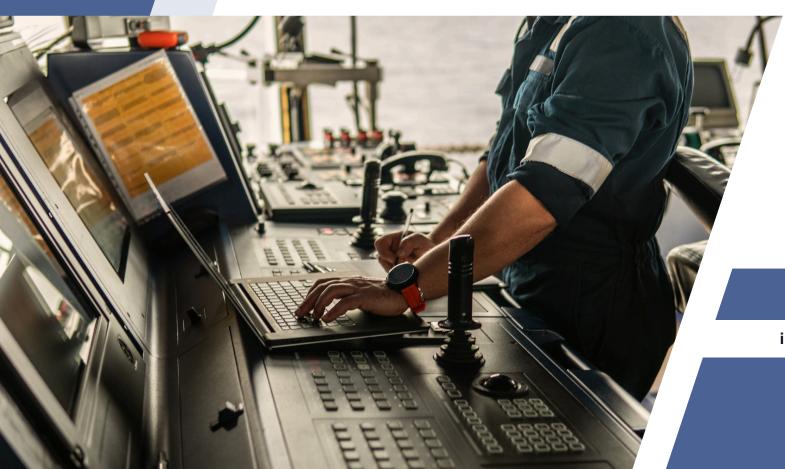


#### Your official source for IMO Publications



imo-epublications.org

Updated: 14 June 2024

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#### Introduction

The International Maritime Organizations' ePublications is the innovative new digital platform from IMO Publishing that offers an annual subscription option to access all IMO content in one place.

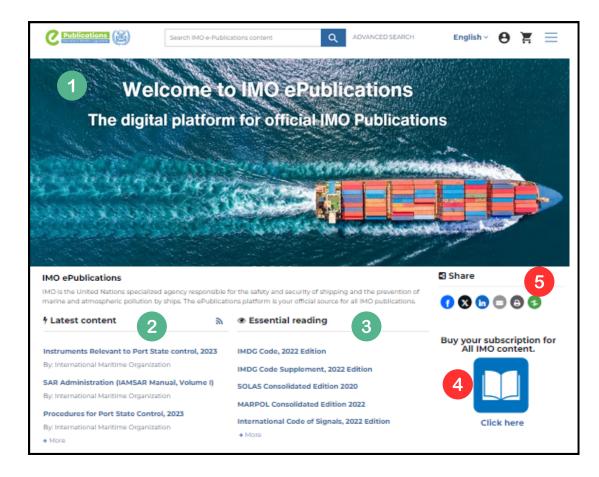
The new subscription will be available for distributors to purchase and assign to their customers. The purpose of this user manual is to assist distributors in purchasing subscriptions and assigning to their customers. The subscription includes more than 600 titles, grouped into topics, collections and book series and will be valid for one full year from date assigned.

The IMO Publishing Service publishes IMO's regulatory instruments, including Conventions, Codes, regulations, recommendations, guidelines, and other legal and technical documents for the maritime industry and other stakeholders.

## ePublications home page

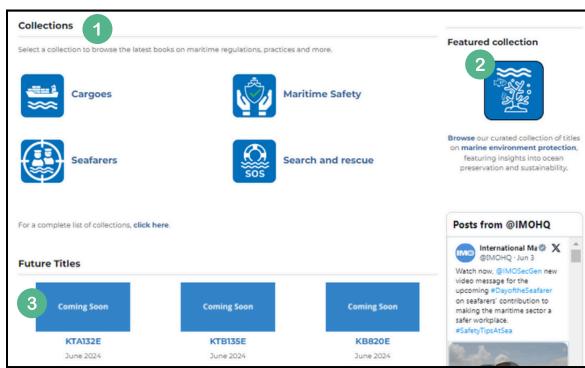
The IMO ePublications home page is separated into several areas to help you browse the site.

- Slide show: showcasing some of our new and featured titles.
- **Latest content**: providing quick access to our latest publications.
- **Essential reading**: providing quick access to our best selling titles.
- All IMO content: click here to purchase a subscription.
- 5 Share on social media.



## ePublications home page

- Collections: publications grouped by collection type for ease of access.
- Peatured collection: highlighting one of our collections.
- 3 Future titles: New publications coming soon.
- Footer: contact us and essential information.

