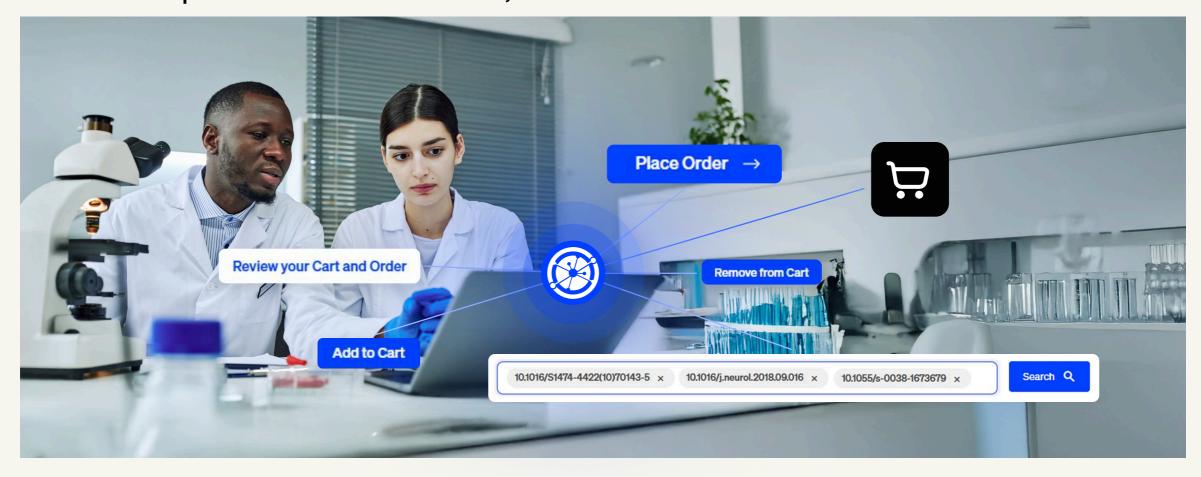


Article Galaxy Bulk Ordering

Order Multiple Articles In Seconds, All In One Streamlined Workflow

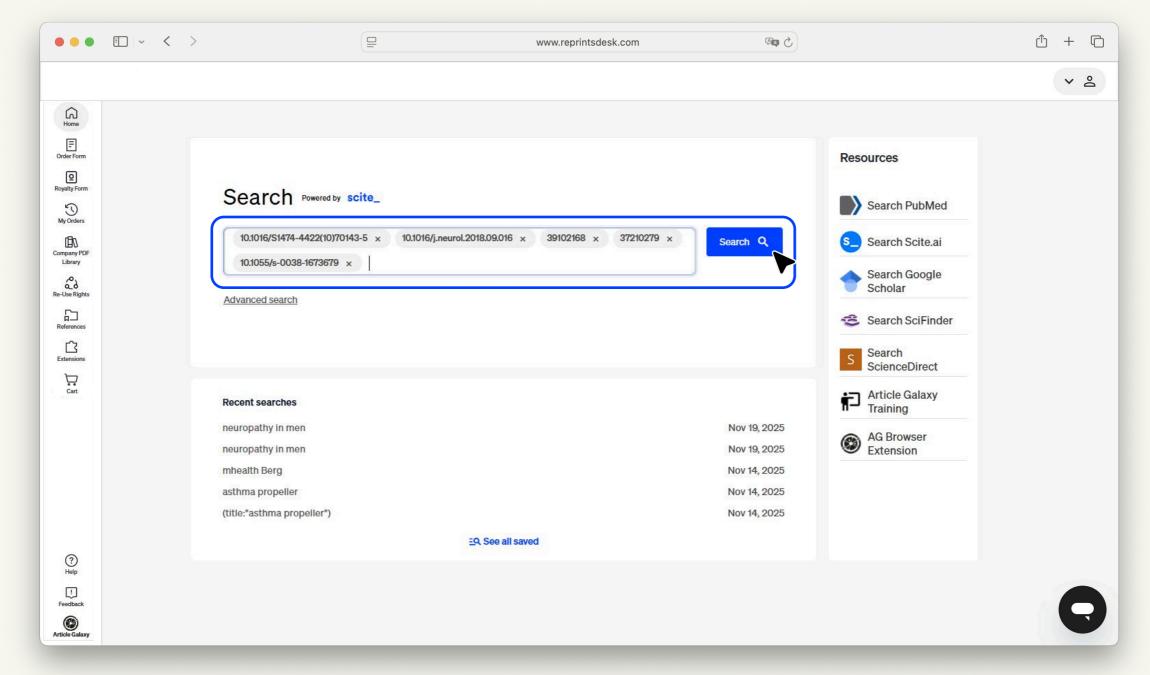


Stop ordering articles one at a time. Article Galaxy's bulk ordering feature lets you add up to 50 articles to your cart at once, filter by intended use, and download