

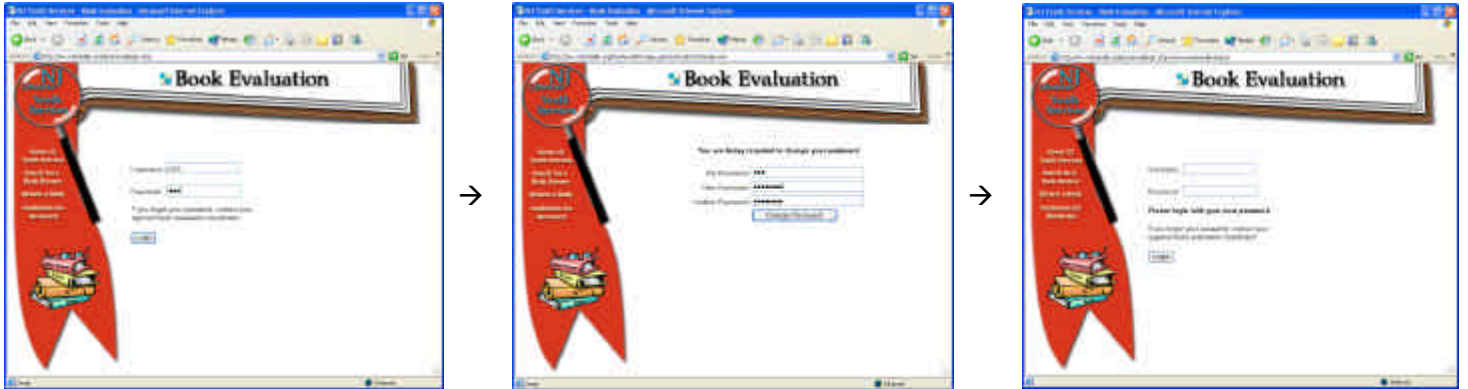
**NJYAC Book Evaluation User Manual**

**Table of Contents**

**Review a Book**----- 2  
    **Write a Review**----- 2  
**Content Management System**----- 3  
    **Edit Reviews**----- 3  
    **Delete Reviews**----- 3

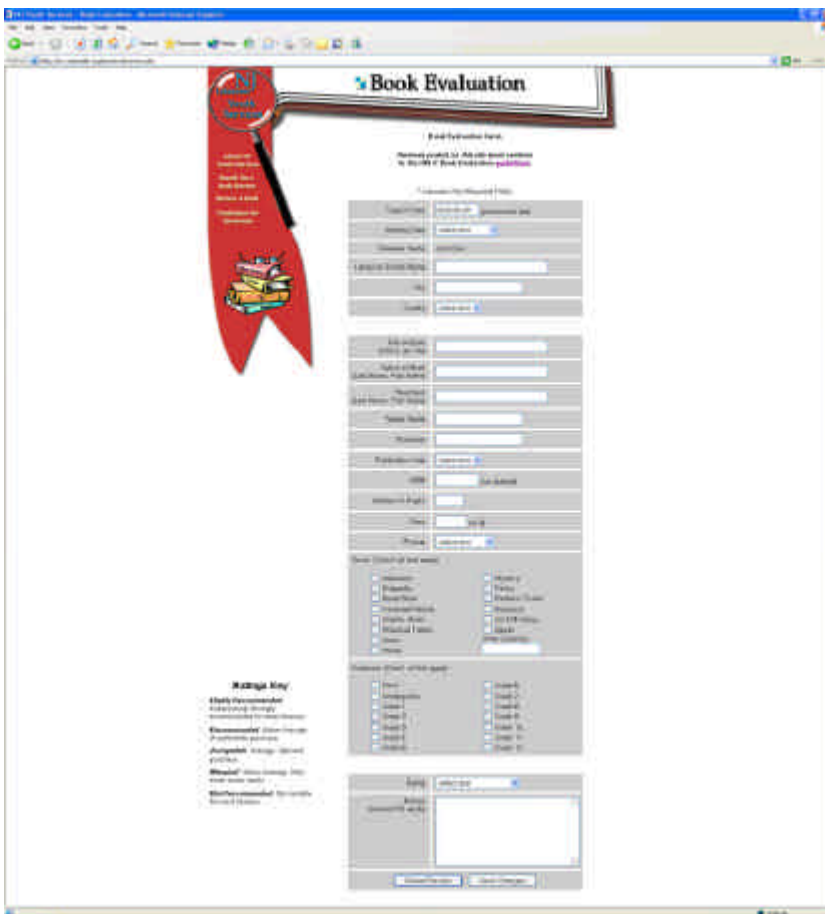
## Review a Book

To review a book, go to the *Book Evaluation* section of the NJYAC website. You will be prompted for a username and password before you can write your review. If you do not have a username or password you must contact your regional book evaluation coordinator. If this is your first time logging into the book evaluation system you will be prompted to change your password. Enter your existing password along with a new password and confirm that new password, then you will need to login again with your new password. (see below)



## Write a Review

Once logged into the system you will be brought to the online review form. Filling the form out is essentially self-explanatory, but there are a few things you should be aware of:



