

USER GUIDE TO ACCESS LIBRARY THROUGH ORANGE PORTAL

- Log into My UPES: "<https://myupes-beta.upes.ac.in>" with your credentials provided by UPES IT.
- To access library catalogue (Web-OPAC) click on the "Library" link available on My UPES Beta (Orange Portal)

UPES | Student Portal

Service Request **Library** Alumni

Demo Student2
Student ID: 202350002
Status: **ACTIVE**
Demo Program 2
Semester 1

January 2025 **Today** >

MO	TU	WE	TH	FR	SA	SU
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

Class Room Hybrid Class Room Virtual Class Room

Ok Need Attention Critical View Student Attendance →

Set Password to Access Self-Service RFID Kiosk Machine

- New users need to set their own password to access the self-service RFID kiosk machine for issue/return of library material.
- Click on "Yes" and you will receive a link in your student email to set your password.

DR. S. J. CHOPRA CENTRE FOR LEARNING

My UPES Lists Cart Welcome, Demo Student2

E-LIBRARY ADVANCED SEARCH PURCHASE SUGGESTIONS DSPACE TURNTIN DRILLBIT VIDWAN IRINS PREVIOUS YEAR QUESTION PAPERS MOST POPULAR USEFUL LINKS

Your library password is not set. Would you like to set it now to access the kiosk machine?

Yes No

Welcome, Demo Student2

New Arrivals

Applied numerical Concepts of food process Theory of error-correcting codes Statistics and truth

Quote of the day

"Any book that helps a child to form a habit of reading, to make reading one of his deep and continuing needs, is good for him." ~ Maya Angelou

Top 10 Circulating Items

Engineering Let Us C Let Us C Higher Engineering Mathematics Marketing Organizational Behavior

Quick Links

- SHODHGANGA
- SHODHGANGOTRI
- NDLI
- SWAYAM
- E-PG PATHSHALA

Search Library Catalogue

- On navigating to this page, the user can search library collections by the following steps -
- Choose your search criteria from the “Library Catalogue” drop-down menu, put your desired search term in “Search Here” box, choose your desired library from the drop-down menu and click on search icon to get the result.

DR. S. J. CHOPRA CENTRE FOR LEARNING

My UPES Lists Cart Welcome, Demo Student2

Central LIBRARY

Library catalog

Search Here...

New Arrivals

Top 10 Circulating Items

Quick Links

Clinical pharmacy and therapeutics

by Walker, Roger [Ed.] | Edwards, Clive

Edition: 3rd ed.

Publication details: New York : Churchill livingstone, 2003

Availability: Items available for loan: Central LIBRARY (2) [Location, call number: HS3-2F-Lending Section 615.58 WAL, ...]. Items available for reference: Central LIBRARY: Reference Books (Not For Loan) (1) [Location, call number: HS6-2F-Reference Section 615.58 WAL].

Place hold Save to lists Add to cart

Best Practices for Hospital and Health-System Pharmacy 2012-2013

by American Society of Health-System Pharmacists

Material type: Text

Publication details: ASHP ;

Online resources: E-BOOK - CLICK HERE TO READ

Availability: Items available for reference: E-Books Collection: Not for loan (1).

Check Your Library Account

Hover your mouse on the home button this will expand other options

DR. S. J. CHOPRA CENTRE FOR LEARNING

My UPES Lists Cart Welcome, Mr Praveen Kapoor

Central LIBRARY

- **Summary option** - you can see your **check-out summary details (Number of books in your library account, its due date etc.)**, total check-out history, holds history if any raised by you etc.

