







Login & Install



My Publications



Subscription details



Users



Offline

#### **Quick Start:**



After purchase or access assignment, look out for your 'Welcome to Rawlinsons' email with login details, (these remain the same if you have had previous access).



Follow the link from the email to our online EPUB portal, login with the password provided <a href="https://epub.rawlhouse.com/rawlinsonsweb/#/login">https://epub.rawlhouse.com/rawlinsonsweb/#/login</a>. Bookmark this page for easy future access.



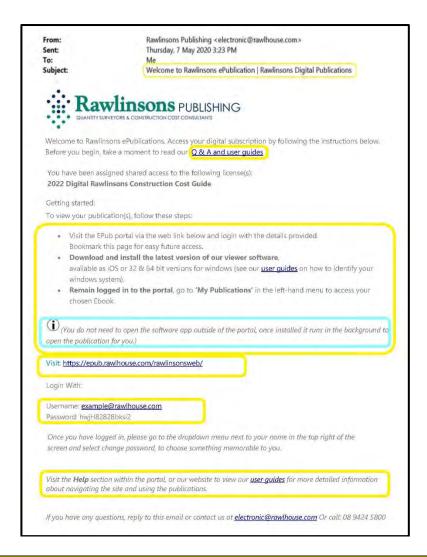
From the EPub portal homepage, <u>Download and Install</u> Rawlinsons latest viewer software app. You will need this app locally installed on each machine that will use the publication. (Uninstall the previous version first if you are updating).



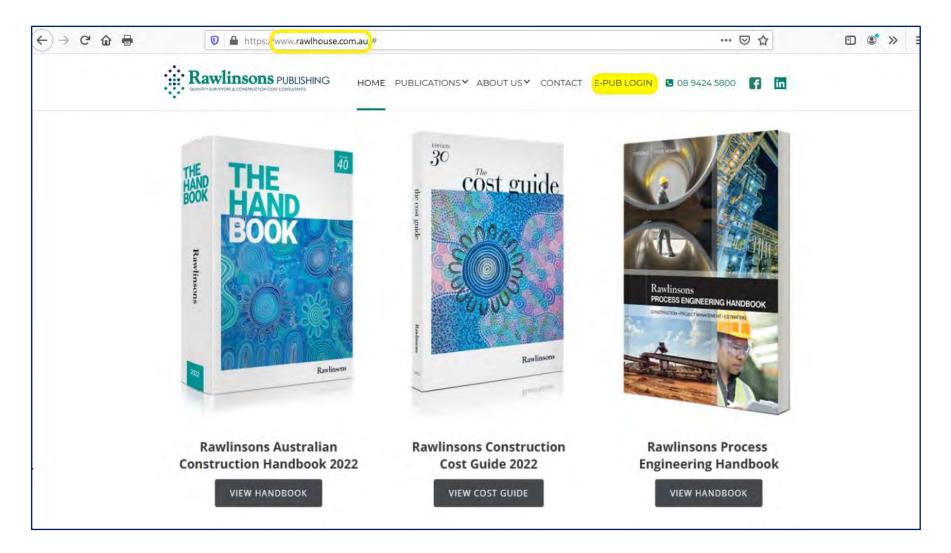
Once installed, return to the EPub portal and go to 'My Publications' in the left hand menu. Here you will see the publications you have access to.



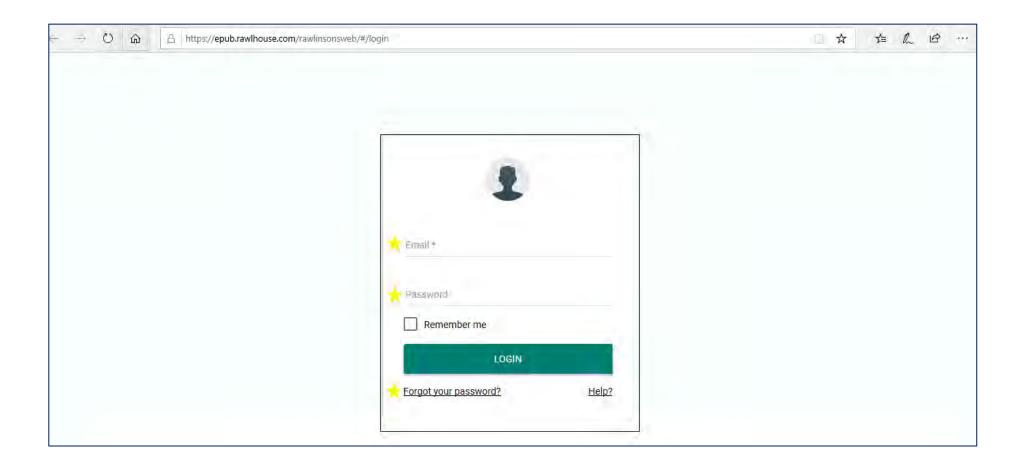
Click 'Access Now', the app will work in the background to launch the publication. You will see a fully searchable and bookmarked pdf version of our publication.



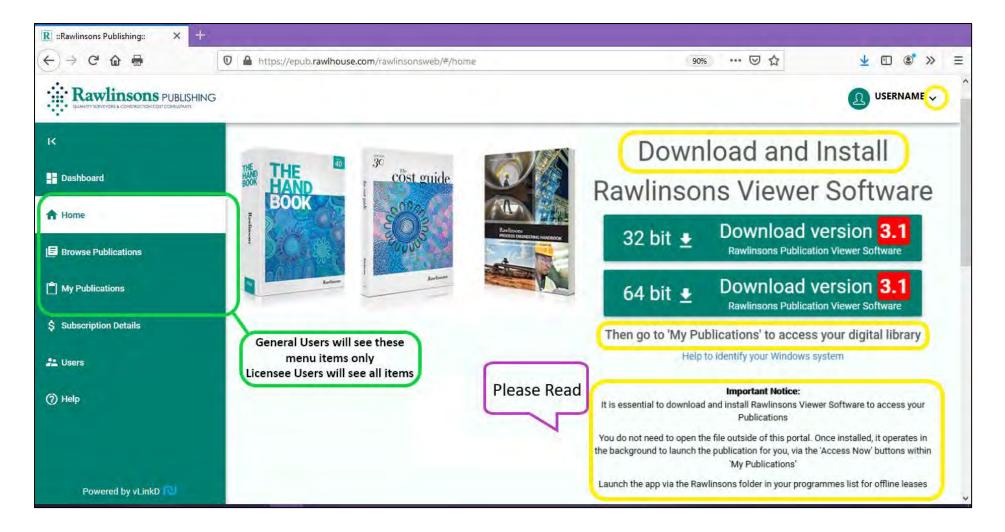
Your Welcome email provides your login details and instructions on getting started. Please read it carefully and store it for future reference



If you cannot see your Welcome email or you need a quick link to the EPUB portal login page, please visit our website and click EPUB LOGIN www.rawlhouse.com.au



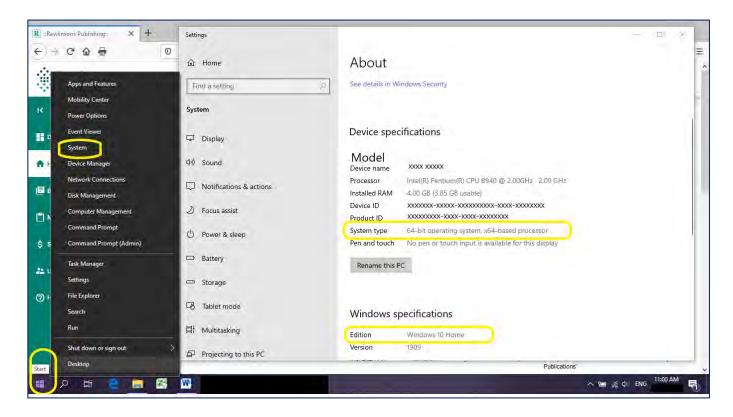
Use your registered email address and the password provided to login. If you cannot see your Welcome email or have lost your details, use the 'Forgot your Password' link to have a reset password emailed to you. Let us know if you don't get the reset emails.



On the EPUB portal Homepage you will see the download links for our viewer software app (see below for how to identify your system).

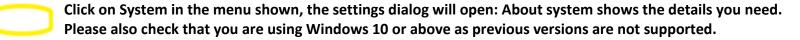
Please take note of the information provided.

You will also see your Username at the top right corner, you can use this dropdown to view your profile, change your password or logout

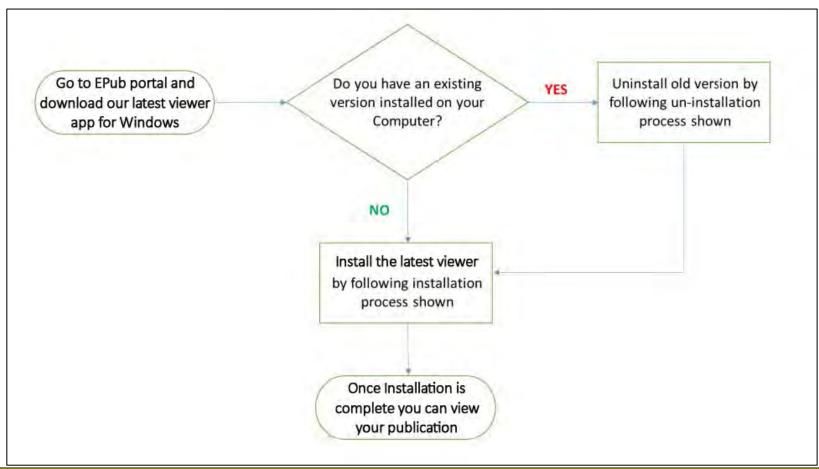


The viewer software is available in 32 or 64 bit versions, to identify the system type of your machine follow these steps



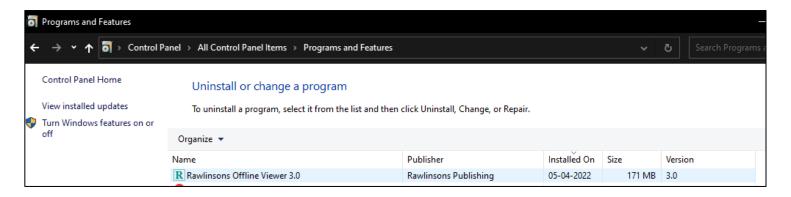


Click out of this dialog to return to the Homepage and start your download

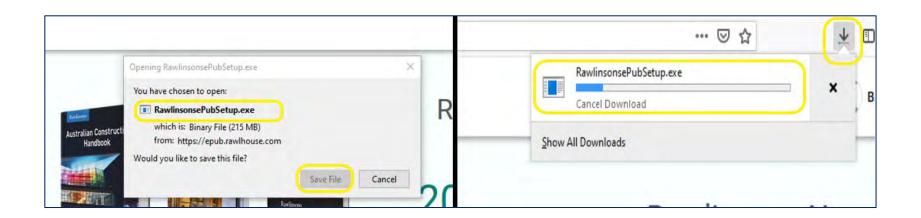


Note: If you have a previous version of our viewer software already installed, you should uninstall it before completing the new installation. To Uninstall a previous version of Rawlinsons Viewer App, go to your Control Panel > then programs and features > right click on Rawlinsons offline viewer (previous version), select uninstall and confirm to complete the action

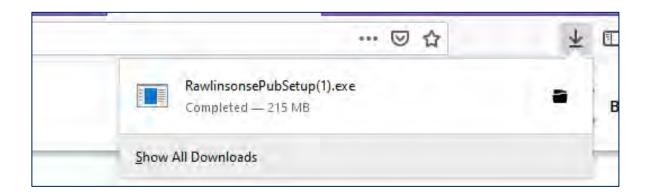
Please note: The viewer is labelled as 'offline' as it is also used for that feature if needed; offline use is covered later in this quide



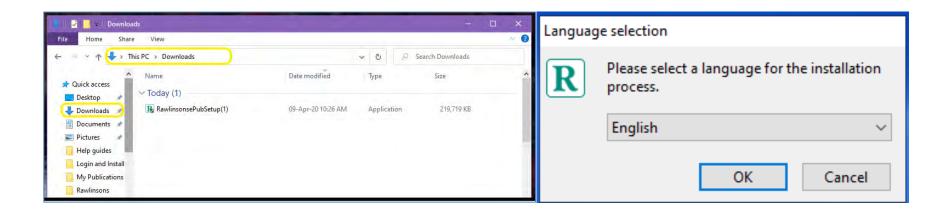
To Uninstall a previous version of Rawlinsons Viewer App, go to your Control Panel > then programs and features > right click on Rawlinsons offline viewer (previous version), select uninstall and confirm to complete the action



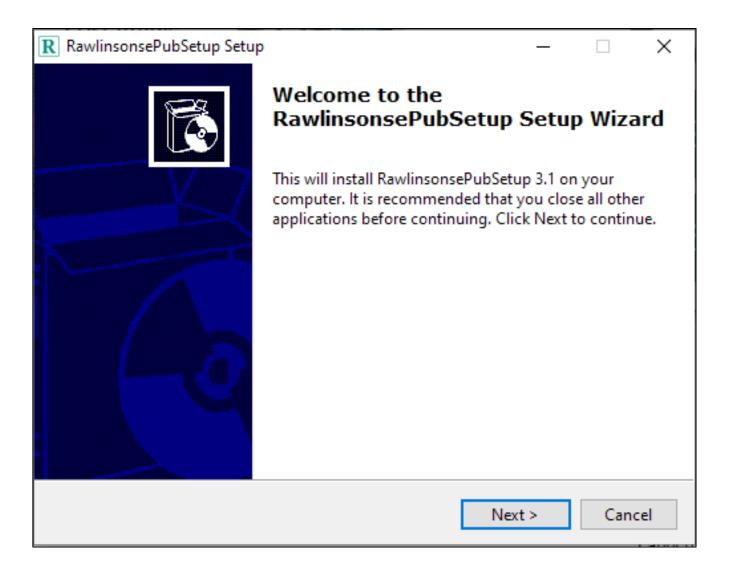
Start the Download. Progress will display differently in various browsers, you should see the progress of the in your downloads list



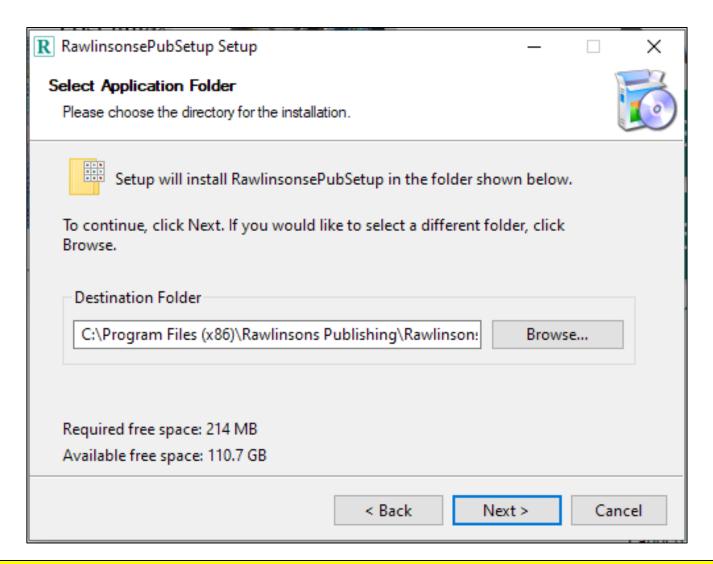
Click on the newly downloaded setup file via your browser list or downloads folder (as below).



