

MAPMyAccess — User Guide: Login & Account Access

This guide explains the login page and its related flows (alternate sign-in options, password recovery, and self-registration) for the MAPMyAccess library portal.

1. Overview

MAPMyAccess is a remote access application that lets users reach digital library content (books, journals, audio, video) owned by their institution's library, from any device, at any time. The homepage displays available content categories (Audio, Books, Journals, Video) along with a login panel on the right side of the screen.

2. Login Page — Elements

The Library Portal Login panel contains:

- Username field — user enters their library portal username.
 - Password field — user enters their password (masked).
 - Login to Library button — submits the username/password to log in.
 - Forgot Password? link — opens the password recovery flow.
 - Self Registration link — opens a modal for new users to register an account.
 - OIDC / SAML / OAuth buttons — alternate login methods via the user's institution or identity provider (see Section 4).
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3. How to Log In (Standard Login)

1. Enter your Username in the Username field.
2. Enter your Password in the Password field.
3. Click Login to Library.
4. On successful login, you are redirected to the Resources page, where you can browse and access available content (Audio, Books, Journals, Video).

If the username or password is incorrect, the login will fail and the user should verify their credentials or use the Forgot Password option.

4. Alternate Login Options

Instead of entering a username and password directly, users can log in using their institution's identity system:

- **OIDC (OpenID Connect):** Redirects the user to their institution's OpenID Connect identity provider to sign in. Once authenticated there, the user is brought back to MAPMyAccess already logged in.
- **SAML:** Redirects the user to their institution's SAML-based single sign-on (SSO) page. After signing in with their institutional credentials, the user is redirected back to MAPMyAccess as a logged-in user.
- **OAuth:** Redirects the user to sign in via an OAuth-based provider (e.g., an institutional or third-party account). After granting access, the user returns to MAPMyAccess already logged in.

In all three cases, the user does not need a separate MAPMyAccess username/password — authentication happens through their institution's/provider's own login page, and MAPMyAccess simply verifies the result and logs them in.

5. Forgot Password Flow

1. On the login panel, click Forgot Password?
2. The panel switches to the Forgot Password form, asking for:
 - Username
 - Email (the OTP will be sent to this email address)
3. Click Send OTP.
4. An OTP (One-Time Password) is sent to the entered email address.
5. The user enters the received OTP to verify their identity.
6. (Next step to be confirmed once the following screen is provided — likely a "reset password" form appears after OTP verification.)

A Back to Login link is available on this screen to return to the standard login form without completing the reset.

6. Self Registration Flow

1. On the login panel, click Self Registration.
2. A User Registration modal opens, asking for:
 - Salutation (dropdown)
 - Full Name
 - USN / Staff / Employee No.
 - User Type (dropdown)
 - Email
 - Department / Branch
 - Year of Admission
 - Mobile Number (must be exactly 10 digits)
3. After filling in all required fields, click Register to submit the registration.
4. The modal can be closed at any time using the ✕ icon in the top-right corner without submitting.

(What happens immediately after clicking Register — e.g., confirmation message, email verification, or redirect — will be added once that screen is available.)

7. Resources Page (Post-Login)

After a successful login (or clicking a resource link), the user lands on the Resources page — the main working area of the portal.

7.1 Top Navigation Bar

- Digital Resources tab — currently active tab; shows the E-Resources / Law Database listing (the main content of this page).

- Accreditations tab — likely shows the institution's accreditation details (e.g., AICTE, as seen on the login page).
- Contact Us tab — opens a Contact Us modal with the institution's contact details (see Section 10).
- My Space tab — opens the user's personal dashboard and account area (see Section 13).
- A- / A / A+ buttons — text size controls — decrease, reset, or increase the font size across the page for accessibility.
- Font dropdown (e.g., "Arial") — lets the user change the page's display font, also for accessibility/readability.
- ♥ Favourites (with count badge) — shows the number of resources the user has marked as favourite. Clicking it opens the list of favourited resources for quick access.
- 🔔 Notification bell — opens a Notifications side panel (see Section 7.5).
- Language / accessibility icon — likely a language switcher or additional accessibility tool (matches the similar icon seen on the login page).

