

# PERMA eHub

User's Handbook 3.0



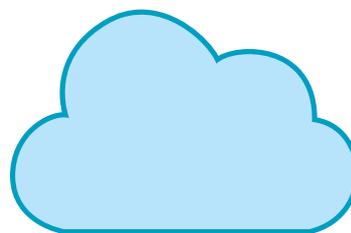
Perma-eHub is owned and operated by **Perma-Bound Books**.  
A division of Herzberg-New Method Inc. 617 East Vandalia Road, Jacksonville, Illinois 62650

**PERMA-BOUND**  
THE STRONGEST BOOKS YOU CAN BUY

# Getting Started

Perma-eHub is your online web application to help manage your digital purchases from Perma-Bound.

To get started with Perma-eHub, all you need to do is purchase eBooks from Perma-Bound. If this happens to be your first time purchasing eBooks, you will be assisted with a few quick steps to have your account set up during the order process. Alternatively, you can set up an eHub account by clicking on the "My eHub account" from the Perma-Bound website. The Perma-eHub service comes totally free of charge.



Cloud Based

## Perma-eHub offers you some key features:

- **Online Reader** Simple intuitive user interface for a great experience reading a book. The online reader includes features for highlighting and note taking.
- **Offline Reader** Apple™/Android™ apps for reading eBooks offline when not connected to the Internet.
- **Integration with Circulation System** Discover and access our eBook collection from your circulation system.
- **User Management** Manage user roles, search and filter users. Perma-eHub supports four user roles: Student, Teacher, Shared and Administrator.
- **eBook Management** Quick search, filter or tag books. Check out books, add books to your personal shelf, and do early returns.
- **Usage** Usage view gives you a snapshot of all your Perma-eHub activities. Administrators can analyze how the system is being utilized at any given time.

# eBooks

Once you have purchased eBooks from Perma-Bound, your eBooks are instantly sent to your Perma-eHub account. Here you can quickly search, filter books, or just click on a title to read a book.

Below is an administrator's view of all your eBook purchases.

The screenshot shows an administrator's view of an eBook library. At the top, there is a search bar and a magnifying glass icon. Below the search bar, it says "1 - 20 of 500 books". There are two tabs: "Shelf" (selected) and "Listing". The main area displays a grid of 15 book covers arranged in three rows of five. The right sidebar contains several filter categories with their respective counts:

Accelerated Reader Level	Count
0.1-1.9	11
2.0-4.9	379
5.0-7.9	64
8.0-11.9	9

Interest Level	Count
Pre-K, K	30
Grades 1-3	102
Grades 4-6	134
Grades 7-12	398
Professional	1

Lexile Framework	Count
1-549	134
550-899	183
900-1199	17
Above 1200	4

Reading Counts! Level	Count
2.0-4.9	54
5.0-7.9	7

# Search Your Collection

You may use the search bar to enter an eBook title, author, or publisher name to search from your eBook collection. You can narrow down your search results using the filters on the right side of your search results.

The screenshot shows a search results page for the keyword 'Cats'. At the top, there is a search bar containing the word 'Cats' and a magnifying glass icon. Below the search bar, it indicates '1 - 9 of 9 books'. There are two tabs: 'Shelf' and 'Listing'. The main content area displays four book entries, each with a cover image, title, author, description, interest level, and reading level. A sidebar on the right, labeled with a circled '2', contains various filter categories and their corresponding counts.

Category	Filter	Count
Accelerated Reader Level	2.0-4.9	9
	Interest Level	
	Pre-K, K	3
	Grades 1-3	9
	Grades 4-6	6
Lexile Framework	550-899	1
	Reading Counts! Level	
	2.0-4.9	1
Reading Level	Grades 1-3	7
	Grades 4-6	2
	Tags	
	Cats	8

1 Search - find an item with a specified keyword among our collection of titles.

2 Filters - helps sort your search results based on selected filter criteria.

# Title Details

On selection of a given title, what you see is the title details as shown below. You have options to read, add to shelf, check out, or tag this title.

This page gives you all the information about the title, including license information and currently active checkouts. As an administrator, you may choose to return any title to your digital collection.

**2 Days**  
By Tillit, L.B.

When Neema Powell's mother's boyfriend throws her out and her mother sides with him, Neema takes shelter with her boyfriend, Nate, for only two days before moving in with her Aunt Amina, but those two days will be enough to change her life forever.

**Due to publisher restrictions, this title is not available for reading offline in the eHub Reader mobile application.**