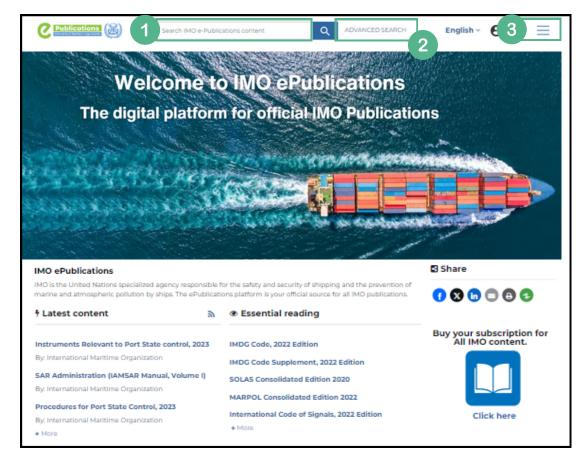


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#### How to search ePublications

The search engine allows for easy-to-use and customized search options. The advanced search function allows you to specify specific data fields and date ranges that take you straight to the publication most relevant to your needs.

- Quick search: do a quick search by entering your criteria into the search box at the top of the page and click the magnifying glass to continue.
- Advanced search: For more advanced search options, click on ADVANCED SEARCH next to the search bar.
- You can search for a title in ePublications using several methods:
  - From the main menu you can browse by Book series, Collections and Topics.
    - Home page slide show for new and key titles
    - Latest content includes all recently released publications
    - Essential reading includes our best selling titles



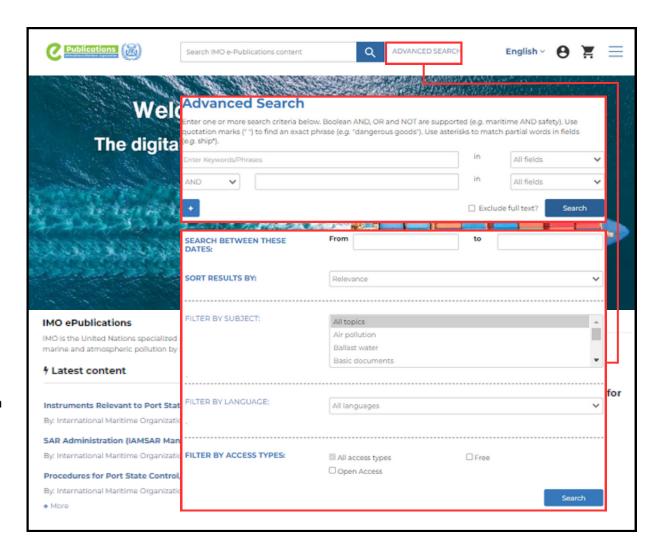
#### How to use advanced search

Your search can be further filtered to find the publication you need by using the advanced search.

Enter one or more search terms into the option fields and use the AND/OR/NOT boolean commands to link the terms.

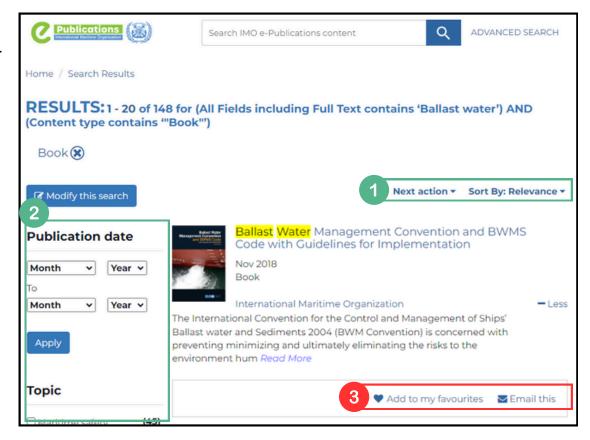
Narrow down the search by including criteria such as date, subject, language, content type and more.

