

Unisa Library Encore Quick Search Guide

What is Encore Quick Search?

Encore Quick Search is a new way to find Library Catalogue materials in a 'Google-like' search. It allows you to search across a variety of library material including books, audio books, digital audio books, e-books, videos, music, as well as articles from a selected number of subject databases.

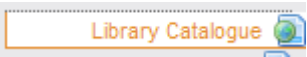

It offers:

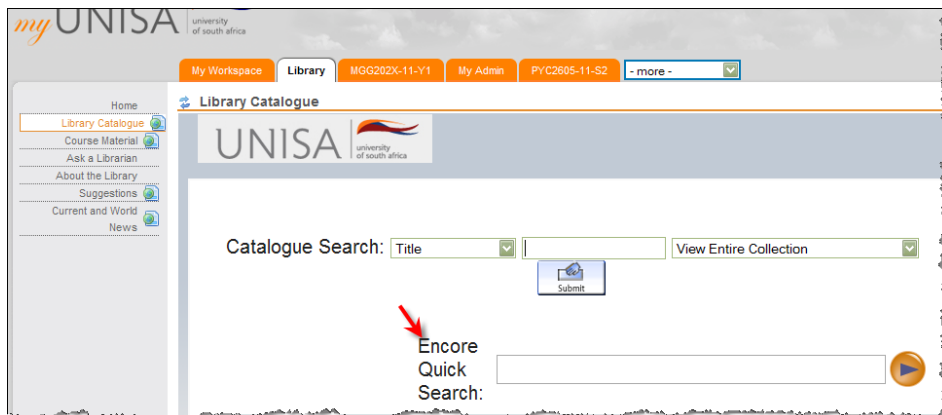
- cool Web 2.0 features—like tag clouds—to help you focus your search by format, collection, subject headings, etc.
- relevancy ranking which ensures that the best references rise to the top of your search results; your attention will be drawn to suggested titles
- a ***Did You Mean?*** feature which eliminates confusion and corrects common spelling mistakes
- quick pre-selected links to the Library's electronic and Web-based resources

Will Encore replace the current Library Catalogue?

No, Encore is simply a new interface for searching the Library Catalogue; the previous catalogue search screen is still available and you can use it to search for author, title, call number, etc. and you may limit your searches with the traditional limit functions.

How do I access Encore?

- Log on to myUnisa
- Click on the Library tab
- Click on  Library Catalogue 
- Log in and then click on **Encore Quick Search**

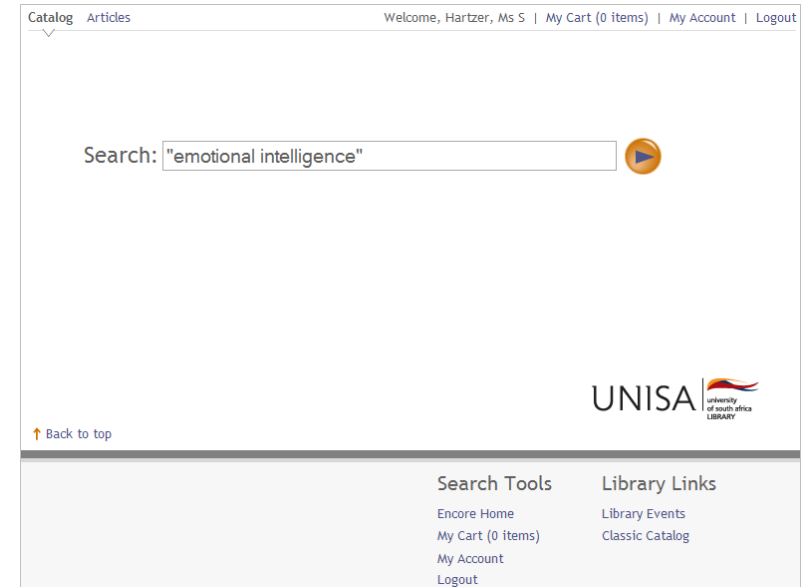
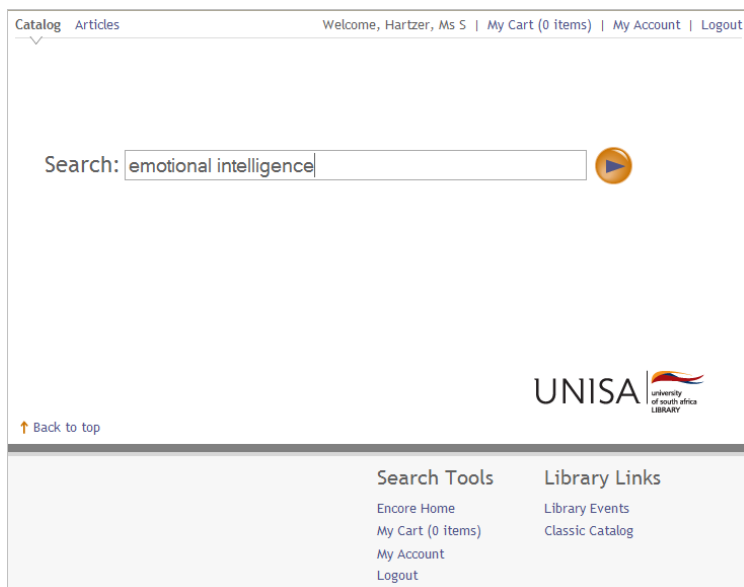