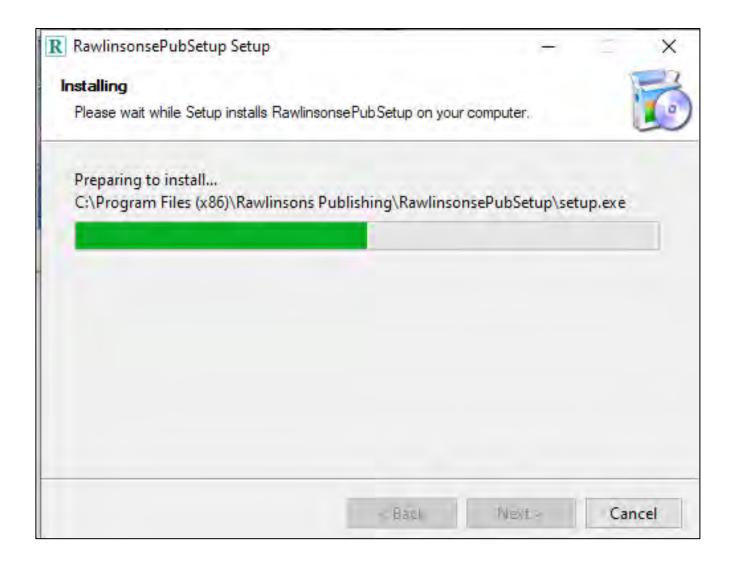
Double click the file to begin installation setup. Please 'allow' if any security approval is required. Click OK on the language selection screen



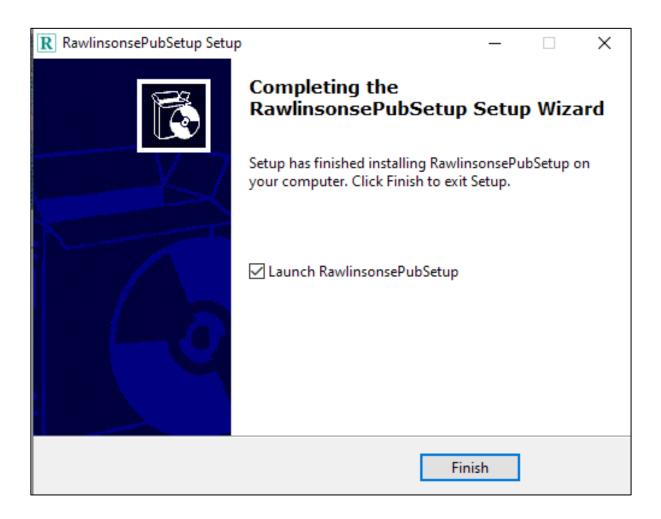
The setup Wizard will begin, click Next to proceed



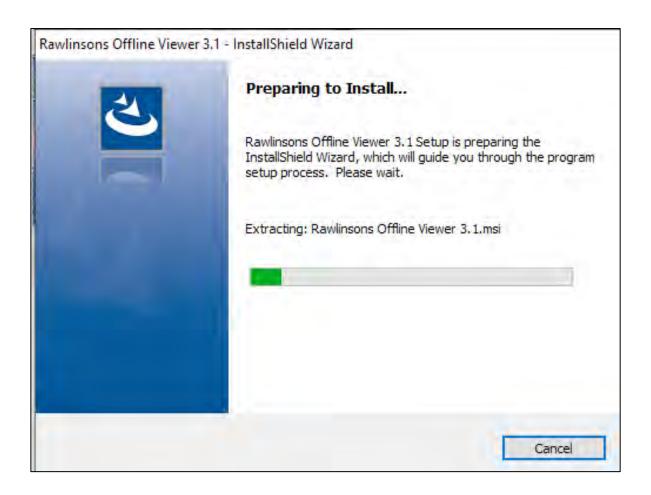
**Click Next to continue the process** 



#### The setup file installation will complete

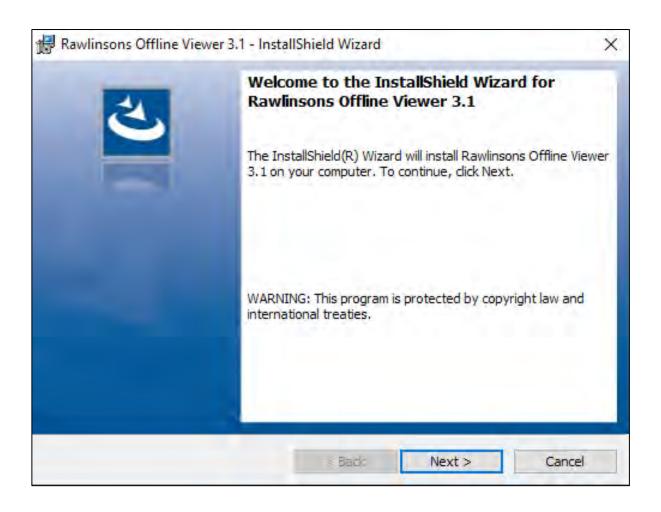


Click finish to launch the next stage of installation

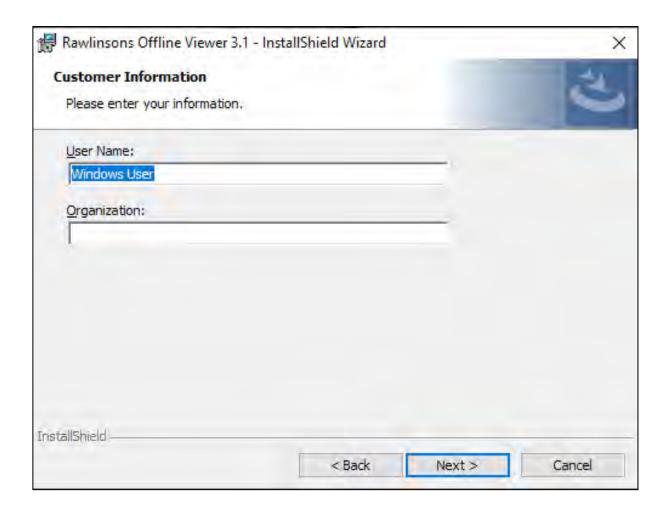


#### Installation will begin

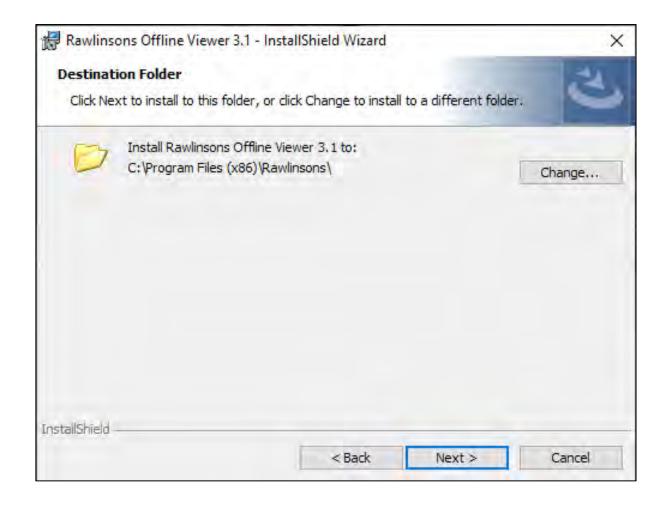
Please note: The viewer is labelled as 'offline' as it is also used for that feature if needed; offline use is covered later in this guide



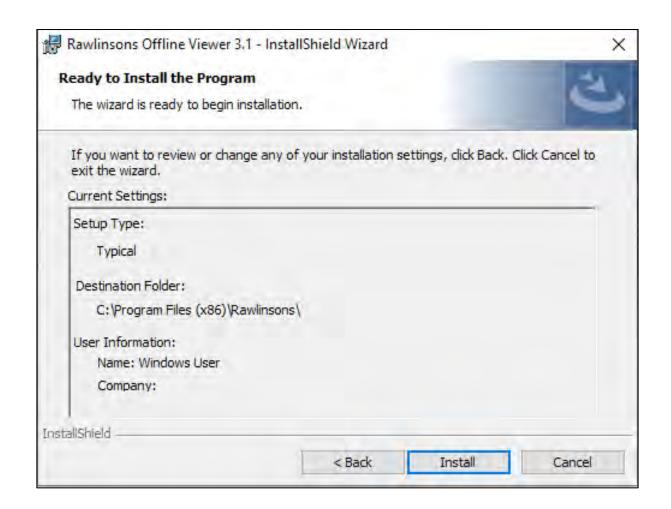
#### **Click Next to begin the viewer installation**



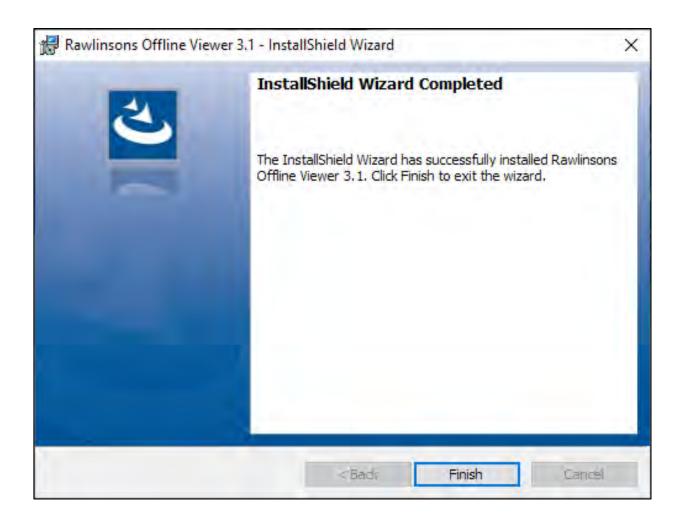
This ID relates to your local machine and is not usually required so you can click Next to proceed



The install wizard shows where the software will be stored. It is recommended to go with the selected destination, so click Next



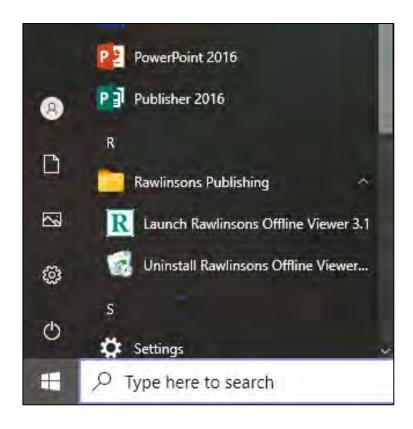
**Click Install to complete the process** 



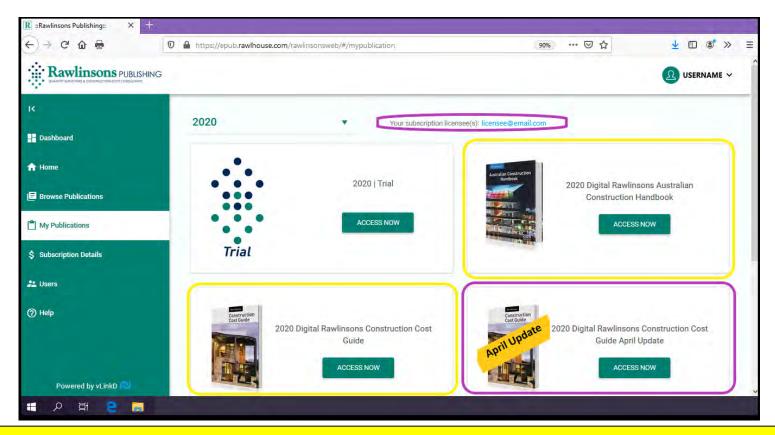
Finally, click finish to close the install wizard.

Next, go to 'My Publications' to view your digital library. Click 'Access Now', you will see the app launch your publication.

Note: Check for popup permissions if the publication does not begin loading



You will find a 'Rawlinsons Publishing' folder within your programmes list. You should NOT open the app here for initial access. In the first instance, you Must access your publications from within the EPUB portal 'My Publications' section, the app will work in the background to open the publications for you. Launch the viewer from this list for offline access once you have assigned your license from within the EPUB portal. Further information on using this function is provided later in this guide.



