

The MCSA Journal on Docwize

A quick guide

Background

The MCSA has a vast collection of journals collected since the inception of the club in the 1890's with the first annual being published in 1894. Technological advances allow printed journals to be digitised and later editions (already in digital form) are continuously added to this digital collection. To distribute the journal to our members the club partnered with Docwize.

This document will explain the process of accessing the journals in this new format.

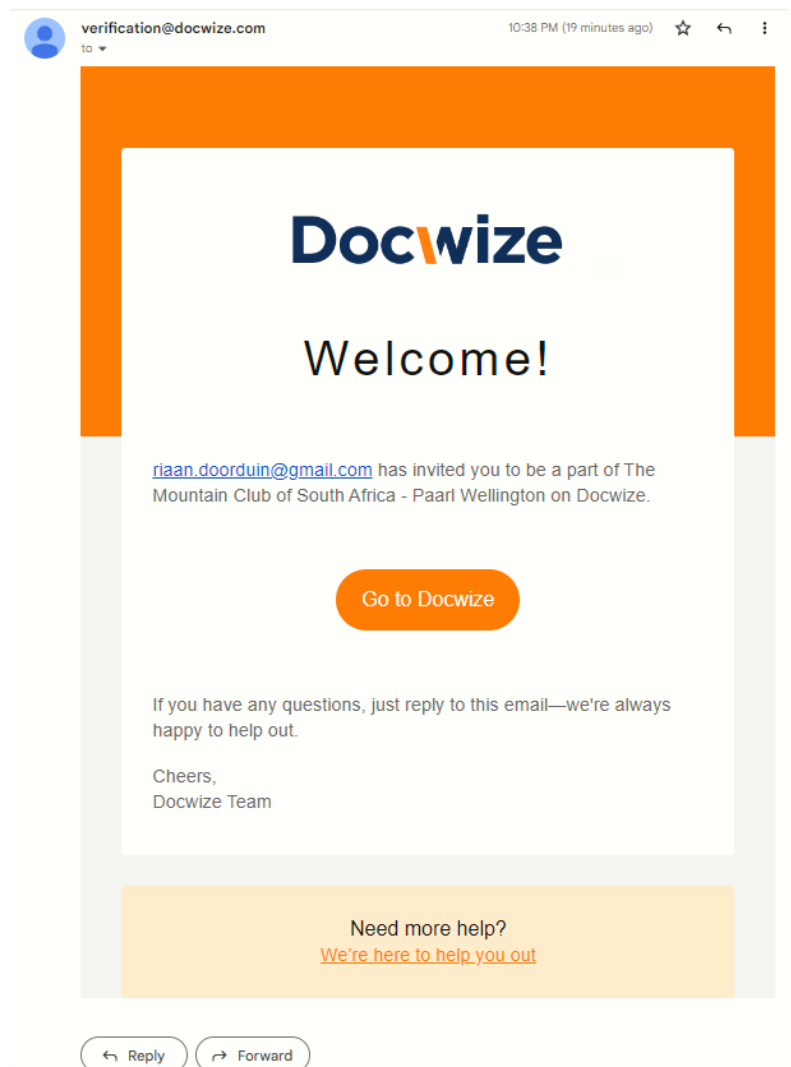
The process

Step 1: Invitation

Each section will send out an email to their members with an invitation to join the Docwize platform. This platform is used as a distribution channel for the digitized MCSA Journals to our members.