https://library.upes.ac.in/cgi-bin/koha/opac-user.pl?manual=true

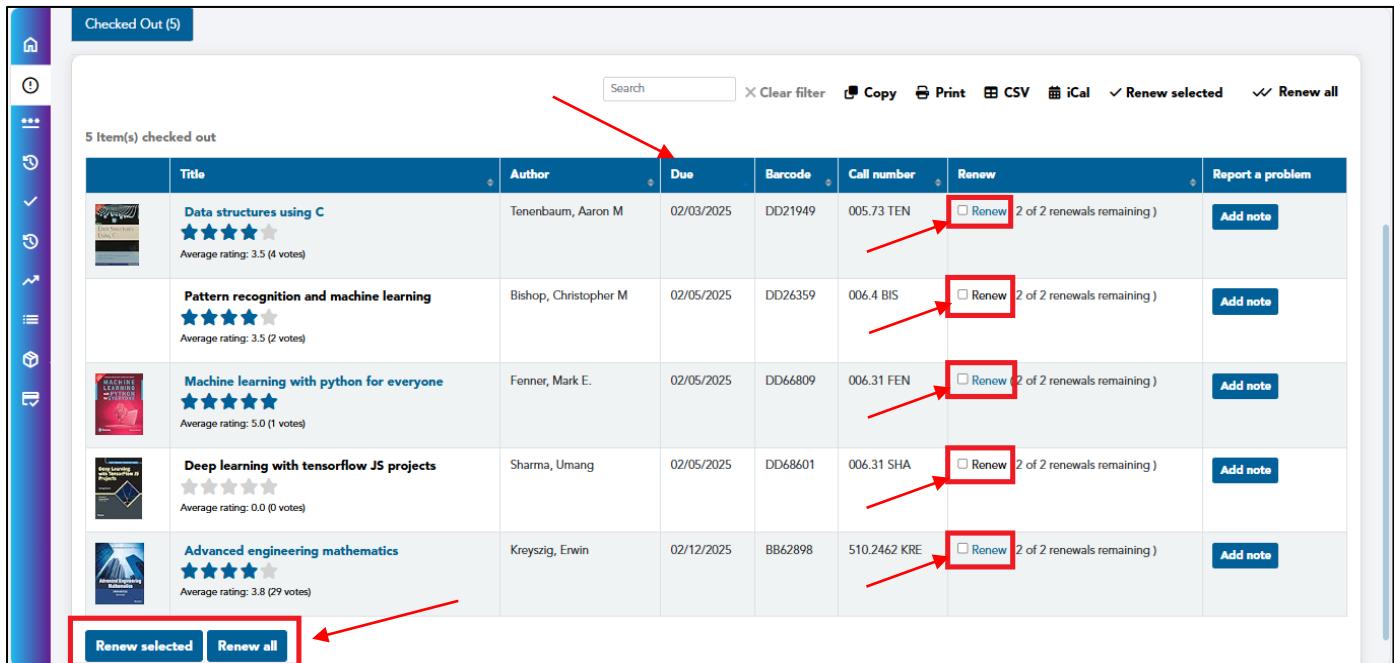
- **Change Password / Reset Forgotten Password** - User may Change / reset their password to access the self-service RFID kiosk machine for issue/return of library material.

- **Purchase Suggestion** - User may suggest new required books or other library material.

HOW TO RENEW BOOKS ONLINE

- Go to the summary page of your account and you will find the list of books in your library account. Click on the check box that you want to renew and click on Renew Selected or Renew All button to renew your desired books, present at the bottom left of the page.
- Check the due date of the document for further verification.

Note: Renewal is allowed only before due date and if there is no hold against the book.