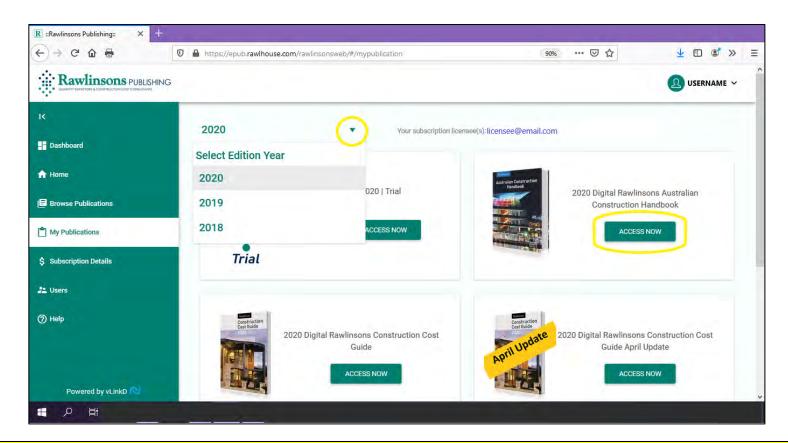
Select 'My Publications' from the left hand menu to view the titles you have purchased or have been assigned access to

This is the email address of the licensee(s) for your subscription. Contact the licensee with any access issues

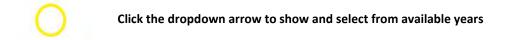
The publications that you have access to will be displayed like this

Quarterly updates will be shown here in April, July and October

You will have perpetual access to any year you have purchased, along with the quarterly updates for that year



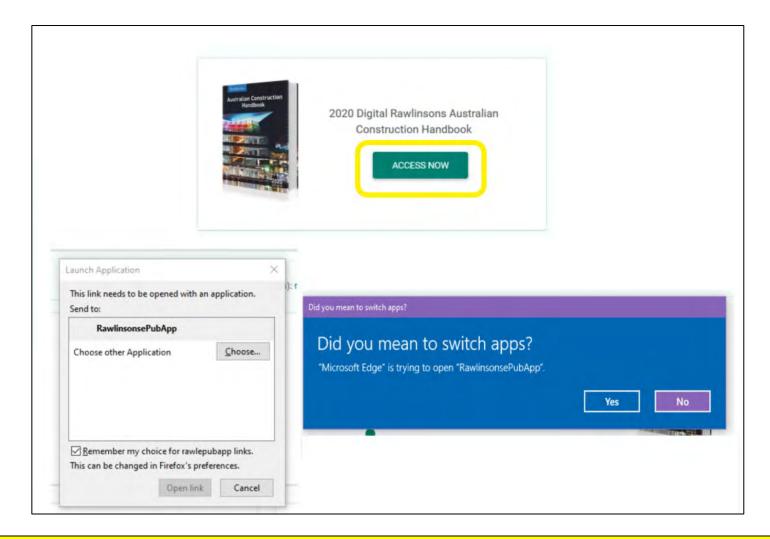
As you add new or past editions you can view the other years by using the dropdown menu



Click 'ACCESS NOW' to launch the required publication

Rawlinsons ePub viewer app will run in the background to open up the publication for you

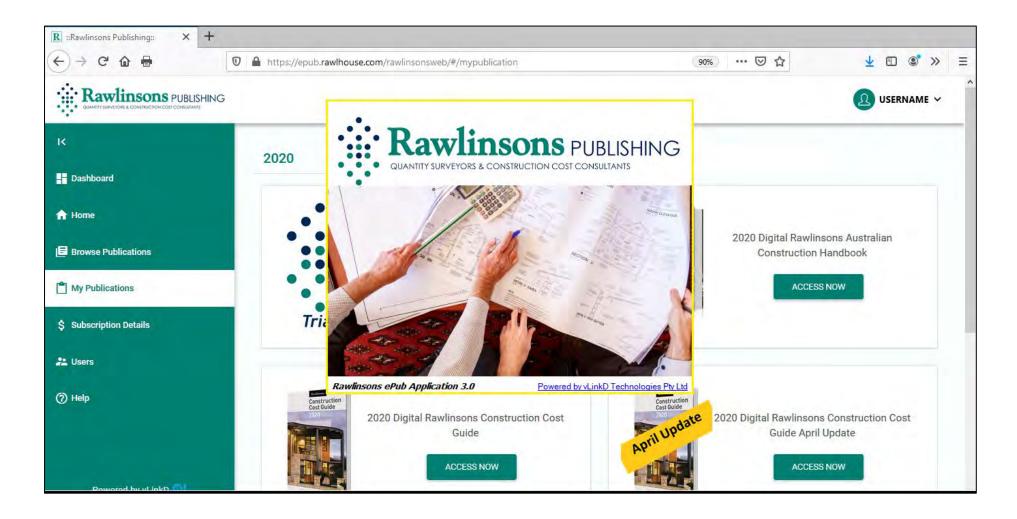




When you click ACCESS NOW you may be asked to confirm that you want to use 'RawlinsonsePubApp' to open the publication.

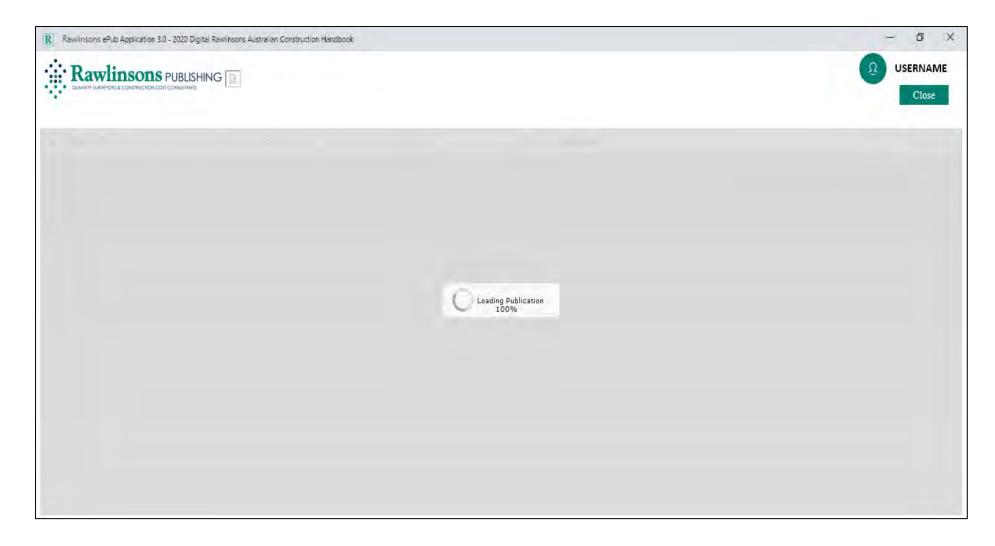
This looks different in various browsers. You will need to click yes, or confirm, or open to allow the publication to launch. If there is no progress, check your 'popup' and 'allowed sites' permissions. Ensure that our EPub url is whitelisted/allowed.

https://epub.rawlhouse.com

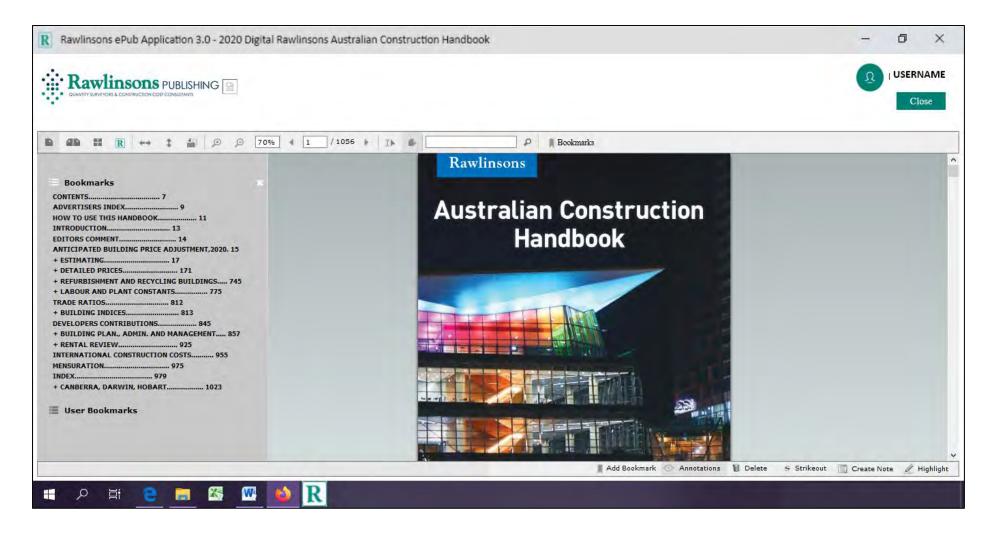


This image will appear as the app begins to launch the publication.

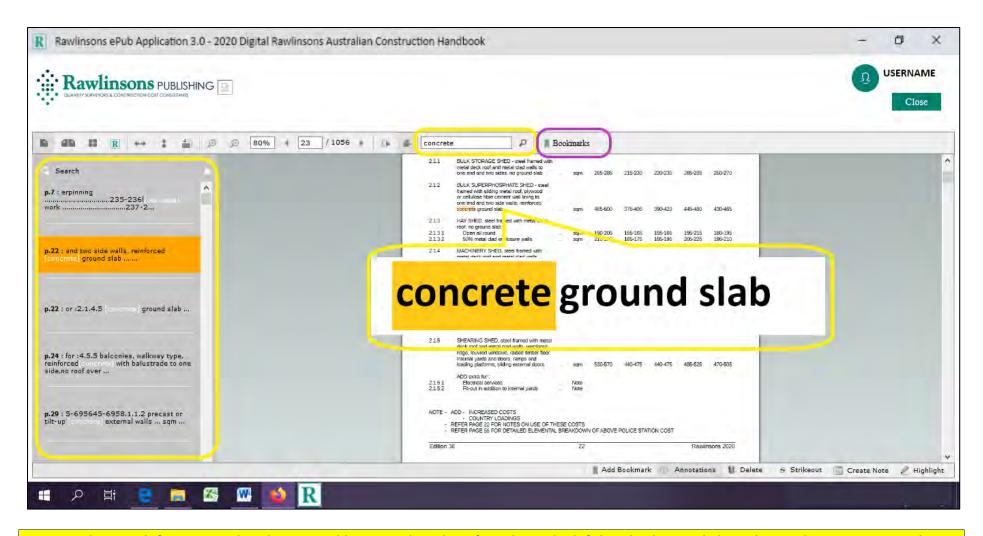
Progress can be slowed down by low internet speeds or on first viewing before the data is cached



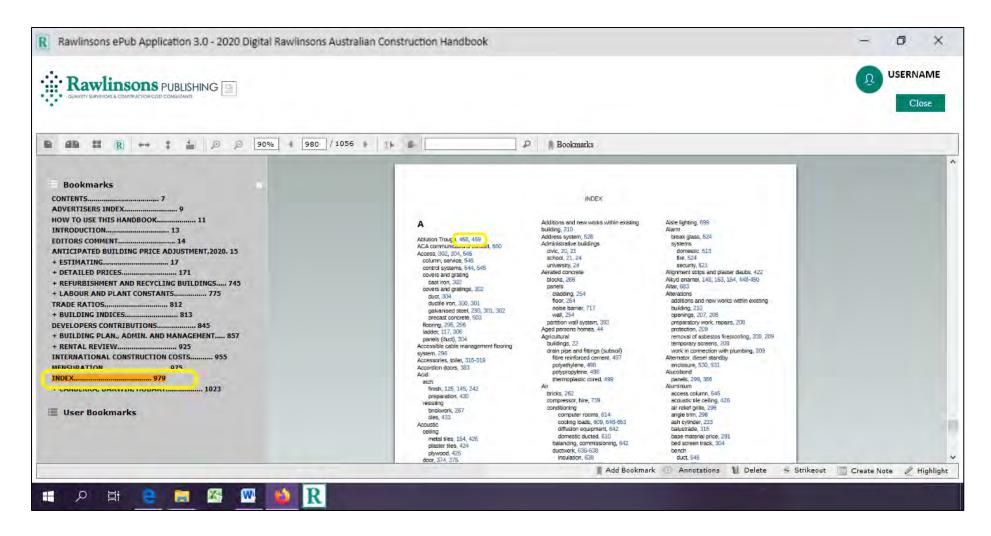
As the publication loads a dialog box will open to full screen and show loading progress



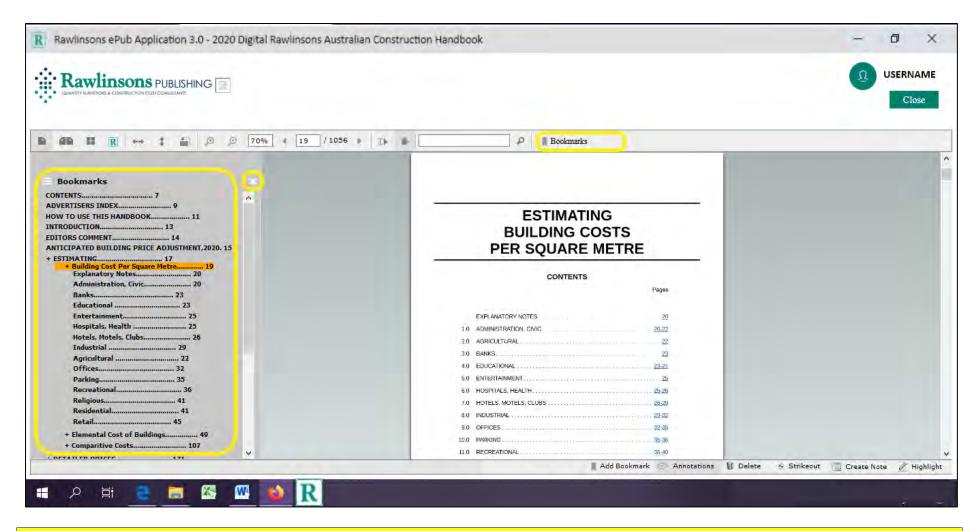
Once loaded, the cover of the publication will show as page 1 of the document. Contents are listed as bookmarks on the left



Using the search function within the top tool bar provides a list of results in the left hand column. Click on the result to navigate to that page. The one you are viewing will be highlighted in the list and the search term will be highlighted on the page (blown up here as an example). When you want to return to Bookmarks, click the icon in the top tool bar