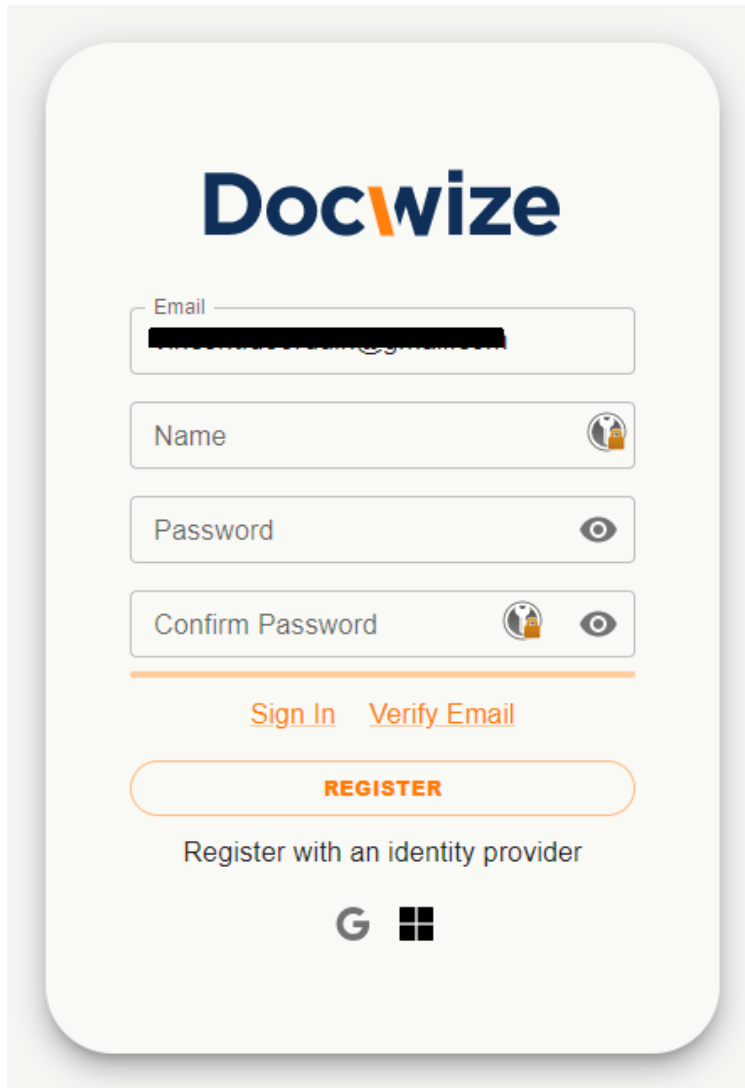
Please verify the email address.
Click on the "Go to Docwize" icon.
You will be taken to Step 2:

If you have NOT received an invitation, please try to login to:
<https://portal.docwize.com>
And follow the next step 2.



Step 2: Register

Enter your email address and decide on a password with adequate complexity whilst still remembering it.

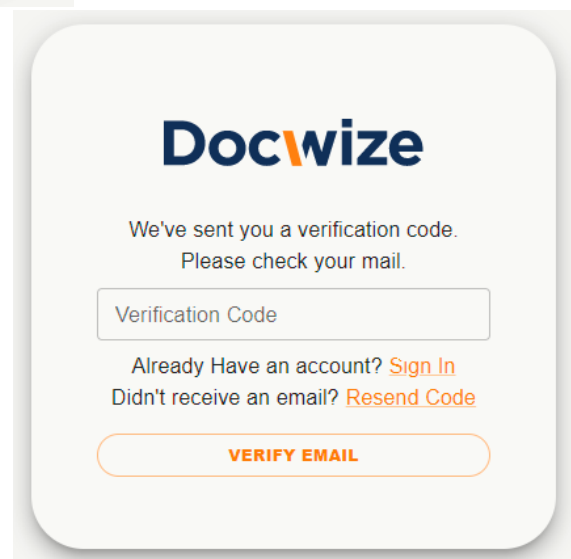


The registration form for Docwize is displayed on a light gray background. It features the Docwize logo at the top. Below the logo are four input fields: 'Email' (with a blacked-out example), 'Name' (with a user icon), 'Password' (with an eye icon), and 'Confirm Password' (with a user icon and an eye icon). Below these fields are two links: 'Sign In' and 'Verify Email'. A large orange 'REGISTER' button is centered below the links. At the bottom, there is a link 'Register with an identity provider' and two social media icons (Google and Microsoft).

Press "Register" to proceed.