Checkout expires on **Feb 06, 2014**

**Read**

Add to Shelf      Early Return

**Interest Level** 7-12  
**Reading Level** 7.0  
**Publisher** Saddleback Publishing

**1** Tags   
Type new tags above and press enter to add.

**Licensing** **2**

Concurrency	Purchased	Expires	Status
1	12-26-2013	Never	Active

**Active Checkouts** **3**

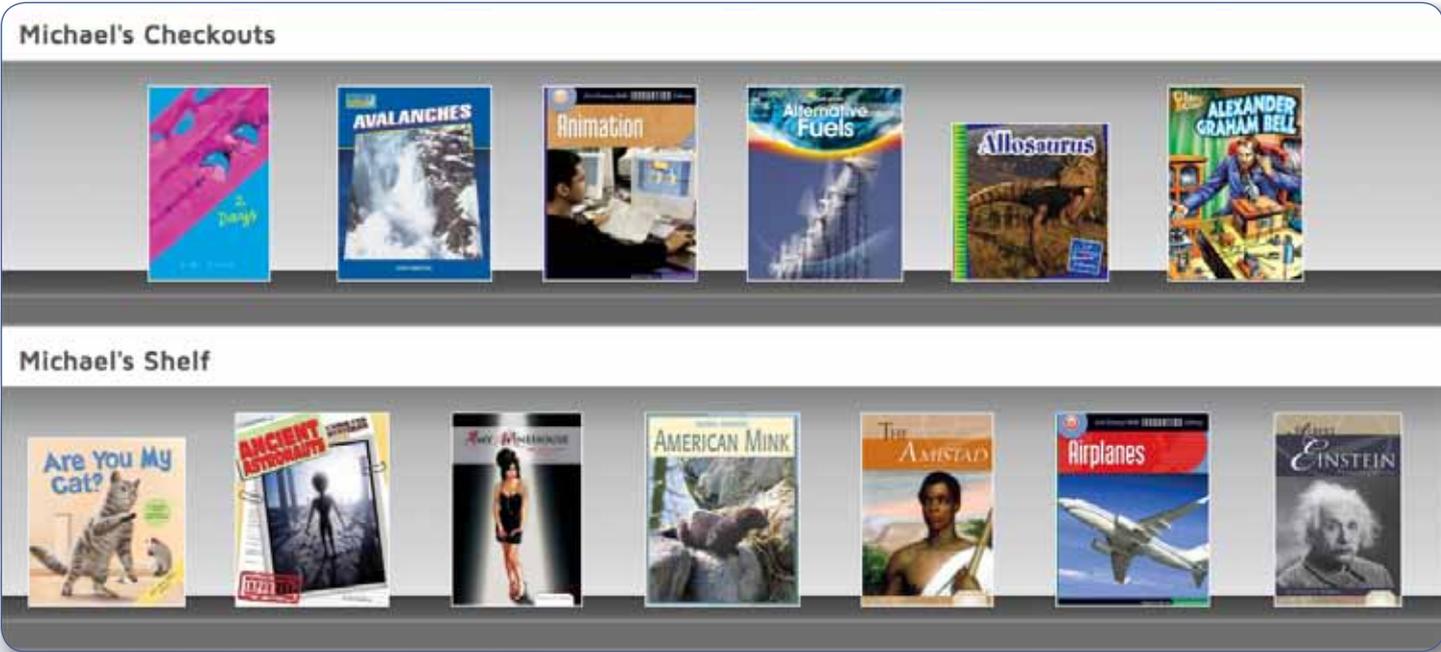
User	Date	Expires
Michael Kane	01-09-2014	02-06-2014

**4**

- 1** Tags - As an administrator, you can tag books, allowing users to filter their search results by your tags. This is especially useful for grouping particular books together; e.g "Sports", "American History", "Bullying".
- 2** License Information - License information for the title.
- 3** Active Checkouts - A listing of users that have currently checked out this book.
- 4** Early Returns - As an administrator, you have the ability to "early return" a license, overriding a User's reservation.

# My Shelf

Titles that you add to your shelf, and books that you check out, are nicely organized on your "My Shelf" view for later reference. This makes for quick access to titles you are interested in reading later.



# Digital Databases

Perma-Bound offers digital databases from ADBO to supplement your curriculum needs.

ABDO Digital Databases include:

- Easy keyword searching
- Stunning, action-packed photos
- Leveled text
- Access 24/7 from home or school
- Interactive games and embedded videos

**The United States Database** - Tour the United States with this database featuring hundreds of articles for young researchers learning about, and reporting on, their favorite state.

**The United States Presidents Database** - Research and read about the U.S. presidents. Perfect for history reports. Includes unique online games that reinforce learning.

**Inside MLB Database** - Read and research favorite teams, players and the history of the national pastime. Introduces young readers to basic research techniques and computer use.

**Inside the NFL Database** - Provide a great way for sports fans and reluctant readers to research American history through football. Fun, interactive games include record holders and team history.

# Users

Perma-eHub offers four types of user roles.

- **Administrator**

As an administrator, you have complete access to Perma-eHub. You can create users, tag books, customize search filters, and set loan/checkout policies. You have the right to return (early return) any title back to the digital library. Only administrators have access to the Perma-eHub “settings” link, where they can set up checkout policies and configure Authentication Providers.

- **Teacher**

Teachers have similar access to students. However, teacher accounts can be set up with a separate loan/checkout policy.

- **Student**

As a student, you can only access the student section of Perma-eHub; you do not have access to the administrator section. You are allowed to read, check out titles, and search your complete digital library. You can also return (early return) a book before your checkout period expires.

- **Shared User**

Shared users are multi-user accounts. This is only to allow you to quickly browse your digital library. You don't have access to single user features such as extended checkout, My Shelf, annotations, and highlighting on the eReader toolbar.

# User Management

As an administrator, you can:

- Search for a given user, or filter users based on user types.
- List inactive users and reactivate them as needed.
- Create single user accounts.
- Batch create multiple accounts (import from Microsoft Excel).
- Export user list to Excel.
- Enable content filtering for user.

The screenshot shows the 'Existing Accounts' page with a navigation bar containing 'Existing Accounts', 'New User', 'Import', and 'Export'. Below the navigation bar is a table with the following columns: Name, Type, Username, and Email. The table lists 14 users, all of whom are 'student' type. To the right of the table is a search sidebar with a 'Search users' input field, a dropdown menu currently set to 'All users', a checkbox for 'Include inactive users', and a 'Search' button.