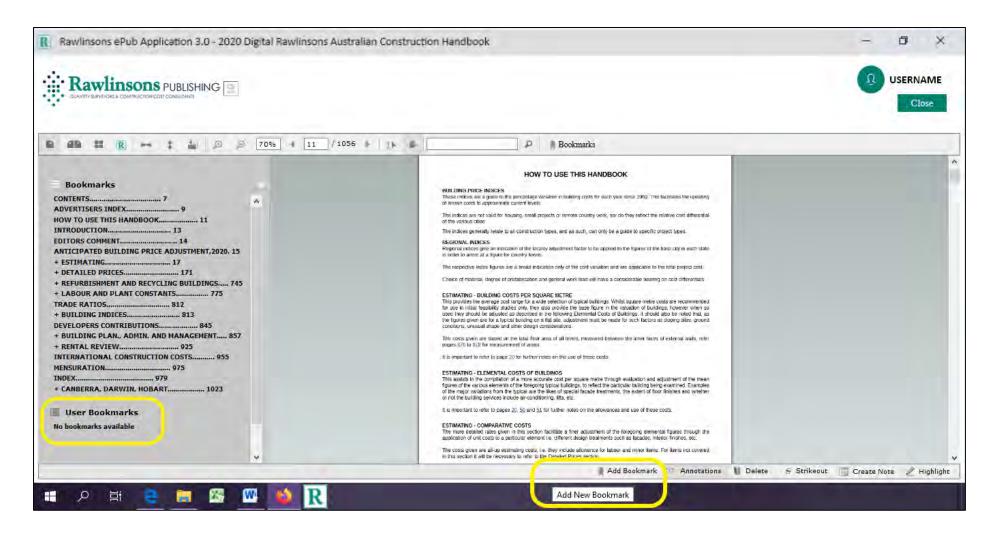
All page numbers within the index, and page references throughout the text, are hyperlinked to allow quick access to that page



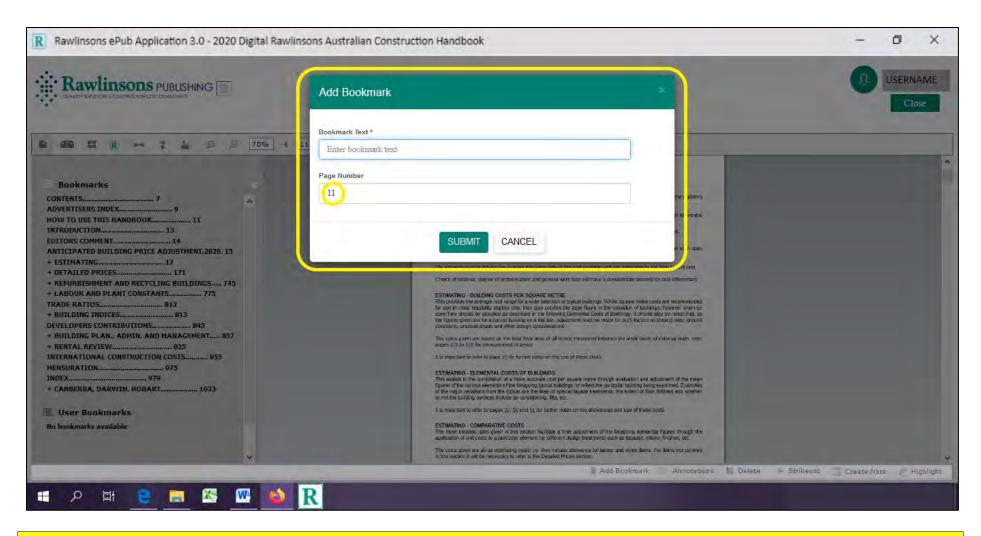
Bookmarks can be expanded out to 3 levels within sections, to allow for quick access to your required pages.

If you prefer to close the bookmarks list, use the x

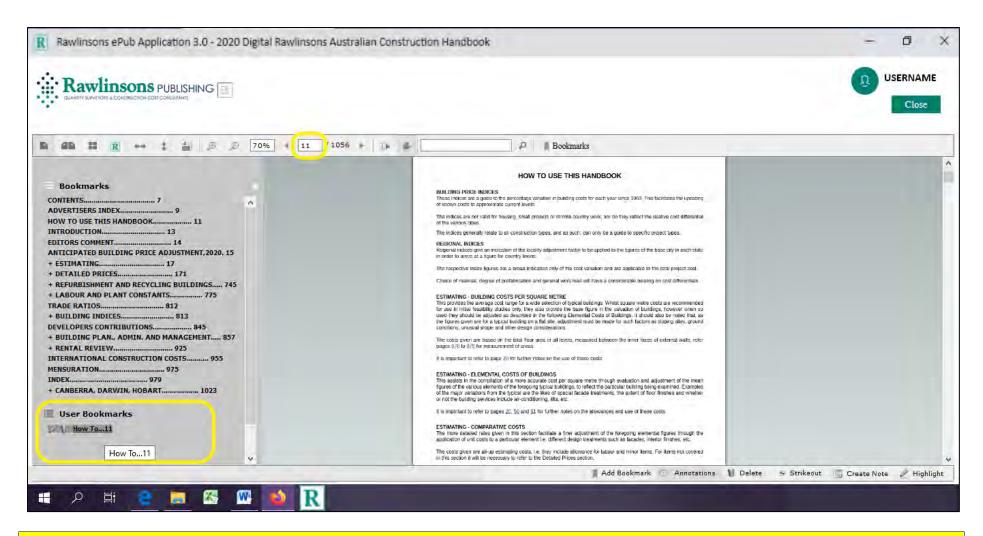
Click the Bookmarks icon in the top tool bar to re-open the list



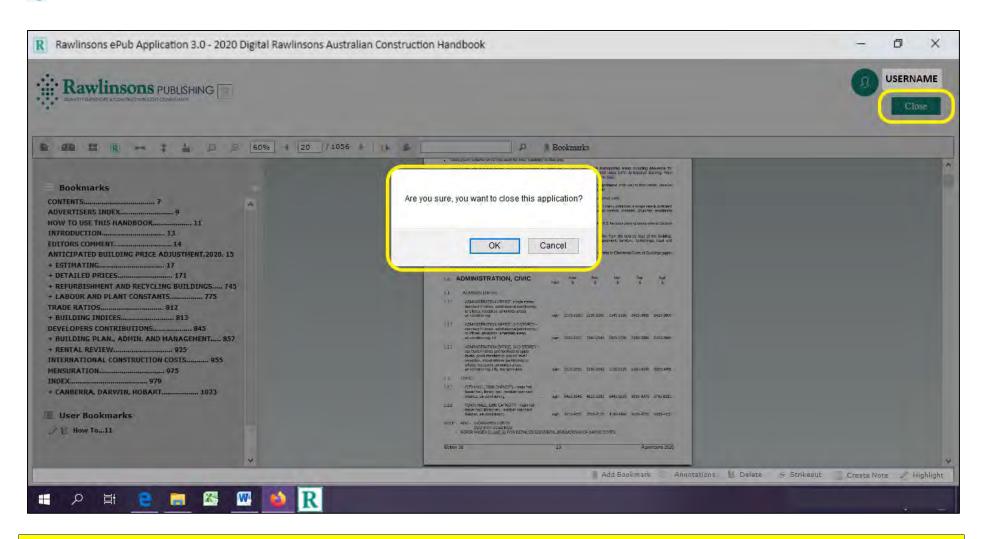
You can add your own bookmarks to give quick access to the pages you use most. Click the 'Add Bookmark' button at the bottom of the page to begin your own list



The page number you are currently viewing will show automatically in the dialog box. You just need to add a your chosen name for the page in the Bookmark text box

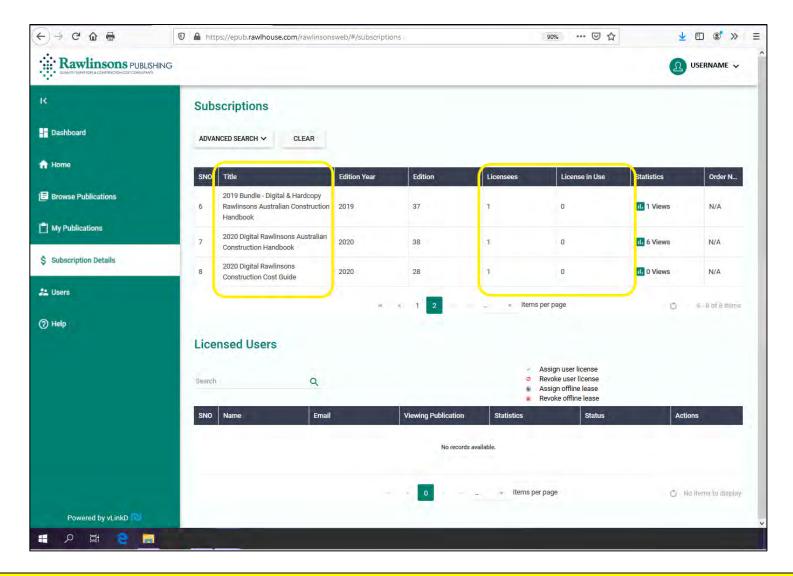


Your new Bookmarks will be shown when the User Bookmarks menu is expanded and provide a direct link to the chosen page

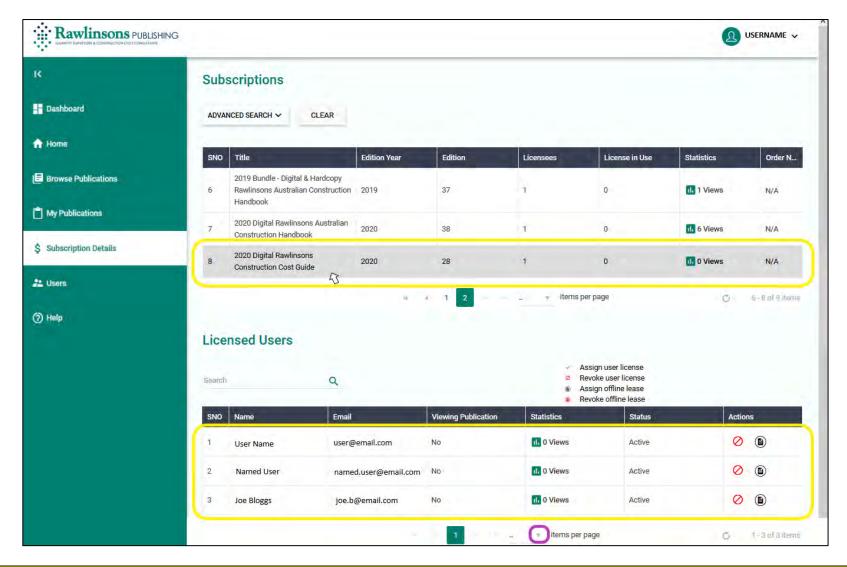


Use the Close button to shut down the publication viewer fully when you are finished. This ensures that the license will become available for another user, or for your next visit



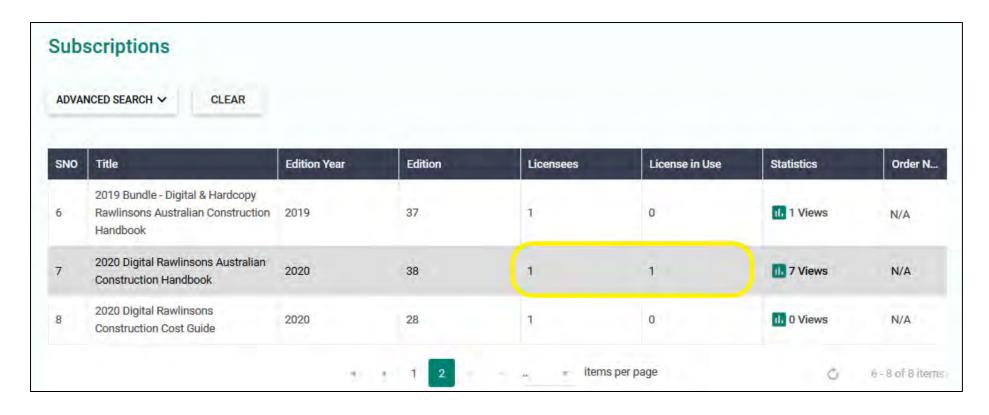


The top section of the page lists the publications you have subscribed to by year. The number of licenses available for each publication and whether any licenses are in use, is shown in the further columns. You can also see general viewing statistics

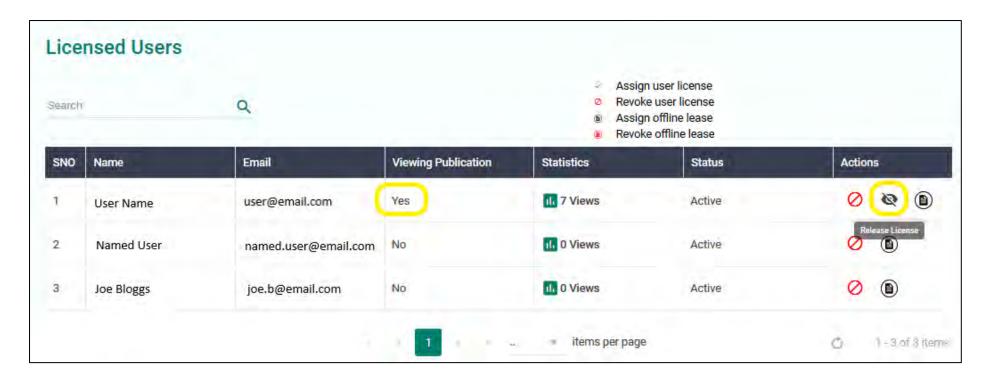


Click on a title line so that it becomes defined in grey, the list of users for that publication is then displayed in the lower section of the page.