How do I use Encore?

Encore allows you to search by words or to search by means of a phrase.


Encore uses a **simple keyword search**, similar to Google, so when you search, for example, for books by **John Smith**, Encore will treat the search as **John AND Smith**. This means it will find books by John Smith, but it will also find books co-authored by John Gable and Mark Smith.

If you enter your keywords on a topic like **emotional intelligence**, Encore will automatically search the Catalogue and subject databases as if you were using the "AND" Boolean Operator e.g. **emotional intelligence** will retrieve Library material on emotional **and** intelligence both as a phrase and as separate words.



Sample search: emotional intelligence searched as words and then as a phrase search - please note that Encore has retrieved emotional intelligence as both a phrase and as separate words in the references below

Catalogue Articles You are not logged in | My Cart (0 Items) | Login

Search:  UNISA University of South Africa LIBRARY

[Explore Related Searches](#) [Library Catalogue](#)

Results 1 - 25 of 401 for **emotional intelligence**

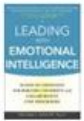
Sorted by Relevance | Title | Date 1 2 3 4 5 next


Availability
At the library (282)
Online (31)

Search Found In
Title (321)
Subject (178)





Format
Articles (5000)
Printed Material (317)
Thesis/Dissertation (47)
Electronic Resource (31)
Video Cassette (5)
Kit (Multimedia) (1)

Collection


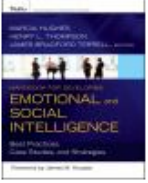
Leading with emotional intelligence: hands-on strategies for building confident and collaborative star performers / Reldan S. Nadler
Nadler, Reldan S., 1951-

AVAILABLE - Pretoria Open Collection - 658.314 NADL -
 Request it Add to cart More info
 Export to RefWorks
[Table of Contents](#)

Personal strivings as a predictor of emotional intelligence Ferenc Margitics and Zsuzsa Pauwlik Margitics; Ferenc.

DUE 09-30-11 - Pretoria Open Collection - 152.4 MARG -
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[Table of Contents](#)

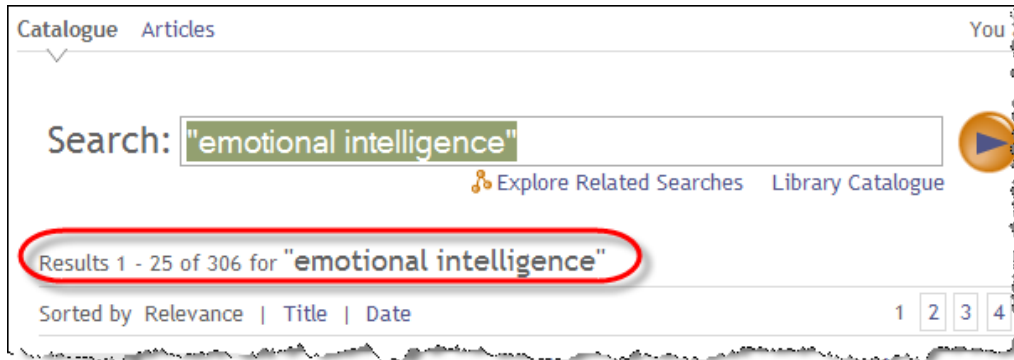
The relationship between the emotional intelligence and job performance of call centre
2010

Images:




WEB SERVICES BY **YOUHOOL**

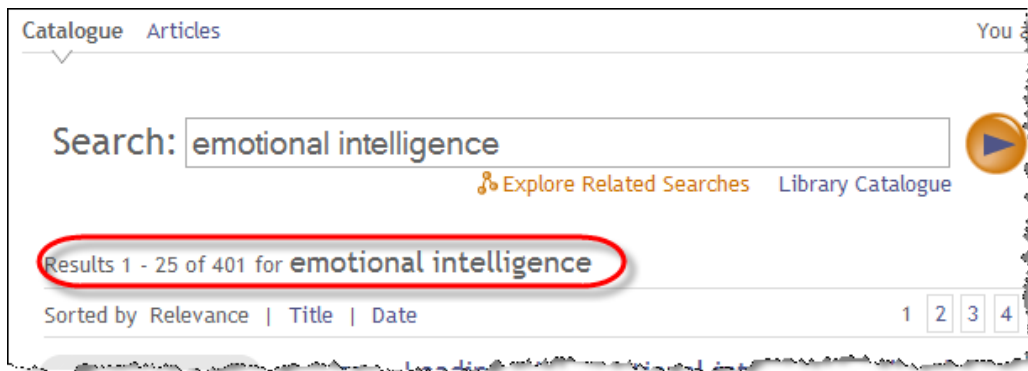
Refine by Tag:
child development
child psychology
educational psychology
emotional intelligence
emotions
emotions and cognition
emotions in children
employees
executive ability
industrial psychology
intellect
interpersonal relations
leadership
management

 **Handbook for developing emotional and social intelligence: best practices, case studies, and strategies** / Marcia Hughes, Henry L. Thompson, and James Bradford Terrell, editors ; foreword by James M. Kouzes
Printed Material
c2009

DUE 09-30-11 - Pretoria Open Collection - 152.4 HAND -
 Request it Add to cart More info
 Export to RefWorks

Please note the difference in the total number of results retrieved when searching with quotation marks, "emotional intelligence", and without



Phrase searches are more focused and hence retrieve fewer results: 306 references



Simple keyword searches are wider and less structured, and hence retrieve more results: 401 references

Once you retrieve your results, there are many options that allow you to refine your search to find more relevant information :

- on the left of the screen, you can limit your results by author, title, subject, format (i.e. book, DVD, etc.), language, date, and location
- on the right of the screen, you can use the tags to help refine your search; there is also a list of "popular choices" that may be of use to you
- use "**quotation marks**" to search for words together as one phrase. In this way you retrieve only those items which contain those words next to one another and in that exact order
- limit results by using * to **truncate** - the asterisk replaces one or more characters at the end of a word eg. adoles* will retrieve adolescent, adolescence and adolescents

A quick guide to all the elements that you'll find on an Encore search results page:

The screenshot shows the UNISA library search results page for the query "emotional intelligence". The page is divided into three main sections:

- Section 1 (Left sidebar):** Contains various filters for refining results, such as Availability (At the library, Online), Search Found In (Subject, Title), Format (Articles, Electronic Resource), Collection (Fulltext Online Resources, E-Books, UNISA Theses), Language (English, Afrikaans), Publish Date (2010, 2009, 2008, 2007, 2006), and Place.
- Section 2 (Central results):** Displays a list of search results. The first result is "The relationship between the emotional intelligence and job performance of call centre leaders [electronic resource]" by Magda Gryn. Other results include "Parental guidelines to enhance emotional intelligence among children in middle childhood [electronic resource]: a Gestalt perspective" and "The relationship between personality preference groupings and emotional intelligence [electronic resource]".
- Section 3 (Right sidebar):** Contains options for "Images", "Refine by Tag" (with tags like child development, clinical health, psychology, etc.), and "Recently Added" (with recent additions related to emotional intelligence and stress management).

The search results display screen consists of 3 sections:

1. Left screen section

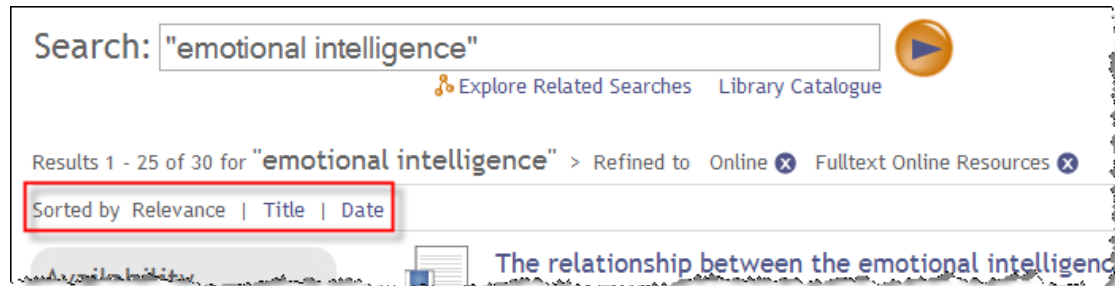
- Use these links to **refine** your results; click on any of the criteria, e.g. *Format*, *Collection*, *Publish Date*, etc. This will result in fewer and more specific results


