

# Informit Delivery Box - User Guide

Informit Delivery Box provides publishers with a simple and direct method of delivering files for inclusion on Informit databases.

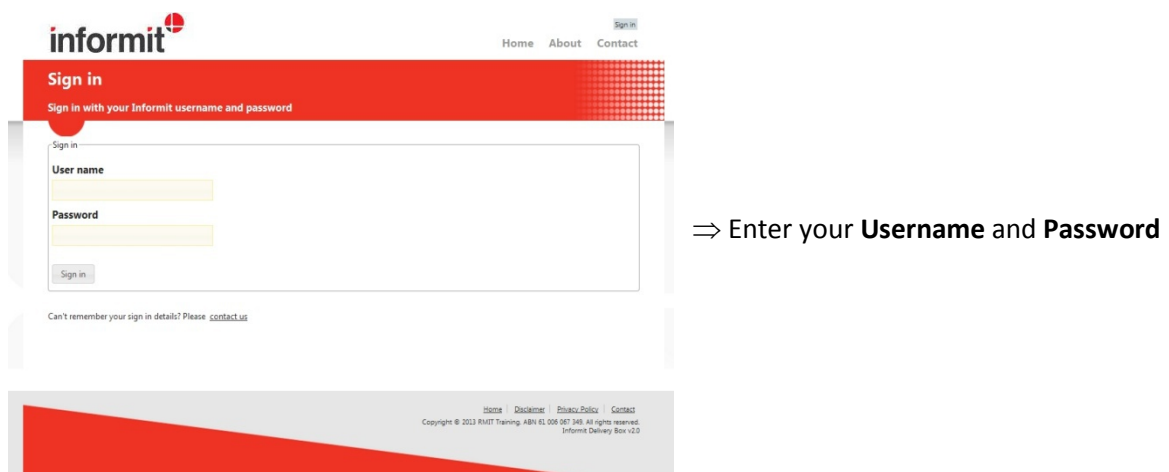
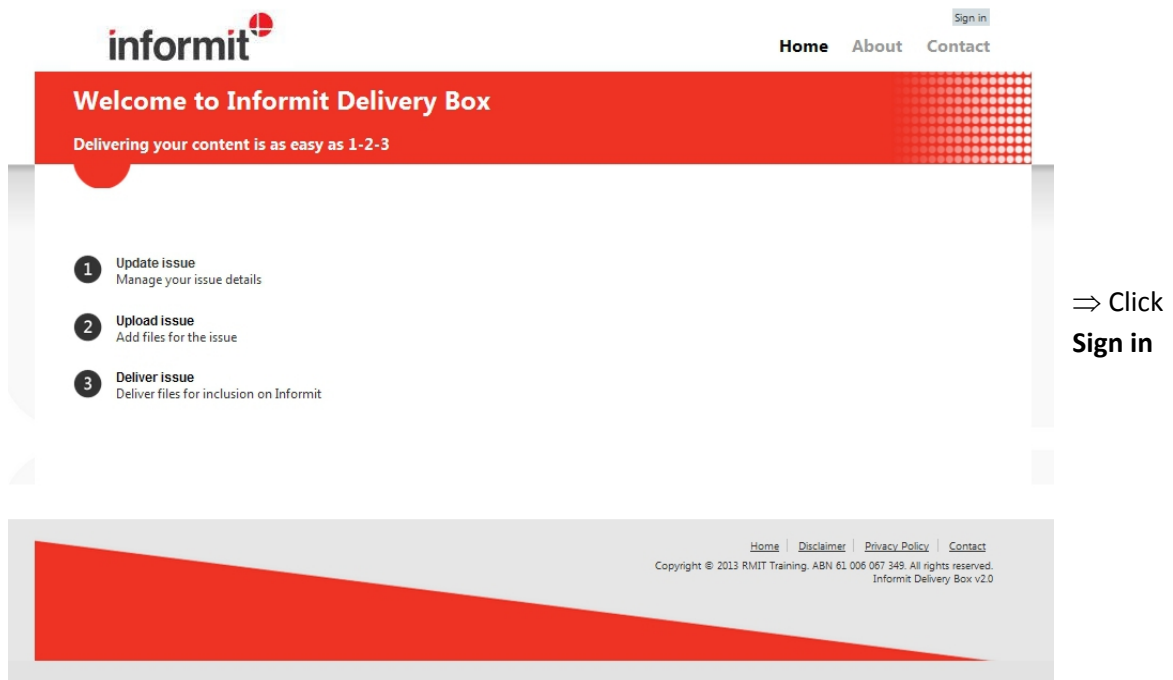
Informit Delivery Box is a web-based tool accessible on any web browser.