7.2 Left Sidebar Navigation

- Demo Instance / MAP Systems — shows the currently logged-in institution/instance name.
- Single Search Services — opens the federated search page — search across multiple publishers at once (see Section 12).
- E-Resources (with count, e.g. 16) — lists all e-resource publishers/databases available (the grid shown on this page).
- Law Database/Journals (with count, e.g. 6) — a separate filtered category specifically for law-related databases and journals.
- A-Z List — opens the A–Z Resource List page — an alphabetical listing of all available documents/resources, with search and filter tools (see Section 8).
- Logout — logs the user out and returns them to the login page.

7.3 E-Resources Section

- Search bar ("Search resources...") — lets the user search across the listed resources by name/keyword.
- Summary stats banner — displays totals such as number of book titles, number of publishers, and access availability (e.g., "30,000+ Book Titles," "16 Publishers," "24/7 Access").
- Resource cards (e.g., AACN Publishing, BMJ Journals, CMIE, DOAJ, DOAB, Emerald Insight, eShodhSindhu, Frost & Sullivan, HeinOnline, IEEE, etc.) — each card shows:
 - Publisher/database logo and name
 - Subject category tag (e.g., "MULTI-DISCIPLINE")
 - Access → button — opens the resource. Access is proxied, meaning the portal routes the user through its own proxy so they can reach subscribed/paywalled content using their institution's access rights, without needing separate login credentials for each individual publisher. Confirmed example: clicking Access on "CMIE Economic Outlook" opens economicoutlook-cmie-com.demo.mapmyaccess.com — the publisher's own domain (economicoutlook.cmie.com) is rewritten into a subdomain of the portal's own domain, rather than sending the user directly to the publisher's real URL. The user then browses the publisher's actual site/content through this proxied address, already authenticated via the institution's subscription.
 - ♥ (heart) icon — adds/removes the resource from the user's Favourites. Favourited resources become accessible from the Favourites button in the top-right corner for quick return access, without needing to search or browse again.

7.4 Likely Additional Features (inferred, to be confirmed)

- Resource cards likely support filtering/sorting (e.g., by subject or publisher) given the "Subjects" tab seen on the homepage in the earlier login screen.

7.5 Notifications Panel

Clicking the 🔔 notification bell (available in the top navigation bar on any page) opens a Notifications side panel that slides in from the right, without navigating away from the current page.

- A count badge on the bell/panel header shows the number of notifications (e.g., "0").
- The panel lists approved comments from other users — i.e., this is where a user sees comments that other students/users have posted and had approved by a librarian/admin (tying back to the moderated comment system described in Section 13.3).
- Click the ✕ icon to close the panel and return to the underlying page.
- Given the accessibility controls (font size, font family), the portal appears designed with accessibility/inclusivity as a priority — worth mentioning to users who may need these features.

8. A–Z Resource List Page

Reached via the A-Z List link in the left sidebar. This page lists all available documents/resources (not grouped by publisher card, but as a flat browsable/searchable list) — useful for users who know part of a title or want to browse everything alphabetically rather than by category.

8.1 Page Header

- Summary stats banner — shows overall totals across the whole portal: total titles (e.g., "27,402 Titles"), number of publishers (e.g., "2 Publishers"), and access availability ("24/7 Access").
- Total Titles count (e.g., "74 Total Titles") — reflects the number of titles matching the current filter/search/letter selection, distinct from the overall portal totals in the banner above.
- Favourites button (top right, with bookmark icon) — opens the user's list of favoured documents, same purpose as the Favourites feature on the Resources page.
- Pagination controls («, 1, 2, 3, 4, », etc.) — navigate through pages of results.