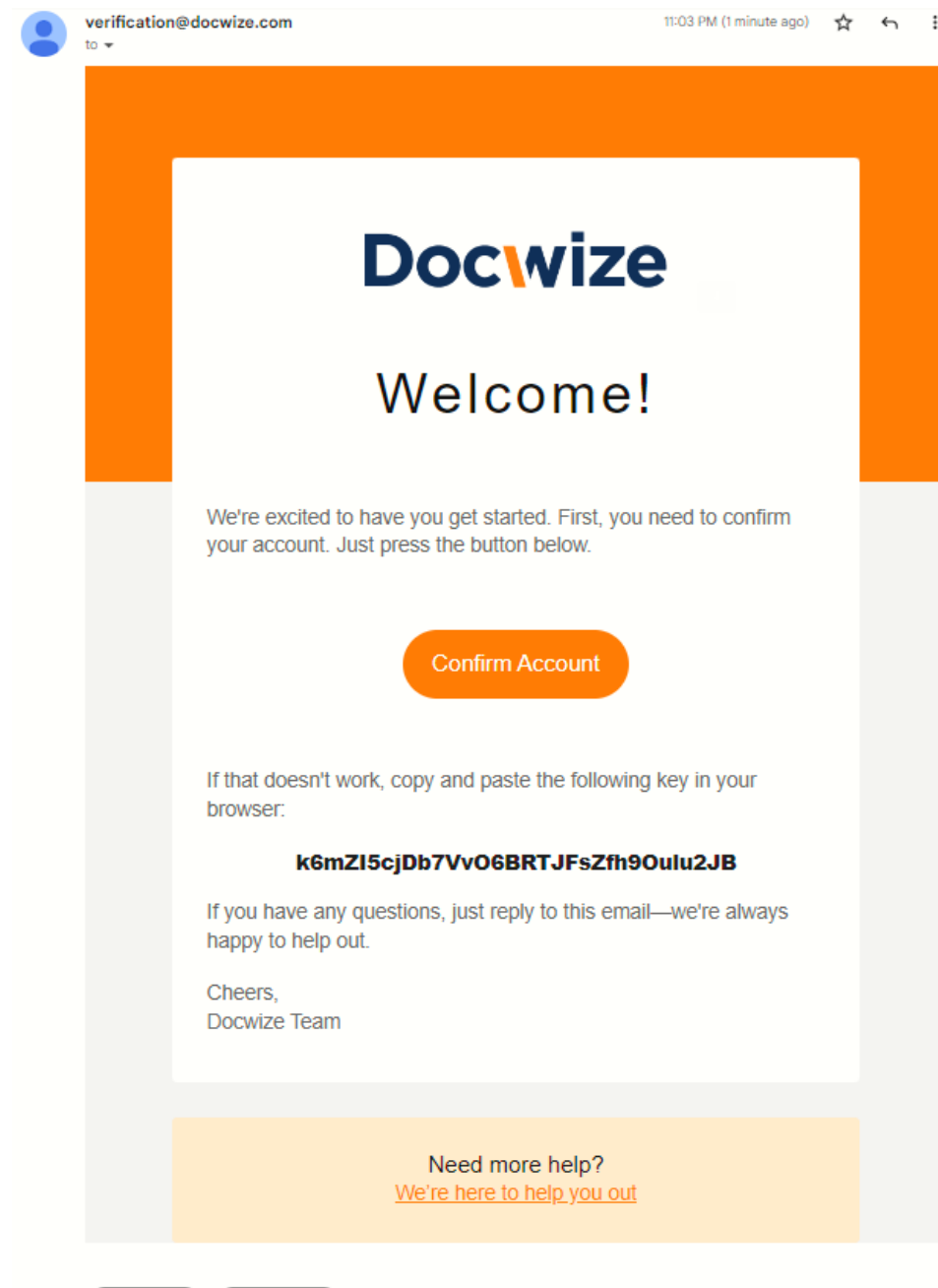
Step 3: Verification

You will then be taken to a screen which will request email verification.



The verification screen for Docwize is displayed on a light gray background. It features the Docwize logo at the top. Below the logo, the text 'We've sent you a verification code. Please check your mail.' is shown. Below this text is a 'Verification Code' input field. At the bottom, there are two links: 'Already Have an account? Sign In' and 'Didn't receive an email? Resend Code'. A large orange 'VERIFY EMAIL' button is centered at the bottom.

