

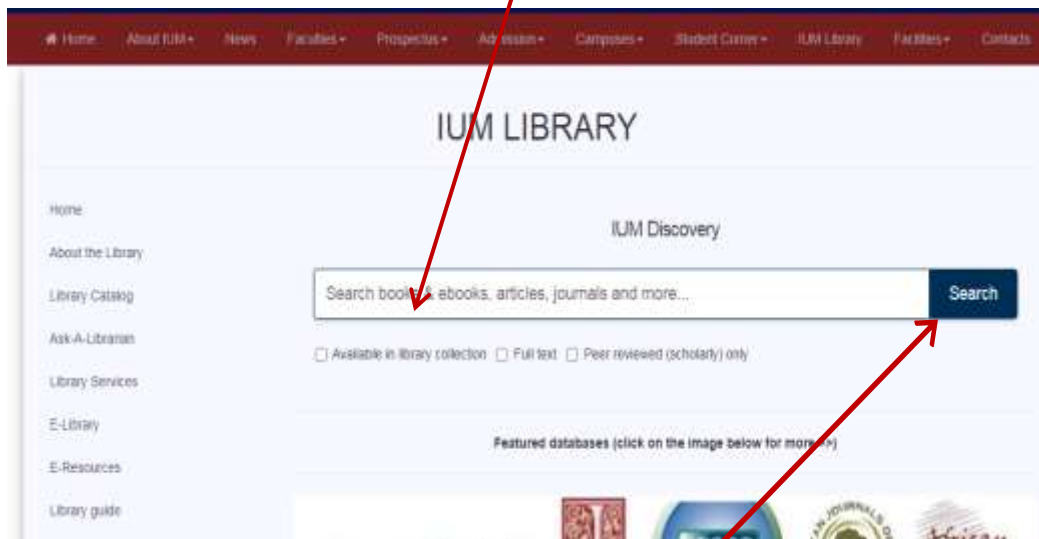
HOW TO USE 'ONE SEARCH' TO ALL LIBRARY'S PUBLICATIONS (electronic and print)

'ONE SEARCH' powered by EBSCO Discovery Service is an all-inclusive search solution that makes searching for library materials easy; by offering a single access point for all of our library collection –print and electronic resources. That is, it enables you to search across all library publications in a single search.

STEP 1: Go to IUM website www.ium.edu.na ; click on 'IUM Library' tab. The library Webpage will open as shown in step 2



STEP 2: Once on the library page, a custom search box appears at the top of the page.



Simply type what you are searching for in the **custom search box**. E.g. Management and then click **search**.

STEP 3: Search results page.

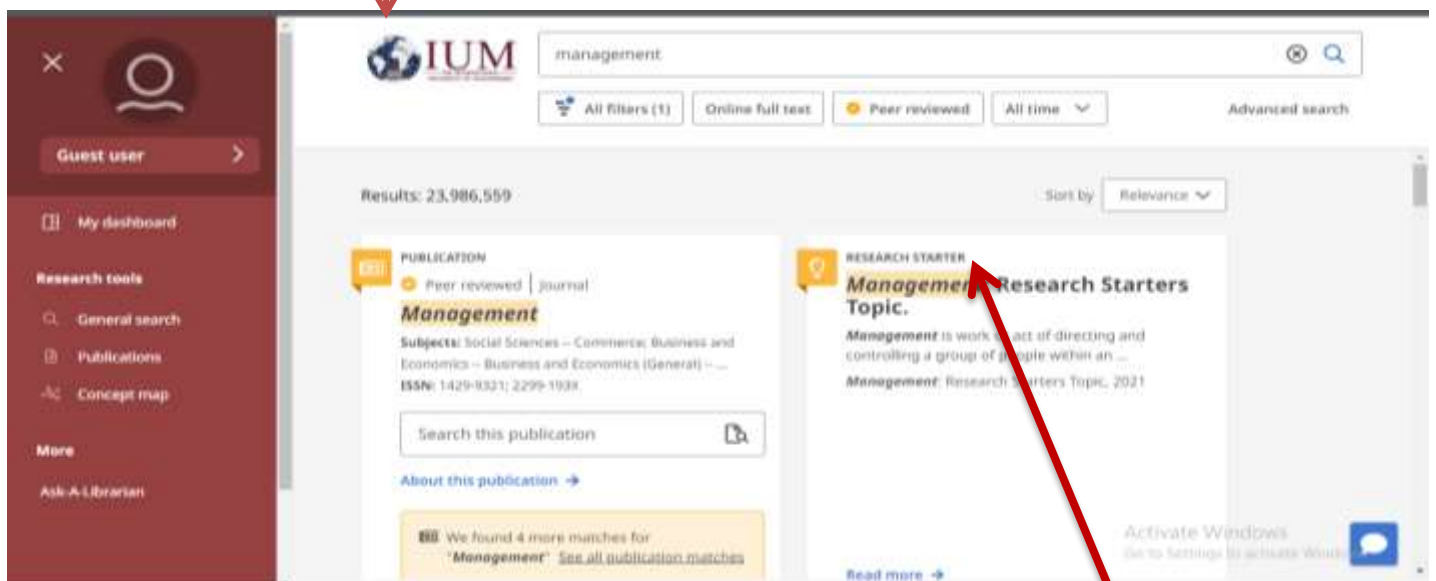
You will be prompted to sign in so as to gain full access. Enter login credentials.