8.2 Filtering & Search Tools

- Alphabet filter bar (All, A–Z, Clear) — clicking a letter filters the list to only titles starting with that letter. All resets to the full list; Clear removes the letter filter.
- Publishers dropdown — filters the document list by publisher, letting users narrow results to a specific source/database.
- Search bar ("Search documents...") — full-text search by document/title name across the entire A–Z list, independent of (or combinable with) the letter and publisher filters.

8.3 Document List Entries

Each row/card in the list shows:

- A document-type icon (e.g., a journal/paper icon)
- Title of the document
- Type/category label (e.g., "Journals Titles")
-  (bookmark) icon — saves the document to Favourites, mirroring the heart-icon behavior on the Resources page but using a bookmark icon here instead.

9. Accreditations Page

Reached via the Accreditations tab in the top navigation bar. This page lets users browse the portal's entire content collection grouped by different classification types, then drill down into an actual filtered, searchable results list.

9.1 Page Header

Same style as other pages — shows overall portal totals: total titles (e.g., "60,164 Titles"), number of publishers (e.g., "50 Publishers"), and access availability ("24/7 Access"). These totals stay constant across all four tabs described below, since they reflect the whole portal, not the current filter.

9.2 Classification Tabs

Four tabs let the user choose how they want to browse the collection:

- Subjects — grid of subject-area cards (e.g., Engineering, Medicine, Management, Law, Social Science, Computer Science, Chemistry, Banking & Management, Agriculture, Architecture, Life Science, Business & Economics, Education, Environmental Science, History, LIS, Mathematics, Materials Science, etc.), each showing a title count.
- Content Type — grid of content-format cards: Books, Journals, Video, Audio — each with a title count.
- Category — grid of category cards (e.g., Journals, Video) with title counts — appears to be a broader/alternate grouping alongside Content Type.
- Publishers — grid of publisher cards (e.g., Taylor and Francis, Cambridge University Press, Springer Journals), each with a title count.

Only one tab is active at a time (highlighted in teal); clicking a different tab switches the grid of cards shown below the header, without leaving the Accreditations page.

9.3 Drilling Into a Category (Filtered Results View)

Clicking any individual card (e.g., a specific subject, content type, category, or publisher) opens a filtered results view for that selection, which includes:

- Search bar — "Search by Title/ISSN/ISBN," to search within the current filtered set.
- Matched Open Access Titles: N — shows how many titles match the current filter/search combination.
- Pagination controls («, 1, 2, 3, ... », etc.) — navigate through the filtered results.
- Left sidebar cross-filters — once inside a filtered view, the sidebar changes to show additional filter categories the user can further narrow by. For example:
 - Inside a Subjects result, the sidebar offers Content Type, Category Type, and Publishers as further (expandable) filters.
 - Inside a Publishers result, the sidebar offers Subject Type, Content Type, and Category Type as further filters.

This lets users combine filters — e.g., "Law Publisher X" or "Video content under Subject Y" — rather than browsing one dimension at a time.

- Result cards — each shows a thumbnail/icon (book cover, video play icon, or generic document icon depending on content type), the title, and the source/publisher name (e.g., "MIT OpenCourseWare," "Taylor and Francis," "OAPEN," "Springer Books"). Clicking a result presumably opens/accesses that specific title (consistent with the proxied access behavior described in Section 7.3).

10. Contact Us

Clicking Contact Us (available from the top navigation bar on any page) opens a simple modal — it does not navigate away from the current page.

The Contact Us modal shows:

- Call — the institution's contact phone number.
- Email — the institution's contact email address.
- Address — the institution/consortium name (e.g., "MAP Systems").

Click Close (or the ✕ icon) to dismiss the modal and return to whatever page/view was open underneath.

12. Single Search Services (Federated Search)

Reached via Single Search Services in the left sidebar (URL path /fss). This page lets users search across multiple publishers' content simultaneously from one place, instead of visiting each publisher individually. The left sidebar on this section has its own sub-menu: Basic Search, Advanced Search, and Search History.

