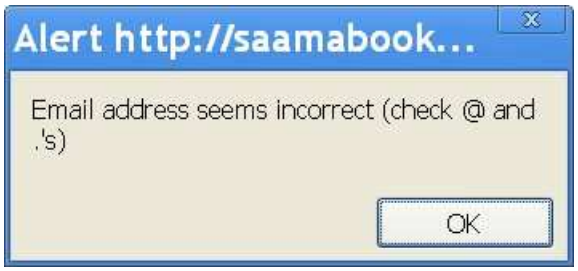
How To Use SaamaBooks Website

Creating a New User Account

1. Click on `Register` residing in top–right corner of the website.

2. **User Registration** form will come up.
3. Fill in the details. Fields marked * are compulsory to fill.
4. If you are provided with a Promotion Code, then provide it at the time of registration by selecting `Got a Promotion Code?` checkbox and entering the code in area provided.
5. The **Code** field ensures that the details are being filled by you and not some spyware computer-generated program. (security check)
6. Click on `I agree to all the Terms & Conditions` and then click on `Register`.
7. If the details are filled properly it will take you to the next page of registration process. Else, the errors will be listed one by one. For example, if you enter wrong email address, following message will be generated:



8. Complete all four pages to complete the registration.

Logging into SaamaBooks (Existing User)

1. Click `Sign In` residing in top –right corner of the website.

2. This will take you to **Login** form.
3. Enter valid email id and password (registered with SaamaBooks)
4. Click `Login`.

This will take you to your **Personal Profile** page.

Alternatively,

1. On the homepage, enter login details in `Login Here` and click on `GO` or press `Enter`.

Browse Books

There are two ways in which you can browse books:

1. Using the Search functionality
2. Browsing books by category
3. Using "Browse Selection" hyperlink

Using the Search Functionality

1. If you are looking for a book whose author or name is known to you, use the search facility in left side of website.

2. Enter search words for the book in `Keyword` textbox.
3. Select `Category` if it is known (optional).
4. Click on `GO` to list the search results.

Tip: In case you are not able to find a particular book in a category you selected, try searching it without mentioning the Category.

Browsing Books By Category

1. The left column of the website titled **Books By Category** lists all the major categories for the available books. You can click on any desired category to take a look at the books existing in that category.

2. The **Books** panel will also provide you hyperlinks to sub-categories within that category. Click on any of those links to view books under that sub-category.

Using "Browse Selection" Hyperlink

1. Click on `Browse Selection` hyperlink residing near top-right corner of website.

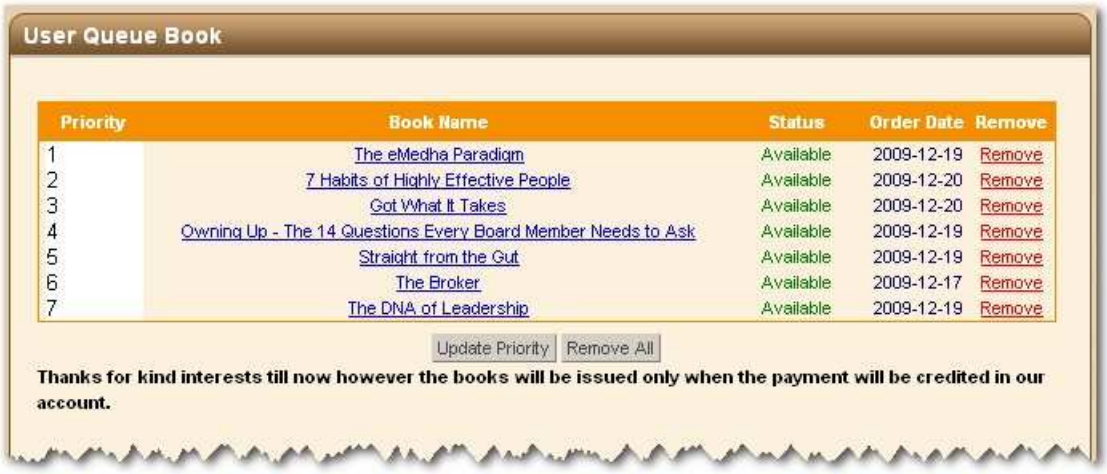
2. This will open the **Browse Selection** area where you have all the categories listed along with there sub-categories, as hyperlinks. Select the desired category or sub-category to view books in that category.

