qweri
by lexum

Using the Qweri User Interface

1. Getting Started

[1]   Qweri is supported by the most recent versions of Chrome, Firefox and Safari Mobile, as well as Internet Explorer 11 and newer. Make sure you're using one of these browsers when using Qweri.

[2]   As the user interface is also fully mobile friendly, Qweri will detect the size of the screen being used and automatically switch to the mobile version.

1.1 Getting a Qweri User Account

[3]   Some documents in Qweri are password protected, in which case, it is necessary to have a user account to access them.

[4]   A user account is also necessary to use the annotation functionality, regardless of whether or not a document is password protected.

1.1.1 Qweri Installations Allowing Users to Create their Own Accounts

[5]   Some Qweri installations allow users to create their own user accounts. When this feature is available, you will see a Sign Up link in the Qweri header.
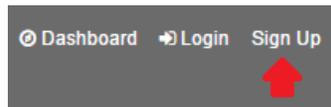

Figure 1 - Sign Up link in Qweri header

[6]   Clicking on the Sign Up link will open the Create an account pop-up. Enter your full name and email address, as well as a password that contains at least 8 characters, including a lowercase letter, an uppercase letter and/or other characters (numbers and punctuation). You will receive an email confirming that a Qweri user account has been created for you. Make sure to check your Junk Mail if ever you don't seem to have received it.
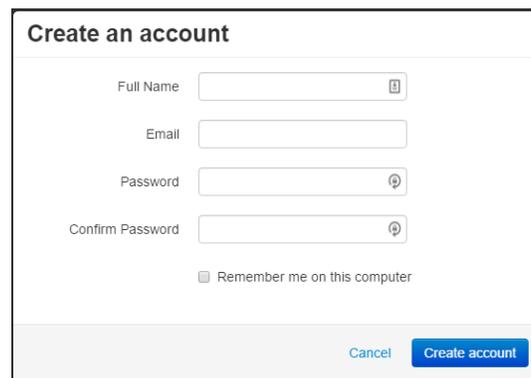

Figure 2 - Create an account pop-up

1.1.2 Qweri Installations that Require Admins to Create User Accounts

[7]   Other Qweri installations do not allow users to create their own accounts. When this feature is not available, there will be no Sign Up link in the Qweri header.
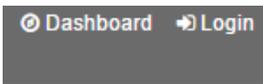
Figure 3 - Qweri header without Sign Up link

[8]   When this is the case, a Qweri Admin will have to create a user account for you. You will have to provide them with your full name and email address. They may create a password for you, to be updated the first time you log into the system, or you will receive an email allowing you to validate your account and create your own password.
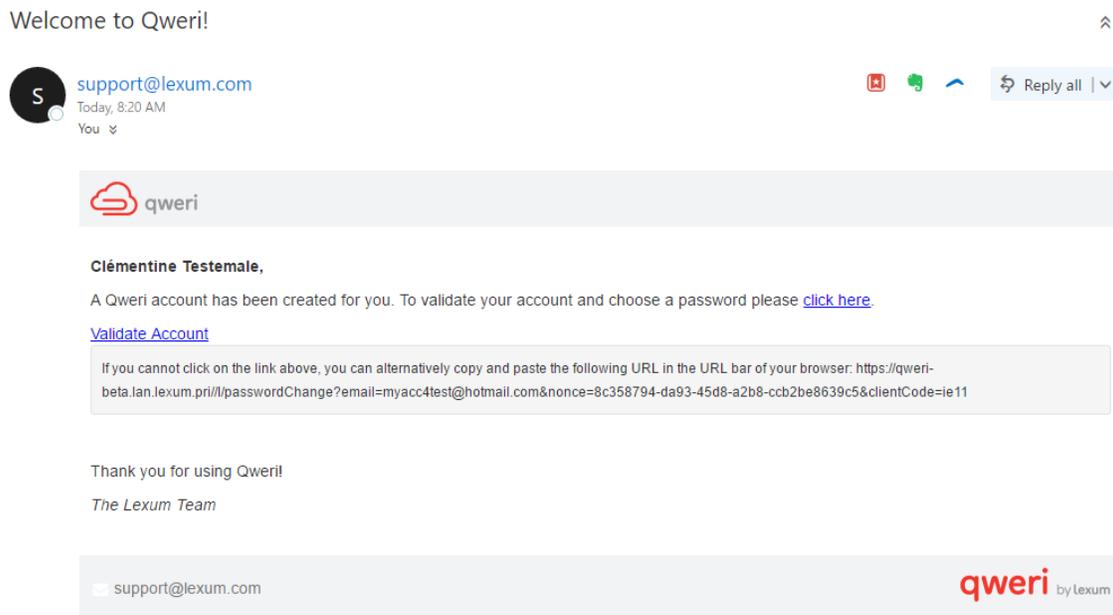