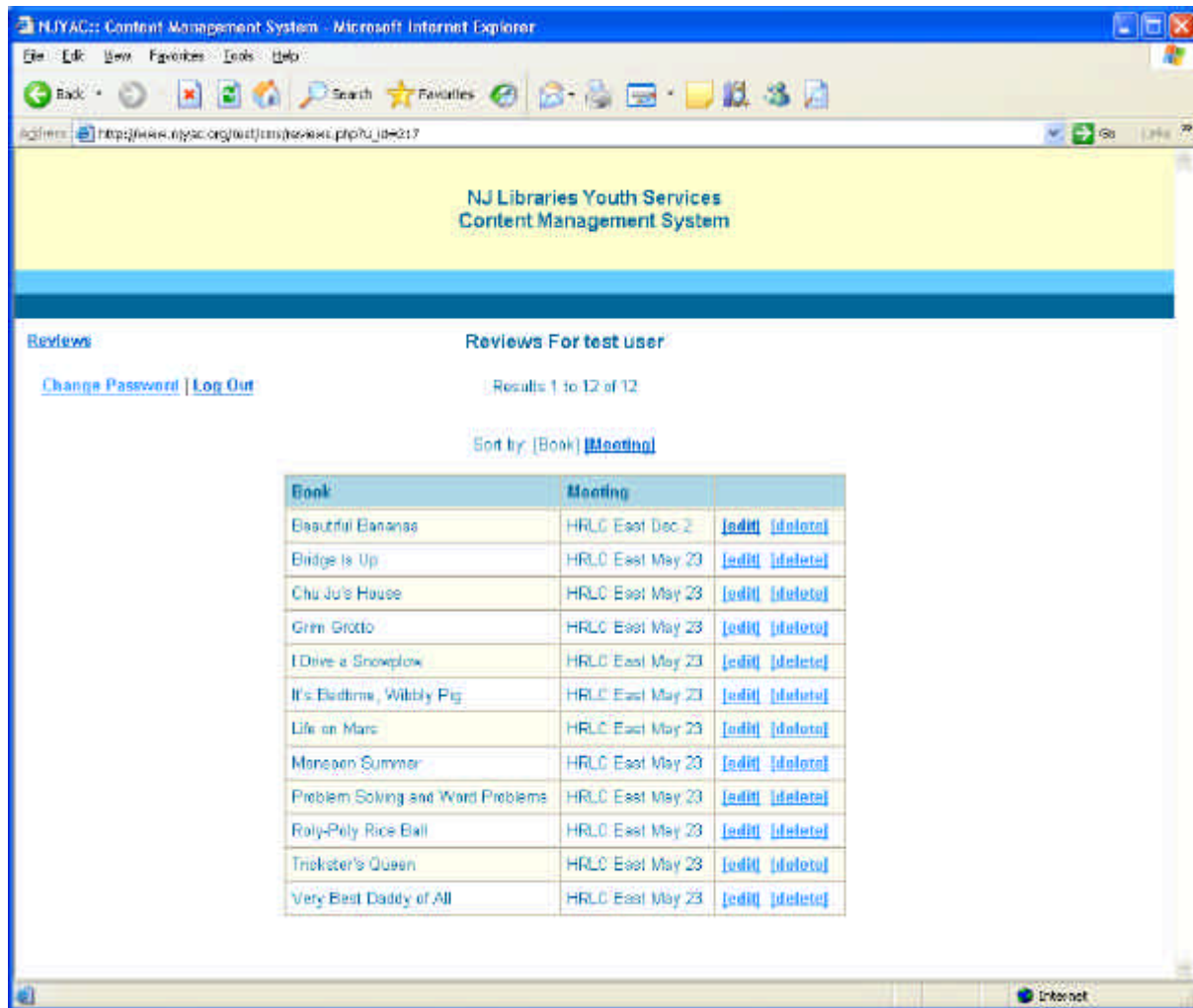
- All fields are required for submission with the exception of Illustrator and Series Name.
- If Meeting Date has no items to select, then you do not have the appropriate permissions to write a review. Please contact your regional book evaluation coordinator.
- Some fields have formatting restrictions. These are noted in the italicized parentheses on the form next to the appropriate field.
- A Ratings Key is located on the left next to the ratings field.
- After submission your entries will be presented for verification before adding your review. At this point you can go back and make changes.

## Content Management System

The CMS is where you should go to edit one of your reviews, delete one of your reviews, or change your password for the book evaluation system. To access the CMS click on the *CMS Login* link and enter your username and password if you are not already logged in. Once in the system you will have three menu options to your left: Reviews, Change Password, and Logout.

### Edit/Delete Reviews

To edit or delete one of your reviews, select Reviews from the menu. You will now see a listing of all the reviews you have written sorted by book title. You can also choose to sort reviews by meeting. With whichever sorting method you choose reviews will only be listed 25 at a time. Navigation options for First, Previous, Next and Last will help guide you through your reviews. (see below)



To make a change to a review, locate the one in question and select Edit from the right hand column on the row of the review. The same rules apply as when you initially wrote the review. Refer to the Write a Review section of this manual for more information on those rules.

To delete a review, locate the one in question and select Delete from the right hand column on the row of the review. You will then be asked to confirm this deletion for the selected book.