Visit: imo-epublications.org/search/advancedsearch



## Search results page

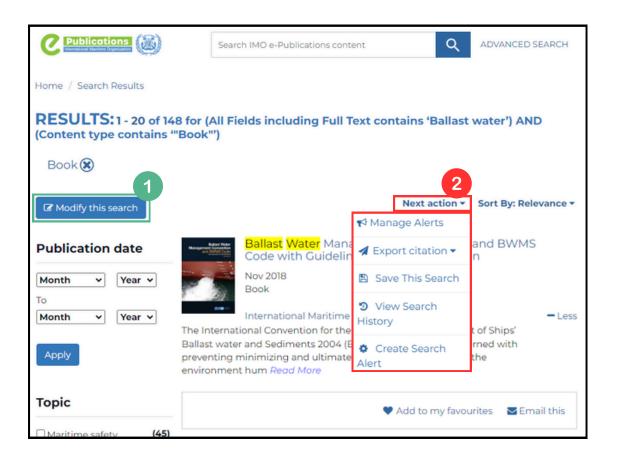
- Click the **Sort By** dropdown menu to sort results by relevance, newest, or oldest first.
- Easily filter your search for precise results by topic, collection, date range, content type, and more.
- To add content to your favorites list, click on + More and then click the Add to my favourites icon\*.



<sup>\*</sup> You must log into your account to use this feature.

## Search results page

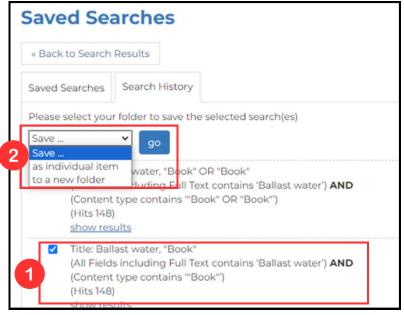
- Modify your search to update criteria.
- Use the **Next action** dropdown menu to save your searches, view search history and create search alerts. \*



<sup>\*</sup> You must log into your account to use this feature.

# Saving searches and viewing search history

- Tick the search you want to save.
- Select where you want to save it.\*
- Then go to **Saved Searches** to view\* and manage your saved searches.





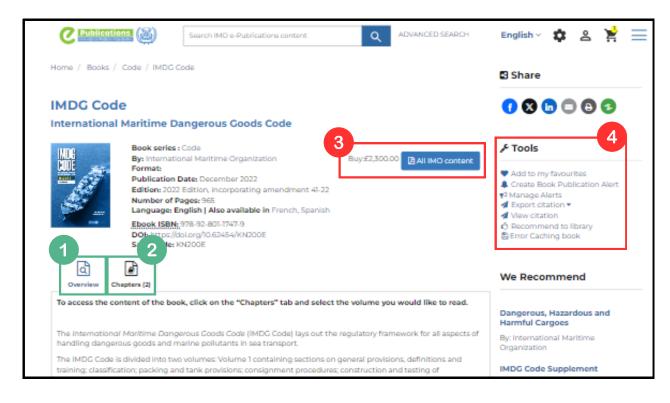
<sup>\*</sup> You must log into your account to use this feature.

## **Publication page**

- Click Overview to read the abstract.
- See chapter details.

Use the options on the right side to:

- 3 Add to Basket, buy the IMO subscription
  - All IMO content (purchase the annual subscription option that contains all IMO published content)
- Use the Tools on the right side to:
  - Add to my favourites\*
  - Create book publication alert\*
  - Export citation\*

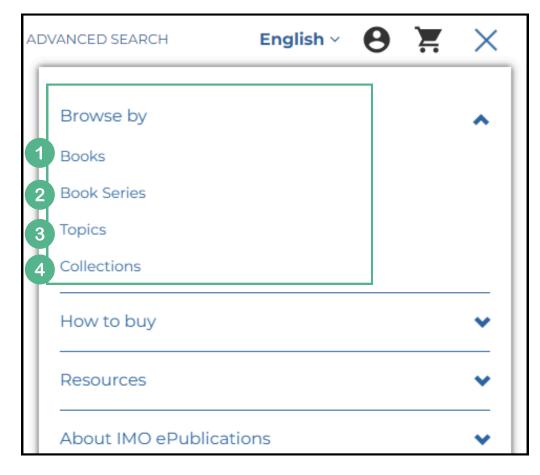


<sup>\*</sup> You must log into your account to use this feature.

## **Browsing for IMO content**

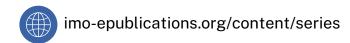
The IMO ePublication platform is divided into several areas to search for publications.

