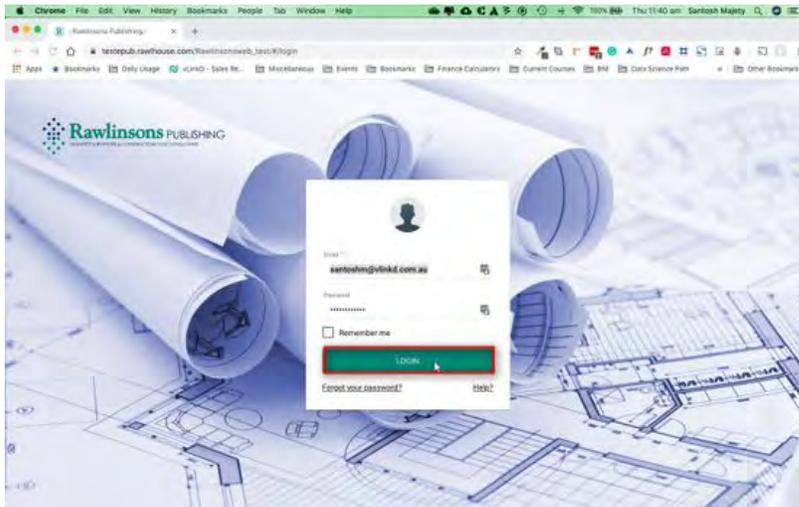


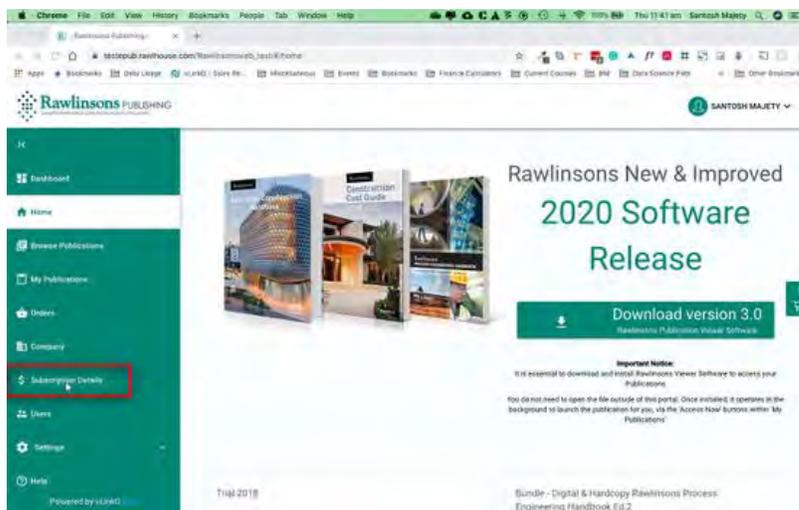
# Offline Lease Help Guide

How to assign an Offline Lease to a Publication User

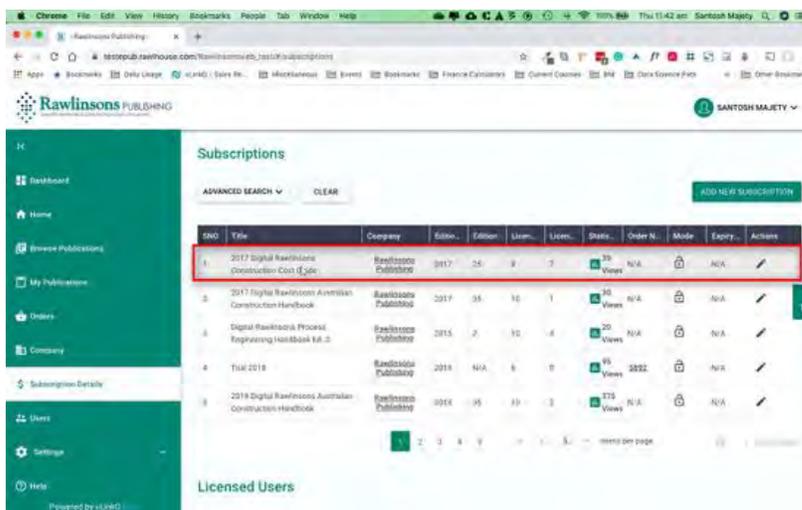
Licensee to Login to Portal. If you are a general user, contact your licensee for assistance to assign the lease