NB:

When requesting for the login credentials through the email - library@ium.edu.na remember to indicate your **student number** (students only)

Staff members should use their **IUM email** and **not** their personal email

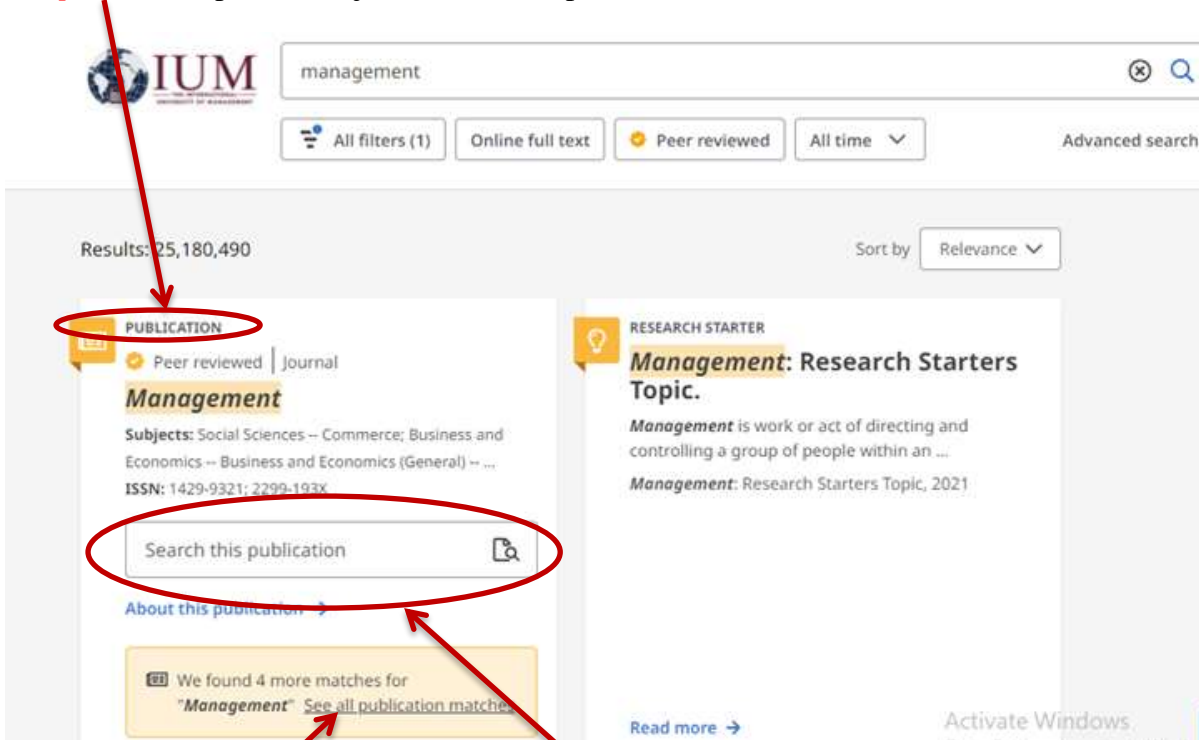


STEP 4: Navigating through the search results

Always take note of the **research starter** as it provides an easy starting point for you to understand your research topic