## Delivery Steps

- Sign in
  - Select your publication title and issue
  - Add issue or update issue details
  - Upload files for your issue
  - Deliver issue files
- 

## Sign in

- Access Informit Delivery Box at: <http://production.informit.com.au/>



## Select title and issue

The screenshot shows the Informit website's 'Upload' section. At the top, there's a navigation bar with 'Home', 'About', 'Contact', and 'Upload' (highlighted). Below this is a red banner with the word 'Upload' and the text 'Manage your issue details and upload issue files'. A sub-navigation bar contains 'Deliver', 'File Report', 'Schedule Reminder', and 'Manage Contacts'. The main form area is titled '1 Update Issue'. It features two dropdown menus: 'Title' with the placeholder 'Select from...' and 'Issue' with the placeholder 'Select Title...'. At the bottom of the page, there's a red diagonal graphic and a footer with copyright information and links to 'Home', 'Disclaimer', 'Privacy Policy', and 'Contact'.

⇒ Click **Title** drop-down arrow to select your publication

## Select issue

This screenshot shows the same 'Update Issue' form as the previous one, but with the 'Issue' dropdown menu open. The 'Title' dropdown is now filled with the text 'Journal of Research Testing - XXXX-XXXX - (TEST -- 2191)'. The 'Issue' dropdown menu displays a list of options: 'Select from...', 'Add new Issue', and a series of versioned issue codes starting from '2120\_v110n07' down to '2021\_v106n01'. The footer and navigation elements remain the same as in the previous screenshot.

⇒ Click **Issue** drop-down arrow to select available issues

Either:

⇒ Click **Add new Issue**

or

⇒ select available **Issue**

## Update issue details

**Upload**  
Manage your issue details and upload issue files

File Upload Error Report **1**

**1 Update Issue**

Title: Behaviour Change  
Issue: Update Issue for Sep 2012 [2012\_v029n03]

\* Mandatory fields

Volume Number:   
Issue Number:   
Issue Other Details:   
Issue Title:   
Publication Year: 2012  
Date of Publication:   
Schedule Date: 01/09/2012  
Note for: Informit

**2 Upload Issue**  
Please update your issue details to upload files

**3 Deliver Issue**

⇒ Enter issue details into fields (\* Required fields)

Instructions appear in a popup window

⇒ Click **Update Issue**

## Upload issue files

**Upload**  
Manage your issue details and upload issue files

File Upload Error Report **2**

**2 Upload Issue**

Title: Behaviour Change  
Issue: 2012\_v012n03

\* Mandatory fields

Volume Number: 12  
Issue Number: 3  
Issue Other Details:   
Issue Title:   
Publication Year: 2012  
Date of Publication: Dec 2012  
Schedule Date: 11/12/2012  
Note for: Informit

**3 Deliver Issue**

Drag & Drop Files Here

⇒ Drag and drop PDF files into the file window  
- Filename and size appears

⇒ Click **Upload**  
[or click **Cancel** if file is incorrect]

⇒ Click **Deliver** to complete your issue delivery

## Deliver issue files

2012 Dec 2012

Schedule Date \*  
11/12/2012

Last Modified 11/12/2012 11:44:44 AM

Note for Informit

Update Issue Delete Issue

2 Upload Issue

Upload all Cancel all

Add Files

Drag & Drop Files Here

behchav17n1_001.pdf	29.61 KB	Delete	ready to Deliver
behchav17n1_002.pdf	101.45 KB	Delete	ready to Deliver
behchav17n1_015.pdf	97.23 KB	Delete	ready to Deliver

3 Deliver Issue

Deliver

When files show  
**ready to Deliver ...**

⇒ Click **Deliver**

## What next?

When your files are delivered, you will receive an email confirming delivery.