PDFs together, transforming how you access and manage research literature.

Two Ways To Add Articles In Bulk

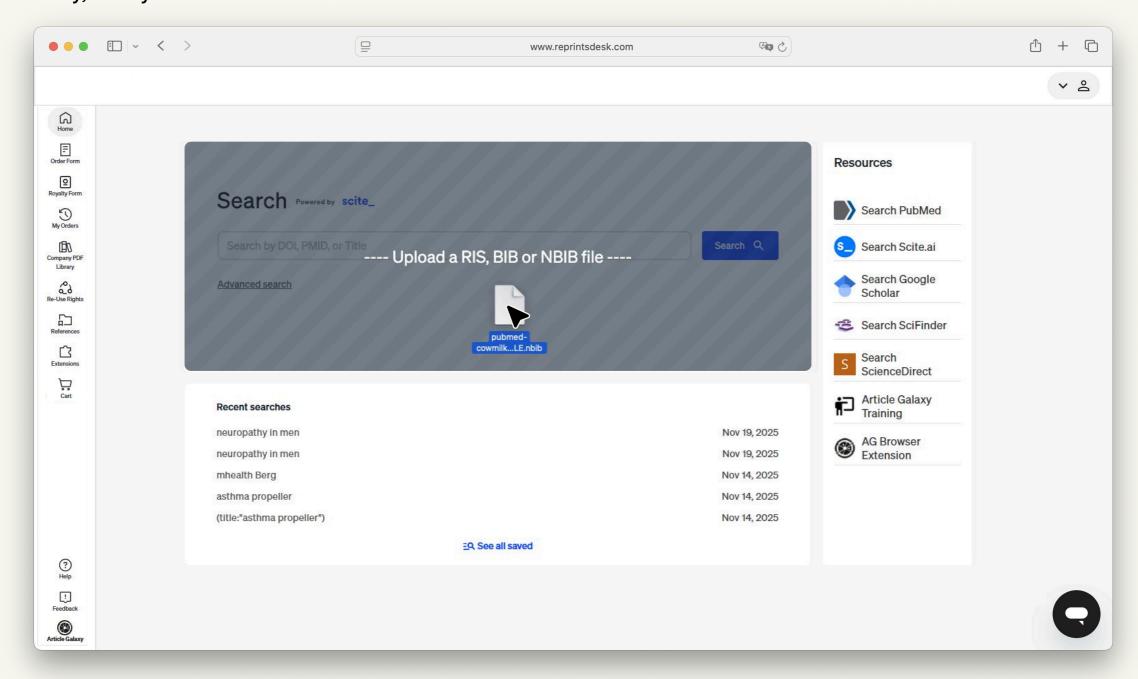
Paste Identifiers

Simply copy and paste up to 50 DOIs or PubMed IDs into the search bar. Article Galaxy automatically recognizes and encapsulates each identifier with no manual formatting required.