Figure 4 - Account validation and password creation email

1.1.3 Updating a Known Password

[9]   To update a known password, especially when it has been provided to you by an Admin user, click on the Change your password link in the drop-down menu available for your user account in the right hand corner of the Qweri header. You'll be prompted to provide your current password, as well as provide and confirm a new one.
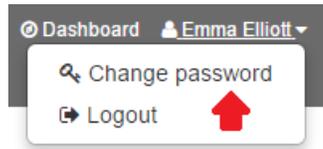
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Figure 5 - Change password link

Figure 6 - Change Password pop-up

1.2 Logging Into Qweri

[10] Use the Login link in the right hand corner of the Qweri header (see Figures 1 and 3) to access the Login page. Enter your email and password and click on the Connect button.

Figure 7 - Login page

1.2.1 Forgotten Password

[11] Should you forget your password, you can either generate a new one for yourself, or ask an Admin user to assist you.

1.2.1.1   Generating a New Password Yourself

[12] To automatically generate a new Qweri password, click on the I forgot my password link in the Connection page. You'll be asked to provide the email address associated to your Qweri user account in the Forgot Your Password? page.

Figure 8 - I forgot my password link in the Connection page

Figure 9 - Forgot Your Password? page

[13] You'll receive a password reset email containing a link towards the Select a new password page where you'll be able to select and confirm your new password.

Figure 10 - Select a new password pop-up

[14] Once you get the confirmation that the password change has been successful, you will automatically be connected to Qweri.

1.2.1.2   Generating a New Password with Admin Assistance

[15] You can also ask an Admin user to access your user account in the Qweri administrative interface and reset your password. You will receive the same password reset email as above, and will select and

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confirm your new password with the Select a new password p (see [Figure 10](#)).

2. Using the Qweri Dashboard

[16] The Qweri Dashboard lets you access and search all of the documents and notes you have access to in a given Qweri installation.

[17] Qweri recognizes if your browser language is set to English or French, and displays the dashboard to you accordingly.

2.1 List of Available Documents and Notes

[18] When you land on the Qweri Dashboard, under the grey search box, you will see the list of all the documents available to you, presented in alphabetical order. When there are more than 25 available documents, use the pager at the bottom of the page to navigate all of the results.
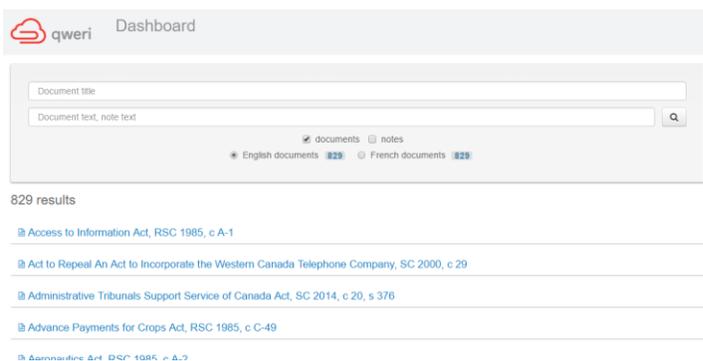
Figure 11- List of available English documents

Figure 12 - Pager to navigate results

[19] The list of available English documents is presented by default. If you also want to see the notes (see [section 3.3](#)) linked to English documents, check off the notes checkbox. Uncheck the documents checkbox if you only want to view the notes. You can distinguish a document from a note thanks to the logo displayed in the list of results.

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Figure 13 - Documents and notes checkboxes

Figure 14 - Document logo

Figure 15 - Note logo

[20] To view available French documents and/or associated notes, simply select the French documents radio button.

Figure 16 - Language radio buttons

2.2 Searching Within the Dashboard

[21] The Qweri Dashboard lets you search within all of your available documents and notes.