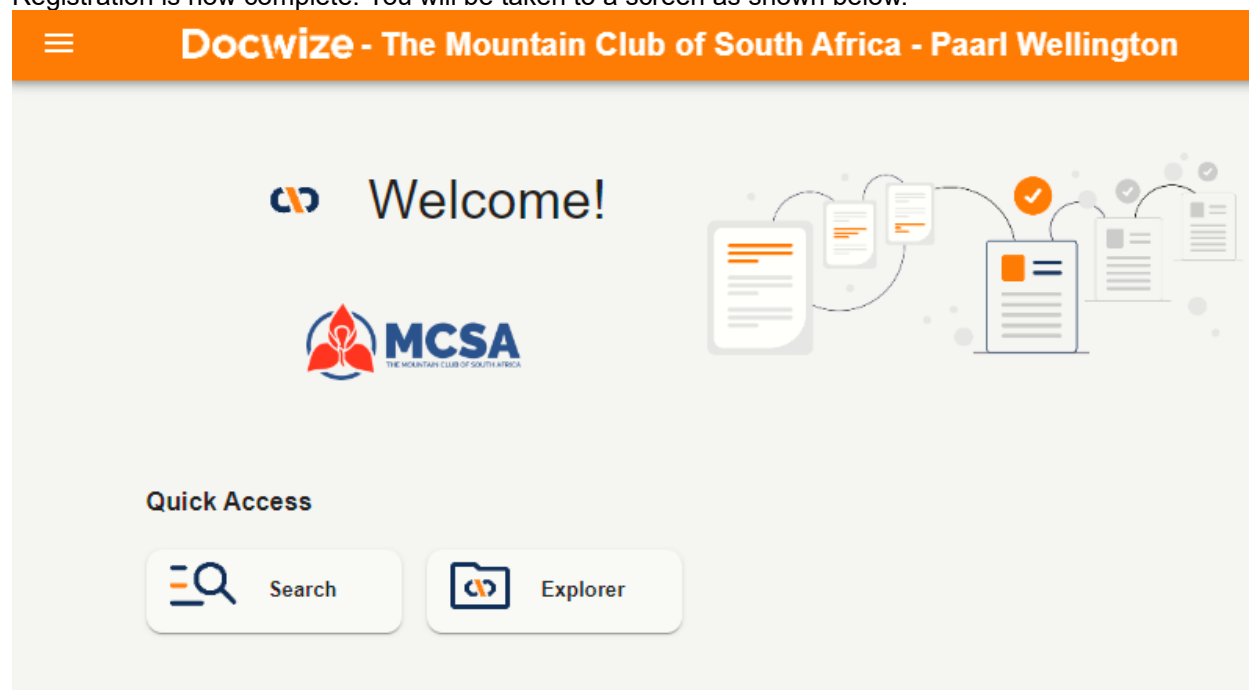
You should then receive an email stating the same:



Click on the “Confirm Account” or copy and paste the long bold number in the previous screen.

Step 4: Enjoy and explore!

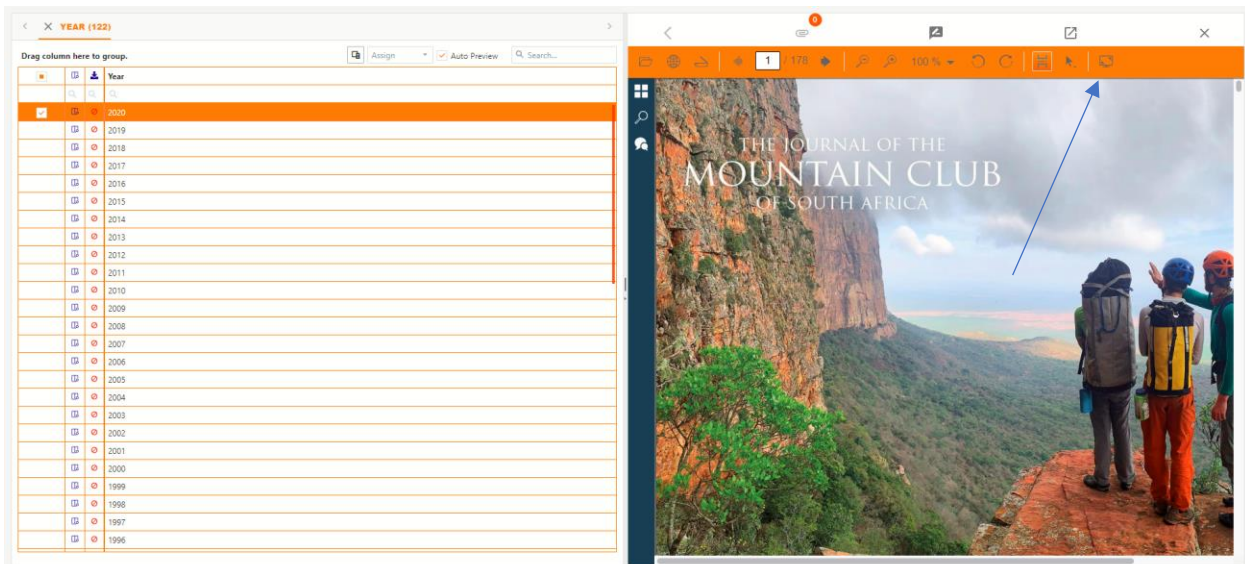
Registration is now complete. You will be taken to a screen as shown below.