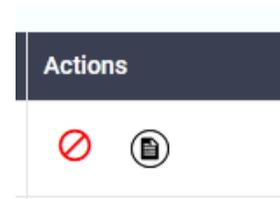
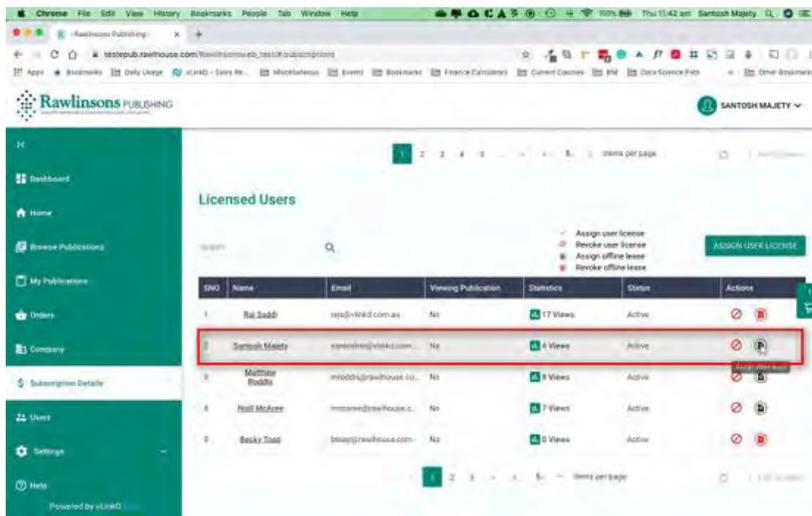
Click on "Subscription Details"