Placing an Order

1. Login into your account.
2. Browse through the books to select one.
3. Once you decide to issue a book, click on `Add to Queue` button under that book. The book will be added to your queue.
4. However, they will be dispatched only when you are current .

Accessing and Managing Your Queue

Once you have signed in, the `Register/Sign In` button will change to `My Book Queue` button. Click on it to open your book queue page, as shown below.

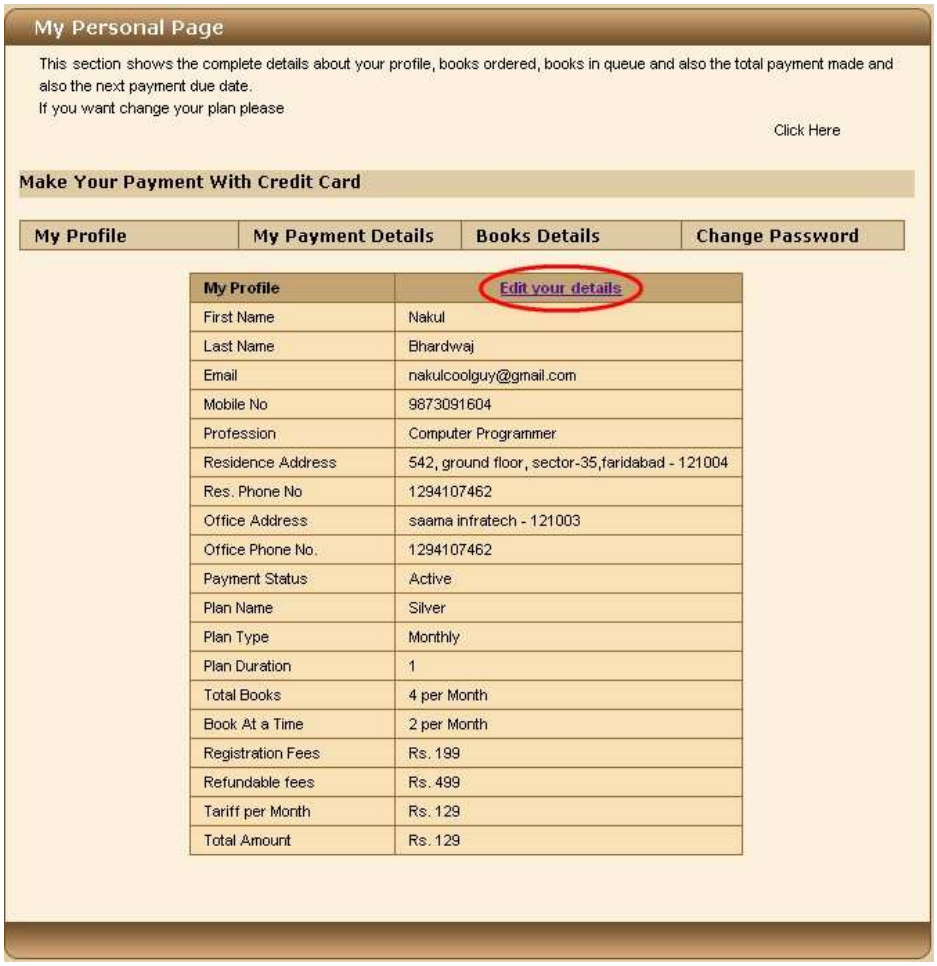


It will list the books you added to your queue. However, only top priority books (number depending upon your chosen plan) will be delivered to you. Therefore, to change a book's priority, change the **Priority** mentioned in front of it, and click `Update Priority` button.

To remove a book from the queue, simply click on the `Remove` hyperlink residing in front of that book. To remove all books from the queue, click `Remove All` button residing below the book queue table.

Editing Your Profile Details

1. Login into your profile to open `My Personal Page`.
2. Click on `Edit your details` link residing in right column of the details, as shown below.



3. This will take you to **Edit Profile** section, where you can modify the details and click `Submit` to update them, as shown below.