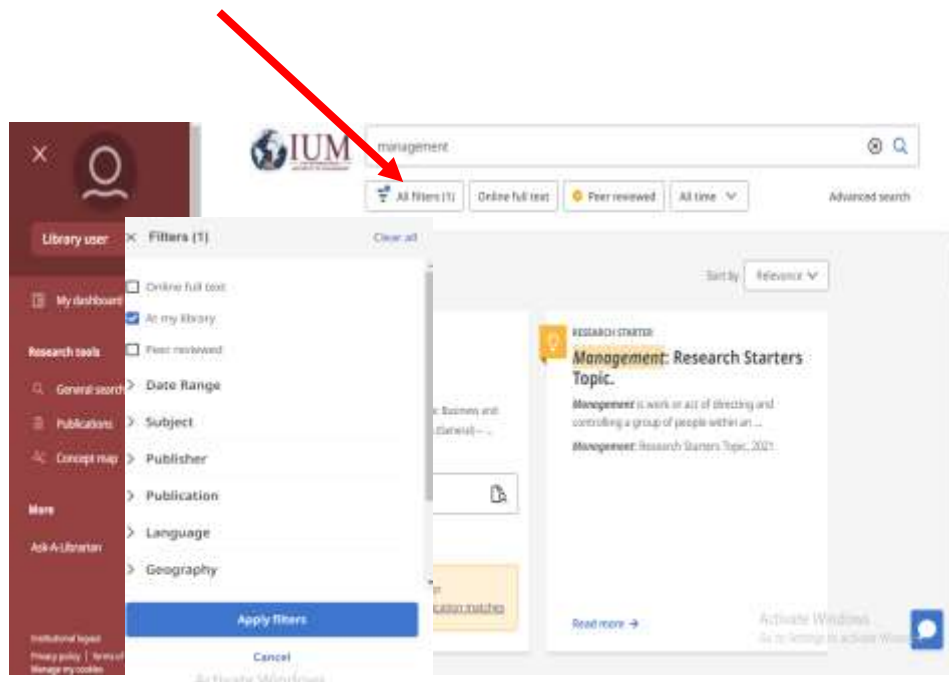
STEP 4: Navigating through the search results...cont.

The publication provides a journal on the topic searched for.



One can also search within the journal using the search box. To view more journals on the topic click “*see all publications matches*”

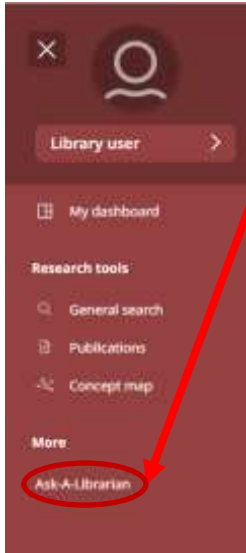
When searching there will be times a search retrieves too many records to review. Or, if you are using a specific set of terms, the search may not return enough results to meet your needs. You can improve your search results using *the limiters, expanders, and facets available to you (on top of the page)*.



How to get online assistance:

For online assistance please make use of the 'Ask a Librarian' services by clicking this icon.

Alternatively you can access the service on the [library webpage](#)



Clicking on Ask-A-Librarian' will direct you here

NB:

Staff members: should use **staff email** or either indicate your name and faculty

Students should enter their name and Student number

Messages that do not identify the sender as an IUM student/staff will not be attended to.

Please leave a message.
The Librarian will get back to you shortly.

Your email:

Your name:

Message:

STEP 4 CONT...

Click on PDF to download to view the article

THE AUTOMATION OF MANAGEMENT AND BUSINESS SCIENCE.

Many key tasks in the research process for the physical sciences have been successfully automated, resulting in prototype "automated scientists" that have been effective in producing and reporting ...

Subjects: MANAGEMENT science; INDUSTRIAL management; ARTIFICIAL intelligence; BUSINESS process management; Process, Physical Distribution, and Logistics Consulting Services; Other management consulting services; +1 more