The page header shows federation-wide stats: number of publishers included (e.g., "5 Publishers"), total resources searchable (e.g., "24.3M Resources"), and access availability ("24/7 Access").

12.1 Choose Publishers to Search

Both Basic and Advanced Search show a "Choose Publishers to Search" panel with a card per available publisher (e.g., Emerald, JGateNext, Pasalapagina, Taylor and Francis journals, WebOfScience). For each publisher card, the user can:

- Click the card / checkbox to select or deselect that publisher (a green checkmark shows selection).
- Use Select All to include every publisher, or Clear to deselect all.
- A counter (e.g., "2 of 5 selected") shows how many publishers are currently included in the search.

The user can search one publisher, several publishers, or all publishers at once — the search only queries the publishers currently selected.

12.2 Basic Search

1. Type a query into the main search bar (a microphone icon is also available for voice input).
2. Click Search Now.
3. Results appear below, with:
 - Federation Resources panel (left sidebar) — lists each searched publisher with its own result count, and checkboxes to toggle which publisher's results are currently shown in the main list.
 - Additional filter panels (e.g., Journal, Affiliation, Year) that populate as data loads, letting the user narrow results further.
 - "Search Count for [Publisher]: N" — shows how many results matched for the currently-viewed publisher.
 - Pagination controls to move through result pages.
 - Each result card shows the title (with the matched search term highlighted), source publisher, author, and (when available) ISSN — plus a row of action icons (see Section 12.5).

12.3 Advanced Search

Gives more precise, multi-condition search control:

- Two (or more) search rows, each with a field-type dropdown (e.g., "Title") and a text box (with voice input available).
- An And / Or toggle between the two search rows — lets the user require both terms (AND) or either term (OR).
- From Year / To Year dropdowns to restrict results to a date range.
- Sort by dropdown (e.g., "Relevance") to control result ordering.
- Search and Reset buttons.
- The same "Choose Publishers to Search" panel as Basic Search, to scope which publishers are queried.
- Results are displayed in the same format as Basic Search results (Federation Resources panel, filters, search count, pagination, result cards).

12.4 Search History

Accessed via Search History in the sidebar. Shows a log of the user's past searches, each entry displaying:

- The search term and search type badge (e.g., "Basic Search").
- Date and time the search was run.
- Per-publisher result counts for that search (shown as small pill badges, e.g., "WebOfScience (2173199)").
- A delete (trash) icon to remove that individual history entry.

A "N records found" counter and a Clear All button appear at the top of the list.

12.5 Result Card Actions

Each search result card includes a small row of icons:

-  Print — prints the details of that title/record.
 -  Share / copy link — copies the resource's URL to the clipboard for sharing.
 -  Email — opens a "Share Resource URL via Email" modal, where the user enters a Recipient's Email and clicks Send (or Cancel to close without sending) to share that specific resource by email.
 -  Bookmark — adds the title to the user's Favourites, consistent with the favouriting behavior on other pages.
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13. My Space

Reached via the My Space tab in the top navigation bar (URL path /myspace). This is the user's personal account area. The left sidebar here has its own sub-menu: Dashboard, My Profile, My Bookmarks, My Documents, Search History, Share with Peers, and AI Assistant. Only the Dashboard is documented below so far; the rest will be covered once their screens are shared.

13.1 Dashboard — "This Month" Usage Stats

A note at the top indicates usage stats are updated every 120 minutes (i.e., not real-time). Three stat cards show the user's activity:

Stat	Shows
Logins	Number of logins this month, with an all-time total shown below (e.g., "39" this month, "Total: 6703").
Resources Accessed	Number of resources opened this month, with an all-time total.
PDF Downloads	Number of PDFs downloaded this month, with an all-time total.