Name	Type	Username	Email
Daniel Alexander	student	daniela	danielalexander@perma-bound.com
Nicole Allo	student	nicolea	nicoleallo@perma-bound.com
Maureen Arthur	student	maureena	maureenarthur@perma-bound.com
Orlando Astiazaran	student	orlandoa	orlandoastiazaran@perma-bound.com
Brian Atchison	student	briana	brianatchison@perma-bound.com
Deana Baker	student	deanab	deanabaker@perma-bound.com
Kristi Bankston	student	kristib	kristibankston@perma-bound.com
David Bannister	student	davidb	davidbannister@perma-bound.com
Paul Bannister	student	paulb	paulbannister@perma-bound.com
Gretchen Bates	student	gretchenb	gretchenbates@perma-bound.com
Carol Bond	student	carolb	carolbond@perma-bound.com
Kenneth Brown	student	kennethb	kennethbrown@perma-bound.com
Kyle Brown	student	kyleb	kylebrown@perma-bound.com

To edit user information, click on a user. This takes you to the screen pictured below, where you can make edits.

The screenshot shows the user edit form for user 'mkane'. The navigation bar is the same as in the previous screenshot. The form is divided into several sections: 'User Information' with fields for 'First Name' (Michael) and 'Last Name' (Kane); 'Email' (kanem@perma-bound.com); 'Password' (masked with asterisks) with a 'Reveal' button; 'Role' with buttons for 'Student', 'Teacher', and 'Administrator' (the 'Administrator' role is currently selected); and 'Restrictions' with a checkbox for 'Enable content filtering' and a note: 'Enabling content filtering will limit access to titles containing adult themes and mature content. As this is a subjective review process, it may not be exhaustive of all your specific content concerns.' At the bottom right of the form are three buttons: 'Inactivate User' (red), 'Cancel', and 'Save Changes' (blue).

# Add New User

View for creating a single user accounts. The highlighted user role is the type of user account being created. In the example below, a student account is being created.

Existing Accounts **New User** Import Export

Student Teacher Administrator Shared

**User Information**

First Name

Last Name

Username

Password

Email

**Restrictions**

Enabling content filtering will limit access to titles containing adult themes and mature content.

As this is a subjective review process, it may not be exhaustive of all your specific content concerns.

Enable content filtering

Add User

1 User Roles: Student, Teacher, Administrator, and Shared.

2 Enabling content filtering will limit access to adult themes and mature content for the given user.

# Batch Import User

Allows you to import all your users in one go. On the "import" tab, download the template spreadsheet to correctly format your user information before importing users into the system.

You have a couple of options to select from during the import process. You can override existing users on username match, or skip usernames that already exist.

Existing Accounts   New User   **Import**   Export

Import your patrons from a variety of sources with only a simple spreadsheet and our user upload utility in only a few easy steps!

**Step 1: Download the template**  
Begin by downloading our [import template](#) to your computer. It's a simple XLS file you can edit with nearly any spreadsheet application, including Microsoft Excel or OpenOffice.

**Step 2: Add your users**  
The template has only a few fields to populate, you can add users manually or copy and paste your user details from another datasource; for example, an export from your student management system. When you're done, be sure to save the file back in the same format as provided (e.g. if you're using a recent version of Microsoft Excel, please don't re-save it as a XLSX file)

**Step 3: Select your import options**  
How would you like to merge this import with existing users?

**Overwrite** existing users when matched on username  
 **Skip** users in this upload that are already in eHub

Content filtering limits access to titles containing adult themes and mature content.  
 Enable **content filtering** on imported users

What role should the uploaded users assume?

**Student**  
 **Teacher**  
 **Administrator**

# Excel Template

	A	B	C	D	E
1	# Note: This is an example template. Please enter your student details below:				
2	# Not all fields are required. Only a first and last name is required. Username and Password will be generated if not provided.				
3	# Once complete, please save this file in the same format as provided (XLS, Excel 1997-2004 Workbook) and use the import upload function to continue.				
4	FIRST NAME	LAST NAME	USERNAME	PASSWORD	EMAIL
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

# Batch Export User

This feature helps you export your student list to an Excel document.

Existing Accounts   New User   Import   [Export](#)

eHub allows you to export all active user accounts to an Excel file, which can then be used to import/sync credentials with another database, archive for your own records, or modify and re-upload via the [import utility](#). Administrators are not included in this export.

[Download Users](#)

## Sample Export

	A	B	C	D	E
1	FIRST NAME	LAST NAME	USERNAME	PASSWORD	EMAIL
2	Ben	Hollendonner	benh	qweasd	
3	Garrick	Besterwitch	garrick	qweasd	besterwitchg@perma-bound.com
4	Shared	User	shared1	qweasd	
5					
6					
7					
8					
9					
10					
11					

# Administrator Settings

Administrators may use the settings tab to configure their checkout/loan policy. Here you can limit the maximum number of books a student can loan at any time, and also the duration for each checkout.

This screen also lets you configure your Reading Programs. If you wish to use any of these special Reading Programs, you can select them, and they will show up as a search filter.

## General Settings

The screenshot shows the 'General' settings tab in the eHub administrator interface. It is divided into three main sections: 'Checkout Policy', 'Reading Programs', and 'Phonetic Search'.  
1. **Checkout Policy**: This section explains that checkout periods set a time limit and ensure automatic check-in. It includes two columns of settings: 'Administrator and Teacher Limits' and 'Student Limits'. Each column has a 'Checkout Period' slider and a 'Checkout Limit' input field. For administrators, the period is 28 days and the limit is 10 books. For students, the period is 14 days and the limit is 5 books.  
2. **Reading Programs**: This section explains that specific reading programs can be enabled as search filters. Three programs are listed with checked checkboxes: 'Accelerated Reader™', 'Reading Counts!®', and 'Lexile® Framework'. A note below states that these are trademarks of Renaissance Learning, Scholastic, and MetaMetrics Inc., respectively.  
3. **Phonetic Search**: This section explains that phonetic search helps younger students find titles by matching pronunciation. There is an unchecked checkbox labeled 'Enable phonetic search'.

