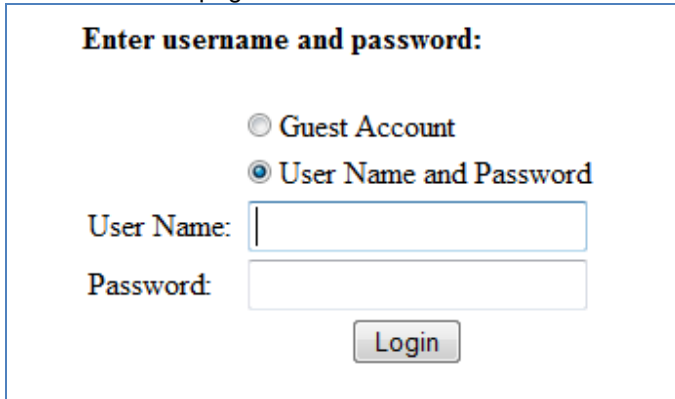


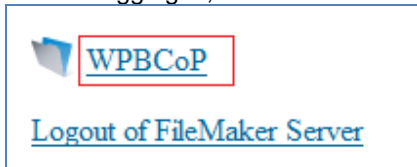
1. Click to open the WPBCoP database webpage:
<http://fm32.triple8.net/fmi/iwp/>

2. When the webpage shows as below:



In the User Name column, type in “WPBCoPMember” with the exact upper and lower case, the password is “Member@WPBCoP”. Then click on the Login button.

3. After logging in, click on the WPBCoP database link:




Now you can see the record/document information.

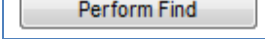
4. Members can browse, search and create new record.





For browsing through current records, you can use the browse button to go to previous/next record in default order, or you can type in the sequence number of a specific record

here and click the “Go to record” button to jump to that record directly.

5. For the search function, click  to get into Find Mode. Now you can type in your search criteria in each field and/or choose from the dropdown lists. After putting in all your search

criteria, click the “Perform Find” button . Now all records/documents that

meet your criteria will be selected, and you can use the browse button  to look through these records.

6. To go back to the browsing interface, click on the Browse Mode .

7. While browsing, citation information is shown at the Document Type section:

Document Type: Law Book Article Speech Report/Presentation Programme Internet resource

Law Book **Article** Speech Report/Presentation Programme Internet Resource

Journal/Magazine/Newspaper

Date

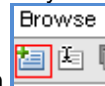
Volume

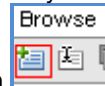
Issue

Page


The tabbed panel always shows the previously viewed tab by default. So when you see a record/document that you are interested in, you might need to manually click the tab in accordance to its document type as indicated in the field above the panel. Such as the example shown in the above picture, the record's Document Type is "Article" and its detailed information is given in the "Article" tab.

8. To add a new record/document to the database, first you need to make sure you are under the



browse mode. Then click on the New Record button . A new record with all fields blank will show up on the screen. Now you can fill in as many fields as possible for your new document. There are two points that you should pay attention to during your entry of a new record: 1) leave

Doc. NO.

the Doc. No. field blank as it appears , the database will automatically assigned a number to your document; and 2) in the Document Type section, you need to put in the citation information in the associated tab in the panel.

Document Type: Law Book Article Speech Report/Presentation Programme Internet resource

Law Book Article Speech Report/Presentation Programme Internet Resource

Scope International National

Issue Date

Article


Item

Link

For example, if the new document is a journal article, then after click the Article box, you need to

Article

Article

click on the Article tab  manually to enter detailed information of this document.