Drag & Drop Reference Files

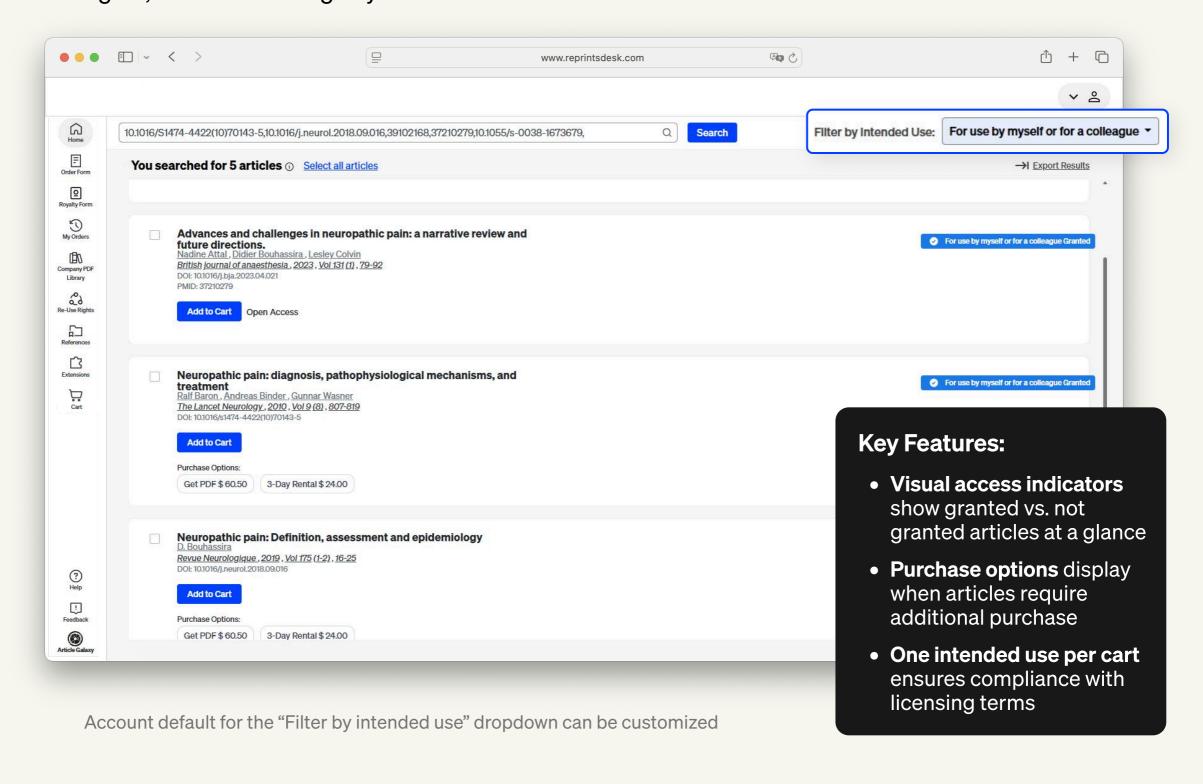
Upload reference manager files (RIS, NBIB, BibTeX) directly into the search interface. Your articles populate instantly, ready to review and order.



Supported formats: RIS, NBIB, BibTeX

Smart Filtering By Intended Use

After searching, filter your results by intended use to see which articles are available under your specific access rights, all before adding to your cart.