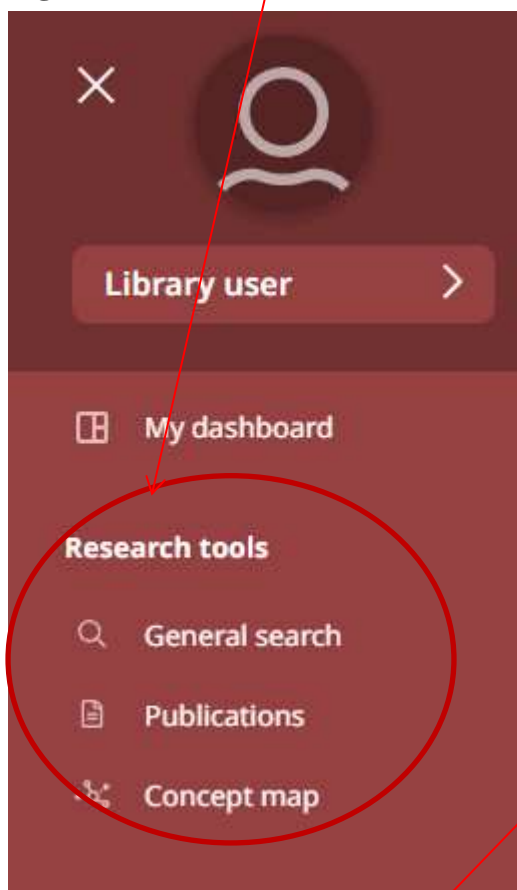
Published in: Academy of Management Perspectives, May2021, Business Source Premier

By: JOHNSON, CLARK D.; BAUER, BRITTNEY C.; NIEDERMAN, FRED

[Access now \(PDF\)](#) [View details](#)

Click here to view to view the article's details

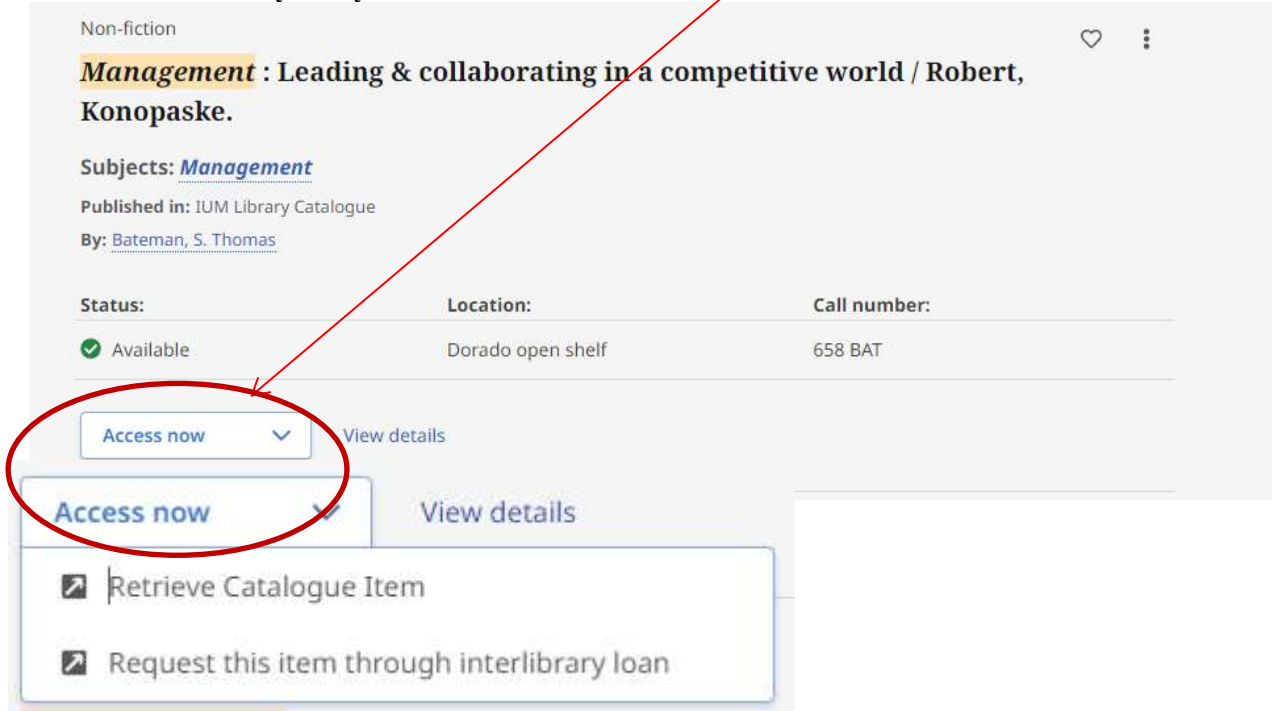
Search using different research tools



CONCEPT MAP research tool will organize your search in a spider map manner with the **key word at the center** and subject related to it around it as indicated below

For books that appear on your search results page ...