- 1 Checkout policy allows administrators to use the settings tab to configure their checkout and loan policies.
- 2 Reading Programs enable the user to select the programs they prefer; they will show up as a filter.
- 3 Phonetic search can be used in cases requiring searches for names/words that sound similar to a given name/word (search query)—e.g. search for “Tomas” while the person’s real name is actually “Thomas.” As an administrator, you have the option to enable/disable phonetic search. This option is disabled by default.

# Authentication Settings

Perma-eHub supports 3M's SIP2 (Standard Interchange Protocol). You can set up your Perma-eHub account to integrate with your circulation system.

## Steps to link/integrate Perma-eHub with your circulation system using SIP2 protocol:

1. Administrators can connect Perma-eHub to the circulation system via the "Authentication" tab on the Settings page.
2. Once settings are validated, eHub activates SIP2 authority.
3. When a student attempts to log in, eHub queries the circulation system for valid username/password. If these are valid, the user is allowed to act as a typical eHub student (read books, use My Shelf, check out books, etc.).

### Notes:

- Accounts found in the circulation system will be managed AUTOMATICALLY and in REAL TIME. No syncing or manual importing of students is necessary. Student accounts are auto provisioned in eHub on successful login.
- Users manually created in eHub are still valid, and supersede those coming from the circulation system. For example, administrator accounts created in Perma-eHub do NOT have to be present in the circulation system to be valid.
- Circulation systems can only authenticate student accounts at this time, not administrator accounts. These must be handled as above, via manually creating the account in Perma-eHub.

General **Authentication**

### Authentication Providers

eHub provides built-in user management in which administrators can import and organize student accounts. However, schools and libraries with existing systems may opt to simply point eHub to their existing user directory. Select a supported provider below to get started.

Not finding your system listed? [Let us know!](#)

**Built-in (default)**

- Book Systems Atrium®**
- Insignia Library System
- Surpass Library Automation
- 3M™ SIP2-Compatible (generic)

#### Book Systems Atrium

For assistance configuring eHub for Atrium authentication, please contact us at +1 800 637-6581 or Book Systems at +1 888 289-1216.

**SIP Server**

Hostname  Port

**Location**

Location Code

**User ID**

User ID for SIP Server

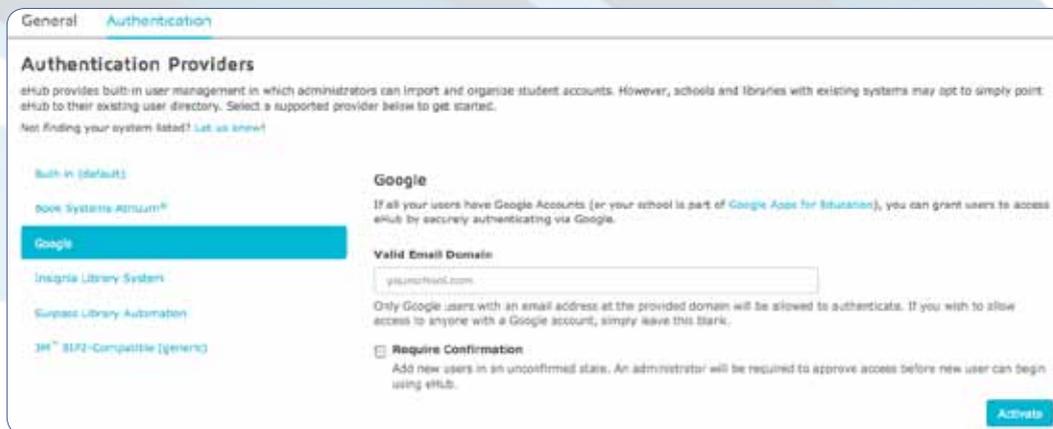
**Password**

Password for SIP Server

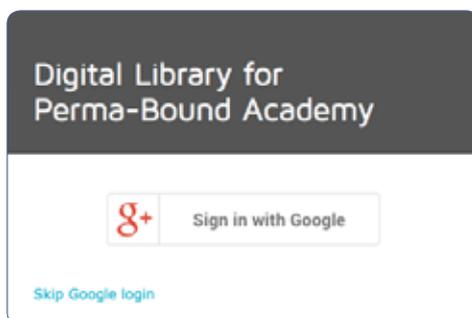
**Activate**

# Google Oauth 2.0 Authentication

Why create yet another user account on Perma-eHub? Perma-eHub supports Google Oauth 2.0 authentication. If your school/district is part of the Google Apps for Education™ program, you can grant users access to Perma-eHub by securely authenticating via Google. This feature gets your users quickly started using Perma-eHub, without having to create user accounts on Perma-eHub for all your users. This is a great advantage for large school districts that might have thousands of user accounts.



1



Once activated, user arrives at login page, now with the "Sign in with Google" button. Skipping the Google login will require you to use your Perma-eHub username and password.

2



User accepts the terms of service and authorizes Perma-eHub to authenticate via Google credentials.

3



User is presented with the Google login screen.

# Destiny User Authentication

One of our most inquired-about features is Destiny compatibility — and yes, eHub works great with Destiny! Simply activate our Destiny authentication provider and students can use their Destiny username and password to log into eHub. There is no need to manually synchronize information or require students to juggle multiple accounts.

