



# BaseDoc Article Request Guide

[www.basedoc.co.uk](http://www.basedoc.co.uk)

For help and advice using the system, please contact  
**BSMHFT Library Services**

- Barberry Library: 0121 301 2059
- Uffculme Library: 0121 301 0024

**Email:** [bsmhft.interlibraryloansm@net.net](mailto:bsmhft.interlibraryloansm@net.net)

**Website:** [www.library.bsmhft.nhs.uk](http://www.library.bsmhft.nhs.uk)

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## Introduction

Our article request system, BaseDoc, allows library members to submit requests online, track progress and view details of past and present requests. The system can also email you at key stages of the process, such as when your article arrives for collection.

## Registration

To register for BaseDoc, complete the short form on the right of the screen, ensuring you tick the box agreeing to the site terms and conditions.

Hovering your cursor over the information points around the page to show help on how to complete each item in the form.

## Welcome to the BaseDoc Request Management System

BaseDoc allows registered Library members to submit online article requests and track order progress

Login	Register
<p style="text-align: center;">If you're already registered, enter your login details below :-</p> <p style="text-align: center;">User ID <input style="width: 100%;" type="text"/></p> <p style="text-align: center;">Password <input style="width: 100%;" type="password"/></p> <p style="text-align: center;"><input type="button" value="Login"/></p> <p style="text-align: center; color: #0056b3; font-size: small;">Forgot your password?</p>	<p style="text-align: center;">Register below for access to the online article request service :-</p> <p>Home Library <input style="width: 100%;" type="text" value="Choose ..."/></p> <p>User ID <input style="width: 100%;" type="text"/></p> <p>Title <input style="width: 100%;" type="text" value="Mr"/></p> <p>Name <input style="width: 100%;" type="text"/></p> <p>Trust/Site <input style="width: 100%;" type="text" value="Choose ..."/></p> <p>Department <input style="width: 100%;" type="text" value="Choose ..."/></p> <p>Work Address <input style="width: 100%;" type="text"/></p> <p>Post Code <input style="width: 100%;" type="text"/></p> <p>Work Phone <input style="width: 100%;" type="text"/></p> <p>Mobile <input style="width: 100%;" type="text"/></p> <p>Email <input style="width: 100%;" type="text"/></p> <p>Confirm Email <input style="width: 100%;" type="text"/></p> <p>Password <input style="width: 100%;" type="password"/></p> <p>Confirm Password <input style="width: 100%;" type="password"/></p> <p style="text-align: center; font-size: small;"><input type="checkbox"/> I agree to abide by the BaseDoc Terms &amp; Conditions</p> <p style="text-align: center;"><input type="button" value="Register"/></p>
<p style="text-align: center; font-size: small; color: #0056b3;">Help</p> <ul style="list-style-type: none"> <li><b>I don't know my User ID</b> Your User ID is the 7 digit number on the back of your library card. Your Home Library can help with this.</li> <li><b>I'm a Library member but I don't have a password</b> Library members need to register before using the BaseDoc system. Fill out the form opposite to join.</li> <li><b>I registered but I still can't login to the system</b> Your account needs to be validated by your Home Library before you can use the system. This should be done within a couple of days, after which you will be emailed to say your account is ready.</li> </ul>	

**Home Library:** Choose BSMHFT Library

**User ID:** the 7 digit number on the back of your library card

**Trust/site/directorate:** choose from:

- Staff
- Medical Student
- Student Nurse
- Student Other

**Department:** choose the department which relates closest to your job.

Once submitted, your application will be sent to us.

Assuming everything checks out, we will verify your account and send you an email to confirm you can now begin placing requests.

# Using BaseDoc

To use BaseDoc log in at [www.basedoc.co.uk](http://www.basedoc.co.uk). In the login box, enter your User ID (the number on your library card) and your password.

## Forgotten your user ID or password?

If you have forgotten your User ID please email us on:

[bsmhft.barberrylibrarysm@nhs.net](mailto:bsmhft.barberrylibrarysm@nhs.net)

If you need to reset your password, please use the following email address to request this:

[smallwood.library@nhs.net](mailto:smallwood.library@nhs.net)



SBC User (sbouser)  
Login at 09:39, 29 Jan 2015  
Logout

User ID   
Password

### BaseDoc Main Menu for SBC User (sbouser)

Click on any request column heading to display your requests sorted by that column. Click 'Details' to show the actions taken on your request (click again to hide the details). Click 'Note' to add further notes to your request after it was submitted. Click 'Cancel' to cancel your request (this may not be possible if the request has already been ordered). Click Change Your Details to change your personal details of preferences.

#### Account Details

SBC User (sbouser)			
Phone	0121 486 6283	Home Library	SBC
Mobile	mobnum	Trust	BCHC
Email	michael.seeb@hamcommunity.nhs.uk	Department	Medical
Work Address	Clinical Library, Moseley Hall Hospital, Acoester Road, Moseley, Birmingham, B13 8JL		
Staff Group			
Payment Type	cash	Payment Limit	free
Delivery Pref	email	Expiry Date	31st Dec 2016

#### Request Statistics ⓘ

Request Statistics								
Cancelled	Complete	New	Ordered	Pending	Received	Rejected	Unobtainable	Total
0	1	0	0	0	0	0	1	2

#### Current Requests (0) ⓘ

You have no current requests.

#### Current Literature Searches (0) ⓘ

You have no current literature searches.