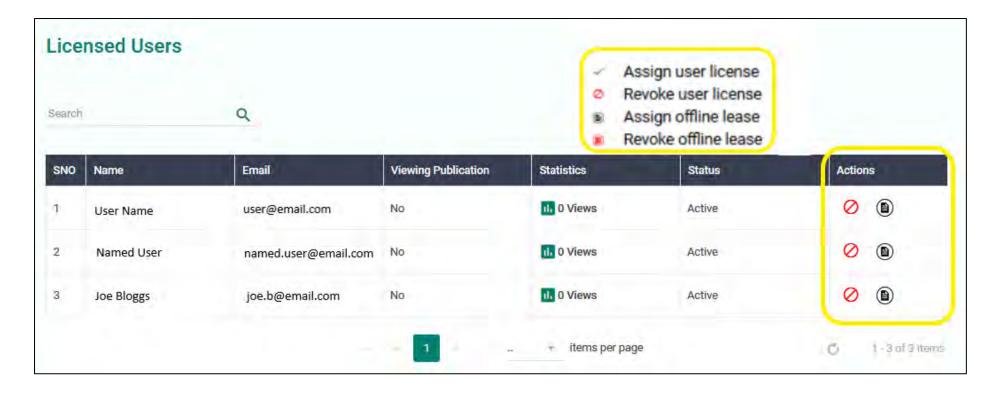
If you have a large list of users you can expand it out via the dropdown arrow



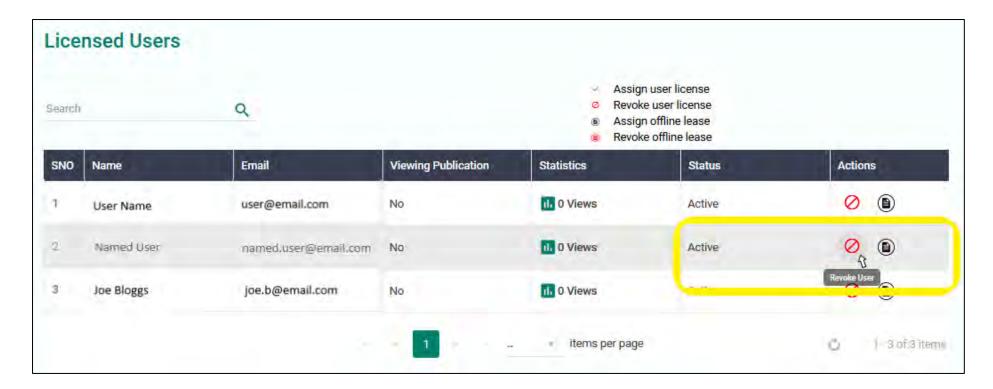
When a license is in use it will be shown on the title line in the top section of the page



You can see who is currently using the publication in the users list below. It will show 'Yes' in the viewing publication column and display an eye icon in the actions column. You can release the license for other users by clicking this icon. The current user will be informed that the licensee has ended the session

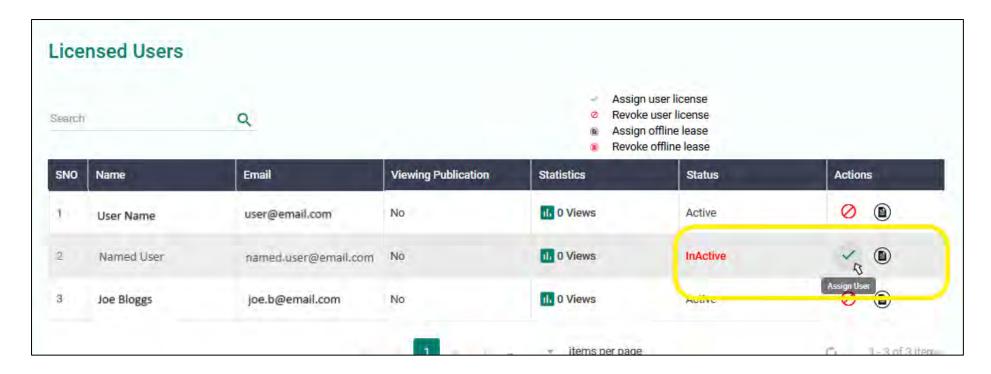


The Actions column contains active icons for making adjustments to users of each publication. The legend above the table shows the meaning of each icon. For instance, if you click a red stop sign, it will revoke the user and they will show as Inactive (To Add new users or Deactivate/Delete users overall, go to the Users section)



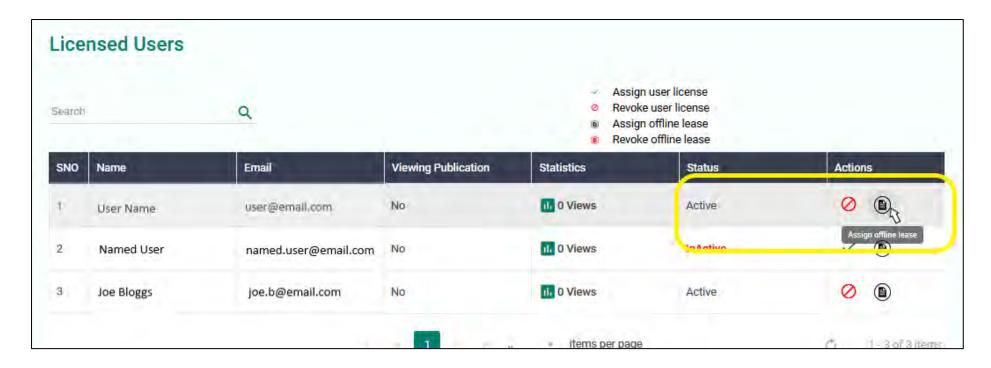
Hover your cursor over the icon to see a pop up of the action, click the icon to complete it.

Revoke User: makes the user inactive on the selected publication and they won't have access



Once a user's license is revoked, you will see that their status has changed to InActive. To make them active once again, click on the green tick to Assign user, their publication access will resume

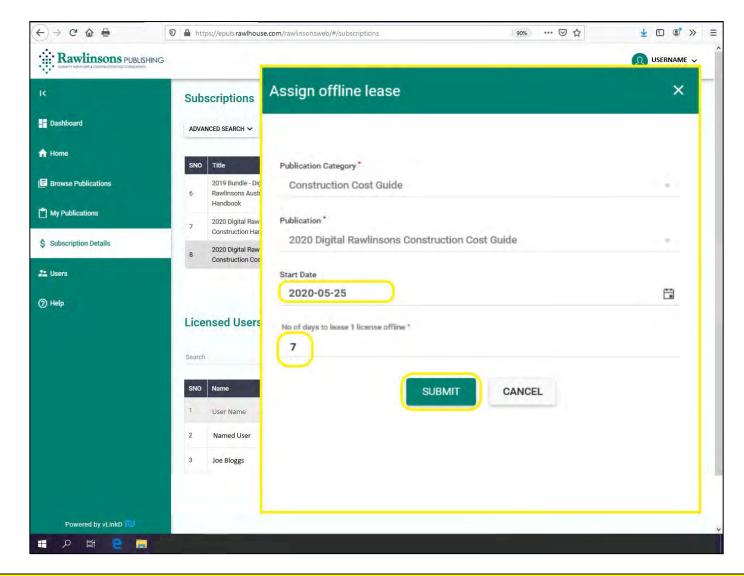
## THOU THE



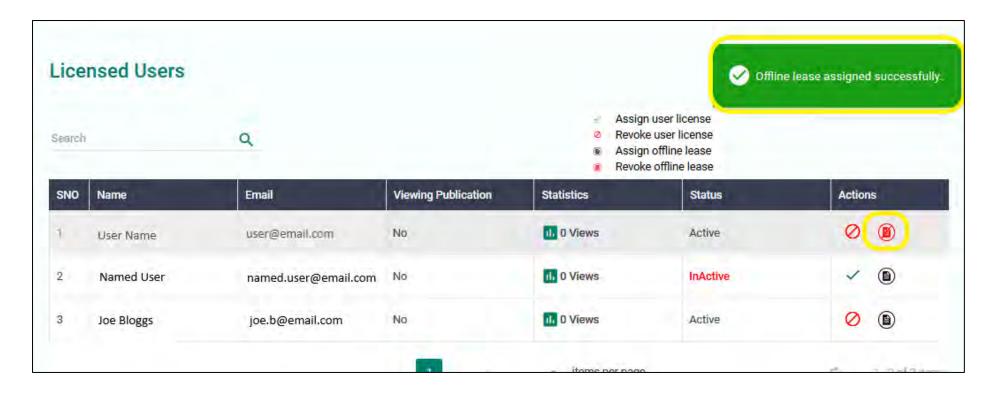
Use the page icons to assign or revoke offline lease for a user of the selected publication. Assigning a lease means a license will be 'In Use' until it expires or is revoked. (You can learn more about offline lease here)

When you click assign, the following dialog will open to set up the lease

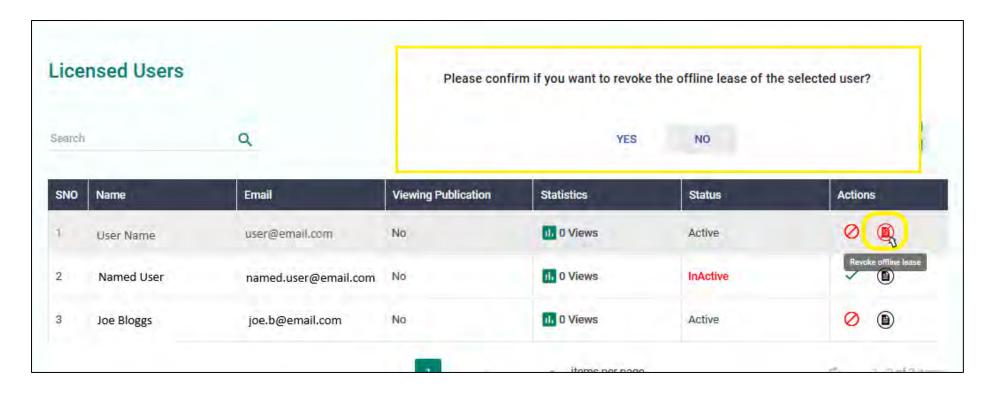




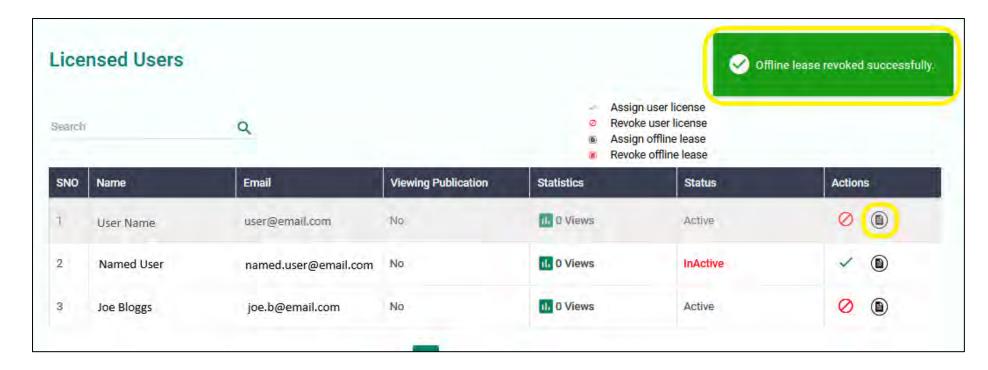
When assigning an offline lease for one of your publications you can adjust the number of days for your needs. The dialog defaults to today's date and 7 days. Change this as you wish. Keep in mind that the license will then be 'In use' and only available to that user



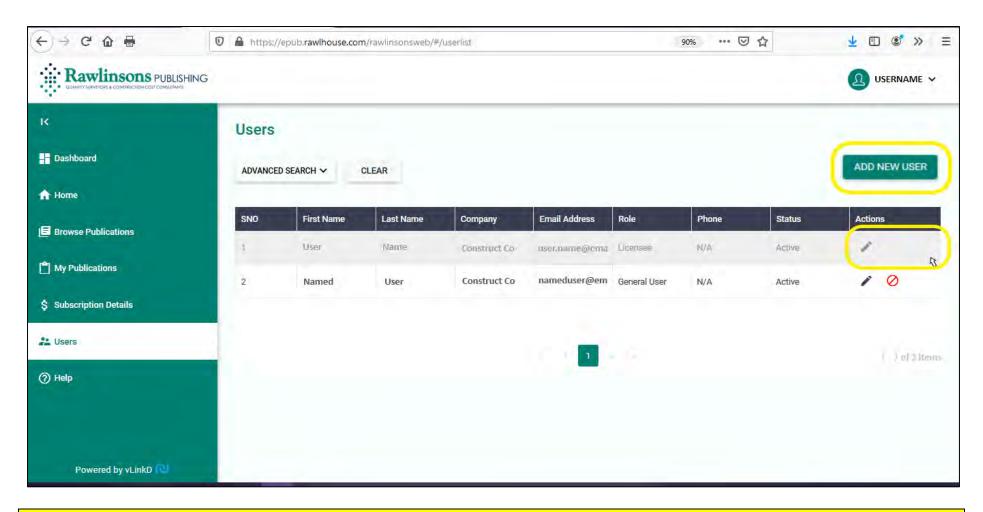
A message will flash up to say that the lease was assigned. You will see that the page icon is now red in the actions column to indicate that the user has an active lease



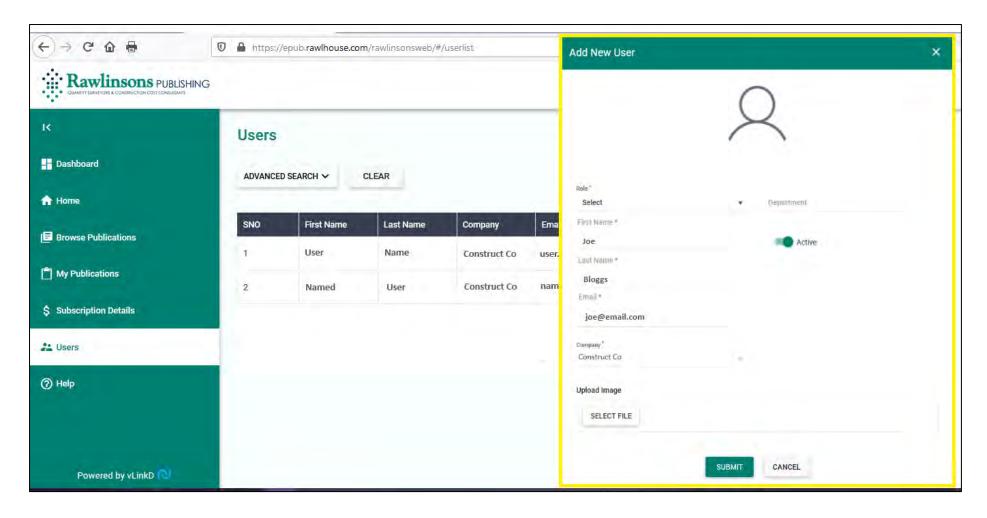
Click the red page icon to revoke the lease. You will be asked to confirm this action. You will also need to complete this action if you want to apply more time to a lease, revoke it first, then assign again for more days