Your files are then checked by Informit to ensure compliance with file format requirements. Informit's file format requirements are provided on the [Informit website](#).

If your files comply, your content is prepared for indexing. Recent content is given priority and is expected to be available online on Informit within one to two weeks. Indexing and online availability of back issues can take slightly longer.

If your files do not comply, you will receive an email outlining the detected errors. **Non-compliant files must be deleted** from Informit Delivery Box before revised PDF files can be uploaded.

Informit can assist content providers with advice or instruction on formatting PDF files to meet our standards.

Please contact us via email if you need assistance with any aspect of the file delivery process:  
[e: informit.production@rmit.edu.au](mailto:informit.production@rmit.edu.au)

The screenshot shows the Informit website's 'Upload' section. At the top, there's a navigation bar with 'Home', 'About', 'Contact', 'Upload', and 'Help'. A 'Sign off' button is in the top right. Below this is a red banner with the word 'Upload' and the text 'Manage your issue details and upload issue files'. Under the banner is a tabbed interface with four tabs: 'Deliver', 'File Report', 'Schedule Reminder', and 'Manage Contacts'. The 'File Report' tab is active. It contains an information box with the title 'File Report:' and text explaining that the Informit Delivery Box checks files for compliance and that staff will contact the user if resupply is needed. Below this is a dropdown menu labeled 'Title' with the text 'Select from...'. At the bottom of the page, there's a footer with links for 'Home', 'Disclaimer', 'Privacy Policy', and 'Contact', along with copyright information for 2015 Informit.

To find out why your files are non-compliant:

⇒ Click **File Report** tab

⇒ Select the title and issue

The number of errors detected shows at top right of tab.

Details of errors appear in the Error Report list. File format requirements for compliance are available on the [Informit website](#).

⇒ Make the required amendments to your files

⇒ Delete the non-compliant files from the Delivery Box

⇒ Upload your revised files

⇒ Deliver your issue files

## Schedule Reminders

informit

Home About Contact Upload

Upload

Manage your issue details and upload issue files

Deliver File Report Schedule Reminder Manage Contacts

Title Journal of Research Testing - XXXX-XXXX - (TEST -- 2191)

Issue	Schedule
2014_v222n05	19/09/2014
2013_v111n002	04/12/2013
2013_v222n04	28/11/2013
2013_v213	25/09/2013
2013_v111n001	19/09/2013
2013_v333n222	06/09/2013
2013_v100n01	21/08/2013
2013_v666n01	15/08/2013
2013_v155n01	07/08/2013

**Edit Reminder**

Reminder Status: ☐

TO: addtest@test.com,liam.ryan+test@rmit.edu.au

CC:

Note:

Scheduled Date: 19/09/2014

Reminder Date: 19/09/2014

Update Cancel

Last Modified
19/09/2013 Edit
19/09/2013 Edit
19/09/2013 Edit
25/09/2013
19/09/2013 Edit
06/09/2013 Edit
21/08/2013 Edit
15/08/2013 Edit
07/08/2013 Edit

To set a scheduled email reminder to help you remember to visit Informit Delivery Box when your issue is published:

⇒ Click **Schedule Reminder** tab

⇒ Select the title

A list of issues display in the table presented.

⇒ Click **Edit Button**

⇒ Click **Edit Button**

## Contact Management

Important note: Royalty contact details cannot be edited via the Delivery Box. If you wish to edit the details for a royalty contact please [contact us](#).

The screenshot shows the Informit Upload page with the 'Manage Contacts' tab selected. The page title is 'Journal of Research Testing - XXXX-XXXX - (TEST -- 2191)'. Below the title, there is a table with columns: Name and Position, Contact, File provider, Primary contact, and Royalty contact. Two contacts are listed: Mr. Test-Dominic Test-Crowther and Mr. Liam Ryan. Each contact has an 'Assign' and 'Edit' button. At the bottom, there are buttons for '+ Add Contact' and 'Delete Contact'. A yellow box contains a note: 'Contacts: Please note that Royalty contact details cannot be edited in the Delivery Box. If you wish to edit the details for a royalty contact please [contact us](#)'.