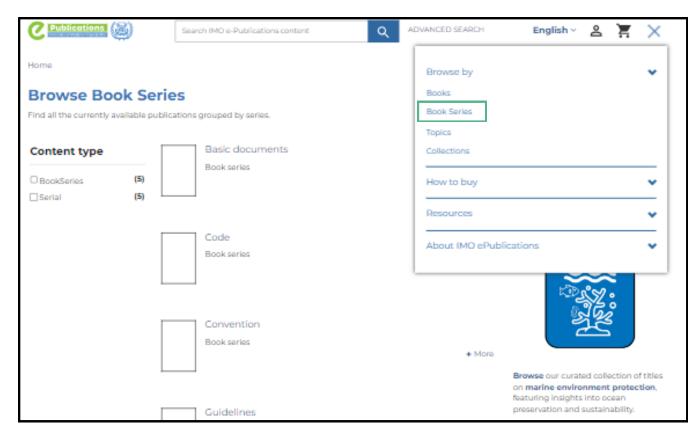
- Navigate to the dropdown main menu in the top right-hand corner.
- Books: view all published IMO titles. Can be sorted by topic, date, language, etc.
- Book Series: view titles in a series such as Code, Conventions and Model Courses.
- Topics: go directly to the topic of the publication you are looking for; i.e. London Convention and Protocol.
- Collections: grouped based on content and topic; i.e. Seafarers.



#### **Book series**

All of our publications have been grouped into the following book series for ease of reference:





## **Topics**

IMO publications cover a broad range of subjects. For ease of reference, we have grouped our publications into an extensive list of topic categories that can be be found on the ePublications Topics page.



#### imo-epublications.org/content/topics

- Air pollution
- · Ballast water
- Basic documents
- Biofouling
- Bulk carriers
- Cargoes
- Casualty
- · Chemical carriers
- Chemical pollution
- Collisions
- Communications
- Containers
- Dangerous goods
- Diving
- Dredged material
- Facilitation of travel and transport
- Fire safety
- Fishing vessels
- GMDSS
- Gas carriers

- Gas-fuelled ships
- Grains
- Health
- High-speed crafts
- Legal matters
- · Liability and compensation
- Life-saving appliances
- London Convention
- and Protocol
- MARPOL
- Management
- Marine environment protection
- Maritime claims
- Maritime safety
- · Mobile offshore drilling
- units
- Navigation and communications
- Navigation
- Noise

- Nuclear substances
- Offshore supply vessels
- Oil pollution
- Oil tankers
- · Particularly sensitive sea
- areas
- Passenger ships
- Polar waters
- Ports
- Salvage
- Seafarers
- · Search and rescue
- Security
- Ship design and
- construction
- Ship recycling
- Ship systems and equipment
- Surveys
- Survival
- Timber Waste pollution
- Wrecks

#### Collections

IMO publications are also grouped by Collection, based on topic and content. Explore our collections on Maritime Safety, Marine Environment Protection, Maritime Security & Anti-Piracy, and more.

Each category offers a wealth of resources tailored to industry professionals. Select a collection to discover the latest insights and developments in maritime regulations and practices.



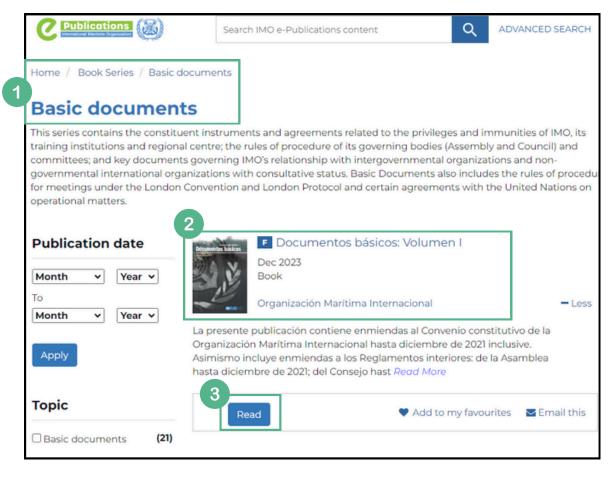
imo-epublications.org/content/collections



#### Free content

To allow you and your customers to trial ePublications, the Basic Documents book series has now been included as all free content. This will allow users to open a publication and try the features before making a purchase.

- imo-epublications.org/content/series/basic-documents
- Go the the Basic documents book series.
- All Basic Documents titles listed as free content.
- 3 Click the **+ More** button to select the publication to open and read.