13.2 Request Article / Books

A section listing the user's requests to the library for specific articles/books/resources not currently available, with a running count (e.g., "Request Article / Books (12)").

- Filter tabs: All, Pending, Fulfilled, Rejected — filter the list by request status.
- Each request card shows a status icon/color (✓ green = Approved, ✗ red = Rejected, ⚠ yellow = Pending), the requested title, its type (e.g., Article, Books, Others), the date submitted, and a status badge.
- + Request Article / Book button opens a New Request modal with:
 - Article / Book / Resource Title (text field)
 - Information Type — choice of Books, Article, or Other (icon buttons)
 - Publisher Name (text field)
 - Web URL Address of Article / Book (text field)
 - Request Library Admin button — submits the request to the library admin/librarian for review.
 - Cancel — closes the modal without submitting.

This lets users formally ask their library admin/librarian to source or approve access to specific content that isn't already available through the portal.

13.3 Comments

A section showing the user's submitted comments, with a running count (e.g., "Comments (9)").

- Each comment card shows the comment text/title, submission date, and a status badge (e.g., Approved, Pending).
- + Write Comment button opens a Write New Comment modal with:
 - A large text area to write a comment.
 - Submit for Approval button.

- A note clarifying: "Post approval, your comment(s) will be published."

This means comments are moderated — after a user submits a comment, a librarian/admin must approve it before it becomes visible to other students/users on the portal.

14. My Profile

Reached via My Profile in the My Space sidebar. Has three tabs: My Photo, Edit Profile, and Change Password.

14.1 My Photo

- Shows the current profile photo (or a default placeholder) in a circular Preview.
- Choose File button to select a new image.
 - Restrictions noted on screen: file must be under 100KB, and file type must be JPEG, JPG, or PNG.
- A Consent to save my photo in server checkbox must be checked before uploading (a small but important detail — the user is explicitly asked to consent to storing their photo).
- Upload Photo button saves the selected image as the new profile photo.

14.2 Edit Profile

A form to update personal details:

- Salutation, First Name* , Last Name*
- Date of Birth, User Type* , Mobile Number
- Designation* , Department Name*
- City, State, Country

Fields marked with * are required. Update Profile saves the changes.

14.3 Change Password

- A password-policy note is shown: password must be at least 8 characters, including uppercase, lowercase, a number, and a special character.
 - Current Password field (with an eye icon to show/hide the typed password).
 - New Password field (eye icon to toggle visibility) — a password strength indicator appears as the user types.
 - Re-enter New Password field (eye icon to toggle visibility) to confirm the new password matches.
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15. My Bookmarks

Reached via My Bookmarks in the My Space sidebar (URL path /bookmark). This is the central place where all of a user's saved/favourited items across the portal are managed — described on-screen as: "Manage your saved Books, Journals and Standards." A running total is shown in the header (e.g., "My Bookmarks (45)").

15.1 Page Controls

- Search bookmarks... — search bar to find a specific saved bookmark by name.
- New Folder button — opens an Add Folder modal with a single Folder Name field, plus Add/Cancel buttons. Used to organize bookmarks into folders.
- Add Bookmark button — opens an Add Bookmarks modal to manually save a new item, with:

- Bookmark Name
- Information Type — icon-based choice of Books, Journals, Database, Video, Audio, or Other
- WebURL Address — the link to the resource being bookmarked
- Add / Cancel buttons

This means bookmarks aren't only created via the ♥ /  icons seen elsewhere in the portal (Sections 7.3, 8.3, 12.5) — users can also add an arbitrary external link manually here.

15.2 Bookmark Folders

- Existing folders (e.g., "Bookfolder123," "Book1") are shown as folder icons, each with a badge showing how many items it currently contains.
- A ⋮ (three-dot) menu on each folder offers:
 - View — open the folder to see its contents.
 - Edit — rename/edit the folder.
 - Delete — remove the folder.