[22] There are two search fields in the Dashboard:

1. Document title: When you begin typing the name of the document you are trying to find, Qweri will suggest possible matches. Clicking on a suggestion will bring you directly to the document.
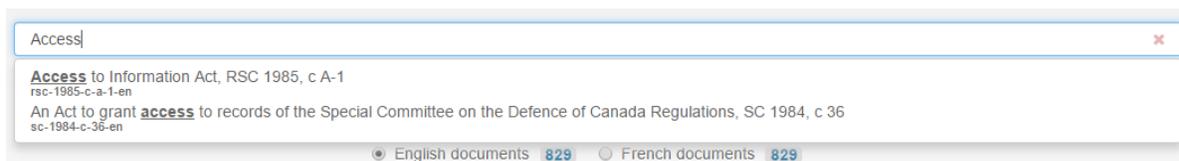
Figure 17 - Document title autocomplete

2. Document text, note text: Enter the search terms you wish to find within your documents and/or notes and click on the magnifying glass to launch your search. The dashboard search supports the use of Boolean operators (see Figure 29).

[23] You will get 1 result for each document and/or note that contains the search terms. When you click on a document Dashboard search result, you will be brought to the document's Search tab (see section 3.2) where you will see all of the results for that document with the search terms in question. When you click on a search result that is a note, you will see the same behaviour, except this time in the Notes tab (see section 3.3) of the document containing it.
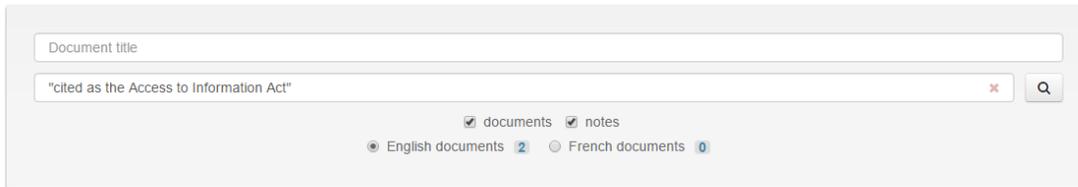
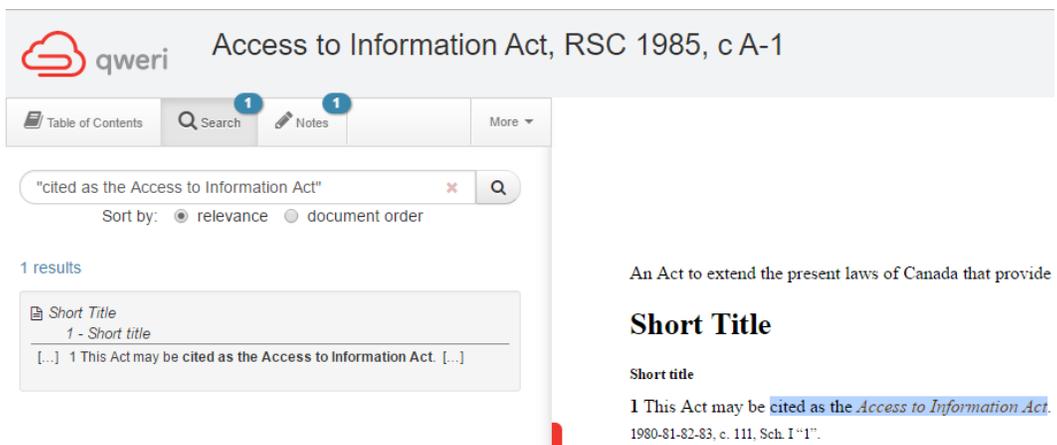**Figure 18 - Dashboard search**

