

■ UvA Readers Online lecturer's manual

Step 1

Go to <https://invoer-readers.uva.nl> and log in with your UvAnetID.

UNIVERSITEIT VAN AMSTERDAM
UvA Login

UvAnetID
Wachtwoord
Inloggen

Voor de veiligheid moet je uitloggen en je browser sluiten wanneer je geen toegang meer nodig hebt tot afgeschermd applicaties!

[Wachtwoord vergeten?](#)

The first time you log in, this form appears:

Request for information transfer

To be able to use Invoer Readers UvA | UU, we must share the following information provided by the Universiteit van Amsterdam.

Full Name C.J. [redacted]
First name G.
Surname [redacted]
Display Name C.J. G.
E-mail address C.J. d@uva.nl
Organization uva.nl
Affiliation member, employee
Institution user ID [redacted]@uva.nl

Yes, share this data No, I don't want to use this service
(We will ask you again when the information changes)

EN

Select EN and click Yes, share this data.

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Click Yes, share this information.

Invoer Readers UvA | UU requests access

Invoer Readers UvA | UU requests permission to:

- receive the names of the groups you are a member of
- receive membership information of other members of your group(s)

Terms of service of SURFconext and Invoer Readers UvA | UU apply.

Yes, share this information No, share no information

This message only appears when you grant a new application access to your group information for the first time.

This service is powered by SURFconext - brought to you by SURFnet.

Your UvAnetID, name and email will be used only to keep you posted about your reader and to enable the reuse of readers.

You are now in the input module of Uva Readers Online, where you can import new readers or reuse old ones.



Step 2

To import a new reader click [New](#).



If you have imported readers before, you'll find these under [My readers](#).

Readers which are still in progress, can be edited by clicking the title of the reader.

0	2014-2015	2	6	Museologie	Algemene Cultuunwete...	Catharina Koerts	editing		
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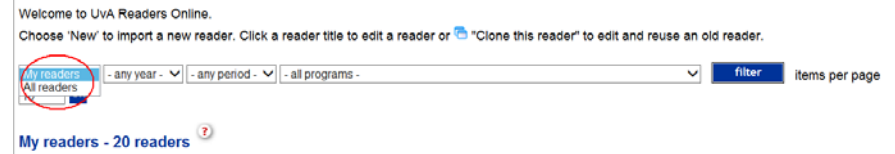
The list also contains the readers you have already [sent](#) us. They cannot be changed, until they are published online.

As soon as a reader appears on <https://readers.uva.nl> its status will change to [published](#).

2014-2015	1	27	Core Course Holocaust and Genocide Stu...	Geschiedenis	2014-Aug-28	published		
2014-2015	1	40	Topics in Holocaust Studies	Geschiedenis	2014-Sep-09	published		

Published readers may be reused and edited by clicking [Clone this reader](#) after the title. Readers of other lecturers can also be cloned and adapted.

For a list of all published readers, select [All readers](#) from the drop-down menu.





Step 6

If you have more articles or chapters to import, repeat **Step 5** by clicking **Add item**. The order of the articles can be changed by the arrow buttons ▲ ▼ under **Edit/Set**. If you wish to replace a PDF file by another PDF, then upload the new one. The old one will be simply overwritten.

Statistics_48 (2014-2015)

Articles List (2)

Nr	Title	Pub. type	Upload	Post	Edit / Set
1.	Towards an Institution-based View of B...	Article			▼ ✕ UP
2.	A Perspective on Regional and Global S...	Article	Warner.pdf	▲	✕ UP

Add item -> Completion
New article

To upload a PDF click **Browse** and then **Save**

Statistics (2014-2015): Add item ?

Publication type ? * Article ▼

Availability * digital ▼

Library location

Title of item * Towards an Institution-based View of Busini

Authors *

	Last name e.g. Hoof	First name(s) + prefix e.g. Anneke van
1.	Peng	Mike W.
2.		
3.		

Journal title (or URL) * Asia Pacific Journal of Management

Volume 19

Issue 2

Pages * 251-267

Publisher

Publication year * 2002

ISSN (or DOI)

Remarks

Upload file **Browse...**

Send by post ?

Save **Cancel**

Check UvA
CatalogusPlus.
Search by article or
journal title and refine
with 'Full Text Online'.