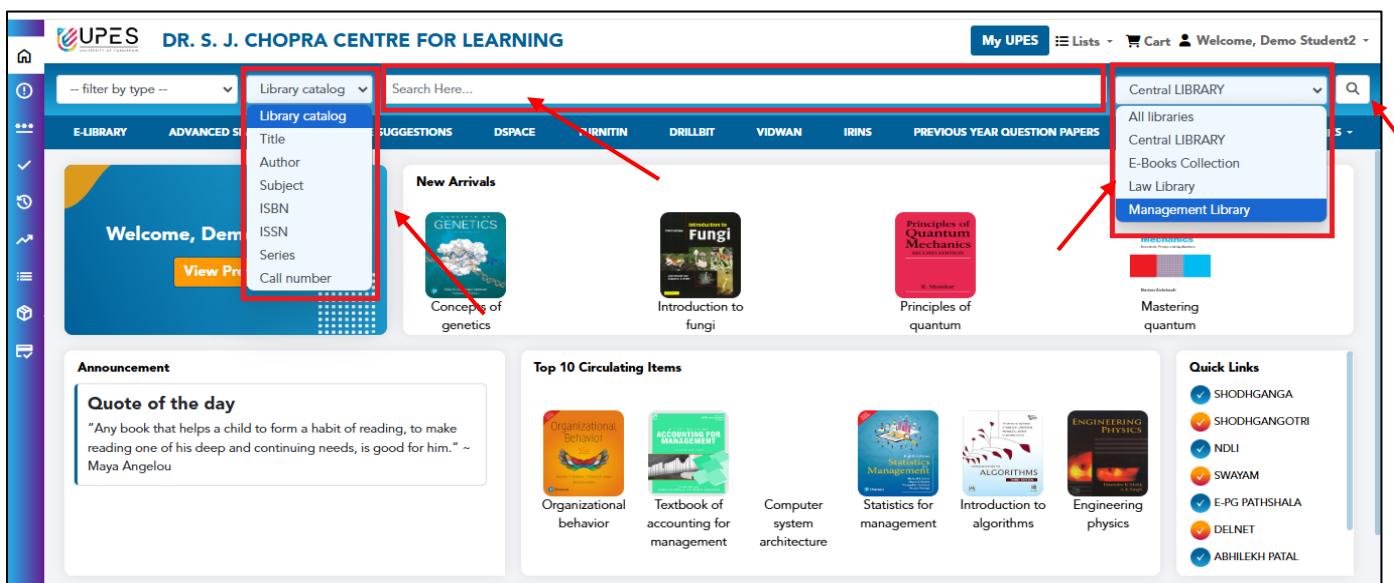


The screenshot shows a library management system interface. At the top, a blue header bar displays 'Checked Out (5)'. Below it is a search bar and various export options: 'Copy', 'Print', 'CSV', 'iCal', 'Renew selected', and 'Renew all'. The main content area is a table titled '5 item(s) checked out'. Each row represents a book with columns for Title, Author, Due date, Barcode, Call number, Renew (with a checkbox), and 'Report a problem' (with a blue 'Add note' button). Red arrows point from the bottom of the page to the 'Renew selected' and 'Renew all' buttons at the bottom left of the table. The table rows list the following books:

	Title	Author	Due	Barcode	Call number	Renew	Report a problem
	Data structures using C	Tenenebaum, Aaron M	02/03/2025	DD21949	005.73 TEN	<input type="checkbox"/> Renew (2 of 2 renewals remaining)	Add note
	Pattern recognition and machine learning	Bishop, Christopher M	02/05/2025	DD26359	006.4 BIS	<input type="checkbox"/> Renew (2 of 2 renewals remaining)	Add note
	Machine learning with python for everyone	Fenner, Mark E.	02/05/2025	DD66809	006.31 FEN	<input type="checkbox"/> Renew (2 of 2 renewals remaining)	Add note
	Deep learning with tensorflow JS projects	Sharma, Umang	02/05/2025	DD68601	006.31 SHA	<input type="checkbox"/> Renew (2 of 2 renewals remaining)	Add note
	Advanced engineering mathematics	Kreyszig, Erwin	02/12/2025	BB62898	510.2462 KRE	<input type="checkbox"/> Renew (2 of 2 renewals remaining)	Add note

HOW TO PLACE HOLD ON BOOKS ONLINE

- On navigating to library page, the user can search library collections and put holds on the desired book by the following steps -
- Choose your search criteria from the “Library Catalogue” drop-down menu, put your desired search term in “Search Here” box, choose your desired library from the drop-down menu and click on search icon to get the result.