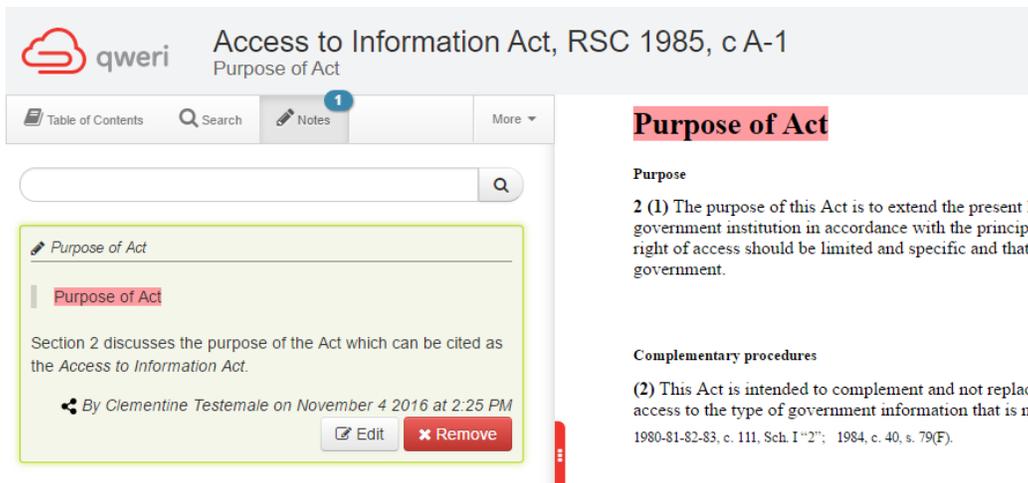

Figure 19 - Accessing Dashboard search result

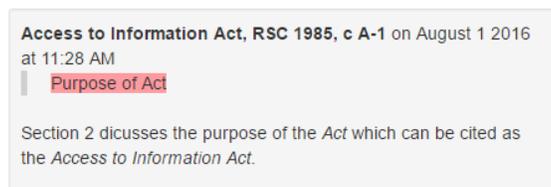**Figure 20 - Dashboard search result in note**

2.3 Recently Viewed Documents and Recently Created Notes

[24] In the top right hand side of the Dashboard, you can quickly access the documents you've recently viewed, as well as the notes that you've recently created or edited.

Figure 21 – Recent documents and notes

2.4 Additional Metadata Filters

[25] Some Qweri documents may have additional metadata assigned to them. These will either be dates or full text strings.

Figure 22 - Document header with additional metadata

[26] When this is the case, filters permitting you to search within these metadata fields may be available on the left hand side of the Dashboard under the grey search box. More precisely, you may be able to search for documents by exact date, by date range, or by a string of text. As you populate the filters, the list of available documents will be narrowed down. Click on the red X next to a given filter to reset it.

Figure 23 - Additional metadata filters

Figure 24 – Exact date search

3. Consulting Documents in Qweri

[27] Documents published in Qweri are divided into sections which ensure smooth and fast navigation whatever the file or chapter size.

[28] Here are the features that make consulting these documents convenient and efficient.

3.1 Table of Contents

[29] The document's table of contents in Qweri is found on the left hand side of the document's interface.
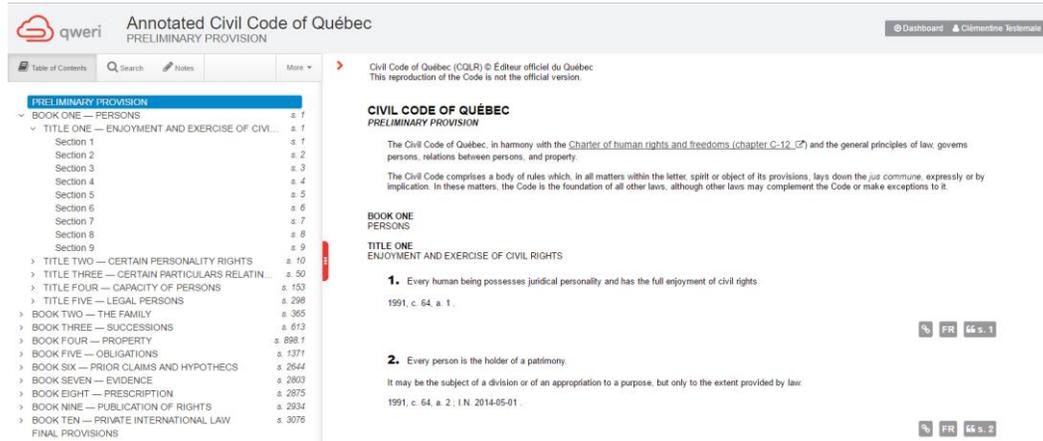