Once the lease is revoked the icon will show in black again. The license will be released for that publication and will be available to other users again

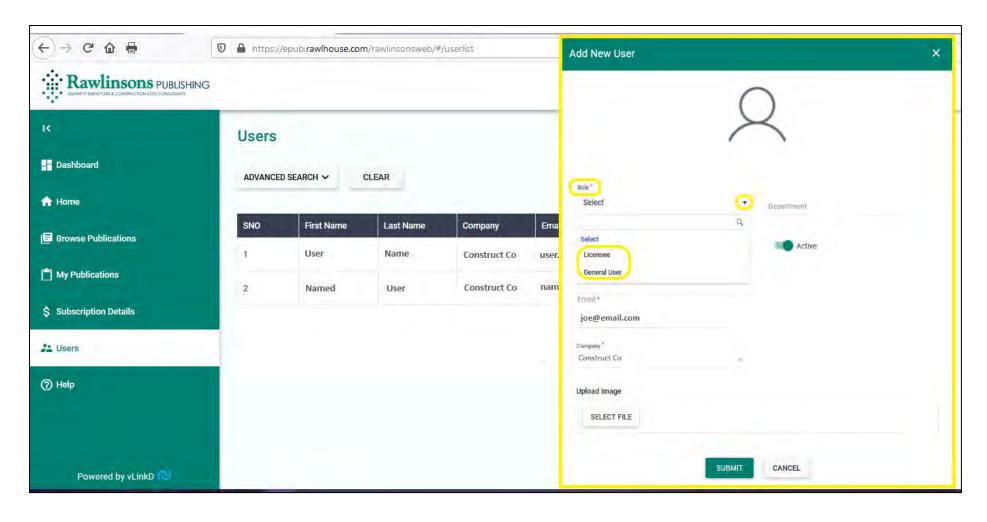


This page lists all the users included under your Company name (or individual name). The contact that made the initial purchase of a subscription is always a licensee user. To prevent any mistakes, a licensee user cannot deactivate themselves, so the actions column will not show a deactivate button (stop sign). Use 'ADD NEW USER' to input the contacts you will share your subscription access with

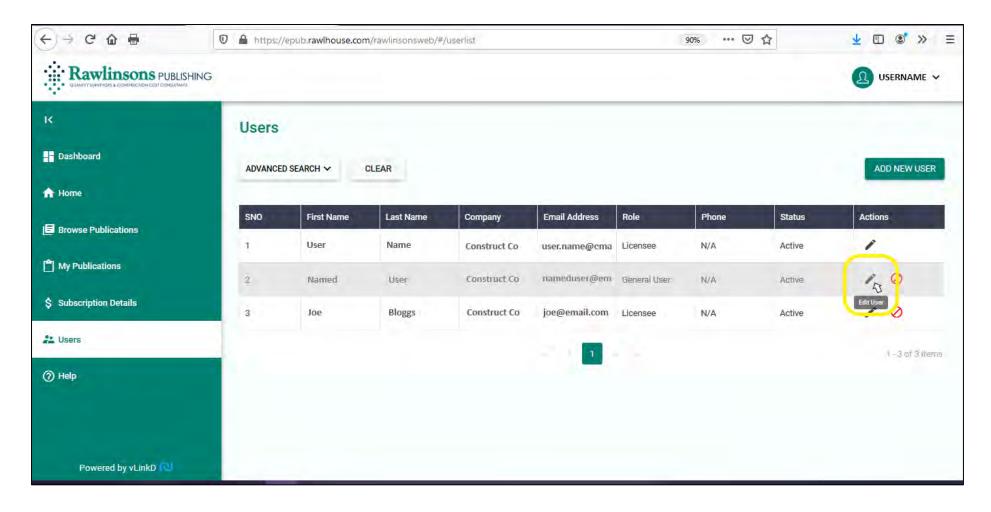


The new user dialog includes compulsory and optional fields. Completing user Names, Email and Role sections will be enough to give automatic subscription access to that user. The company name will show automatically and cannot be changed.

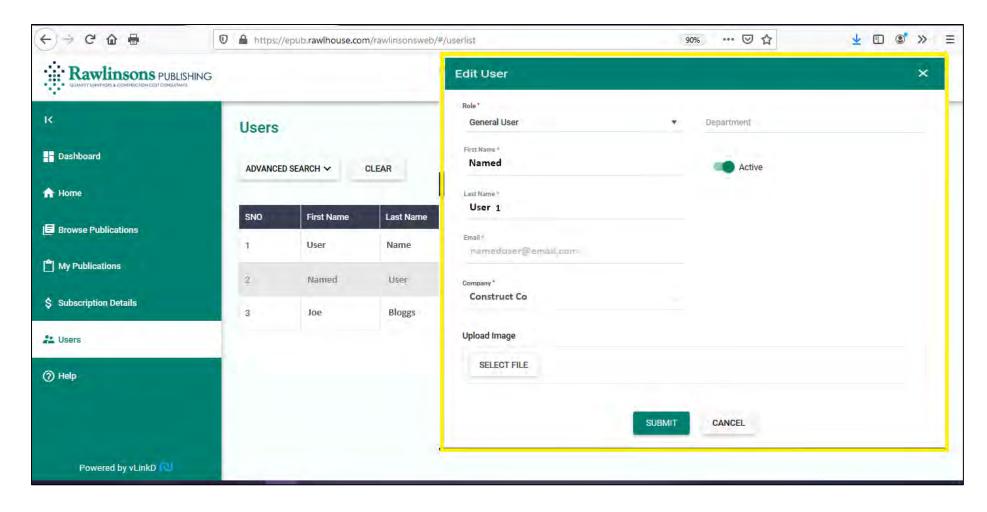
\*Take Care when entering the email address of your user, this cannot be changed once it is submitted and a new record would be needed\*



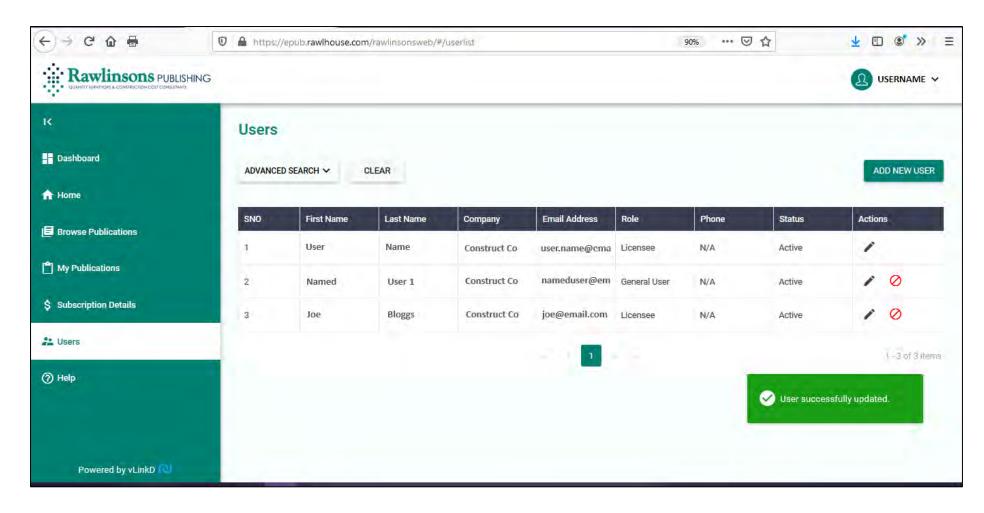
Role is selected via a dropdown menu, the choices are Licensee or General user. General users will have access to the allotted publications via 'My Publications', they will not have access to the Users section or Subscription Details. Licensee users will have the level of access of the initial license purchaser and will be able to view/amend Users and subscription details. It is a good idea to have at least 2 licensees if you will be adding many users to share access. That way there is always a licensee available to assist/add colleagues



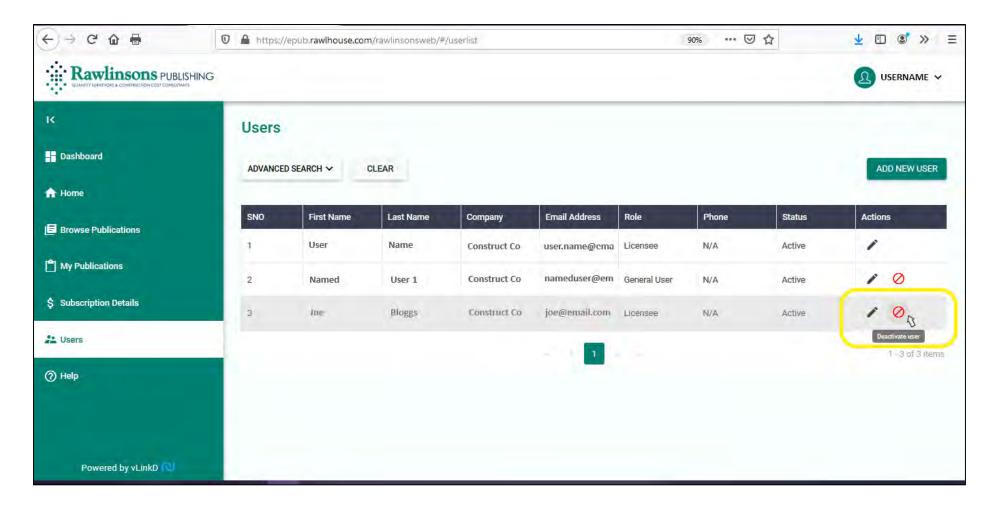
Once you have submitted the new user, you will see them appear in the users list. At this point they will be automatically assigned access to all your active subscriptions. The system will send them a 'Welcome' email with their individual login details. If you wish to limit the publications that a user can access, go to 'Subscription Details' and amend the access on an individual publication basis. You can edit the basic details for each user by clicking the 'pen' icon in the actions column



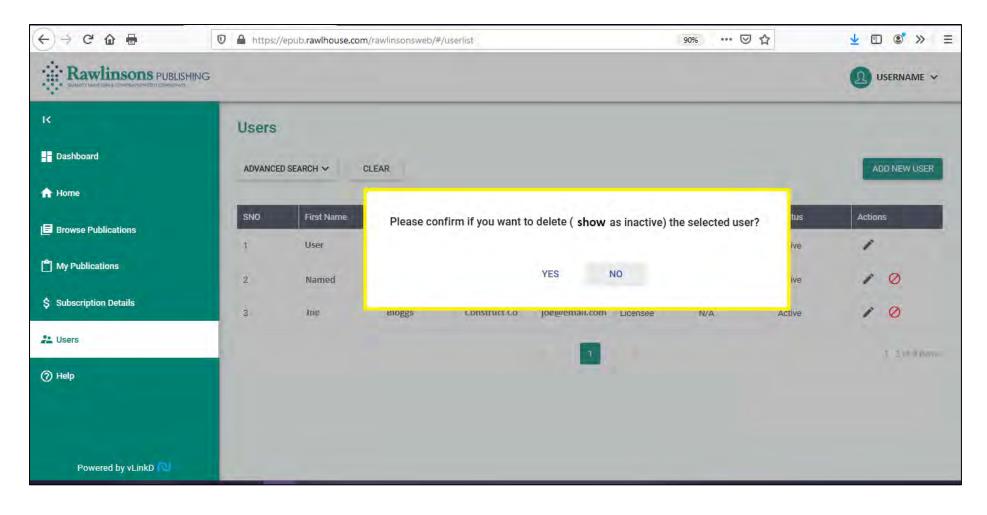
You can change details such as Role and name, or add further information to the record. You cannot amend an email address once it has been entered as this forms the basis of login and access records. If you have entered it incorrectly, make the initial record inactive (info to follow) and create a new user with the correct email



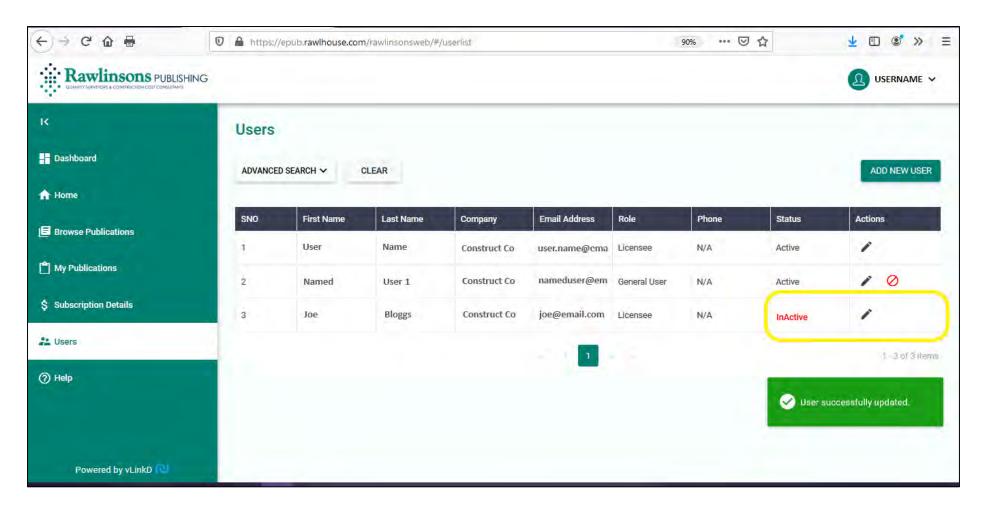
Your submitted changed will be confirmed by a success message