Click on the required Publication

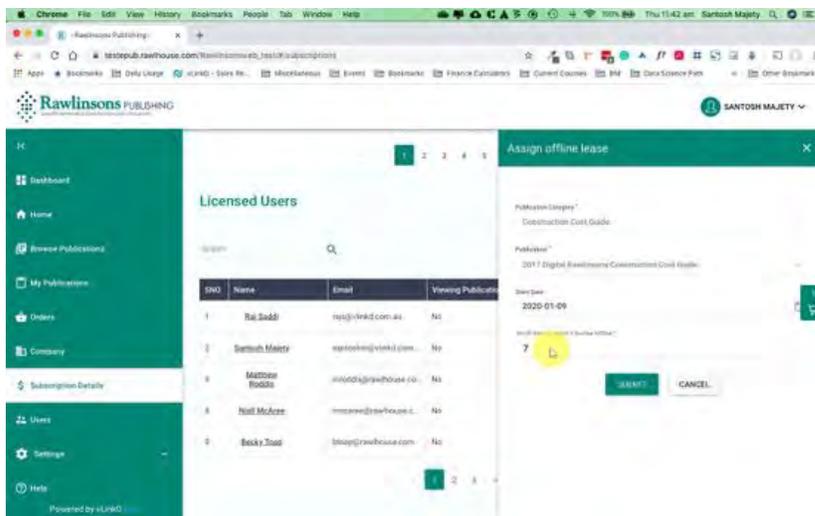


Select a User and Click on "Assign Offline Lease" button in the Actions column



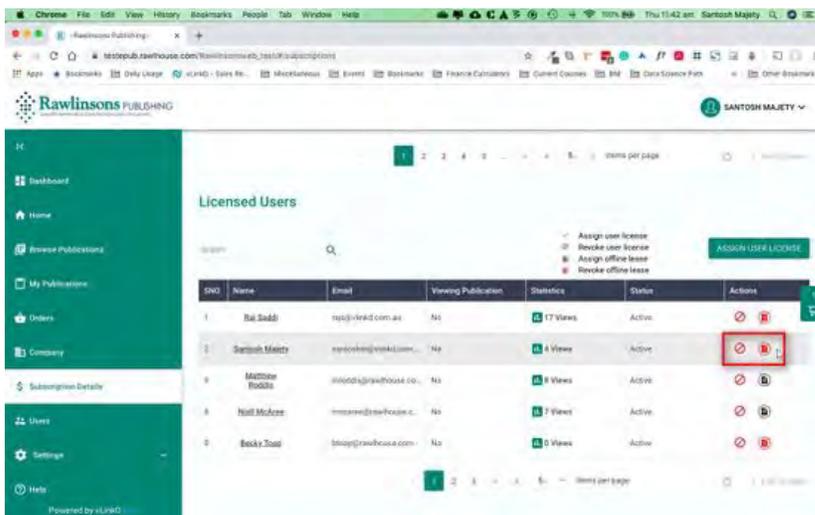
The default the number of days available for Offline Lease is 7, this can be adjusted as required. Your number of available licenses will reduce for each offline Lease assigned.

Click "Submit" to assign Offline Lease

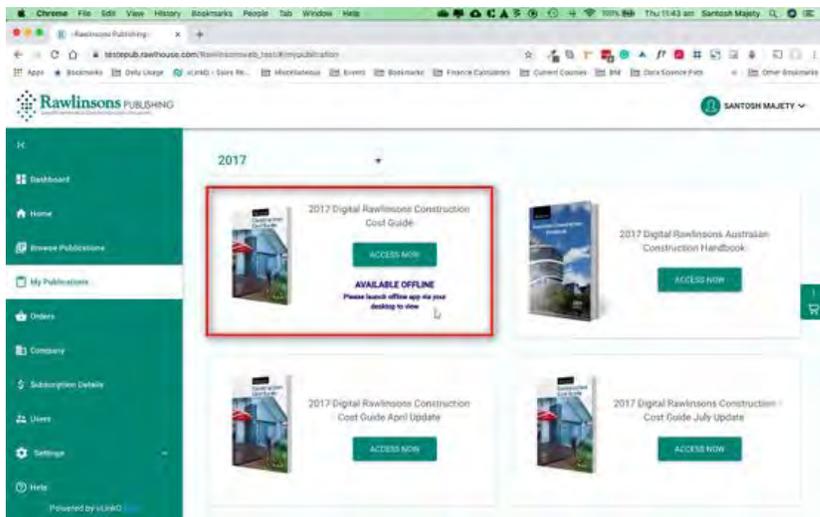


The user is now shown as having an offline lease active

Click on "Revoke Offline Lease" if you need to end the Lease for any reason

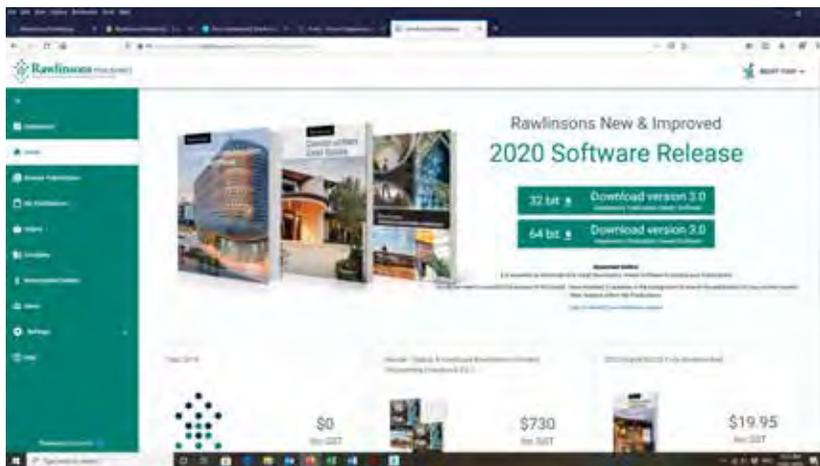


To check that offline lease is available, ask the user to login to the Epub online portal, click on "My Publications" and select the relevant year from the dropdown list. Those with a lease assigned will state "Available Offline"