## How to access your distributor account

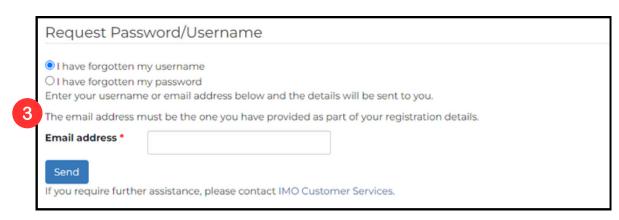
An activation email will be sent to your registered email address. Please click the link in the email to activate your account and set your username and password.

Once your account has been activated, click on the profile icon in the top right-hand corner to log in to your account.



- Enter your distributor login information.
- If you have forgotten your password, please click the **Need login help?** below the button.
- Complete to request a new username or password.

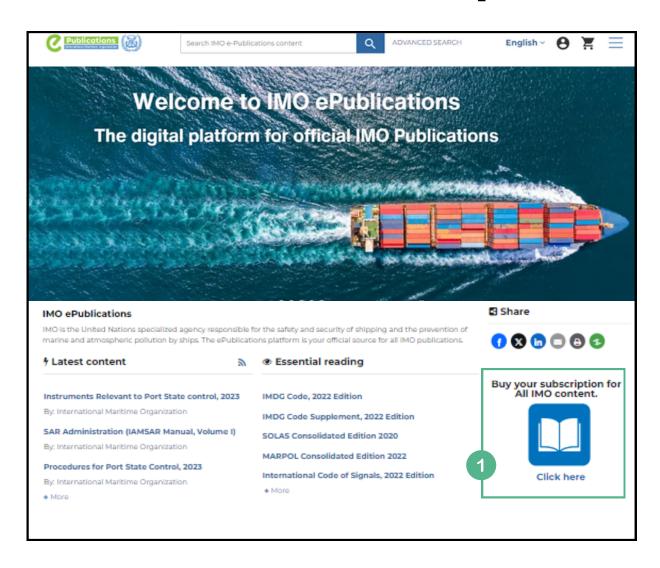




## How to purchase an IMO subscription

To purchase the annual subscription option containing all IMO content, use the button found on the home page.

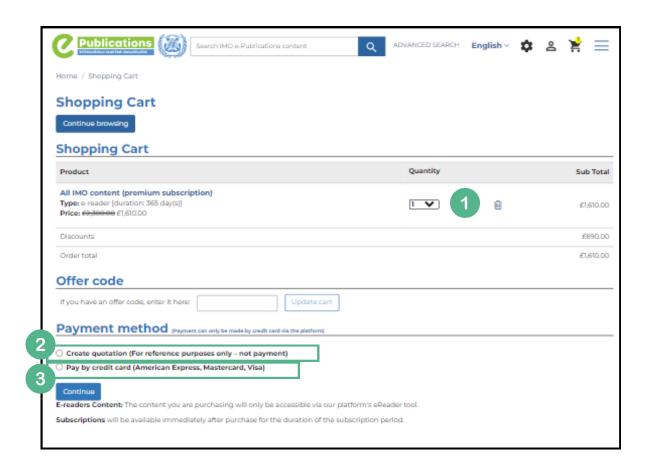
Click on the All IMO content button.



## How to purchase an IMO subscription

With the subscription in your shopping basket, you have the option to:

- Change the subscription quantity.
- Create a quotation. This is for reference only and cannot be used towards payment.
- Pay by credit card and complete the checkout process.



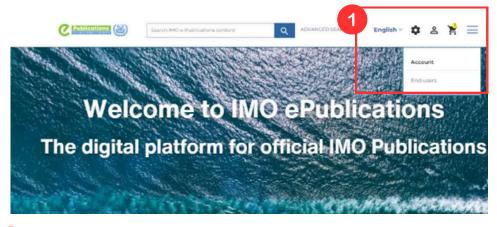
## How to allocate subscriptions

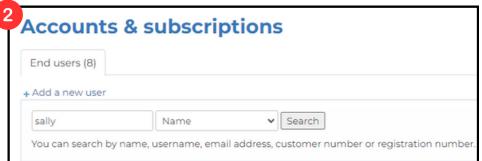
To assign to your customer, go to the cog wheel in the top corner and select **End** users.