Combined with our MARC records imported into Destiny, Perma-Bound eBooks become a transparent extension of your Destiny-managed circulation.

The screenshot shows the 'Authentication Providers' section of the eHub settings. It features a sidebar with a list of providers: Built-in (default), Book Systems Atrium®, Destiny (highlighted), Google, Insignia Library System, Surpass Library Automation, and 3M™ SIP2-Compatible (generic). The main content area is titled 'Destiny' and includes instructions on how to connect eHub with a Destiny circulation system. It contains a text input field for the 'Public Destiny URL' with the placeholder 'http://www.yourdestinysite.com' and a 'Connect' button. Below this, there is a note about supported Destiny versions and a list of schools/libraries to select from, including Adams Elementary, Allen Elementary, Anderson Elementary, Beech Elementary, Benton Elementary, Black Elementary, Bostic Elementary, Bryant Elementary, Buckner Elementary, and Caldwell Elementary.

## Enabling Destiny Support

Regardless if you're using a district-wide Destiny server or a local Destiny installation at your school, setup is easy. As an administrator in eHub, navigate to Settings > External Authentication and select Destiny. You will just need to provide the following information:

**Destiny URL** Your Destiny URL is simply the web address you use to access Destiny from a web browser. It can be a hostname or an IP address. Viewing this address from your web browser, you'll be presented a list of sites managed by your Destiny server.

**School Selection** This is especially important for working with a district-wide Destiny installation. Once you've connected your Destiny URL, you'll need to select your specific Destiny site. This ensures only students associated with your school or library can authenticate to your eHub.

We support Destiny 10.5 or higher. We are currently unable to offer support for Destiny Hosted Service customers.

# Usage

This page gives you a view of all your Perma-eHub activities. As an administrator you can analyze how the system is being utilized at any given time.

Here you can find a listing of all user activity and title activity.

Dec 12, 2013 - Jan 10, 2014 ▾

**38**

users active

**168**

visits

**185**

checkouts

**1253**

pages read

**Most Active Users**

Username	Checkouts
pbacademy	26
melanieg	24
mkane	13
timpert	7
kathyp	6

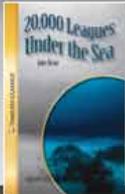
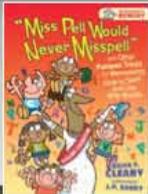
[Download all user activity](#)

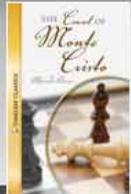
**Most Active Titles**

Title	Checkouts
20,000 Leagues Under The Sea	11
"Miss Pell Would Never Misspell"	10
50 Cent	4
1929 Stock Market Crash	3
Abigail Adams	2

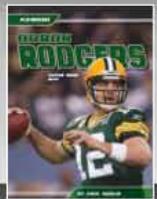
[Download all title activity](#)