The User is instructed "Available Offline - Please Launch offline app via your desktop to view"

The user should ensure they have downloaded and installed the latest software version 3.0 from the Homepage



The app will work automatically in the background to launch Online publications, as previously. It will now also appear on the desktop for use with Offline leases. The Icon will appear as shown below



The offline app will open up for login once a lease has been assigned. Use the same login credentials as in the online portal. 'Tick' to sync publications and update available leases whilst still online

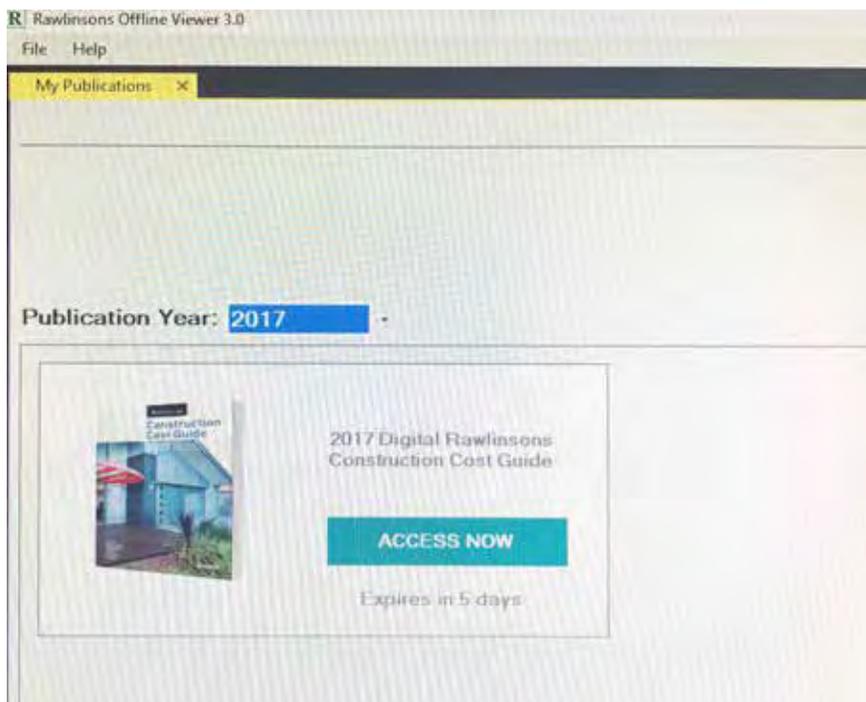


The home screen opens to show the most recent year with an offline lease available to view. Other years can be selected from the dropdown menu

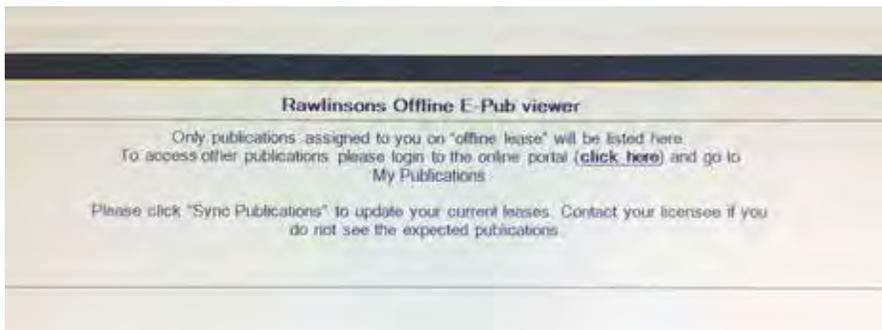
Use the "Sync Publications" button to bring leases up to date. You can now view the publications without internet access



Hit "Access Now" to view the publication. The number of days available is shown below the access button.