Step 7

When you have uploaded all the reader items, click [Completion](#).

Statistics_48 (2014-2015)

Articles List (3)

Nr	Title	Pub. type	Upload	Post Edit / Set
1.	Towards an Institution-based View of B...	Article		▼ ✕ UP
2.	A Perspective on Regional and Global S...	Article	Warner.pdf	▲ ▼ ✕ UP
3.	Statistics in European Business	Part of book	meyer.pdf	▲ ▼ ✕ UP

Step 8

Check all the data, add notes for the repro supplier Canon, if necessary, for example about the cover, binding, colour illustrations etc. and click [OK](#).

UNIVERSITY OF AMSTERDAM UvA Readers Online

[1. Reader data](#)
[Reader list](#)
 logged in: (docent)
[Home](#)
[Logoff](#)

[2. Articles](#)
[New reader](#)

[-> 3. Completion](#)

Statistics (2014-2015)

Reader Data		Articles List				
ID	48	Nr	ID	Title	Pub. type	Upload
Title	Statistics	1	663	Towards an Institution-based View of Business Strategy	Article	
Program	Economics and Statistics	2	664	A Perspective on Regional and Global Strategies of Multinational Enterprises	Article	Warner.pdf
Teacher	Esther ten Dorle	3	665	Statistics in European Business	Part of book	meyer.pdf
Lecturer's email	E.M.tenDorle@uva.nl					
Level	Bachelor					
P.	1					
Academic year	2014-2015					
Catalogue number	100623Y					

Please submit your Printing on Demand comments and requests here (for instance: 'illustrations and photo's in colour', 'front cover is included in the reader', etc.). If you expect that more than 100 students will order this POD-reader please fill in the estimated number.
When your reader request is complete, click [OK](#).

Step 9

Click [Send](#) to finish your reader request and import.

UNIVERSITY OF AMSTERDAM UvA Readers Online

Reader 'Statistics'
Click [Send](#) to submit your reader request.
Your reader will be processed by the University Library's service UvA Readers Online. Missing articles and chapters will be scanned and/or uploaded, your reader will be checked and, after approval, published online: <https://readers.uva.nl/>.
Click [Cancel](#) to change your reader request or import.
After submitting you can no longer make changes to your reader. In case of questions or problems please contact your reader coordinator or [UBAcoach](#).

Or click [Cancel](#) to make more changes to your reader.

You then return to **Step 8**.



To change imported items click [2. Articles](#) in the menu and then [Add item](#) [see [Step 4](#)].

The screenshot shows the top navigation bar of the UvA Readers Online system. The 'Articles' menu item is circled in red. Below the navigation bar, the page title is 'Statistics_48 (2014-2015)' and the section is 'Articles List (3)'. A table lists three articles with columns for 'Nr', 'Title', 'Pub. type', 'Upload', and 'Post Edit / Set'. Each row has a dropdown arrow, a red 'X' icon, and a 'UP' button. At the bottom left of the table area, there is an 'Add item' button and a link to 'Completion'.

Nr	Title	Pub. type	Upload	Post Edit / Set
1.	Towards an Institution-based View of B...	Article		▼ X UP
2.	A Perspective on Regional and Global S...	Article	Warner.pdf	▲ ▼ X UP
3.	Statistics in European Business	Part of book	meyer.pdf	▲ ▼ X UP

After you have clicked [Send](#), you will receive a confirmation email. Your reader will then be processed by the University Library in cooperation with your reader coordinator. For the list of reader coordinators, see: uba.uva.nl/en/readers.

The screenshot shows a confirmation email from the University of Amsterdam. The header includes the university logo and 'UvA Readers Online'. The main text reads: 'Hartelijk dank voor uw readeraanvraag. Uw reader wordt in behandeling genomen door de dienst UvA Readers Online van de Universiteitsbibliotheek Amsterdam. Binnen enkele minuten ontvangt u een e-mail ter bevestiging. Is dit niet het geval neem dan contact op met uw readercoördinator of [UBAcoach](#).' There is a 'Home' link at the bottom left.

You will receive a confirmation email. Within five to ten working days, your reader will be published at: <https://readers.uva.nl>. Here your students can download online readers and order printed copies. For more information see: <http://uba.uva.nl/en/services/studying/readers-online>.

University Library, 26 April 2018