#### Completed Requests (2) ⓘ

ID	Date Sent	Reference	Delivery	Date Complete	Status	Actions
784	17th Dec 2012	test journal by mike, 2012, O, p., , test article by mike	email	17th Dec 2012	complete	Details
388	30th Oct 2012	Journal of Invasive Cardiology, test, O, p., , test	n/a	30th Oct 2012	unobtainable	Details

#### Completed Literature Searches (1) ⓘ

ID	Date Sent	Topic	Delivery	Date Complete	Status	
24	16th Jan 2015	The environmental management of challenging behaviour in dementia patients	email	16th Jan 2015	complete	

Your BaseDoc Home Page is split into four sections. On the left of the screen is the function menu from where you can request articles or change your details.

At the top of the main window is your account details are displayed. Please ensure this is up to date as it is used to send your requests to you.

Underneath is a table showing all your current article requests and their status. They are shown by default in reverse chronological order but you can change the display order by clicking on the appropriate column heading. Click 'details' to see all the actions that have been carried out on a particular request.

At the bottom of the main screen are your completed requests – those which have been sent to you, cancelled, rejected or found to be unobtainable. Again, you can change the display order by clicking on the appropriate column heading.

## Placing a request

Use the Request an Article link to display a blank article request form. Your user details are shown at the top of the screen. Ensure that these are up to date as they will be used to send you your article.

Fill out as many details as you have for the article reference. Journal title, year and article title are compulsory fields. Please ensure you enter the full journal title as accurately as possible as this will be used to check electronically for online stock holdings.

In the additional fields section, enter any notes you may wish to pass to library staff regarding your request and select your preferred method of delivery (we will do our best to send your article by this method but this is not always possible).

If the article is only available from the British Library you will be notified by the library. The first seven requests per financial year are free and any extra requests will be chargeable, but we would ask you before proceeding if any request is chargeable.

Home

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Request an Article

Request a Literature Search

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Change Password

Change your Details

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Help

Logout

## Article Request

Enter your request on the form below. Please ensure your address and email are up to date. Fields marked with a \* are compulsory.

Your Details			
Name	Mr SBC User (sbouser)	Home Library	SBC
Phone	0121 466 6283	Email	michael.webb@bhamcommunity.nhs.uk <span style="float: right; font-size: 0.8em;">i</span>
Work Address	Clinical Library, Moseley Hall Hospital, Alcester Road, Moseley, Birmingham, B13 8JL <span style="float: right; font-size: 0.8em;">i</span>		

Article Details			
Journal Title*	<input type="text"/>	Year*	<input type="text"/>
ISSN	<input type="text"/>	Volume	<input type="text"/>
Author(s)	<input type="text"/>	Part	<input type="text"/>
Article Title*	<input type="text"/>	Pages	<input type="text"/>

Additional Info	
Notes	<input type="text"/>
Delivery Pref	email <span style="float: right; font-size: 0.8em;">i</span>
Payment Type	cash <span style="float: right; font-size: 0.8em;">i</span>
Payment Limit	free <span style="float: right; font-size: 0.8em;">i</span>
Date Required	<input type="text"/>

**Terms and Conditions**

This article will be supplied under the following terms and conditions -

1. I hereby request a copy of the above article, which I require for the purpose of non-commercial research or private study.
2. I will not supply a copy of it to any other person, and I have not previously been supplied with a copy of the same material by my Home Library. To the best of my knowledge, no other person with whom I work or study has or intends to make, at or around the same time as this request, a request for substantially the same material for substantially the same purpose.
3. If I receive this item I understand I can only retain a single copy in print or electronic format.
4. I understand that if this declaration is false it will be a breach and I shall be liable under the Copyright Declaration Act.

*If you need (or are going to make) multiple copies of an article (e.g. for a journal club) or if you are requesting the same article as a colleague (e.g. student assignment) then click [here](#) for an alternative set of terms and conditions of supply.*

*If you are unable to agree to the above terms (e.g. request for commercial purposes) contact your Home Library as they may still be able to source the article for you with different terms and conditions.*

Please tick the box below to agree to the above terms and conditions.

Do you agree to the above terms?	<input type="checkbox"/> <span style="float: right; font-size: 0.8em;">i</span>	Date	29 Jan 2015
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Finally, if you agree to the displayed terms and conditions of supply, tick the agreement box at the bottom of the screen. Your request cannot proceed without this.

*If your request is for commercial use or for a journal club it cannot be placed via BaseDoc. However, contact the library who may still be able to source the article under a different set of terms and conditions.*

## Tracking your requests

Once your request is submitted you can track its progress from your User Home Page. The status of your request can be as follows:-

- **Cancelled** - cancelled by you or by library staff
- **Complete** – a finished request that has been supplied and collected/delivered to you.
- **New** - a newly placed request, awaiting action by your library
- **Ordered** – your article has been ordered from another library
- **Pending** - the request is on hold (e.g:- awaiting payment or revised reference details). The library will email you to discuss.
- **Received** – the article has arrived and awaiting collection or delivery
- **Unobtainable** – the article could not be sourced. The library will email you with the details.

Click ‘details’ next to a request to show further details on the actions.

## Changing your details

To change your contact details, and set delivery preferences click [here](#) or on to the “Change your Details” link.

To change your password, library, trust or department, please contact library staff.

## Help

The online 'help' link on the BaseDoc website provides comprehensive guidance on how to use it. Feel free to contact the library if you need further guidance.

## Contact us

Library  
The Barberr  
25, Vincent Drive  
Edgbaston  
Birmingham  
B15 2FG  
Email: [bsmhft.barberrylibrarysm@nhs.net](mailto:bsmhft.barberrylibrarysm@nhs.net)  
Tele: 0121 301 2059

Library  
Upper Conservatory  
Uffculme Centre  
52 Queensbridge Road  
Moseley  
Birmingham  
B13 8QY  
Email: [bsmhft.uffculmelibrary@nhs.net](mailto:bsmhft.uffculmelibrary@nhs.net)  
Tele: 0121 301 0024



***Space to think, knowledge to act***