Information and a link to the online portal are included on the home screen



Internet access is required to sync publications

## User needs to access offline leases from a different device

The system has been designed to ensure that only one device per user is registered for Offline Lease. When the User first logs in on the Offline Desktop App his/her device address is registered within the system.

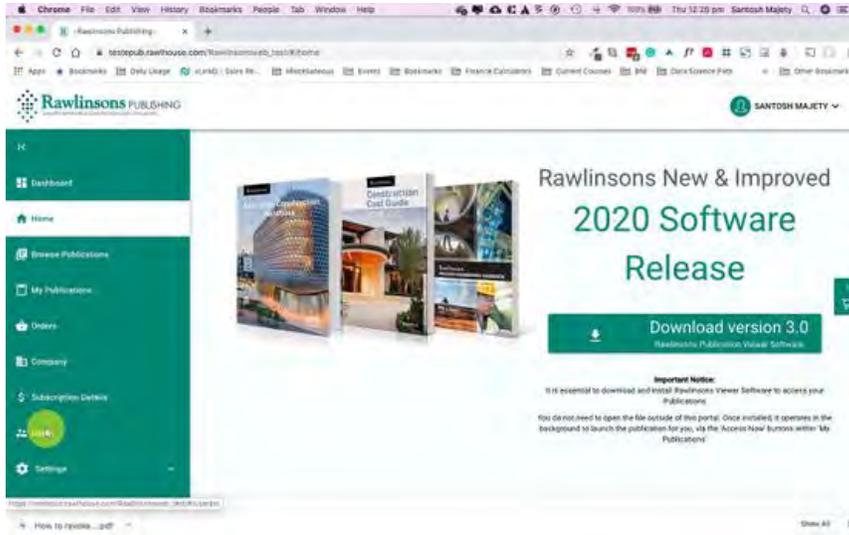
In a situation where the user has to change the device then as a Licensee user you will have to "Clear Device Address"

Upon clearing the device address a User with Offline Publications assigned will be able to access the Offline Desktop App on another machine

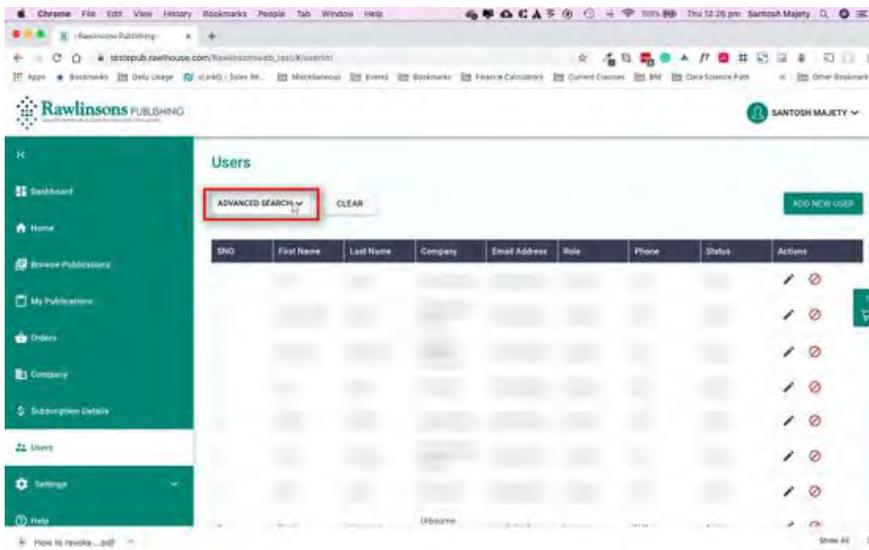
## How to clear Device Address of a User