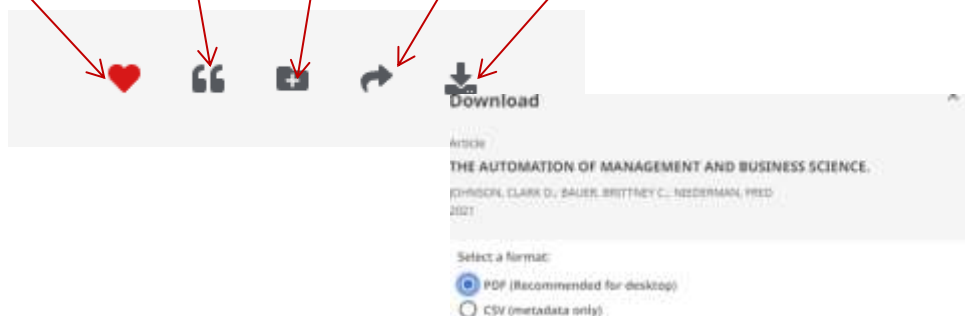
Kindly note: To retrieve the book, you should click on “Access now” and click “retrieve catalogue item” to view if the book is available in the library near you or if it is available as an e-book.



When you click on view details or the title of an article or a book, note the following useful tool (Top right of the page)



Like item and it will be added to “my Dashboard” for future reference	Cite option (give various referencing style)	Add to project	Share	Download the article
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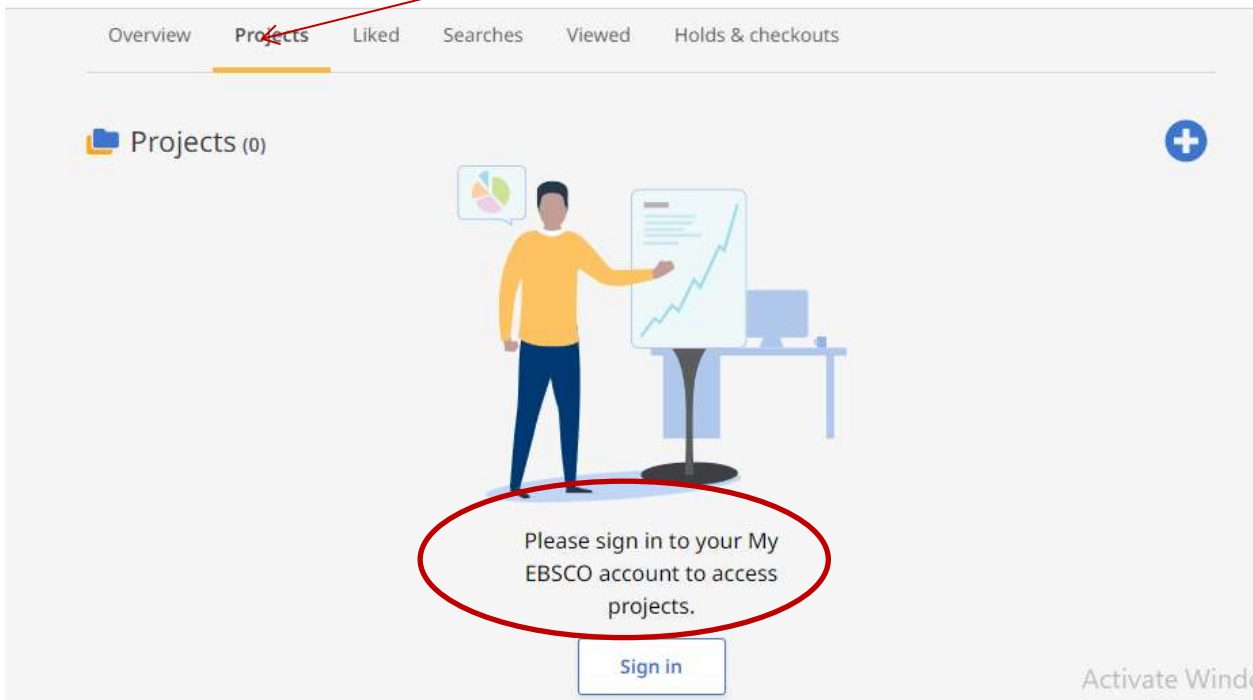


NB: When you like an item “my Dashboard” will have a blue circle and every item you have liked will be listed under My Dashboard as indicated below.