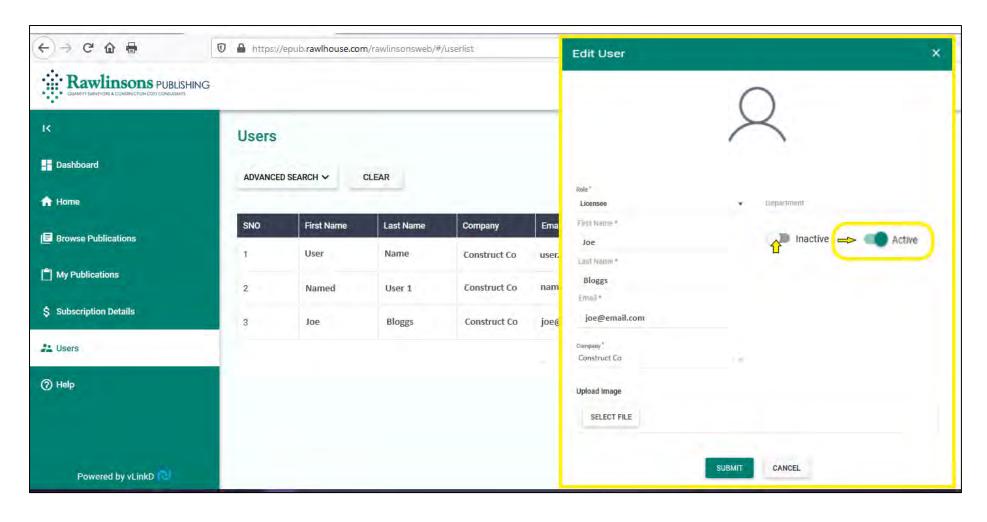
Use the deactivate icon (stop sign) to halt a user's access to all publications and prevent them from being added to any further publications



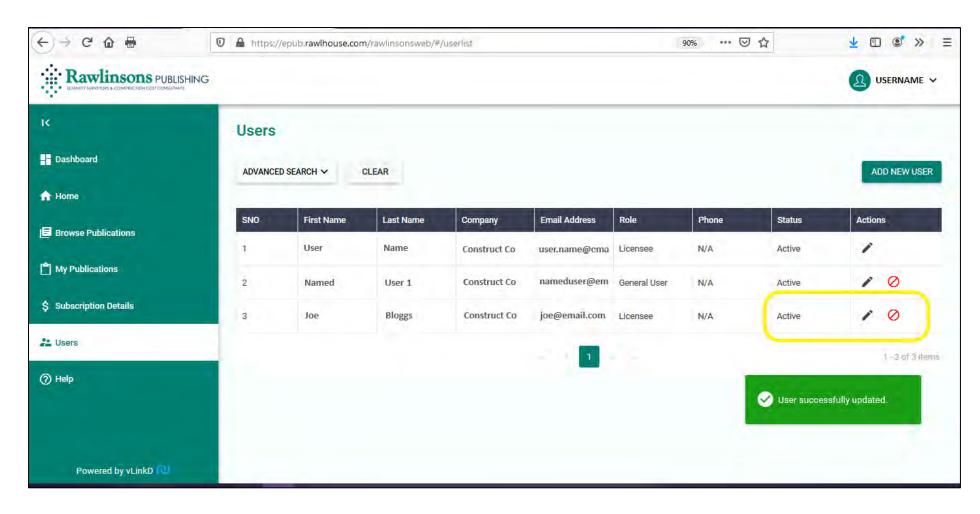
Confirm that you wish to deactivate the user. Their record will stay in place but they will have no access to current subscriptions



The User will then show as InActive. You can re-activate their access at a later date if you need to

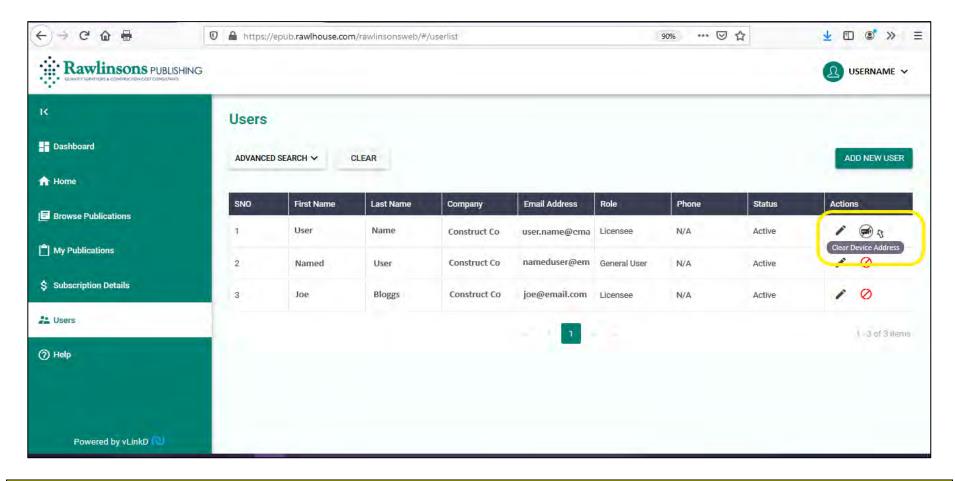


To re-activate a user, click the edit (pen) icon. The dialog box includes a slide switch which will display in grey when inactive. Slide it to the right to bring them back to Active



The user will now be back to Active status and can again access active publications

### **Device address**



When a user has accessed (or attempted to access) the publication via offline lease you will see a 'device' icon in the actions column. If their next access is via a different computer an error message will display stating 'Device Mismatch'. This is to prevent users from having the publication open on more than one device. (This will cause no problems unless switching to a new device).

To Clear the Device address, make sure the user has Closed the publication and logged out. Come to the Users section and click on the icon.

The user is then free to open the publication on the current device.

Offline access is provided through direct access of our viewing software. Once downloaded and installed, the app is accessed via the 'Rawlinsons Publishing' folder in your programs list. It opens up for login once a lease has been assigned to you from within the online EPub portal. All of the same copyright restrictions apply, so printing and copying are not permitted. Access to your license offline is provided on a lease basis. The length of the lease is up to you, or your licensee if you have shared use.

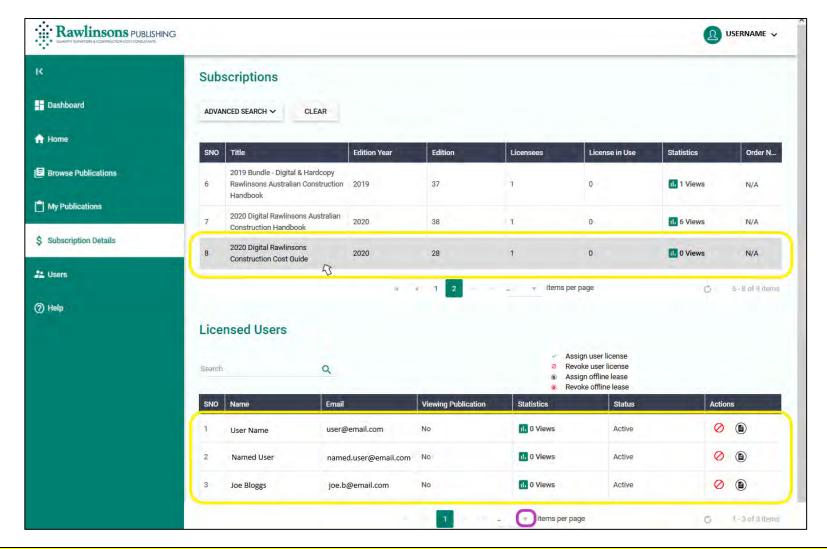
An offline lease acts as one use of your current licenses and may be revoked by the licensee if another user needs to login. It is recommended that you have a pool of 2 or more licenses for shared use, if you feel that there will be regular offline leasing.

Online connectivity is required initially so that your current leases can sync with the viewer. Once they are updated you can access publications offline via the desktop app for the assigned number of days.

### **Quick Start Steps**

- Visit the **EPub portal** and login with the details provided to you initially
- Download the latest version viewer software (if you haven't already). Rawlinsons offline viewer app will load into your programs list
- Remaining in the online EPub portal, go to 'My Publications', those available to view Offline will be indicated
- If no publications show as 'Available Offline', contact your licensee for a lease. If you are a licensee, visit 'Subscription Details' to assign a lease to any User. Use the buttons in the 'Actions' column for listed users of each publication. The default number of days for lease is 7 but this can be adjusted to suit your needs
- Launch the offline app from your programs list and login with the same credentials as used for the online portal, allow it to sync publications. (Web connection needed initially)
- Available publications will be listed within the app via the publication year dropdown and can be accessed for offline viewing for the assigned number of days or until revoked by a licensee

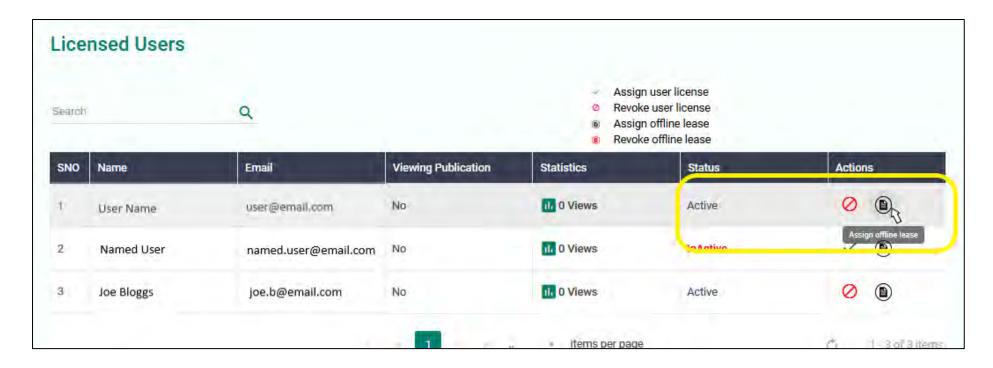




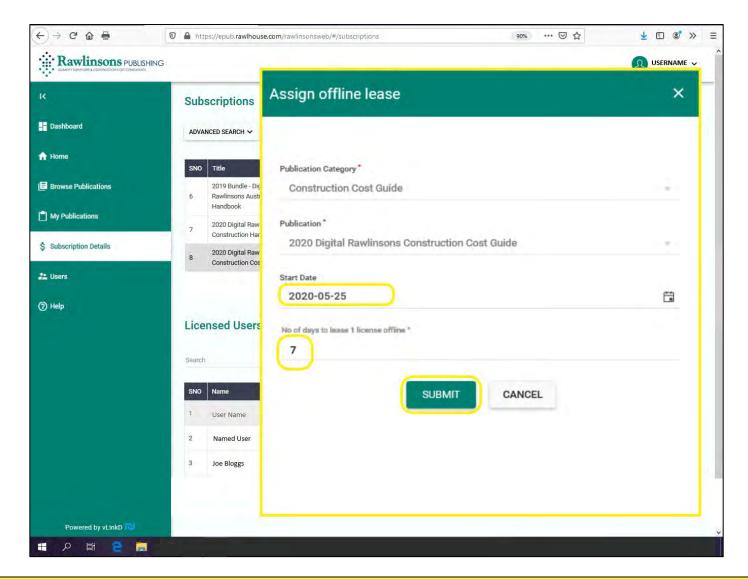
To assign an offline lease, go to 'Subscription Details' (licensee users only). Click on a title line so that it becomes defined in grey, the list of users for that publication is then displayed in the lower section of the page.

If you have a large list of users you can expand it out via the dropdown arrow.

### 9

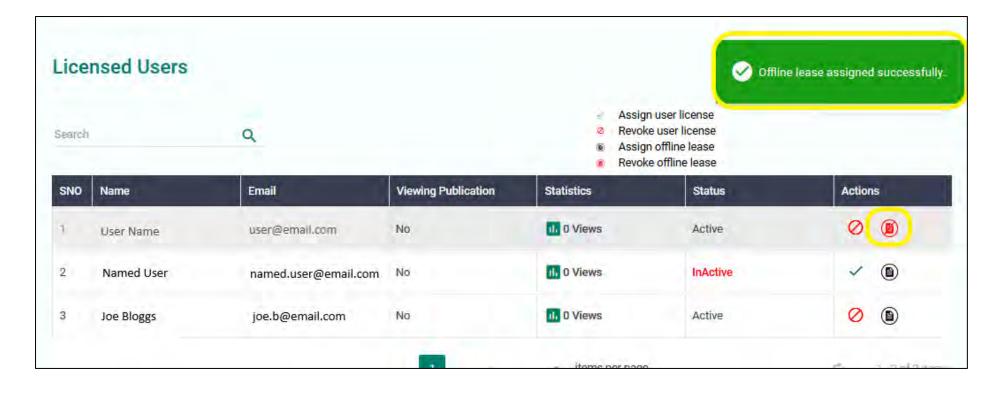


Use the 'page' icon in the Actions column to assign or revoke an offline lease as shown. When you click assign, the following dialog will open to set up the lease. Assigning a lease means a license will be 'In Use' until it expires or is revoked



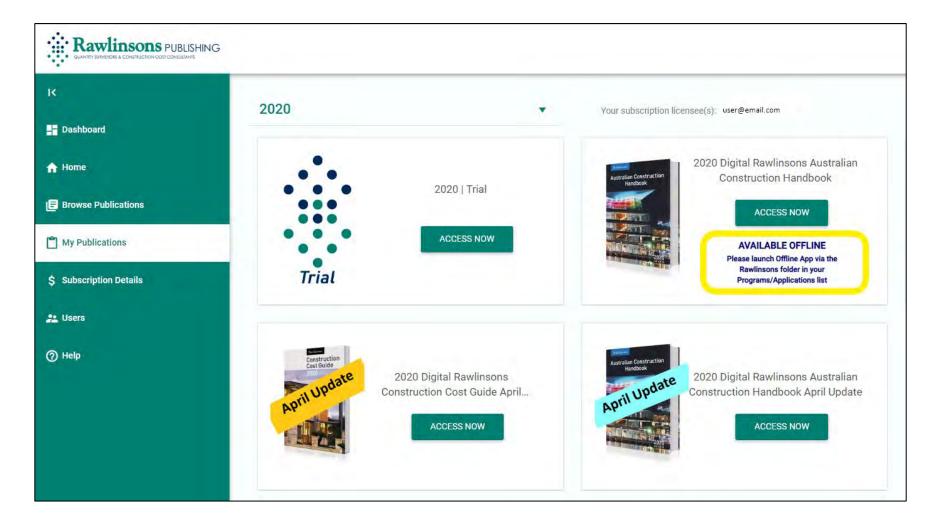
When assigning an offline lease for one of your publications you can adjust the number of days for your needs. The dialog defaults to today's date and 7 days. Change this as you wish. Keep in mind that the license will then be 'In use' and only available to that user





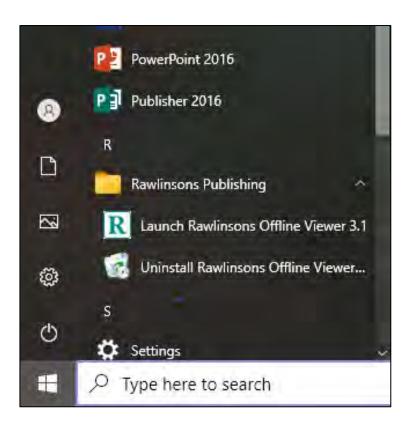
A message will flash up to say that the lease was assigned. You will see that the page icon in the actions column is now red to indicate that the user has an active lease. When you need to revoke the lease ahead of time, click this red icon. You can re-assign if you need to extend the number of days for that user.