The screenshot shows a library search interface. At the top, a header bar displays 'DR. S. J. CHOPRA CENTRE FOR LEARNING' and 'My UPES'. On the left, a sidebar includes a 'filter by type' dropdown, 'E-LIBRARY', 'ADVANCED SEARCH', and a 'Welcome, Demo' message with a 'View Profile' button. The main search area has a 'Library catalog' dropdown with options: 'Title', 'Author', 'Subject', 'ISBN', 'ISSN', 'Series', and 'Call number'. A search bar with 'Search Here...' and a magnifying glass icon is also present. To the right, a 'Central LIBRARY' dropdown menu is open, showing 'All libraries', 'Central LIBRARY', 'E-Books Collection', 'Law Library', and 'Management Library'. Below the search area, there are sections for 'New Arrivals' (with book covers for 'Concepts of genetics', 'Introduction to fungi', and 'Principles of quantum mechanics') and 'Top 10 Circulating Items' (with book covers for 'Organizational Behavior', 'Textbook of accounting for management', 'Computer system architecture', 'Statistics for management', 'Introduction to algorithms', and 'Engineering physics'). A 'Quick Links' sidebar on the right lists various library resources with blue checkmark icons.

- Click on your desired title to check its availability

Did you mean: Search also for related subjects Search also for broader subjects Search also for narrower subjects
Bioinformatics, Biological systems—Analysis, Biology—Data processing, Diagnostic imaging, Imaging systems in biology, Imaging systems in medicine.

Author (A-Z) Results per page: 20

Unhighlight | Select all | Clear all | Select titles to: Add to... Save Place hold

1. **Introduction to systems biology : design principles of biological circuits**
by Alon, Uri
Edition: 2nd ed.
Publication details: Boca Raton : CRC Press, 2020
Availability: Items available for loan: Central LIBRARY (2) [Location, call number: HS2-2F-Lending Section 570.1 ALO, ...]. Items available for reference: Central LIBRARY. Reference Books (Not For Loan) (1)
[Location, call number: HS6-2F-Reference Section 570.1 ALO].
★ ★ ★ ★ (1 votes)
Place hold Save to lists Add to cart

2. **Systems biology : properties of reconstructed networks**
by Palsson, Bernhard O
Publication details: New York : Cambridge University Press, 2006

- If all copies of the title are checked out, then only you are allowed to place hold on that title. Click on “Place Hold” button to make hold.

Normal View MARC view ISBD view

Systems biology : properties of reconstructed networks
By: Palsson, Bernhard O Q

Publication details: Cambridge University Press, New York : 2006
Description: x, 322p
ISBN: 9780511859035
Subject: Biology Q
DDC classification: 572.80285 PAL
Average rating: 0.0 (0 votes)

Holdings (3)

Item type	Home library	Collection	Call number	Materials specified	Status	Date due	Barcode	Item holds
Health Science Library	Central LIBRARY HS2-2F-Lending Section	Health science	572.80285 PAL (Browse shelf)		Checked out	12/20/2024	HS4117	
Health Science Library	Central LIBRARY HS2-2F-Lending Section	Health science	572.80285 PAL (Browse shelf)		Checked out	02/10/2025	HS4118	
Health Science Library	Central LIBRARY HS7-2F-Reference Section	Health science	572.80285 PAL (Browse shelf)		Reference Books (Not For Loan)		HS4116	

Place hold Print
Save to your lists Add to your cart Suggest for purchase Unhighlight Save record More searches Share

- Click on “Confirm Hold” button to confirm finally.

Confirm holds for: Abhijeet Deshwal (590011358)
Place a hold on
Systems biology : properties of reconstructed networks
by Palsson, Bernhard O

Your priority: 1
Number of holds: 0
Show more options

Confirm hold

For any other technical issues, you are advised to create a ticket through the below mentioned process -

Service Request Creation

Log into **MyUPES**: <https://myupes-beta.upes.ac.in> with your credentials.