**Recently Popular Titles**



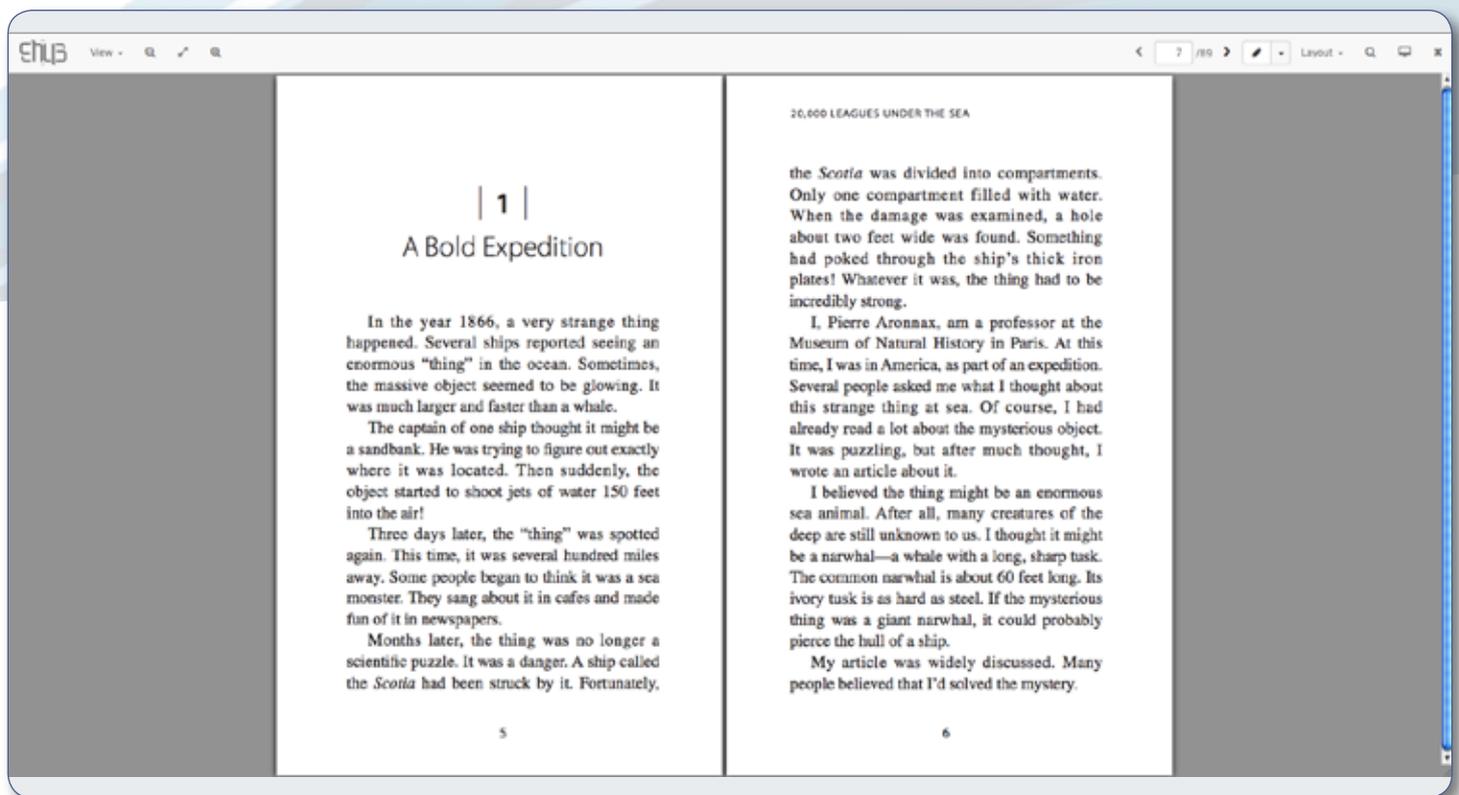




# Online Reader

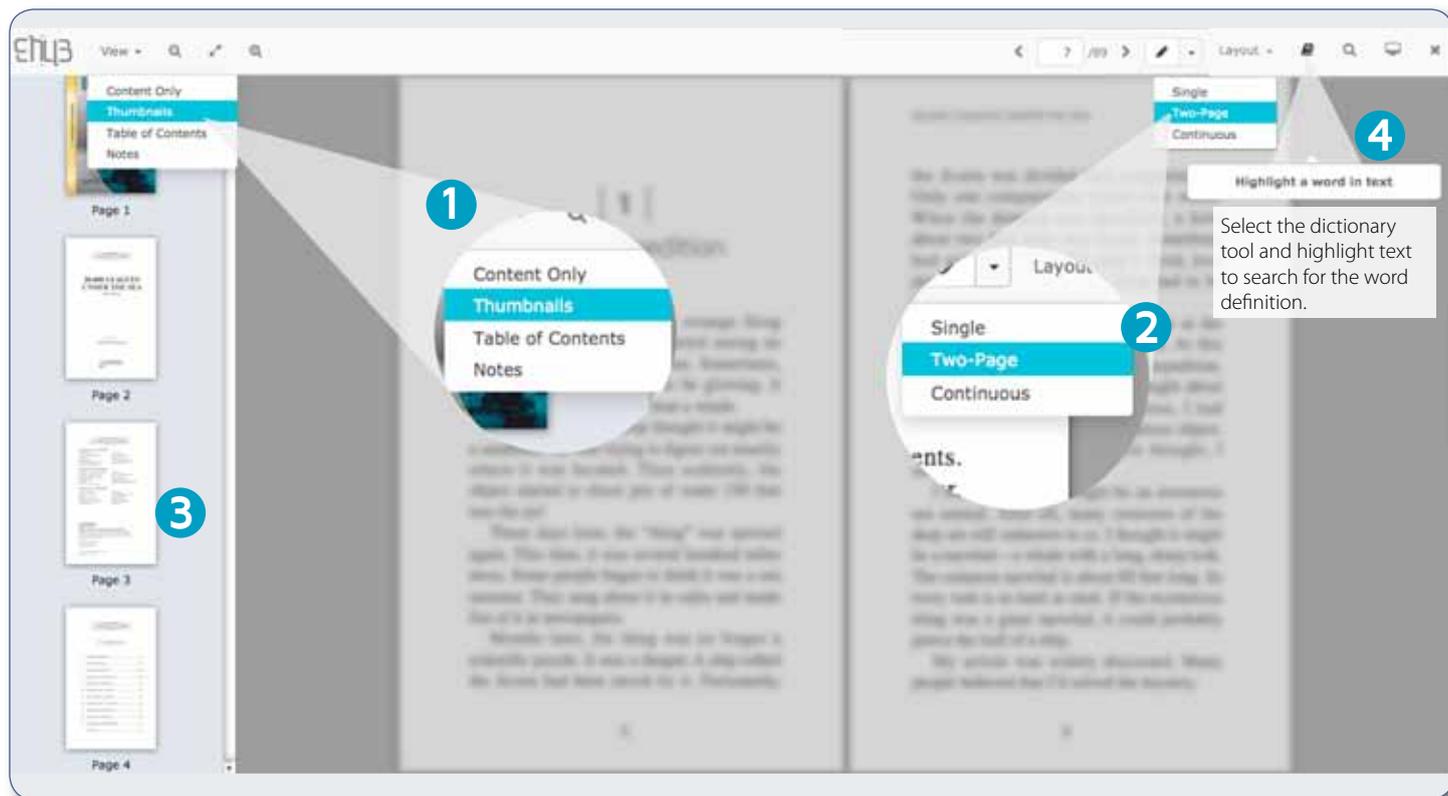
The online reader comes with some very useful tools and features to help you make the most of your reading experience. The online reader supports the following features:

- Three different page layouts (single page, two page, continuous)
- Four book views (content only, thumbnails, table of contents, notes)
- In-title search with navigation for quick access
- Annotation tool (draw, highlight, underline, strikeout, notes)
- Dictionary (Select the dictionary tool and highlight text to search for the word definition.)