15.3 Bookmark Items

Below the folders, individual bookmarked items are listed as cards, each showing:

- The title of the saved item.
- A category tag (e.g., "BOOKS," "OTHERS").
- An Access → button to open/reach the resource.
- A ⋮ (three-dot) menu offering:
 - Edit — modify the bookmark's details.
 - Delete — remove the bookmark.

16. My Documents

Reached via My Documents in the My Space sidebar (URL path /documents). This is where users manage their own uploaded files — described on-screen as: "Manage your saved Audio, Video, Books, Journals and Others." A running total is shown in the header (e.g., "My Documents (6)").

This page closely mirrors My Bookmarks (Section 15) in layout, with one key difference: My Documents lets users upload actual files, not just save external links.

Note: the sidebar label for this item is inconsistent across screens — sometimes shown as "Dashboard" (Section 13), sometimes as "My Usage." Confirmed: these refer to the same page/feature, just labeled inconsistently in different screenshots.

16.1 Page Controls

- Search documents... — search bar to find a specific saved document by name.
- Filter pills: All, Video, Books, Journals, Audio, Database, Others — filter the visible list by content type.
- New Folder button — opens an Add Folder modal (Folder Name field, Add/Cancel), same pattern as My Bookmarks, to organize documents into folders.
- Add Documents button — opens an Add Documents modal:
 - Information Type — icon-based choice of Books, Journals, Database, Video, Audio, or Other
 - Document Title
 - Document Selection — Choose File to upload an actual file from the user's device
 - File size limit: less than 2MB

- Allowed file types: DOC(X), XLS(X), PPT(X), PDF, CSV, JPEG, PNG
- Upload / Cancel buttons

16.2 Documents Folders

Same pattern as My Bookmarks: folders are shown as folder icons with an item-count badge. A ⋮ (three-dot) menu on each folder offers View, Edit, and Delete.

16.3 Document Items & the AI Assistant

Each uploaded document is listed as a card with an icon (varying by file type), its title, and a ⋮ (three-dot) menu. The menu options depend on the document's file type:

- Open — view/open the document.
- Edit — edit the document's details.
- Delete — remove the document.
- AI Assistant — (this option appears specifically for PDF documents) — opens an AI chat assistant scoped to that one PDF.

AI Assistant modal behavior:

1. Click Load PDF to load the selected document into the assistant. Once loaded, a confirmation shows the filename and page count (e.g., "Loaded: [filename].pdf (2 pages)").
2. Type a question in the input box at the bottom and click Send.
3. The assistant answers using only the content of that loaded PDF — e.g., asking it to "summarize this" returns a summary drawn from the document's actual content.
4. If a question is sent before a PDF has been successfully loaded, an error appears (e.g., "Error: Session not found. Upload a PDF first."), confirming the assistant requires an active, loaded document before it will answer.

This is a document-scoped AI Q&A tool — it does not answer general questions, only questions about the specific PDF that was loaded into it.

17. Search History (My Space)

Reached via Search History in the My Space sidebar (URL path /searchhistory, described on-screen as "Manage your Searches"). This page has two tabs, each tracking a different kind of search activity:

17.1 Search History Tab

Tracks searches performed on individual digital resource publishers (e.g., via the proxied "Access" links from Sections 7.3/8.3), not the federated search. Shown as a table with columns:

Column	Description
#	Row number.
Search Keywords	The raw query string sent to the publisher's own search system (shown as technical query syntax, e.g., a JSON-like {"query":{"query_string":{"query":"Cell..."}}}).
Publisher Name	Which publisher/database the search was run against (e.g., "DOAJ").
Search URL	The actual URL used for that search on the publisher's site — clickable to revisit it.
Date	When the search was performed.

A filter bar ("Filter by keyword or publisher...") lets the user narrow this list.

A warning note is shown at the top of this tab: "Some publishers may block the search web URL capturing option, hence the search results may not be visible here." — meaning this history is best-effort and may be incomplete depending on the publisher.