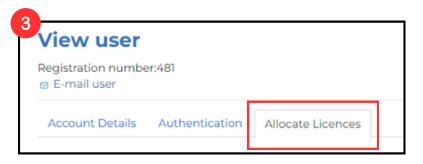
In Accounts & subscriptions, enter your customer's name in the search and select your customer.

3 View user and go to the Allocate Licences tab.

\* Your regular customers are already linked to your account.

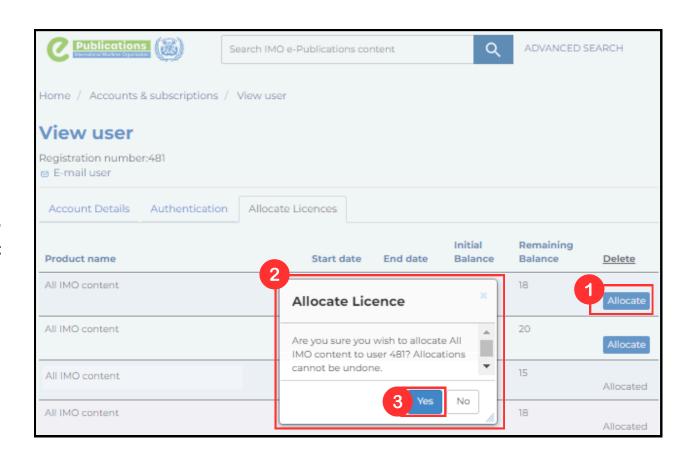






## How to allocate subscriptions

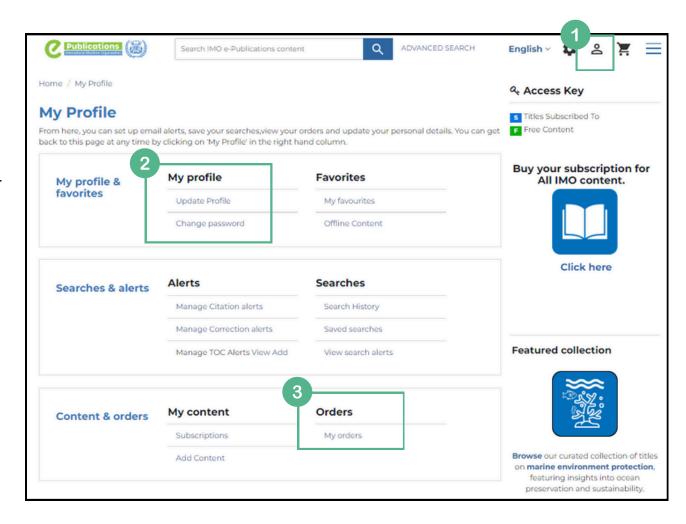
- Select the subscription to allocate.
- The system confirms that you are allocating to this customer.
  - \* Make certain you are allocating to the correct customer as this cannot be undone.
- 3 Click **Yes** to allocate.



<sup>\*</sup> Subscriptions must be allocated one at a time.

## **Features of My Profile**

- Click on the My Profile link in top right-hand corner.
- In My Profile you can update your profile information and change password.
- In Orders you can see details of all past orders.



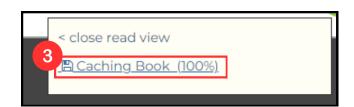
#### Offline reader

All purchased publications will be available offline during periods when internet access is limited. However, each publication first needs to be saved to your browser cache. Follow the steps below to save publications for offline access.

- Go to the publication to be saved for offline access and click the **Read** button
- When the popup appears, click on **Save for offline viewing**.
- The publication is being saved to your browser cache and displays save progress.

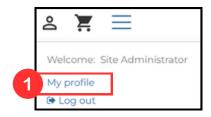


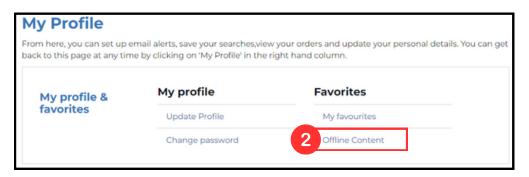


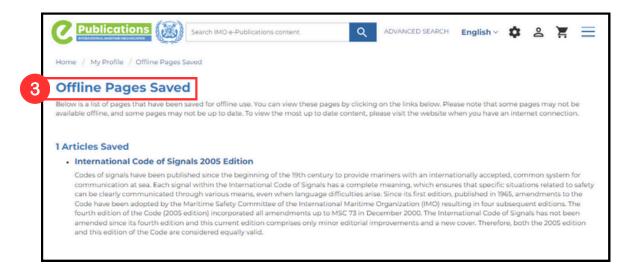


### Offline reader

- To view publications saved for offline access, go to **My Profile** from the top menu.
- Click on **Offline Content** in the Favorites area.
- All your saved publications will display on the list.