Figure 25- Table of contents in the left-hand pane

[30] By default, the first level of headings within a document will be displayed in the table of contents. A greater than symbol (>) preceding a heading indicates that it can be expanded to display another level of headings.
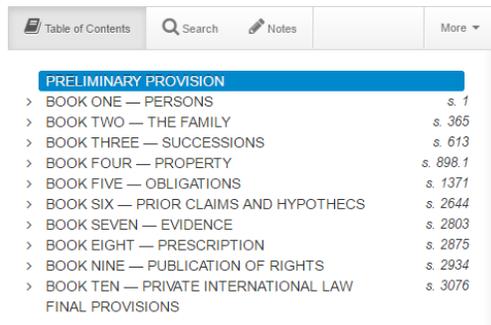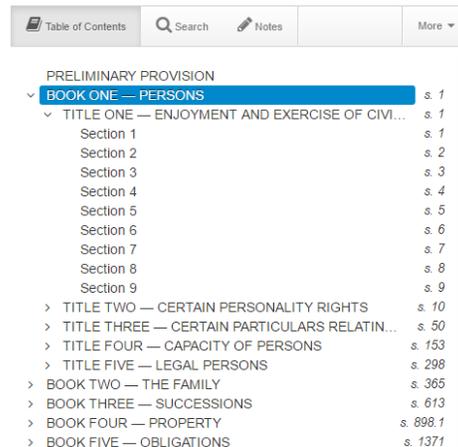

Figure 26 - First level titles

Figure 27 - First level title expanded

[31] When you click on a heading in the table of contents, the document content will automatically scroll to bring you to that heading.

[32] The Table of contents is dynamic and retractable. The red and white splitter on the outer right hand side of the table of contents

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allows you to adjust the width of the table of contents by clicking
and dragging, or collapse and expand the table of contents by double
clicking. The panels can be resized at any time in order to maximize
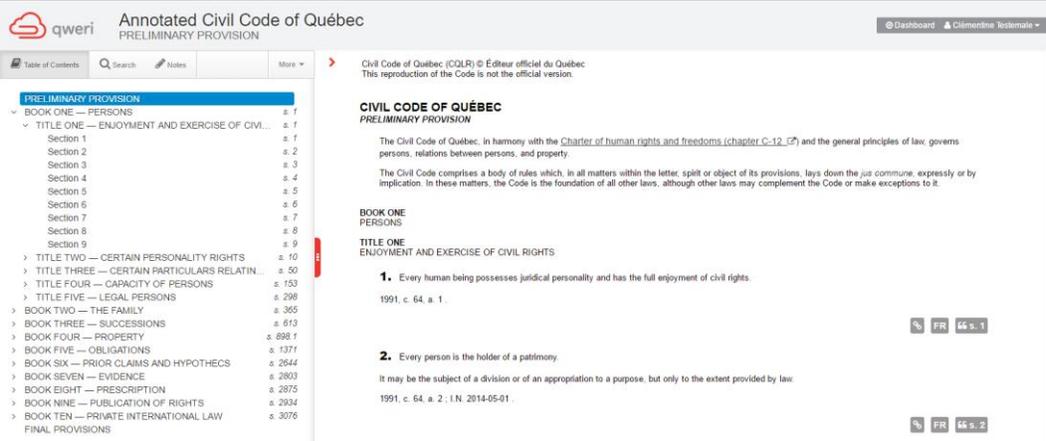screen space for content display.

Figure 28 – Minimized Table of contents

3.2 Search

[33] Via the Search tab, you can search within the document you're
consulting. By default, when accessing the Search tab, a summary of
the Boolean syntax supported by Qweri is displayed.

Find	Operator (case sensitive)	Example
This exact **PHRASE**	""	"R. v. Douglas"
ALL of these words	**AND**, no operator	permit hunting
ANY of these words	**OR**	city **OR** municipality
NONE of these unwanted words	**NOT**	custody **NOT** child
Words within the same **PARAGRAPH**	/p	levy /p probate
Words within the same **SENTENCE**	/s	tax /s income
Words within *n* words	/n	letter /5 credit
Exclude **PLURALS** and **DERIVATIVES**	EXACT()	EXACT(translator)

Figure 29 - Boolean syntax supported by Qweri

[34] Enter search terms into the search field and click on the
magnifying glass to launch your search.

