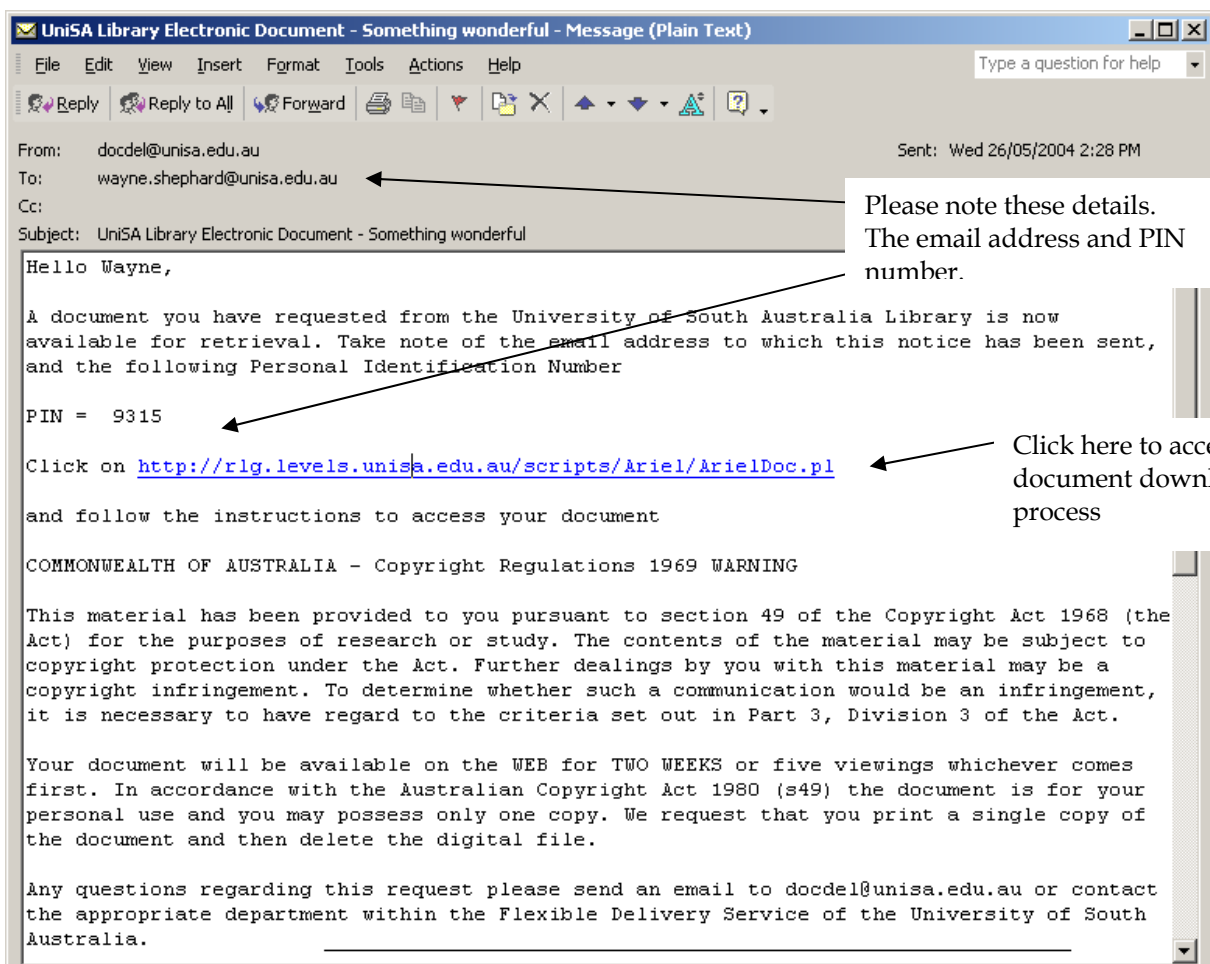




How to retrieve a document sent electronically from the University of South Australia Library

When a document is ready for retrieval, you will receive an email from docdel@unisa.edu.au that looks similar to the message below.



Click on the link <http://rlg.levels.unisa.edu.au/scripts/ariel/arieldoc.pl> will take you to a page like this.

Authenticate

Ariel® Document Delivery: Logging In

To retrieve your document(s), please follow these instructions:

- Enter your complete e-mail address (e.g., gstudent@university.edu).
- Enter your PIN (check your e-mail notification, your PIN may vary dependent on the location of the document).
- Click the LOGIN box.

To view your document, click on the document link. The system will automatically remove your document after 5 viewings or after 2 weeks have passed since your e-mail notification was sent.

You must have Adobe Acrobat Reader (version 3.0 or higher) installed to be able to read your document. If you do not have Adobe Acrobat Reader, you will need to download and install it from the Adobe website

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E-mail address (where your email notification was sent):

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Local intranet

The PIN is the number that appeared in the email you received from us.

Type your whole email address in here. Use the email address that this message was sent to.

The document delivery page will look like this.

Ariel® Document List

The following documents are available for you to view and download.

- To view a document, click on the document link.
- To remove a document after it is no longer needed, select the checkbox next to the document and then click the Remove button.
- A removed document cannot be viewed and will remain in your document list with a 'Removed' status until automatically deleted from the server.

The system will automatically remove your document after 5 viewings or after 2 weeks have passed since your e-mail notification was sent.

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Document	# Views	Date Posted	Status
This is a testing document -- ID: test pages form underdale	0	4/19/2004	Removed
<input type="checkbox"/> (NO TITLE SUPPLIED) -- ID: test 4	6	4/23/2004	No more views
<input type="checkbox"/> Something wonderful -- ID: Wonderful Document	0	5/26/2004	Available

Remove checked document(s) Close Session

If you want to remove a document, click here to place a tick in the box. Then click on remove, to remove the document from the list of available documents.

Click here to collect document. It's a PDF file so you must have Adobe Acrobat installed on your computer to open it.

Click here to close the session.

If you do not have Adobe Acrobat installed on your computer you can download it for free by clicking on the [Adobe](#) link on the Authenticate page. If you require any further assistance, please email us at docdels@unisa.edu.au.

By clicking on the [Adobe](#) link on the Authenticate page you will open a webpage that looks like this.