- The user needs to click on the “Service Request” option. This will navigate the user to the service request creation page

The screenshot shows the MyUPES Student Portal homepage. At the top, there is a navigation bar with links for LMS, Service Request (which is highlighted with a red box and a yellow arrow), Student Exam, Library, Placements, Alumni, and a notifications section. Below the navigation bar, there is a sidebar with various icons. The main content area includes a student profile section with a placeholder image and the text "Bachelor Of Pharmacy In Bachelo... Semester 3". There are also sections for "Sessions & Circular/Notice" (with tabs for "Today's Sessions" and "Circular/Notice") and "Attendance Summary" (with tabs for "This Week" and "This Month"). At the bottom, there is a calendar for February 2024 showing no data to display, and an attendance summary section showing "No attendance data found." with a "View Student Attendance" link.

- On navigating to this page, the user can see the list of their past service requests
- To create a new request, the user needs to click on the “Create Request” button

The screenshot shows the "Service Request Creation" page. At the top, there is a breadcrumb navigation: Home > Service Request Creation. Below the header, there is a table titled "Action Needed" with columns for #, Time, Category, Status, Assigned To, and a details icon. The table shows one item: SR851PRO45, 29-11-2023 15:49, All → Attendance → Attendance Missing, Open, Admin Admin. Below the table, there are buttons for "Create Request" (highlighted with a red box) and "Refresh". At the bottom, there is a pagination bar showing page 1 of 1 items.

- The user needs to select the category, subcategory, and fill out all the required fields that are populated. Choose your option accordingly.
- The user can upload any supporting files and click on the “Submit” button to create the service request

The screenshot shows the "New Request" form. At the top, there are dropdown menus for "Department" (Library), "Category" (E-Library), and "Sub Category" (Digital Library (Institutional Repository)). The "Category" and "Sub Category" dropdowns are highlighted with a red box. Below these, there are fields for "Campus*" (UPES Bidholi Campus), "Student Id*" (202350001), "Short Description*" (with an orange arrow pointing to it), "Description" (with a rich text editor), and "Select files..." (with an orange arrow pointing to it). At the bottom, there is a note about allowed file extensions and two buttons: "Submit" (highlighted with a red box) and "Cancel".

- Once the request is captured, the user can view the same in the service request list. They can view the details by clicking on the “View” button

Service Request Creation

Action Needed

#	Time	Category	Status	Assigned To
SR851PRO45	29-11-2023 15:49	All → Attendance → Attendance Missing	Open	Admin Admin

10 items per page 1 - 1 of 1 items

Service Request Details

Service Request : SR851PRO45
Category : Attendance
Student Id : 500117741
Programme : Master of Business Administration In General
Pending With : Admin Admin

Department : All
Sub Category : Attendance Missing
Module : Organizational Ethics
Date of attendance : 01-11-2023

+ Add Comments

Time	Comments	Attachment	Status	Comment By
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- The user can add further comments by clicking on the “Reply” button. To save the comments, the user needs to click on the “Submit” button

Comments

Comments *
ok

Select files... Drop files here to select

Allowed File extensions are - *jpg,*jpeg,*png,*pdf,*docx,*doc,*xlsx,*xls,*csv and max-size being *5MB

Submit Cancel

- Once the ticket is resolved, the user can view the resolution comments by clicking on the “Info” icon.
- The “Info” icon will show the status of ticket as open or closed.

Service Request Creation

Action Needed

#	Time	Category	Status	Assigned To
SR851PRO45	29-11-2023 15:49	All → Attendance → Attendance Missing	Open	Admin Admin

10 items per page 1 - 1 of 1 items

Service Request Details

Service Request : SR851PRO45
Category : Attendance
Student Id : 500117741
Programme : Master of Business Administration In General
Pending With : Admin Admin

Department : All
Sub Category : Attendance Missing
Module : Organizational Ethics
Date of attendance : 01-11-2023

+ Add Comments

Time	Comments	Attachment	Status	Comment By
29-11-2023 15:49	Need Attendance		Open	Ishika Sharma

- If the status is resolved, the user can also reopen the ticket in case of unsatisfactory resolution by clicking on the “Reopen Ticket” button.



- While reopening the ticket, the user can provide additional comments