This close-up screenshot shows the search bar and the initial filter options. The search bar contains the text "emotional intelligence". Below the search bar, the results are displayed as "Results 1 - 25 of 30 for 'emotional intelligence'". A red box highlights the filter options "Refined to Online" and "Fulltext Online Resources".

To remove any of these limits, click  at the top of the results list

2. Middle screen display

- titles are displayed in the middle of the screen
- these results are sorted and displayed by relevance



- to display your search results by **Title** or **Date**, select the **Sort** option at the top left of the screen
- while you are searching, you can add items to your bookcart (saved list) to create a temporary list of materials you are interested in
-  [Add to cart](#)
- click **My Cart** at the top right of the page to either email this list of titles to yourself, or to add the titles to **My Lists** so that they can be saved to your record and requested at a later time. When you exit Encore, the bookcart is emptied and the list is deleted; you cannot save the book cart list, but you can e-mail it to yourself.

Welcome, name | [My Cart \(1 items\)](#) | [My Account](#) | [Logout](#)

3 Right screen section

An **Images** search is displayed at the top right of the screen. Click an image to view a list of images associated with your search term(s).



Below the Images search is a **Tag cloud**. This is a visual grouping of keywords and topics related to your search.

Tags in a tag cloud are displayed alphabetically. The size of a tag is related to how frequently it is used in your results in comparison with the others.

Tags in large type appear in your results more frequently while tags in small type are used less often. Selecting one of these tags will refine the search.

Refine by Tag:

affective education

emotional intelligence

emotions emotions and cognition

emotions in children employees executive ability

gestalt therapy industrial psychology intellect


interpersonal relations

leadership management

organizational behavior self perception

teams in the workplace thought and thinking work

[Show more tags]


 **Related Searches:** ↑ Back to top

affective education child development educational psychology **emotional intelligence** emotional intelligence tests emotions emotions and cognition

emotions in children employees executive ability gestalt therapy industrial psychology intellect interpersonal relations **leadership** management

organizational behavior organizational change performance self actualization self perception success in business teams in the workplace thought and thinking work

[Show more tags]


Search: 

Tags in the Catalogue allow you to

- create a virtual reading list
- use your own preferred terms to organize your research
- discover materials that have been similarly tagged by other users
- refine your search and explore new directions via the tag cloud

How to View the Full Record of a Publication




- The results page will give you the basic information about a title, including Title, Author, Book Cover (if available) and availability
- To learn more about the book, click on the **Title** (in bold blue font) to view the full record




Personal strivings as a predictor of emotional intelligence / Ferenc Margitics and Zsuzsa Pauwlik
Margitics, Ferenc.

Printed Material
c2010

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[Table of Contents](#)



[<< Back to results](#)



Request it
 Add to cart
 Library Catalogue
 Export to RefWorks

Personal strivings as a predictor of emotional intelligence / Ferenc Margitics and Zsuzsa Pauwlik.
Margitics, Ferenc.
New York : Nova Science Publishers, c2010.

 Add a Tag

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- More Details

Shelf No.	152.4 MARG
Phys. Description	ix, 79 p. : ill. ; 23 cm.
Series	Psychology of emotions, motivations & actions series
Bibliog.	Includes bibliographical references and index.
Subject	<u>Emotional intelligence.</u> Achievement motivation. Ambition.
Alt Author	Pauwlik, Zsuzsa.
ISBN	9781608766208 (softcover) 1608766209 (softcover)

- Community Tags



Printed Material

Browse Results



Leading with emotional intelligence



Personal strivings as a predictor of emotional intelligence



The relationship between the emotional intelligence and job performance of call centre leaders



The relationship between the emotional intelligence and job performance of call centre leaders




There relationship

Above is an example of a full Catalogue record for a book:

- To return to the results page, simply click on the **<< Back To results** link at the top left of the screen
- You can also navigate to other titles on the results page using the thumbnails on the right of the Full Record page. Click on any image of a Book cover to be taken to its full record, or use the arrows at the top and bottom of this 'box' to view other titles in your search results list

How to request a Title from the Library

When you find the item you want in the Catalogue, it is easy (from the results page or from the full record page) to request that the book to be sent to you

- click  Request it
- enter your login details
- complete the **Requesting a Hold** screen and **Submit**

Requesting a Hold [X]

Leading with emotional intelligence : hands-on strategies for building confident and collaborative star performers / Reldan S. Nadler.