⇒ Click **Contact Management** tab

⇒ Click **Title** drop-down arrow to view the contacts assigned to your publication

## Add Contact

The screenshot shows the Informit Upload page with the 'Add Contact' modal form open. The modal has a 'Save Contact' title and contains the following fields: Title (\*), First Name (\*), Surname (\*), Email (\*), Department, Position, Work Phone (\*), Address (\*), Suburb (\*), State (\*), Postcode (\*), and Country. There are checkboxes for 'Contact Type' with 'File Provider' selected and 'Primary Contact' unselected. At the bottom of the modal are buttons for '+ Add Contact' and 'Cancel'.

⇒ Click **Add Contact** tab

⇒ Add contact details for new contact. (Note \* denotes mandatory fields)

⇒ Note the Contact Type selection and assign correct type.

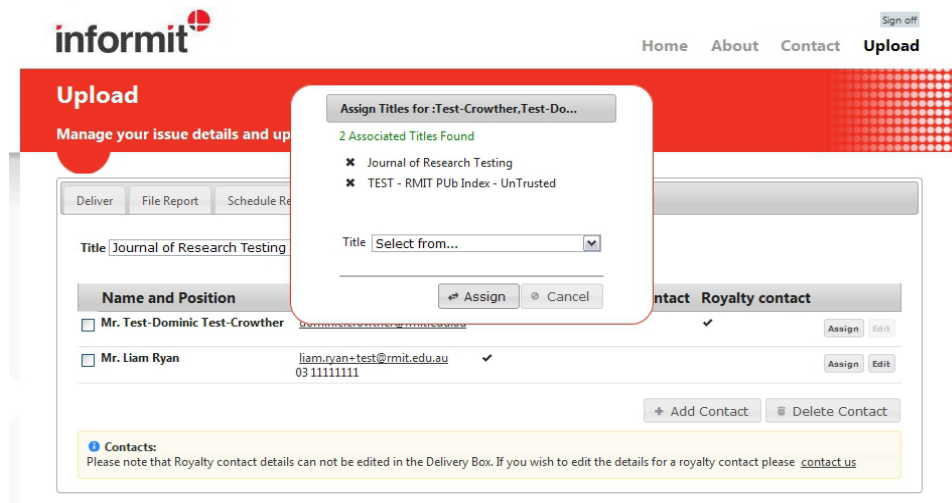
### Contact type:

File provider - Technical contact (relating to the provision of files)

Primary Contact - General enquiries contact (relating to publishing schedule, rights, peer review etc.)

## Assign Contact

Use the **Assign** contact if you wish to manage the titles to which a contact is assigned as relevant contact.



The screenshot shows the Informit 'Upload' page. A modal window titled 'Assign Titles for :Test-Crowther,Test-Do...' is open, displaying '2 Associated Titles Found': 'Journal of Research Testing' and 'TEST - RMIT PUB Index - UnTrusted'. Below the titles is a 'Title' dropdown menu and 'Assign' and 'Cancel' buttons. In the background, a table lists contacts: 'Mr. Test-Dominic Test-Crowther' and 'Mr. Liam Ryan'. The 'Assign' button is highlighted for the 'Mr. Liam Ryan' contact. To the right of the screenshot, two instructions are provided: '⇒ Click **Assign** button for selected contact' and '⇒ Click **Title** drop-down arrow to view titles to be assigned. Once a title is selected it will appear in the list of assigned titles.'

To remove a title assigned to a contact

⇒ Click the **X** next to Title name.

Title will be removed from the list of titles assigned to that contact.

Title will now appear in the Title drop down if for any reason you wish to reassign the contact to that title.

## Edit Contact

Use the **Edit** contact if you wish to update the recorded contact details (postal address, telephone number) of an existing contact

⇒ Click **Edit** button for selected contact

⇒ Edit contact details for contact.

(\* denotes mandatory fields)

⇒ Click **Update Contact** button to save changes

## Delete Contact

Use the **Assign** button if you wish to remove the selected contact from a selected title only.

⇒ Click **check box** for selected contact

⇒ Click **Delete Contact** button

**\*\* Delete Contact** removes contact details from the Delivery Box for ALL Titles to which the contact is assigned.

⇒ To confirm contact removal from the Delivery box click **OK** button