[35] Each search result, listed in the left hand pane, displays the search terms in a contextual snippet, as well as an indication of what document headings the search terms can be found under.
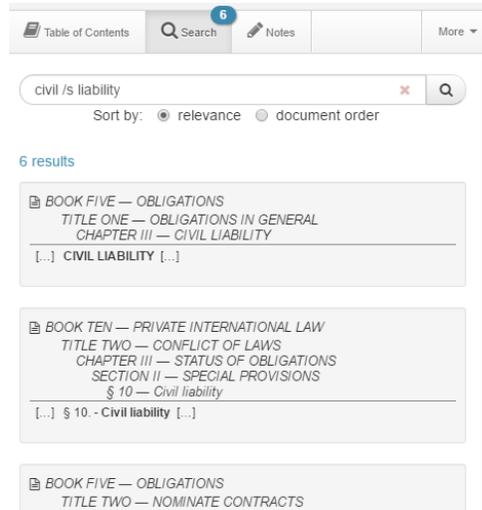

Figure 29 - Search results with contextual snippets

[36] By default, results are sorted by relevance. You can also sort results by the order in which they occur in the document by selecting the document order radio button under the search field.
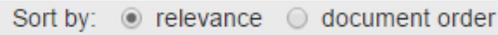

Figure 30 - Sort by radio buttons

[37] When you click on a search result, the document will scroll to the search terms, which will be highlighted.

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Figure 31 - Selected search result

[38] When a search returns more than 25 results, a pager at the bottom of the left hand pane will allow you to navigate the additional results.

3.3 Notes

[39] The notes feature lets you highlight content and insert personal and/or shared notes directly in the body of your document.

3.3.1 The Notes Tab and Public Notes

[40] When the notes functionality has been activated for the Qweri installation you're using, you'll see the Notes tab in the left hand pane. By default, you'll also be able to see all public notes added to the document by the Qweri Admins for all to see. Public notes are always highlighted in blue and have the share logo.

[41] If you are not logged into Qweri, you'll see a note in blue in the notes tab reminding you that to annotate a document, you must be signed in.

Figure 32 - Notes tab in the left-hand pane

[42] Much like with the Search tab, it is possible to search within a document's notes. To do so, use the search bar in the left hand pane Notes tab. Also like the Search tab, when you select a note in the left hand pane, the document content will automatically scroll to bring you to the note. Conversely, if you click on highlighted text in the document you will be brought to the associated note, outlined by a green box, in the left-hand pane.

3.3.2 Adding a Note

[43] Adding a note is as simple as selecting text in your document. When you do so, the Add a note pop-up will appear. Highlight the selected text by clicking on the desired colour.
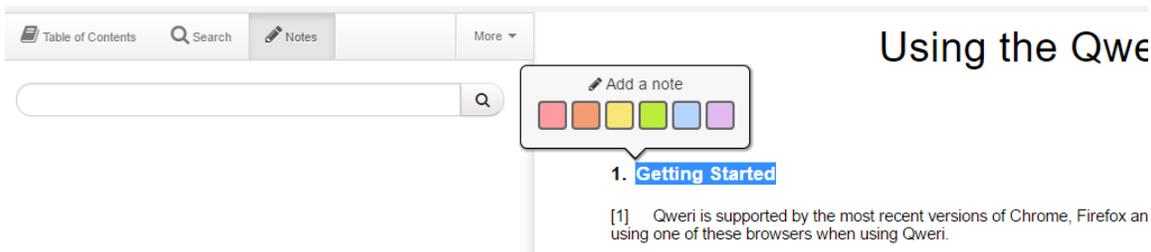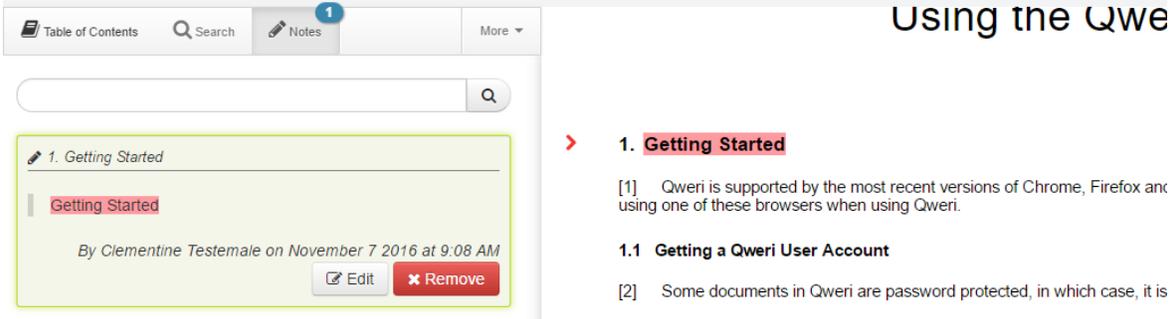
Figure 33 - Add a note pop-up