I have a deadline for this material.

I do not need this title after:

[\[close\]](#)

Course Reserves

Prescribed and recommended extracts from books, articles, etc. in the Electronic Reserves can be searched and requested from Encore

Course

HCMOCTN Recommended books 2011 (2)

MNURB3B Electronic Reserves 2011 (2)

MNURB3B Electronic Reserves 2010 (2)

CRW201X Prescribed Books 2011 (1)

ETH202P Recommended books 2010 (1)

+ more


Professor

Marie-Helene Bataille (2)

Mrs LV Monareng (2)

NicoF (1)

Prof N Martins (1)

Search: 


[Explore Related Searches](#) [Library Catalogue](#)

Results 1 - 2 of 2 for "emotional intelligence" > Refined to MNURB3B Electronic Reserves 2011 ✕


Sorted by Relevance | Title | Date




Search Found In

Title (2)

 **Examining the relationship between leadership and emotional intelligence in senior level managers** / Lisa Gardner and Con Stough
Gardner, Lisa

PDF FILE - Electronic Reserves - - -


 [View Attached Media](#)

Request it  Add to cart  More info  Export to RefWorks


Format




Articles (5000)

Printed Material (2)

 **How connected are you? : employing emotional intelligence in a high-tech world /**
Roy L. Simpson and Arthur J. Keegan
Simpson, Roy L.


PDF FILE - Electronic Reserves - - -

 [Link to this electronic resource](#)

Request it  Add to cart  More info  Export to RefWorks

Collection

E - Reserves (2)

 **Language**

English (2)

Article search

When you enter a search term into Encore, not only can you search the Catalogue for relevant items, you can search other electronic resources such as selected subject databases at the same time

To retrieve only journal articles on your search topic, select **Articles** under the **Format** heading in the left section

Results 1 - 25 of 312 for "emotional intelligence"

Sorted by Relevance | Title | Date

1 2 3 4 5 next

Availability
At the library (198)
Online (30)

Search Found In
Title (238)
Subject (178)

Format
Articles (5000)
Printed Material (230)
Thesis/Dissertation (43)

Leading with emotional intelligence : hands-on strategies for building confident and collaborative star performers / Reldan S. Nadler
Printed Material
c2011
AVAILABLE - Pretoria Open Collection - 658.314 NADL -
Request it Remove from cart More info Export to RefWorks
Table of Contents

Personal strivings as a predictor of emotional intelligence / Ferenc Margitics and Zsuzsa Pauwlik
Printed Material
c2010
DUE 09-30-11 - Pretoria Open Collection - 152.4 MARG -
Request it Add to cart More info Export to RefWorks
Table of Contents

You will then find a selection of Unisa Library's subscription databases with the number of articles found in each database

Search: "emotional intelligence" Advanced Search

UNISA University of South Africa LIBRARY

Results 1 - 25 of 5238 for "emotional intelligence"

Database: EBSCO Academic Search Premier 1 2 3 4 next

EBSCO Academic Search Premier (5238)
Full Text (4547)
Peer Reviewed (3601)

ABI/INFORM Global (1177)
Emerald Insight (Full-text) (9)
ERIC (664)
PUBMED (541)
[\[More resources\]](#)

A general mechanism for linking personality traits to affect, motivation, and action.
Petrides, K.V.
New Ideas in Psychology, Aug 01, 2011; Vol. 29, No. 2, p. 64-71
Abstract: This article describes a general mechanism for linking personality traits to affect, motiv...

