

MUSE User Manual



The screenshot shows the login interface for the MUSE system at Kun Shan University. At the top left, there is a logo for Kun Shan University Library with the text "Kun Shan University" and "崑山科技大學圖書館". The main heading is "整合查詢系統" (Integrated Query System). To the right of this heading is a "登入" (Login) button with a user icon. Below the heading is a form titled "請輸入讀者帳號及密碼" (Please enter reader ID and password). The form includes two radio buttons for language selection: "中文" (Chinese) and "English". There are two input fields: "帳號(ID)" (ID) and "密碼(Password)". Below the input fields is a "登入 (Enter)" button. At the bottom left, there is a "直接查詢" (Direct Query) button with the text "Login for Guest" below it. At the bottom right, there is a blue callout box with a CD icon and the text: "在校外使用本系統，建議請先設定「校外連線代理伺服器」，方能連結電子期刊全文資料。設定方法請見 [這裡](#)。" (When using this system off-campus, it is recommended to first set up an "off-campus connection proxy server" to be able to connect to electronic journal full-text data. For the setting method, please see [here](#).)

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Location of the system

1. Go to <http://www.lib.ksu.edu.tw>
2. Click **English** link to enter English homepage.



3. Click **Find resources** link to the next page.



4. Click **MUSE integrated searching system** link to enter the system.

Kun Shan University 崑山科技大學 *Library and Information Center*

About the library

Find resources

- Online catalog - new edition
- MUSE integrated searching system**
- KSUIR
- Databases
- Periodical collections
- Audio-Visual collections
- Apabi E-books
- My account
- Abstracts of teachers' theses
- KSU eTheses
- Exam questions of KSU graduate school

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Library Home 中文首頁 KSU Home Contact Us RSS Service

How to login

1. Choose **English** version.
2. Type ID and password.
3. Click **Enter** button to login the system.

崑山科技大學圖書館
Kun Shan University

整合查詢系統

請輸入讀者帳號及密碼

中文 English

帳號(ID): A094000011

密碼(Password): ●●●●

登入 (Enter)

直接查詢
Login for Guest

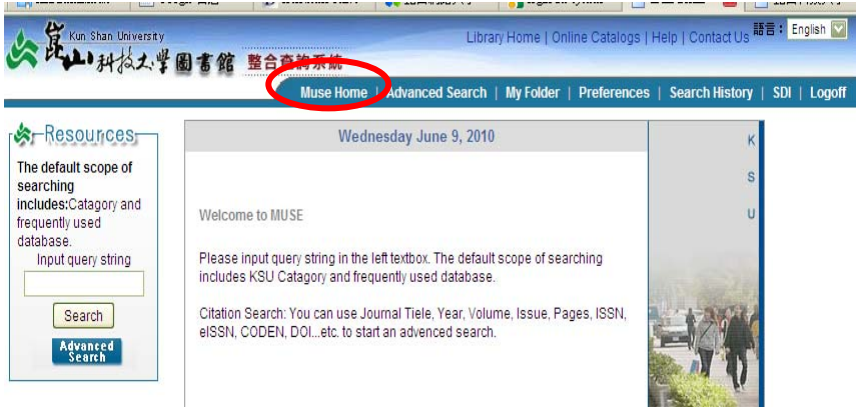
在校外使用本系統，建議請先設定「校外連線代理伺服器」，方能連結電子期刊全文資料。設定方法請見 [這裡](#)。

Environment introduction

1. The functions offered by the system are listed as below.

2. Muse Home

This page gives a field for you to do basic searches.



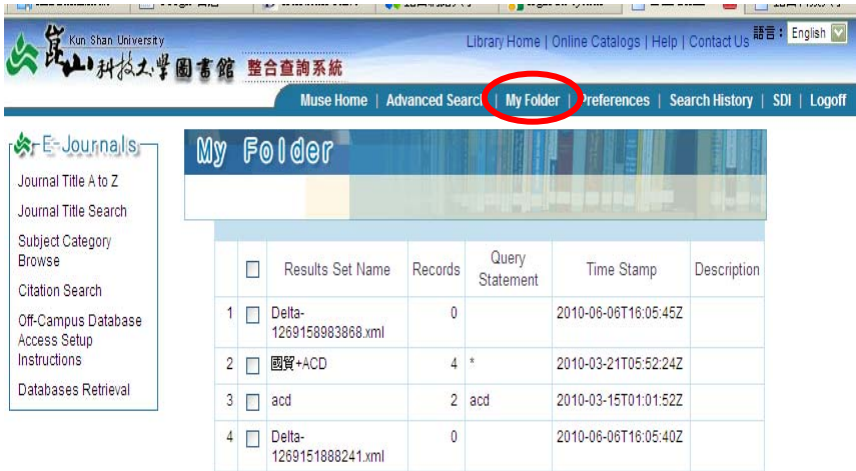
3. Advanced Search

In addition to the basic search, the system also provides the advanced search function.



