

[January, 2009]

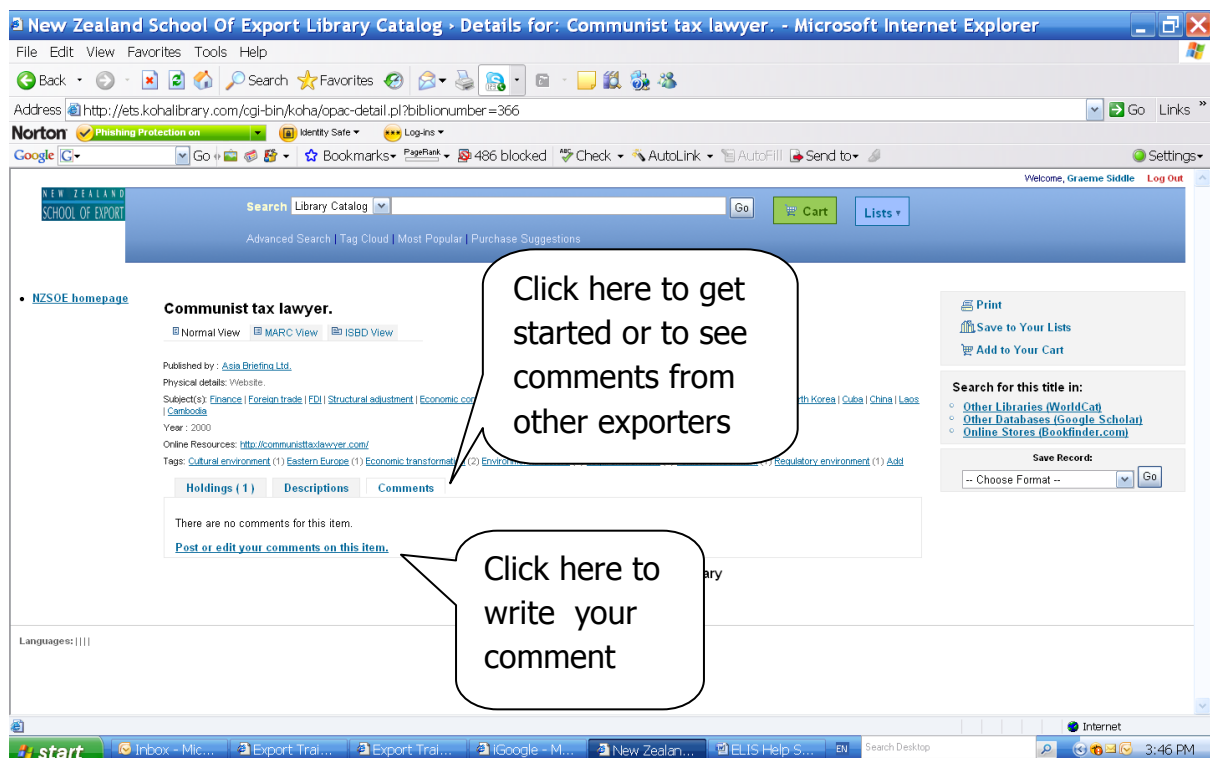
Making a Comment

Making a comment is like reviewing a book – your comments may be helpful to another exporter and can encourage them to use this resource too. They can be particularly helpful for electronic resources and websites.

Not all your comments have to be favourable – it is best to be honest – but remember your name will appear with your comment.

First you must log in with your ID and password. Then search for the resource that you have used and want to comment on. Once you have found it, make sure that you have the full-screen version. Click on the title if you haven't.

Then click on Comments and you will be invited to **Post or Edit your comments on this item** – click once again.



The screenshot shows a web browser window displaying the 'New Zealand School Of Export Library Catalog' details for 'Communist tax lawyer'. The page has a blue header with a search bar and navigation options like 'Cart' and 'Lists'. Below the header, there are tabs for 'Holdings (1)', 'Descriptions', and 'Comments'. The 'Comments' tab is active, showing a message: 'There are no comments for this item. [Post or edit your comments on this item.](#)' A callout box points to the 'Comments' tab with the text 'Click here to get started or to see comments from other exporters'. Another callout box points to the 'Post or edit your comments on this item.' link with the text 'Click here to write your comment'. The browser's address bar shows the URL: 'http://ets.kohalibrary.com/cgi-bin/koha/opac-detail.pl?biblionumber=366'. The taskbar at the bottom shows several open windows, including 'Inbox - Mic...', 'Export Tra...', 'Google - M...', 'New Zealan...', and 'ELIS Help S...'. The system clock shows '3:46 PM'.

A window will appear in which you can type your comment – once you have done that click on **Submit and close this window.**

The Librarian will edit and approve your comment before it is published and then it will be posted onto ELIScat.

To look at an example – search for the title 'Global marketing strategies'.

How can I return to the homepage of the ELIS catalogue?



Need More Help?

If you have difficulty logging in to the ELIS Catalogue and using any of its functions, please ask for help by emailing library@export.ac.nz or telephone 06-356-5656 ext.701

Print and file this in your Guide to Study for further reference.

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