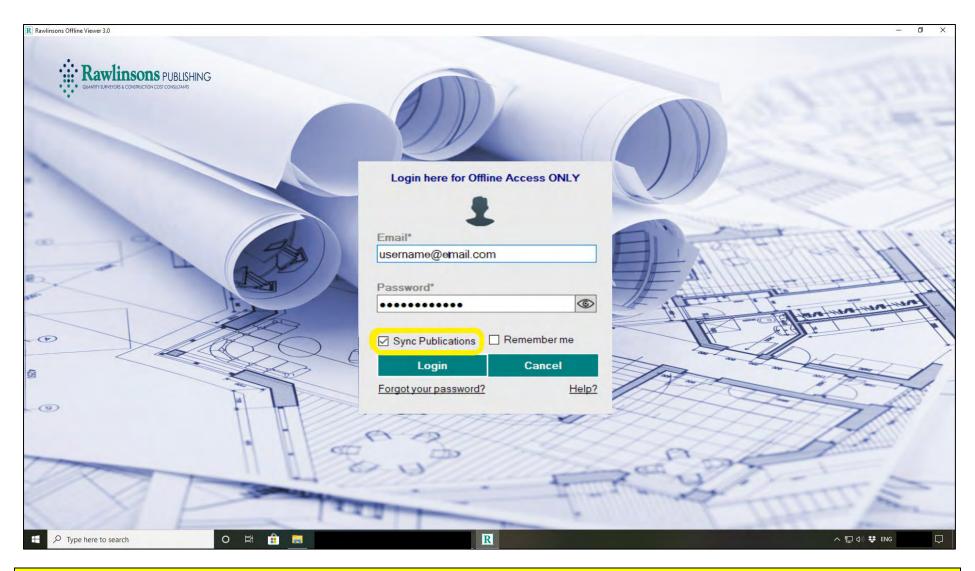


Once a lease has been assigned, you will see that the publication is marked as 'Available Offline' within 'My Publications'. You can then launch the offline viewer app to access your publications.

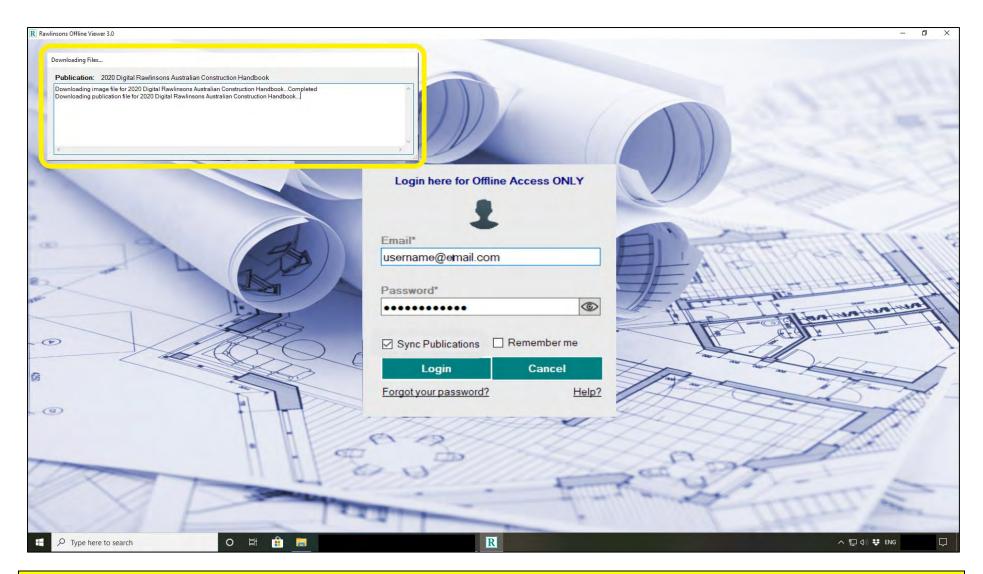
If you are not a licensee user you will need to request a lease from the licensee, contact details are shown above your publications



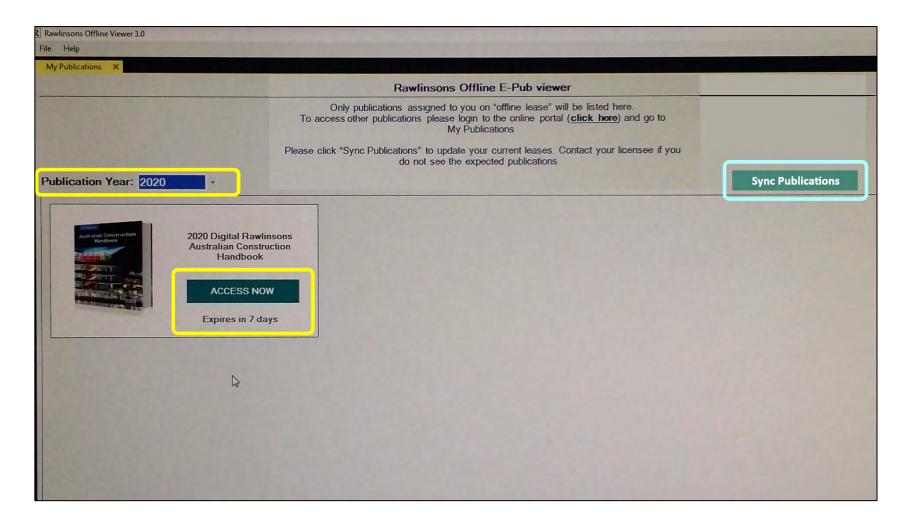
Launch the offline app via the Rawlinsons Publishing folder in your programs list once a lease has been assigned.



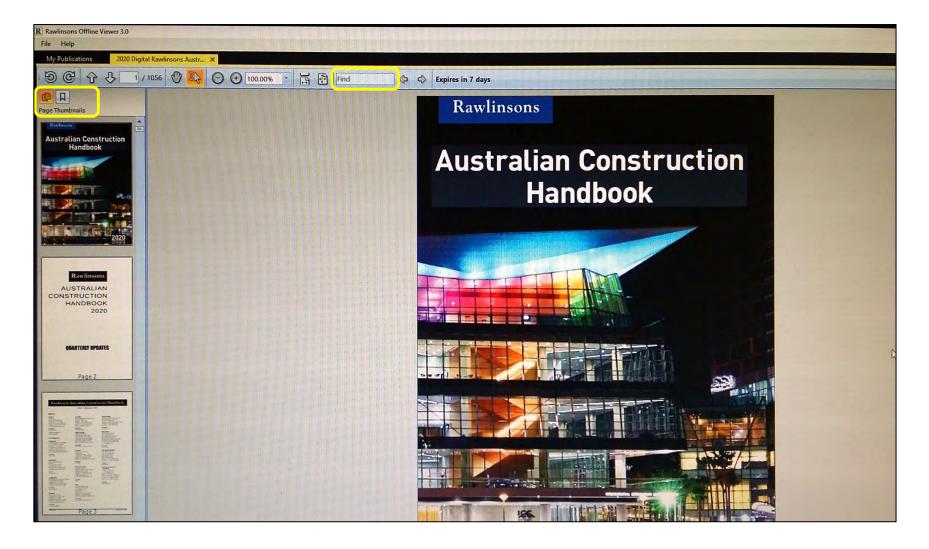
Use the same login credentials as in the online portal. 'Tick' to sync publications and update available leases whilst still online



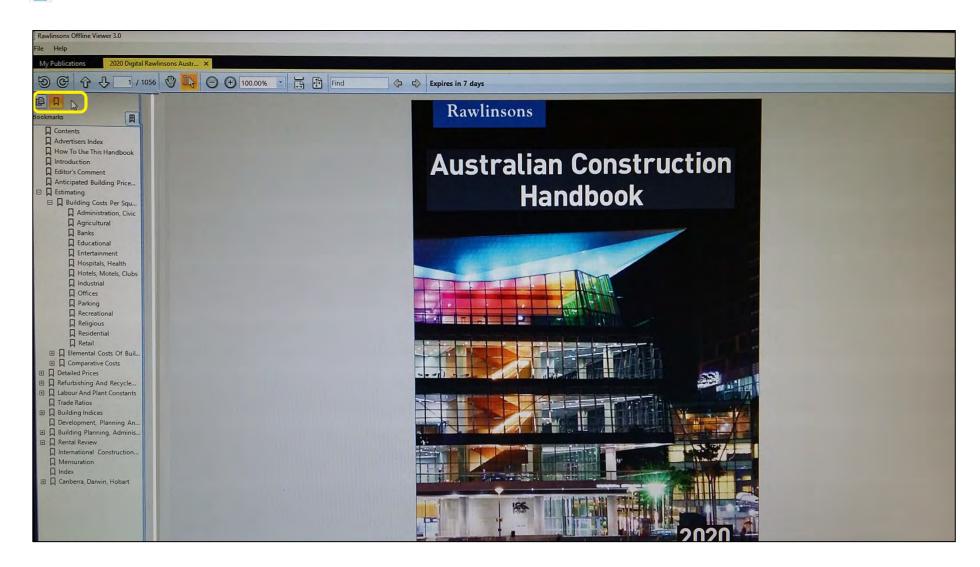
You will see the publication files downloading into the offline app



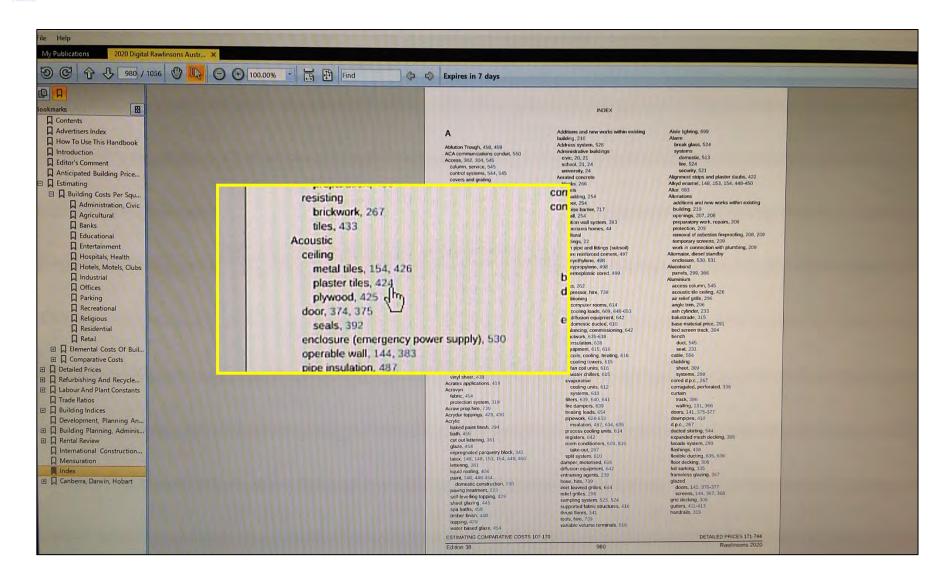
On the homepage you will see the publications available to you and the number of days before the lease expires. If you have access to past years, use the dropdown menu to see them. You can sync publication from this page if you didn't on login, or if a new lease is assigned while you are in the app. Click Access Now to launch the publication



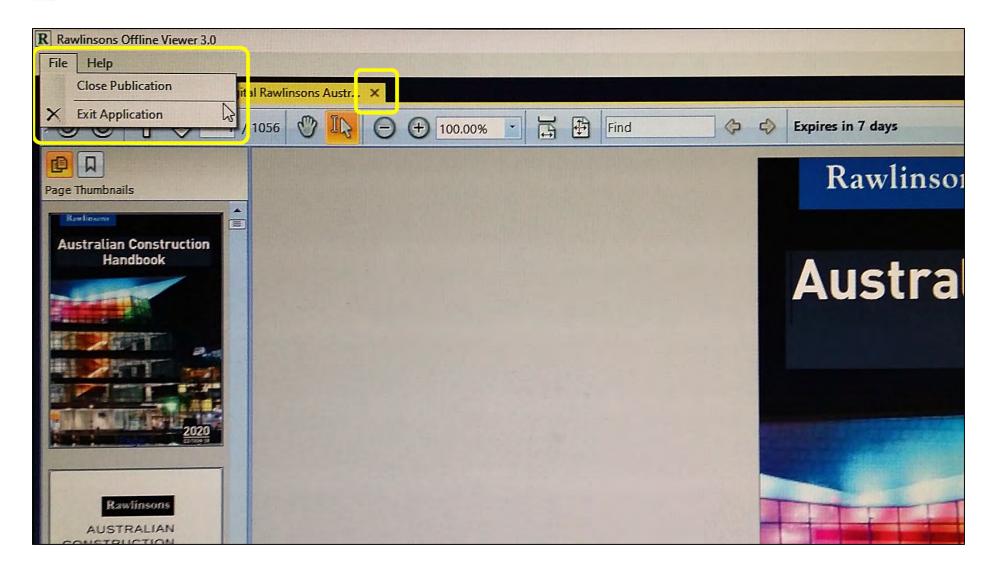
The publication will open up on a new tab, the view defaults to page thumbnails, you can toggle to bookmarks for contents. Search via the 'find' field at the top



The Bookmarks list expands out to 3 levels to allow quick access to sections



Page references within the index and throughout the text are hyperlinked for fast access to specific pages



You can close the publication with the x or via the 'file' menu, where you can also exit/log out of the application