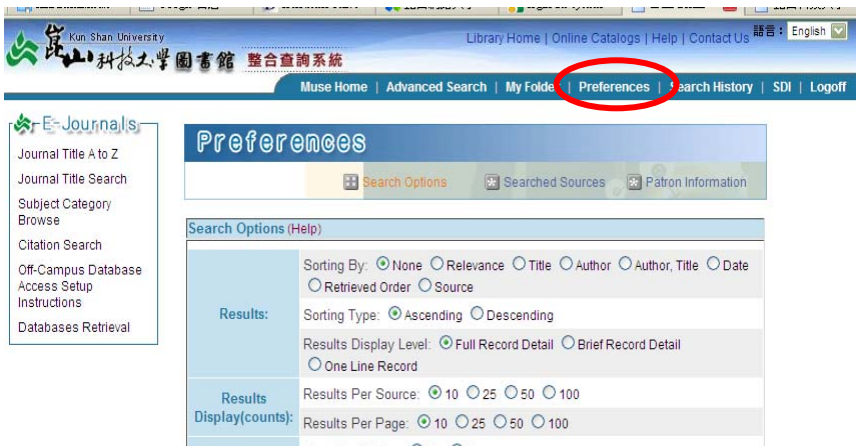
4. My Folder

Once you save the search results, they will be stored in My Folder.



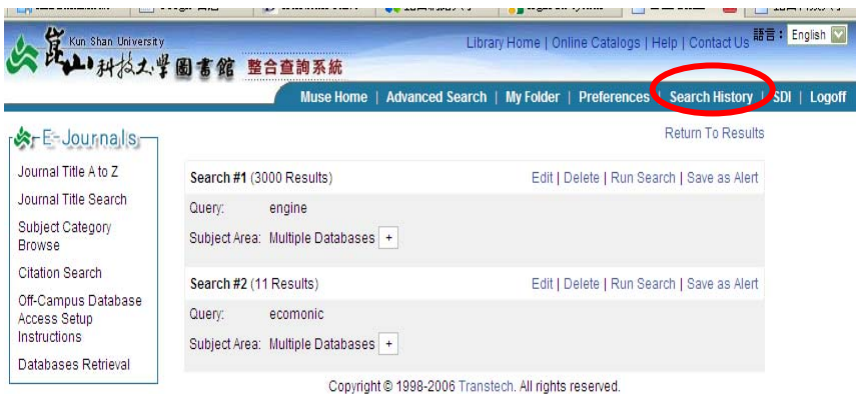
5. Preferences

You are able to arrange the search options based on personal preferences.



6. Search History

All search results for one single login are stored right here.



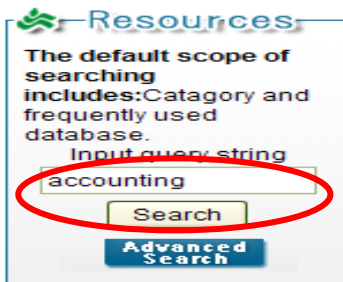
7. SDI

SDI is short for the selective dissemination of information, and it refers to the system that alerts you to the latest publications.



Basic search

1. The basic search is the easiest search module in the system.
2. All you have to do is type the keyword in the search field.
Click **Search** button to start a search.



3. The system shows search results on the screen.
Browse search results and click the **Title** you like to view for the further information.

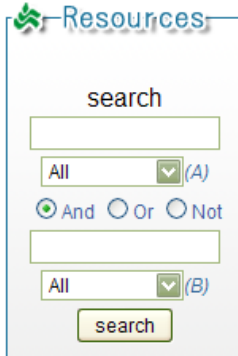


Advanced search

1. Click **Advanced Search** tag.



2. The advanced search offers two fields and Boolean Logic (And, Or, Not) for you to operate the search.

A search interface titled 'Resources'. It features a 'search' label above a text input field. Below the input field is a dropdown menu set to 'All' with '(A)' next to it. Underneath are three radio buttons for 'And', 'Or', and 'Not', with 'And' selected. There is a second text input field below the radio buttons, followed by another dropdown menu set to 'All' with '(B)' next to it. A 'search' button is located at the bottom.

3. In the middle of the page, the system shows all search sources classified into several categories. You can click different sources based on your requirements.

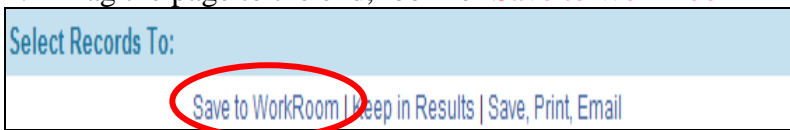


Save search result

1. If you like to save search results for further use, click the check box in front of the records.



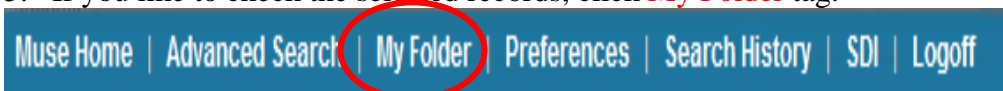
2. Drag the page to the end, look for **Save to WorkRoom** link.



