	31				

Available dates  Available dates  Bank Holidays  Weekends

Item required from:  to:  QDMMFYTY

Please enter the dates when items are required by choosing desired start/end hire date in the calendar or enter dates manually using date fields below the calendar (see help for more on delivery).

**NOTE: We will not be able to fulfill bookings made less than 14 working days in advance**

- 1 Click once on the day that **you want the item to arrive with you**. The date will appear in the 'Item required from' box. **NOTE - Book the item at least one day before you will use it as we cannot guarantee at what time of day it will arrive.**

(Don't worry about delivery times. We will despatch the order the correct number of days in advance. If the date is green then we can get it to you by that date.)

cont...

- 2 Click once on the last day you need the item, i.e. the date you will send it back to us. The date will appear in the 'to' box.

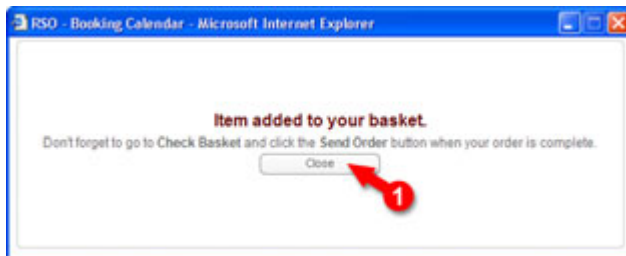
You can book items for **up to two weeks**, and then extend them for further two week periods if they are still available.

You can only click on the green days. The item is not available on the other days.

- 3 Click the **Book** button.

You will then get a confirmation window as shown below.

## Step 14



- 1 Click the **Close** button to close the window.

This returns you to the search results list.

### **IMPORTANT**

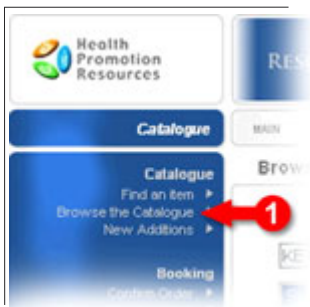
At this stage all you have done is added this booking to your order 'basket' on your computer - **it is *not* a firm booking with Resources yet.**

Once you have completed the whole order you must go to 'Check Basket' (**Step 17**) and send it to us (**Step 18**). ***Only then will the order have been placed.***

## Step 15

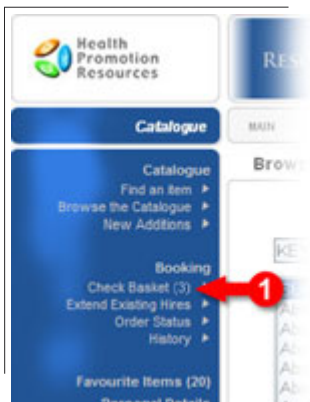
If you want to book/order another item currently on screen then go back to **Step 7**.

## Step 16



- 1 If you want to do another search to look for different items then click the **Browse the Catalogue** item in the blue menu and go back to **Step 4**.

## Step 17



- 1 Once you have booked everything you want (or to check what you have ordered so far) click **Check Basket** in the blue menu.

You can click **Check Basket** at any time to see what you have in your order so far (see overleaf) and then continue to add other items.

## Step 18

You will see a list similar to this with all the items ordered so far.

If you want to add more items, click **Browse the Catalogue** in the blue menu and continue from **Step 4**.

### 1 OPTIONAL

You can click the **Remove Item** buttons if you need to delete items from your order.

### 2

Once your order is complete, click the **Send Order** button at the bottom.

**!** **This is a very important step** - If you don't click **Send Order** here then your order will not be sent and will be lost when you turn your computer off.

The screenshot shows the 'Confirm Order' page on the NRS website. The page has a navigation menu at the top with links for 'MAIN', 'CATALOGUE', 'BOOKING', 'FAVORITE ITEMS', 'PERSONAL DETAILS', and 'LOGOUT'. The main content area is titled 'Confirm Order' and includes a 'Switch to Classic View' link. There are three items listed in the order:

- Just Eat More (fruit & Veg)**: Author: Department of Health, Publisher: Department of Health. Synopsis: Poster following the Eat 5 message provided by the DfH. Gives examples of a portion of fruit or veg. Quantity: 10. Remove Item button.
- Veggie Gang Educational Resource Pack, The**: Author: All Farrell (www.foodforum.org.uk), Publisher: The Veggie Gang (www.theveggiegang.co.uk). Synopsis: To encourage food awareness among children and an understanding of the dietary value of vegetables, this pack provides an attractive, brightly coloured, experiential teaching resource. Linked to the KS2 National Curriculum, the teacher's notes give information and activity sheets, and cross-curricular points to note. The pack contains the four Veggie Gang soft toy characters: Billy Broccoli, Casper Cabbage, Colin Carrot, and Gilly Garlic. 2 X 50-piece stationary sets, 30 badgers, 30 plastic plant pots, 1 seed tray, 4 packs of seeds: cress, mint, radish, and red cabbage; 5 posters, plus Teacher Notes. Additional items can be ordered from www.theveggiegang.co.uk. From: 20 September 2004, To: 23 September 2004. Remove Item button.
- Focus on Food, Primary**: Author: RSA email:cocksfoot@resign-dimension.co.uk, Publisher: RSA & Commerce. Synopsis: Teachers' Notes, with 6 primary schools' 'how to' sheets, 30 cook cards of recipes, and booklets on five regions: Italy, Britain, China, India, and the Caribbean, which give information about the regions' history, traditions, culture, plus children's activities and learning opportunities. From: 20 September 2004, To: 23 September 2004. Remove Item button.

At the bottom of the page, there is a 'Send Order' button. Red arrows and numbers 1 and 2 highlight the 'Remove Item' buttons and the 'Send Order' button respectively.

### 3

The first few times you use the system it is a good idea to call Resources at this point, **01753 63 8678**, and check that your order has come through.

Your order has now been placed on the system and you will see a confirmation page as shown opposite. You will receive an email message confirming your order.

## Step 19 - Optional

Health Promotion Resources

RESOURCE SERVICE ORGANISER

NHS

Order Confirmed

Home Catalogue Booking Favourite Items Personal Details Logout

**Order Confirmed**

You will soon receive a mail about the details of your order.

You ordered the following items:

<b>Just Eat More (Fruit &amp; Veg)</b>	Poster Non-return
<b>Author:</b> Department of Health	
<b>Publisher:</b> Department of Health	
From: 27 August 2004	
To:	
<b>Veggie Gang Educational Resource Pack, The</b>	Teaching Pack (TP)
<b>Author:</b> All Farmed (www.farmland.org.uk)	
<b>Publisher:</b> The Veggie Gang (www.therveggingang.co.uk)	
From: 20 September 2004	
To: 23 September 2004	
<b>Focus on Food, Primary</b>	Teaching Pack (TP)
<b>Author:</b> RSA email:coolart100@design-dimension.co.uk	
<b>Publisher:</b> RSA & Commerce	
From: 20 September 2004	
To: 23 September 2004	

Print Order

1

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### 1 OPTIONAL

You can click the Print Order button to print a copy of your order if required.

## Step 20

Health Promotion Resources

RESOURCE SERVICE ORGANISER

NHS

Catalogue

Home Catalogue Booking Favourite Items Personal Details Logout

**Catalogue**

Find an Item

Browse the Catalogue

New Additions

**Booking**

Confirm Order

Extend Existing Items

Order Status

History

**Favourite Items (28)**

Personal Details

Logout

1

### 1 Click Log Out on the blue menu to finish your visit.

This stops anyone accessing your details if they use the computer after you.

