(AUTHOR SEARCH)

1. Visit to University of Malaya Library website as follow (http://umlib.um.edu.my)
2. Log in to Interaktif Portal with User ID (E.g. X51234567)

3. From Databases List you may find Scopus
4. Select the "Authors" tab
5. Enter the author name and first initial (E.g. Jasmon G)
6. You also can search his/her documents if you have his/her ORCID as well

7. The search results page will display all authors with citations in the Scopus database. Be aware by looking at the subject area and affiliation for each author listed. Multiple listings may be referencing the same person.
8. Select one or more of the authors on the results page by ticking the box next to the name or using the select all/page feature at the top of the results list the click the "show documents".

9. A summary of your search query is shown at the top left-hand corner of the screen.

10. Further refine your search by:
   - Entering additional search terms into the "search within results" box or,
   - Selecting elements from refine results area. (E.g. select author names, year of publication, etc and then click to either "Limit to" or "Exclude" your chosen elements

11. You may select the documents by ticking each record

12. The selected documents can be added to "List" by clicking on "Add to List"

13. You can undertake the analysis of the selected documents by clicking on "View citation overview" to see a Citation Overview Report
14. The screen shows on specific selected documents which contains detailed information including the number of articles in Scopus, number of times cited within Scopus, and h-index.