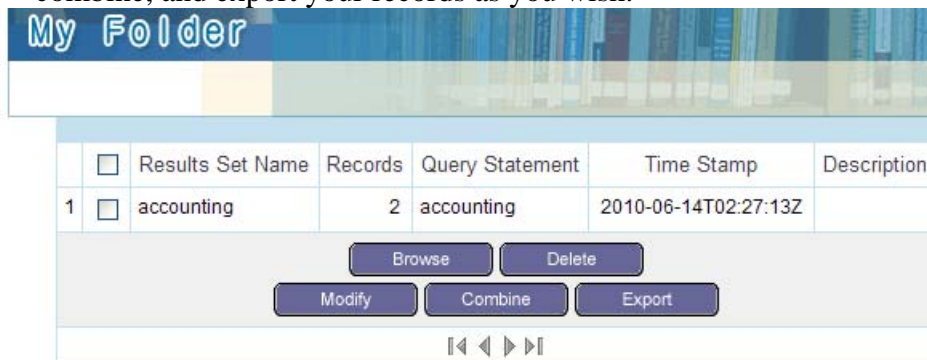
3. When you click **Save to WorkRoom** link, the system pops up a screen. Type the keyword used for searching the result in the **Name** field. Click **Save** button.

The screenshot shows a 'Save As Selected Records' form. It has a 'Name' field containing the text 'accounting' and a larger 'Description' field. A 'Save' button is located at the bottom of the form.

4. The selected records are saved in **My Folder**.
5. If you like to check the selected records, click **My Folder** tag.



6. All selected records stored in My Folder are listed on the screen. You can browse, delete, modify, combine, and export your records as you wish.

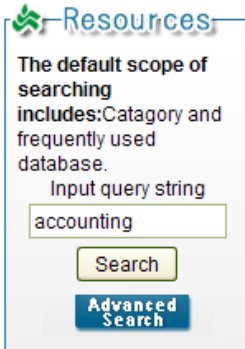


How to use SDI

1. The steps to operate SDI service are listed as below.
2. Go to Muse Home.




3. Type the keyword for your SDI service then click **Search** button.
In this example, we use 'accounting' as the keyword.

A search interface titled 'Resources'. It contains the text: 'The default scope of searching includes: Category and frequently used database.' Below this is a text input field containing 'accounting', a 'Search' button, and an 'Advanced Search' button.

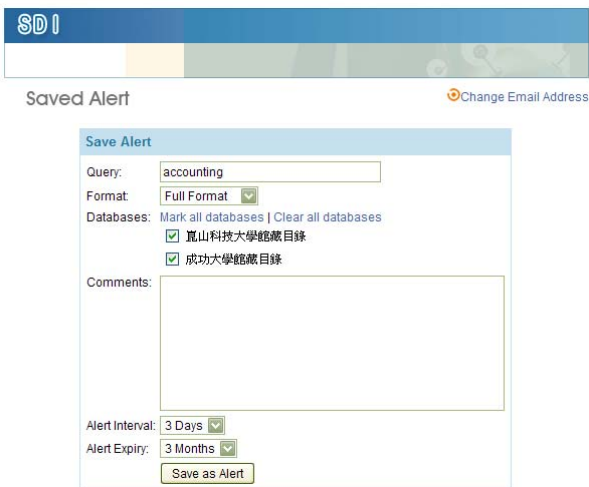
4. Click **SDI** tag right away.



5. For first time users, the system will confirm your e-mail address. Please type your e-mail address in the field then click **Set** button.

A form titled 'Set Email Address'. It has a text input field labeled 'Email Address:' and a 'Set' button.

6. The system brings you to the **Saved Alert** screen. Choose the databases, alert interval, and alert expiry for your SDI service. Once the options are done, click **Save as Alert** button. The system will send you information according to your requests.

A screenshot of the 'SDI' interface. At the top, there is a blue bar with 'SDI' in white. Below it, a 'Saved Alert' section is visible with a 'Change Email Address' link. The main part of the screen shows a 'Save Alert' form with the following fields: 'Query: accounting', 'Format: Full Format', 'Databases: Mark all databases | Clear all databases' (with two checked boxes: '崑山科技大學館藏目錄' and '成功大學館藏目錄'), 'Comments:' (empty text area), 'Alert Interval: 3 Days', and 'Alert Expiry: 3 Months'. A 'Save as Alert' button is at the bottom.