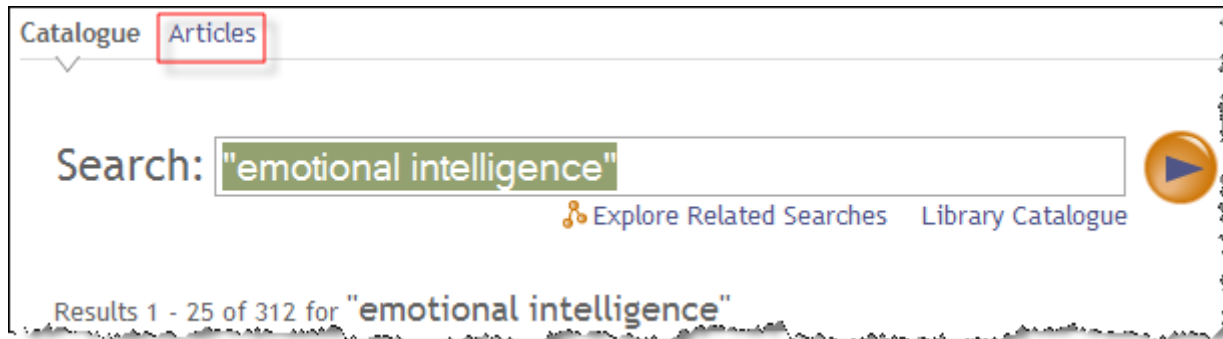
For Executives, Empathy Means Dollars and Sense.
Phi Kappa Phi Forum, May 01, 2011; Vol. 91, No. 1, p. 26-26
PDF

The factor structure and cross-test convergence of the Mayer-Salovey-Caruso model of emotional intelligence.
Maul, Andrew
Personality & Individual Differences, Apr 01, 2011; Vol. 50, No. 4, p. 457-463

Catalogue Results:
Leading with emotional intelligence : hands-on strategies for ...
Nadler, Reldan S., 1951-
Personal strivings as a predictor of emotional intelligence / ...
Margitics, Ferenc.
The relationship between the emotional intelligence and job ...
Gryn, Magda.
[Back to Catalogue Results](#)

Click on **More Resources** at the bottom of the database list to access the rest of these selected databases

You can also search for articles in these databases by clicking **Articles** above the Search box

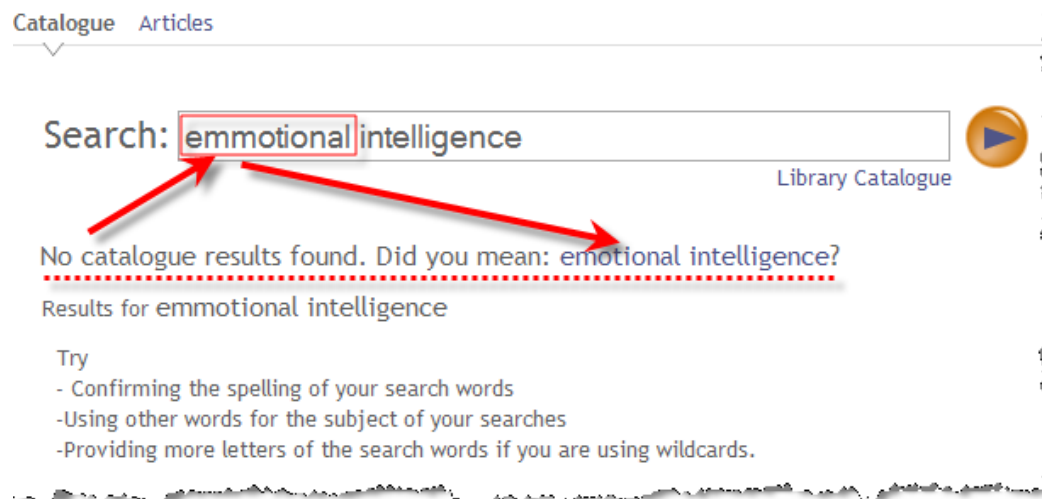


Please note:

Encore is set to automatically retrieve books and other Library material. If you need journal articles **only**, you should, prior to starting your search, select the **Articles** option as indicated above.

Did You Mean?

The **Did you mean:** feature eliminates and corrects common spelling mistakes



Can I specify an Author or Title search in Encore?

Encore has a single keyword search box only. After your initial search, you can narrow your search by author or title by choosing one of the facets on the left of the screen; alternately, you can use the Author or Title searches in the Library Catalogue

How can I save the results of my search?

You can Add the records to the Cart, click on the My Cart link at the top of the screen, create a new List or add the records to an existing List and then email them to yourself or save them to your Lists in your patron record in the Library Catalogue to print, export to e-mail, request or export into citation management software tools like EndNote. Click on My Account to view your patron record and click the My Lists button in your patron record to view your Encore list.

Another new feature in Encore is that you can copy the URL as it appears in the address box, and that URL will return you to exactly the same search results if you click on it or paste it into the address box in the future.