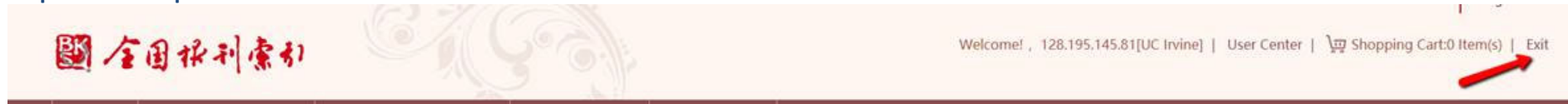
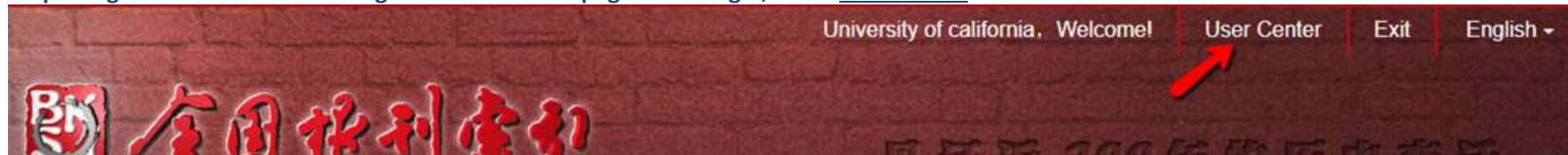


Step 1 Exit from public interface



Step 2 Login as administrator*. Logins in on the next page. Once login, enter User Center



Step 3 Go to Full Text Approval Status to select request to review, BUT do not approve online, for it does not take foreign credit card payment.

Article Title	User Submission Date	Organization Submission Dat	Submitter	Approval Status	Full Text Status
李光前先生	2019-12-05		DonCPPrice	Unchecked by Organization	Full Text Available
《莫斯科国立大学图书馆》：莫斯科国家图书馆	2019-10-07		Xiaopeng Lan	Unchecked by Organization	Full Text Unavailable

Step 4 Rather, each campus arrange a deposit with Shanghai Library first. Every time receive a request, email the article information to its sales rep. Ms. Lorelei Dai mfdai@libnet.sh.cn , who will arrange to send the article by email, if available. The cost is deducted accordingly.

*for campus login, please contact the resource liaison Ying Zhang at yingz@uci.edu