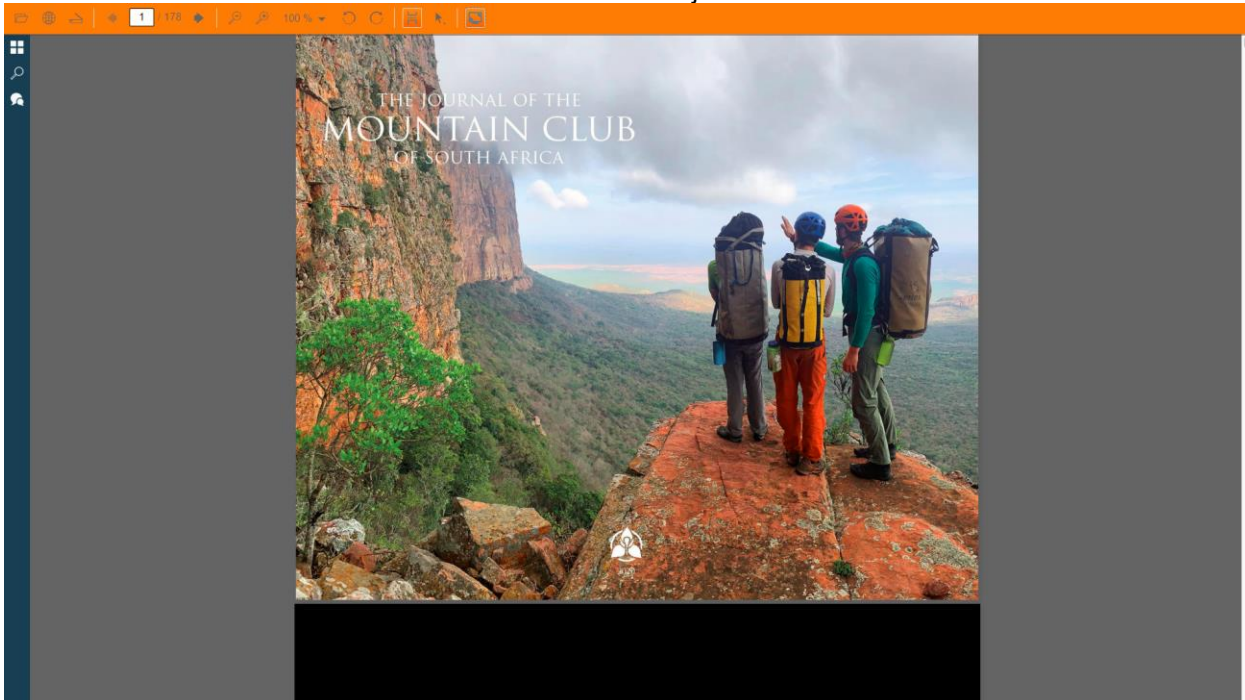
Click on "Explore" and you will be taken to the journal archive:



Click on the links as shown above. Then select the journal or article of your choice:



You can click on the screen as shown above and view the journal in full screen view:



Conclusion and acknowledgements

The digital platform is the continues work of many individuals volunteering their time either by:

- writing the contents and
- editing over more than a century;
- scanning and digitising,
- post processing and editing;
- planning and discussing on the best way to bring this to the members;
- coding and modifying the platform (yes Docwize completely overhauled their system)
- and Docwize for providing a platform to our members.