Introduction

KB+ allows you to see all the Issue Entitlements (titles) that are part of your subscriptions, including key information such as licence details.

KB+ also provides a facility to export a list so you can share it with other library staff. You can also run searches on all the titles available in KB+ for bibliographic and package related information.

Viewing your Titles

On the Titles panel on your Dashboard you will see the number (1) of current Issue Entitlements you have:

Click on the Titles heading (2). The Your Titles page is then displayed (see below).

Alternately, open the Titles menu (1) and click on the Your Titles option (2):
The *Your Titles* page is then displayed:

By default, the page lists ten of your titles at a time (you can change this number by editing your profile). To view more of your titles, use the options at the bottom of the page:
Titles can either be sorted in A-Z or in Z-A order, as selected from the Sort Titles By list (1). The titles themselves are listed below (2).

Searching your Titles

You can search and filter the list of subscribed titles by using the filter search drop down in the Your Titles page as described below.

To carry out a quicker search, open the Titles menu (1) and enter the name of a title or part of their names in the search field (2):

The search results are then displayed in the Your Titles page as described below.
Filtered Searches

To search your titles using the filter search drop down in the Your Titles page, enter the name of a title or part of their names in the search field (1).

You can choose to only search for titles that were included in your issue entitlements on a selected date (otherwise the search defaults to today’s date). Enter the required date in YYY-MM-DD format. Alternately, click on the calendar icon next to the Valid On field (2). The Calendar pop-up is then displayed.

Select the required date and click Confirm. The date is then displayed in the Valid On field (2). If you do not want your titles to be filtered by date, delete the date in the Valid On field.

Click Search (3) to carry out your search. The search results are then displayed as described below.

To clear the search criteria and results and return the complete list of your titles, click Reset (4).
Advanced Filters

To refine your search further, you can use some more advanced filters. Click **Filter Search (1)** to view these options:

Four drop-down lists (2) are then displayed: **Subscriptions**, **Content Providers**, **Host Platforms**, and **Additional Platforms**. Select an entry from one or more of these lists.

For example, if you select “American Chemical Society” from the **Content Providers** list, only titles provided by that body will be returned by the search.

If you only wish to search for titles that are part of two or more of your subscriptions, click **Titles included in two or more subscriptions (3)**.
Search Results

Search results are displayed in the *Your Titles* page. The results will include all titles that have names that include the string of characters you entered in the search field, whether that's all of a name or part of it. For example, if you entered “Econ” as the search string:

![Search Your Titles](image)

...then all titles with “Econ” in their names will be returned by the search:

![Abstracts of Working Papers in Economics](image)

![Atlantic Economic Journal](image)

Note the search is not case sensitive. In other words, searching against “Econ” and “econ” will return the same results.
How can I report a missing title?

Please contact us using the support button or via email (knowledgebaseplus@jisc.ac.uk) with details of any missing titles.

Viewing Title Details

The list of your titles displays basic details about them such as publication dates, publishers, and identifiers (1). Beneath these details, it displays the number of subscriptions and licences of your organisation it is associated with (2). To the right of these details, a link to the details of your issue entitlement to the title is provided (3) (see below for more details).

To view details of these items, click the arrow next to the title's name (4). Details of the associated subscription(s) and licence(s) (if any) are then displayed below the basic title details (5).

To view details of a subscription or licence, click on its name. This will take you to the details page of the item in question (LINKS HERE). Title URL links (6) will take you to the publication itself.
If the title is associated with a licence, the access properties of this licence will also be displayed (7).

**Viewing more Details of a Title**

To view further details of a title, either click on its name at the top of the panel or on the View All button (8) (see the image above).

The Title Details page for the title is then displayed:

This page displays names and links to detail of associated subscriptions and packages (1), publication type and associated update details (2), and on the Details tab, where applicable the name of the first author, parent publication and details of monograph edition (3).
Further down the Details tab, under Occurrences in Packages & Platforms, a list and details of occurrences of the title in packages and on platforms is displayed, with links to the package and platforms in question (4).