Licensee to Login to the Portal

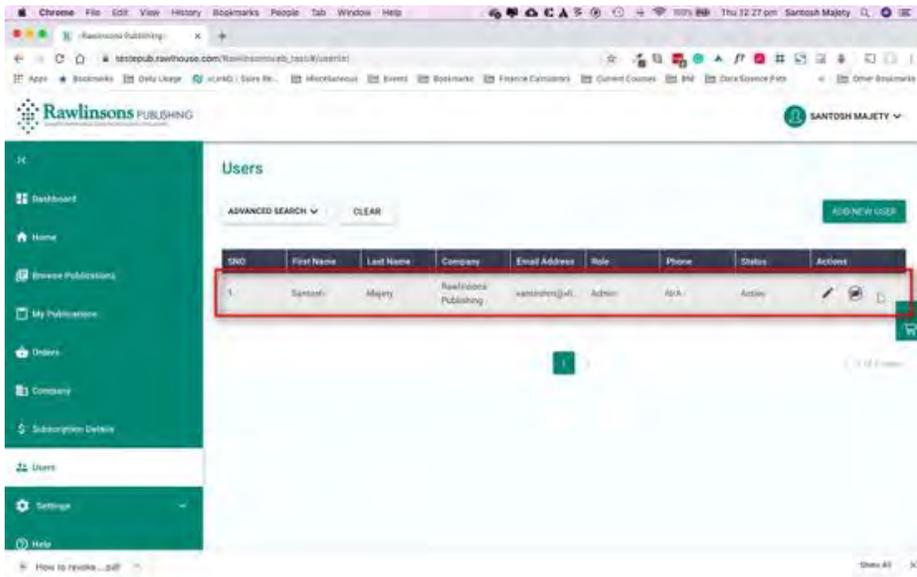
Click on Users



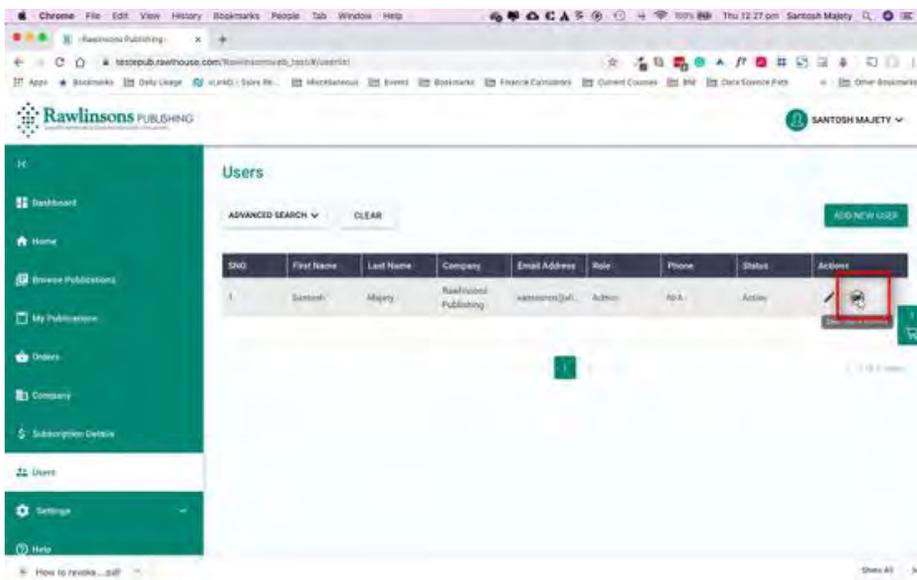
If you have many users click on "Advanced Search" to search for a User



Select the User



Click on "Clear Device"



Click "Yes" to confirm. This will clear the device id of the user and the user will be able to access the publication offline on another computer/laptop.

Before accessing the publication in offline mode, the user needs to ensure that the Offline Desktop App has been downloaded on the new computer/laptop and that publications have synced