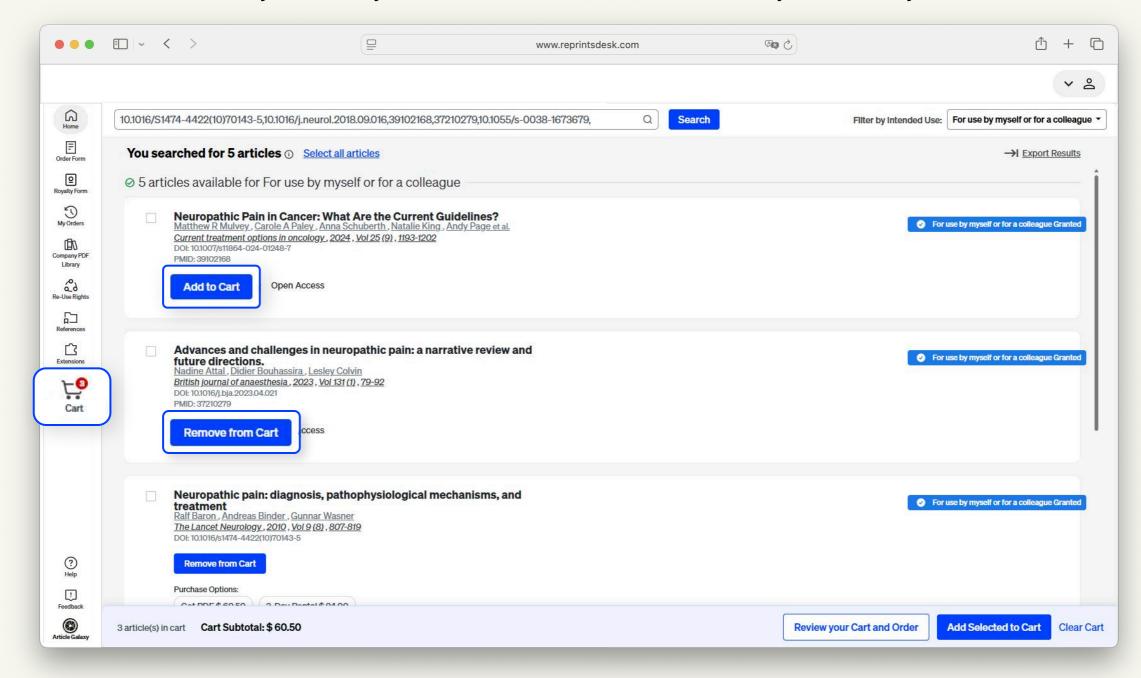




Build Your Cart

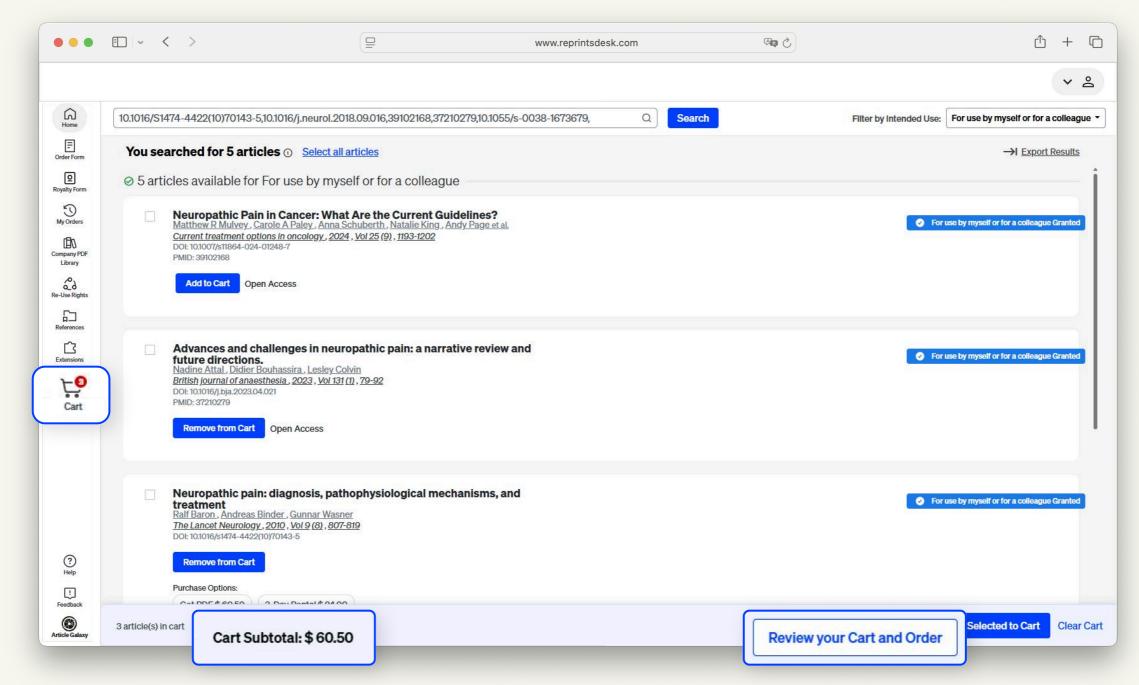
Add Individual Articles

Click "Add to Cart" for any article in your search results. Articles remain in your cart as you continue searching.