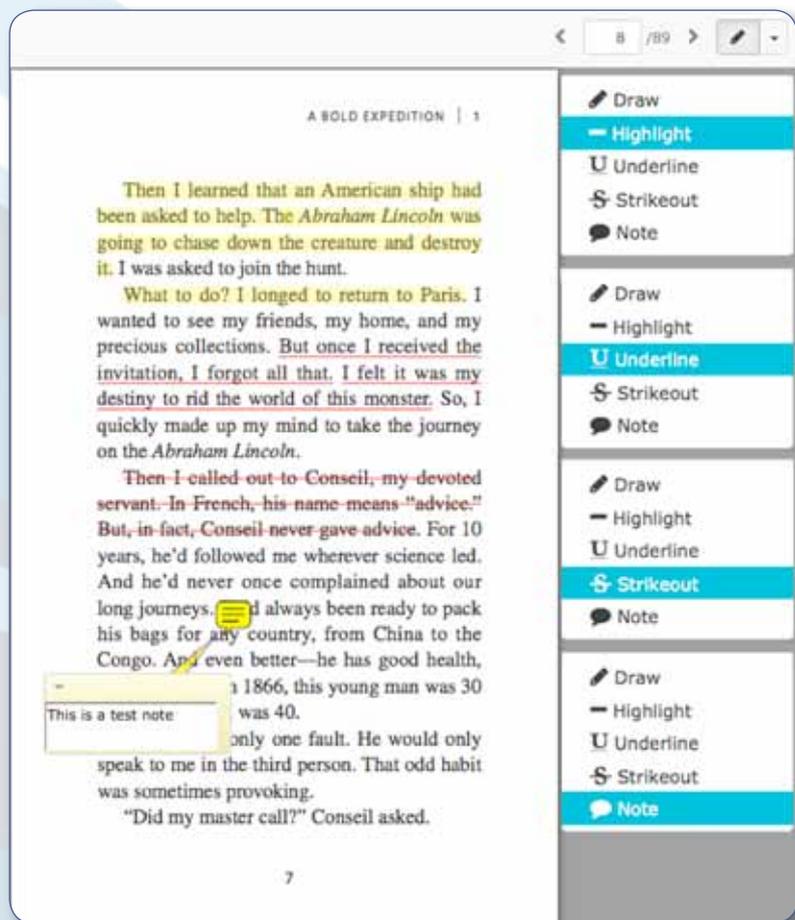
## The online reader view



## Thumbnail view/Two Page Layout



- 1** Book Views
- 2** Page Layout
- 3** Thumbnails
- 4** Dictionary Tool



## Annotation tool view

The Highlight Tool selection is used to highlight text on the book.

Underline any text of interest for later reference.

Students may strike out text that might not be relevant.

Add notes to any section of a book for quick reference, and easy navigations and bookmarks.

# Offline reader

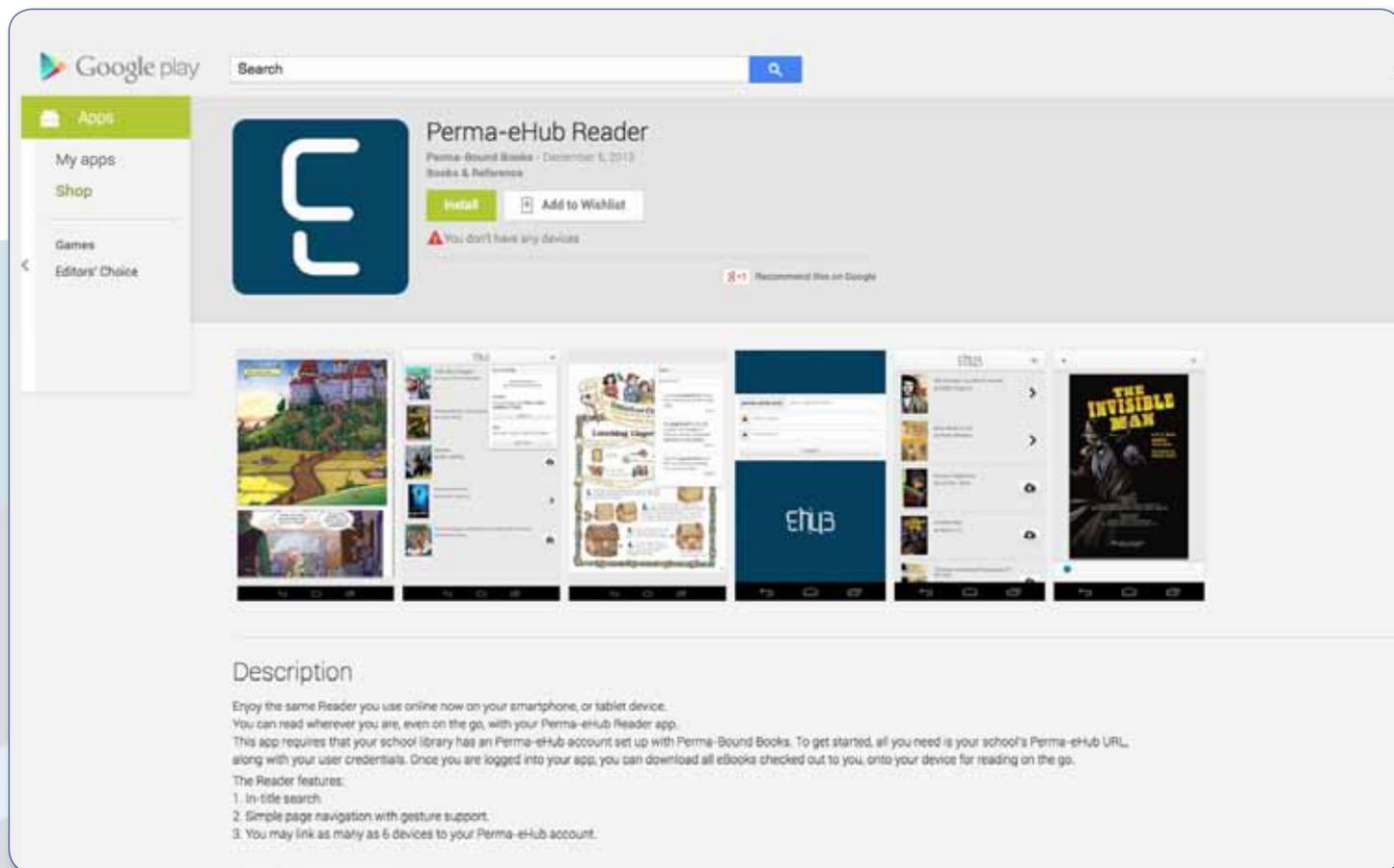
You may download your eBooks onto your smart devices (phones/tablets) to read offline. Perma-eHub allows you to connect up to six devices to your Perma-eHub account. Perma-eHub has apps for both iOS™ and Android™ devices.