The screenshot shows a library interface. On the left, a dark red sidebar contains 'Library user', 'My dashboard' (with a blue circle), and 'Research tools'. The main area shows a search result for 'THE AUTOMATION OF MANAGEMENT AND BUSINESS SCIENCE.' with a 'Peer reviewed | Article' tag. Below this, a 'Liked items (2)' section lists two items: an article and a non-fiction book, each with a heart icon and a three-dot menu.

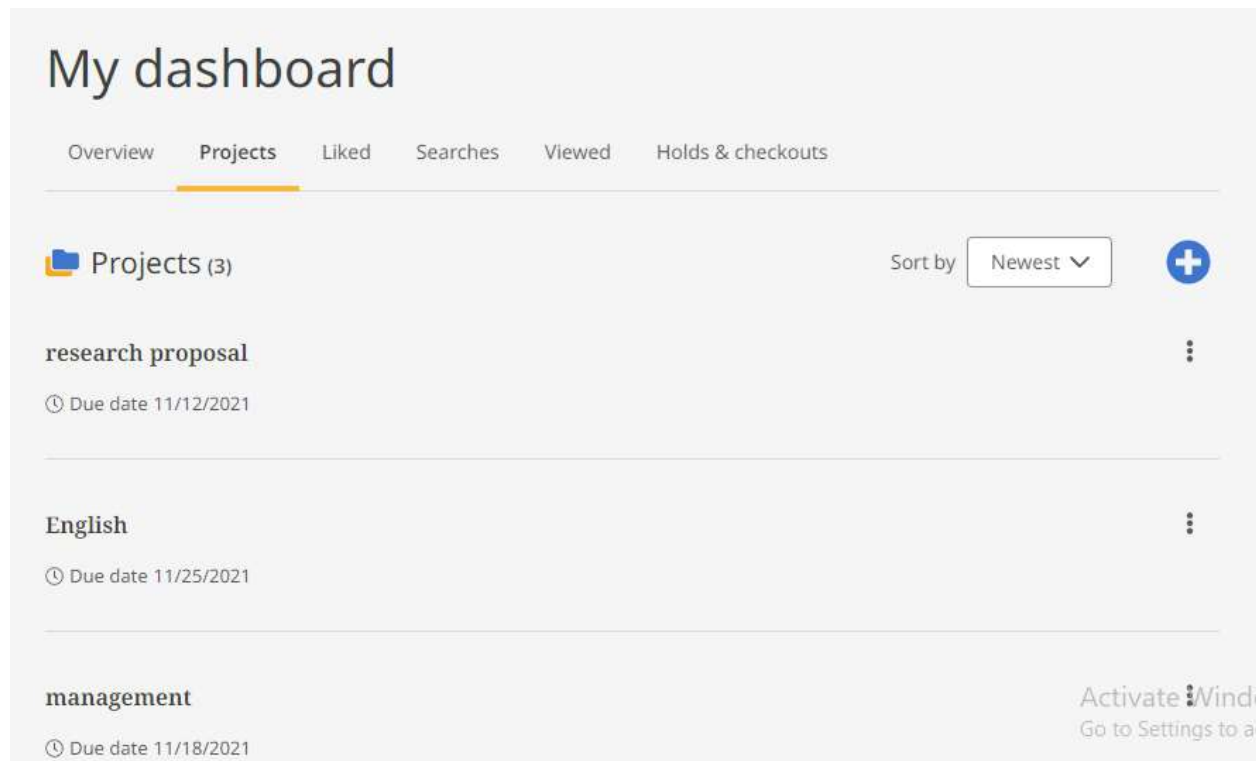
For your articles to be successfully added to a project folder ensure that you create a personal account with EBSCO HOST



The screenshot shows the 'Projects' section of a library interface. The 'Projects' tab is selected, showing 'Projects (0)'. A central illustration depicts a person pointing at a screen with a line graph. A red circle highlights a message: 'Please sign in to your My EBSCO account to access projects.' Below the message is a 'Sign in' button.

You can create project folders for different subjects

Example below



should you need further guidance or one-on-one training please contact:

library@ium.edu.na

Or

0614336148 / 0614336150