Click on the headings of the other tabs to view them:

- **Identifiers** (ISSN, ISBN numbers etc.);
- **Org Links** (the organisations the publication has been linked to);
- **Database Title History** (information on any changes made to this title since it was added to KB+); and
- **Biography Title History** (previous and succeeding title information)
For example:

Below the above list, if the title is associated with a licence, the Licence Key Properties of this licence will be displayed.

**Viewing Issue Entitlement Details**

The *Issue Entitlements* tab displays the details of your issue entitlement to the title, including whether it is "Core" or not (1). See below for details of Core titles.
You can also access this tab directly from your list of titles by clicking the Issue Entitlement link (see (3) in the image under Viewing Title Details).

To view full details of the subscription, click the See Full button (2). This will take you to the details page of the subscription (LINKS HERE).

**Reviewing Pending Changes**

The Pending Changes facility advises you of changes that have been carried out centrally by the KB+ team that affect the packages/titles/licences associated with your organisation’s account.

The number and a list of these changes is displayed next to the list of titles (1) on the Your Titles page.

Click on a selected change to view details of that change (2), or click Review All (3) for a more detailed list (also accessible from the Dashboard).

Refer to the PENDING CHANGES GUIDE.
Exporting your list of Titles

You can export the list of your titles so that it can be easily shared with, for example, other library staff.

To do this, either click Export (1) on the Titles panel of your Dashboard:

Or click Export your titles (2) on the Titles menu:

Or click Export (3) at the top of the Your Titles page:
The Choose Export Type page is then displayed:

From this page, select the format (CSV, JSON, XML, etc.) that you wish the list to be exported in. The exact procedure at this point may vary depending on the browser you are using, but you will then be given the option to open the file or save the file to a location of your choice. For example:

See the EXPORT FILES LINK RESOLVERS GUIDE for more details of the Resolver formats.
Viewing your Core Titles

You can access the list of the titles that your organisation has marked as “Core” by clicking Your core titles (1) on the Titles menu:

For further details, refer to (LINK TO USAGE STATISTICS AND CORE TITLES).

Searching all KB+ Titles

To view details of all KB+ titles, click All KB+ Titles tab (1) on the Your Titles page.
You can also access this page by clicking All titles (2) on the Titles menu:

![All KB+ Titles page](image)

The All KB+ Titles page is then displayed.

By default, the page lists ten titles at a time (you can change this number by editing your profile). To view more titles, use the options at the bottom of the page.
Titles can either be sorted in order of relevance or in A-Z or Z-A order of title name or publisher name, as selected from the *Sort Titles By* list (1). The titles themselves are listed below along with their publishers and (if recorded) identification numbers (2).

The “Relevance” option is for use with the search facility described below. Titles will be listed in order of relevance (from most to least) to the search criteria.

To view further details of a title, click on its name. The *Title Details* page for the title is then displayed. See [Viewing more Details of a Title](#) for details.

### Searching All Titles

To search for a specific title or titles, or the titles from a specific publisher or publishers, use the search facility:  

Enter all or part of the name of a title or publisher in the field provided (1).

Note that:

- You must enter whole words. The search will not look for matches in parts of words. For example, if you were searching for *Cambridge* it would not be sufficient to enter *cambr*
- The search will only search for matches with the first word you enter (unless you put a phrase in quotations - see below). Anything else you enter after the first word will be ignored. For example, if you were to enter *Cambridge University* (without quotations), only matches for the word *Cambridge* would be searched for
To search for a phrase, enter it in quotations, for example "Cambridge University". The search will then look for matches to that exact phrase.

- The search is not case sensitive. In other words, searching against “Cambridge University” and “cambridge university” will return the same results.

Specify whether you want KB+ to search for matches in the names of titles, publishers or both (All) by selecting from the Search In list (2).

Then click search (3). The search results are then displayed in place of the full list of titles, for example:

To clear the search criteria and results and return the complete list of titles, click Reset (4).