(DOCUMENT 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 "Documents" tab

5. Enter your first search term in the search box. Choose the field you want to search from the drop-down box. (E.g. *heart attack*)

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

7. 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

8. You may select the documents by ticking each record

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

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