17.2 FSS History Tab

Tracks searches run through Single Search Services / Federated Search (Section 12) — described on-screen as: "FSS (Federated Search Service) history shows queries performed across multiple databases simultaneously via single search." This is a more detailed, consolidated view of the same kind of history introduced briefly in Section 12.4. Shown as a table with columns:

Column	Description
#	Row number.
Query Term	The search term(s) used.
Search Type	Badge showing whether it was a Basic Search or Advanced Search.
Results Found	Number of results returned for that search.
Date	When the search was performed.

A filter bar ("Filter by query term or Search type") lets the user narrow this list. Both tabs show a running count next to their tab label (e.g., "Search History 7," "FSS History 50").

18. Share with Peers

Reached via Share with Peers in the My Space sidebar (URL path /sharewithpeers) — described on-screen as: "You can use this feature to share information with your peers." This lets a logged-in user share a resource with another person (co-user or otherwise) via their email address or login ID.

18.1 Page Controls

- Shared Items count badge (e.g., "10") shows the total number of shares created.
- Search by title, recipient... — search bar to find a specific share.
- Filter tabs: All, Pending, Sent — filter shares by their current status.
- + (plus) button — opens the Create Information Sharing modal to start a new share.

18.2 Create Information Sharing (Modal)

- Title* — a title for this share (required).
- Information Type — icon-based choice of Books, Journals, Database, Video, Audio, or Other.
- Resource Type — dropdown ("Select Type").
- Resource URL — the link to the resource being shared.
- Receiver Address Type — dropdown to choose how the recipient is identified (e.g., "Email").
- Email / Login ID — the recipient's email address or portal login ID.
- Cancel / Send buttons.

18.3 Shared Item Cards

Each share is shown as a card with:

- The title of the shared item.
- The recipient's email/login ID and the date.
- A status badge: Pending (created but not yet sent / awaiting action) or Sent (already delivered to the recipient).
- Edit — modify the share's details.
- Send — send (or resend) the share to the recipient.

-  Delete — remove the share.

19. AI Assistant (Standalone)

Reached via AI Assistant in the My Space sidebar (URL path /aiassistant) — this is a separate, standalone version of the same document Q&A tool seen embedded per-document in My Documents (Section 16.3). The page is titled "Chat with your PDF", with the description: "Upload a PDF, then ask questions about it. Questions unrelated to the document will be flagged."

19.1 How It Works

1. Click Choose File to select a PDF (or other document type) from the user's device — unlike the per-document version (which loads a file already saved in My Documents), this version lets the user upload any file directly, on the spot.
2. Click Upload.
3. Once uploaded, the chat area becomes active. Type a question in the input box (placeholder: "Upload a PDF first...") and click Send.
4. The assistant answers using only the uploaded document's content — consistent with the same "document-scoped, not general-purpose" behavior described in Section 16.3.

19.2 Known Limit

Uploaded documents are limited to 10 pages for this feature.

19.3 Relationship to the Per-Document AI Assistant (Section 16.3)

	Standalone (this section)	Per-document (Section 16.3)
Access point	My Space → AI Assistant	My Documents → a saved PDF's ⋮ menu
Document source	User uploads any file on the spot	Uses a PDF already saved in My Documents
Page limit	10 pages	Not stated (only page count shown, e.g. "2 pages")

Both enforce the same core rule: answers are restricted to the loaded document's content, and unrelated questions are flagged/rejected rather than answered from general knowledge.

20. Notes for Future Updates

This document currently covers the login, forgot password, self-registration, resources, A–Z resource list, accreditations, contact us, single search services (federated search), my space dashboard (aka "My Usage"), my profile, my bookmarks, my documents (including the per-document AI Assistant), search history (My Space), share with peers, standalone AI Assistant, and proxied resource access screens/flows. All previously open questions have been resolved. Additional sections will be added if further screens/flows are shared.