## Perma-eHub Reader iOS™ app.

The screenshot shows the iTunes Preview page for the eHub Reader app. At the top, there's a navigation bar with 'Store', 'Mac', 'iPod', 'iPhone', 'iPad', 'iTunes', and 'Support'. Below this, the page title is 'iTunes Preview' with links for 'What's New', 'What is iTunes', and 'iTunes Charts'. The main heading is 'eHub Reader' by 'Perma-Bound'. A description states: 'Enjoy the same eReader you use online now on your smartphone, or tablet device. You can read wherever you are, even on the go, with your Perma-eHub Reader app.' There are links for 'eHub Reader Support' and 'Application License Agreement'. A 'Screenshots' section shows two device views: one displaying a list of books like 'Jack And The Beanstalk: The Graphic Novel' and 'Earth And The Moon', and another showing a full-page view of the 'Jack And The Beanstalk' book cover. At the bottom, there are social media links for iTunes (31,136,838 likes) and the App Store (8,750,614 likes), along with a note about Facebook offers.

We support iPhone/iPod/iPad running on iOS Version 6 and above.

## Perma-eHub Reader Android™ app.



We support Android Devices running on Android Version 2.3.3 and above.

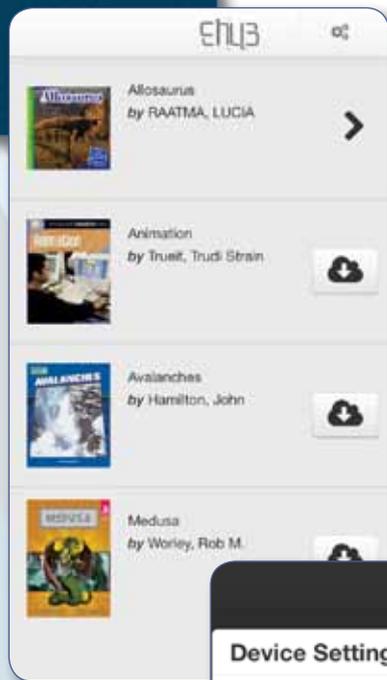
In order for the student/user to use the offline reader, the school must have a Perma-eHub account, and the user must have obtained the school's eHub URL and his or her user credentials.

That's it! Once you're set up and logged in, you're ready to read. You can download all the eBooks checked out to you (barring publisher restrictions) so you can read your books anytime, anywhere.



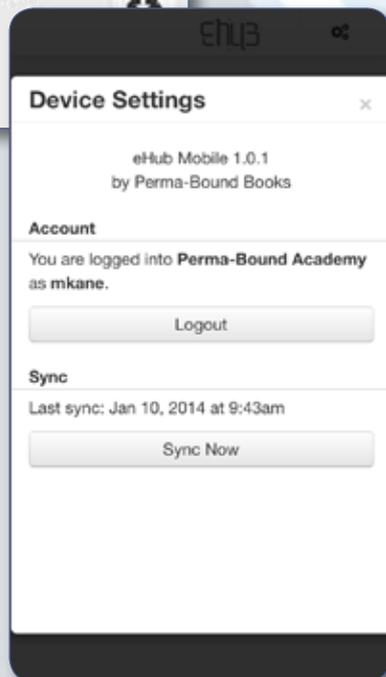
## Perma-eHub App

Once you have successfully installed the Perma-eHub app from the app store, you will click on the eHub Reader icon to launch the app. This will prompt you to enter your user credentials and your school's Perma URL.



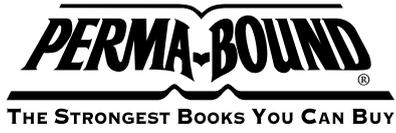
## Title Listing

Once you log in you will see a list of titles available for you to read offline. Click on the cloud icon to download a title to your device. Click the chevron icon to read a title. Only books checked out to your account on your Perma-eHub will be available for download.



## Settings Information

The "Logout" button logs you out of the app. "Sync Now" synchronizes all your current eBook checkouts that are downloadable.



**For more information**

[www.perma-bound.com](http://www.perma-bound.com)  
[www.perma-ehub.com](http://www.perma-ehub.com)

**Phone** 800-637-6581

**Fax** 800-551-1169

**E-mail** [info@perma-ehub.com](mailto:info@perma-ehub.com)

**Perma-Bound**

617 East Vandalia Road  
Jacksonville, IL 62650

**Social**



[www.perma-bound.com/  
social-media.faces](http://www.perma-bound.com/social-media.faces)

**Perma-Code**