## **IMO Certificate integration**

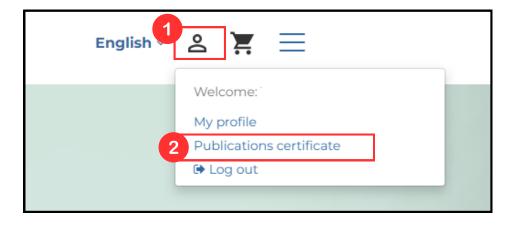
ePublications also includes IMO Certificate integration. Your customer's certificate will include full details of all their purchased titles and will be available to view when offline to assist with their vessel inspections.

See the steps below to ensure all your details are correctly included on their certificate.

When completing your customer's profile, complete all vessel details, **including IMO vessel number**.

- Your customer can view their certificate by going to their profile.
- Choose Publications certificate from the drop down menu.

**Note**: make certain to save this for offline viewing as well if needed.



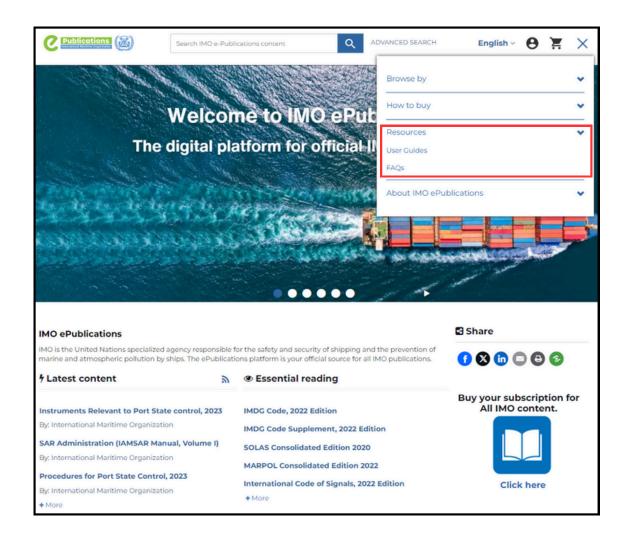
<sup>\*</sup> The IMO vessel number must be included in your customer's profile to validate their certificate.

#### User resources

To help answer any questions you may have, please see the additional documentation provided in the Resources area.

<u>User Guides</u>: provides quick access to the user manual.

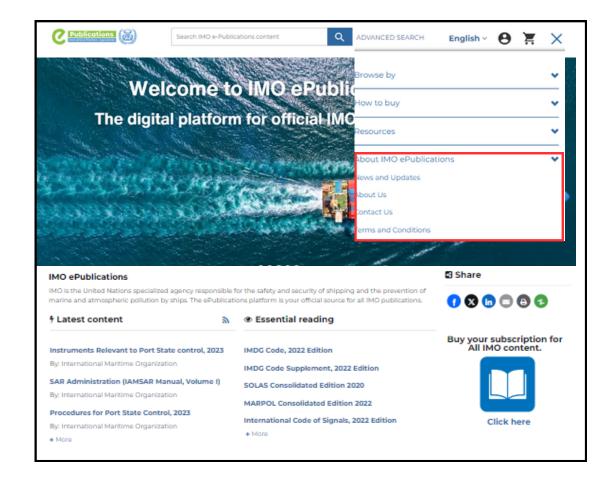
**FAQs**: provides answers and support for the most common questions.



## How to sign up for our newsletter

To keep up-to-date with ePublications, including information on the latest releases and publication supplements, please sign up to our regular newsletter.

To sign up, go to the <u>News and Updates</u> area found in the main menu, complete the user request form and click submit. You can amend or cancel your sign up at any time.



### **Contact us**

Please refer to the footer of the home page for additional information such as:

- IMO home page
- About us
- Terms of Use and Conditions
- Privacy Policy
- Contact Us