Figure 34 - Highlighted document content

[44] From the left-hand pane, click on the Edit button of the note you wish to edit and the Edit note widget will appear. This widget lets you add a full text comment, hyperlinks to external content, images and videos. You will also be able to change the desired highlight colour.
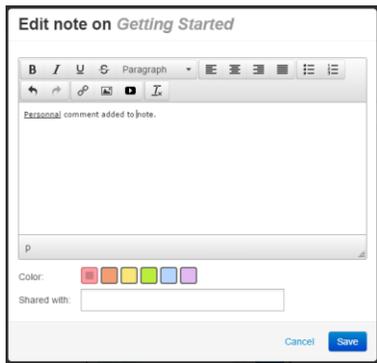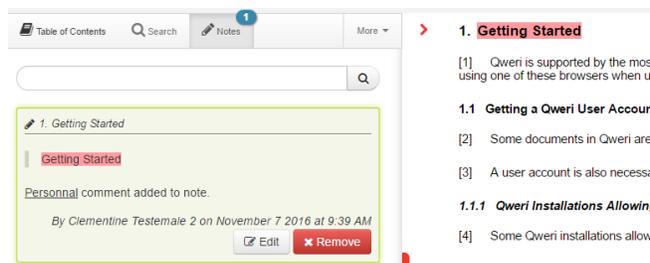

Figure 35 – Note widget

Figure 36 - Highlighted note in document

3.3.3 Removing a Note

[45] To remove a note, click on the Remove button within the note. A security pop-up will appear for you to confirm you want to permanently delete the note.

3.3.4 Shared Notes

[46] Some Qweri installations are set-up to make it possible to share notes amongst users that are members of a group.

[47] If you are the member of a group, when you add a note to a document, you will be able to select the group from the Shared with field.
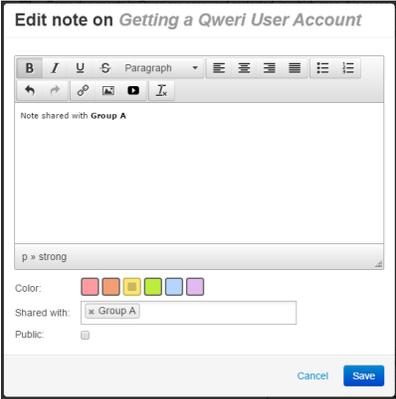

Figure 37 - Note shared with Group A

[48] For the user who has created the shared note, it will display like any other personal note, in the chosen highlight color, except that it will have the share logo. For other members of the group, the shared note will appear highlighted in blue, also with the share logo.
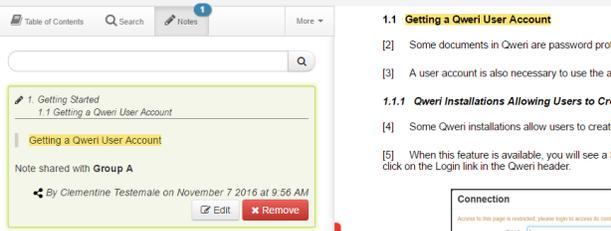
Figure 38 - Shared note as viewed by author

Figure 40 - Shared note as viewed by group member

3.4 Footnotes

[49] When a document contains footnotes, simply hover your cursor above the number of the footnote and the content of the footnote will be displayed inline.

Figure 39 - Footnote displayed inline

3.5 More

[50] The More dropdown menu lets you access different formats of the document you're consulting. Depending on the Qweri installation, you may see:

1.   the **PDF** option, which allows you to download the full PDF version of the document you're consulting;

2.   the **ePub** option, with which you can download the full PDF version of the document you're consulting;

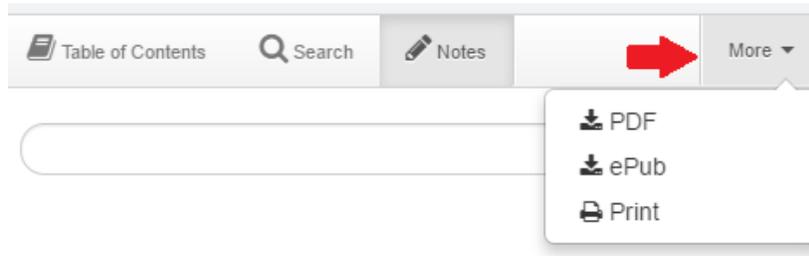the **Print** option, which lets you print out the section of the document you're consulting, including the footnotes of that section, directly from your browser.

Figure 40 - More menu options

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