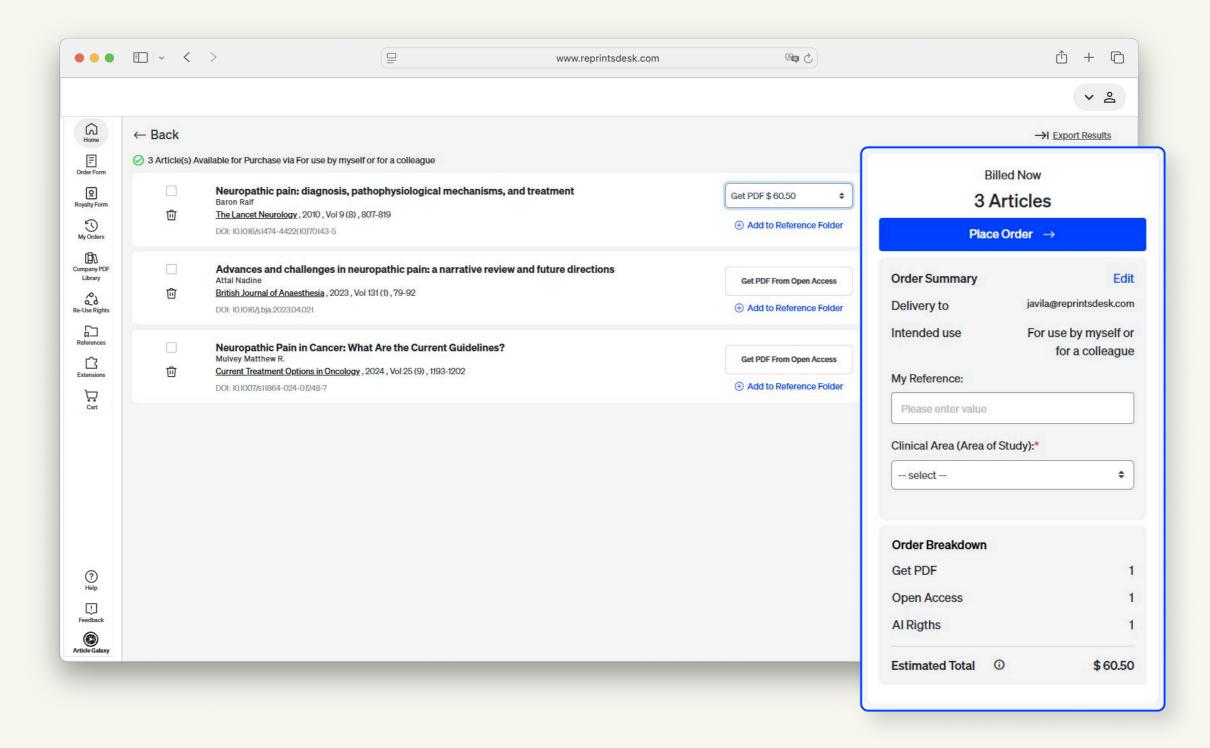
Review Cart Summary

See your cart total, item count, and breakdown at the bottom of the screen. Click "Review your Cart and Order" when ready to proceed.



Review & Place Your Order

Before finalizing, review your complete order including delivery method, intended use, and cost breakdown.



Order Details Include:

- Delivery method for each article (Open Access, Get PDF, etc.)
- Intended use confirmation
- My Reference field for internal tracking
- Clinical Area selection (if applicable)
- Order Breakdown showing access types and estimated total

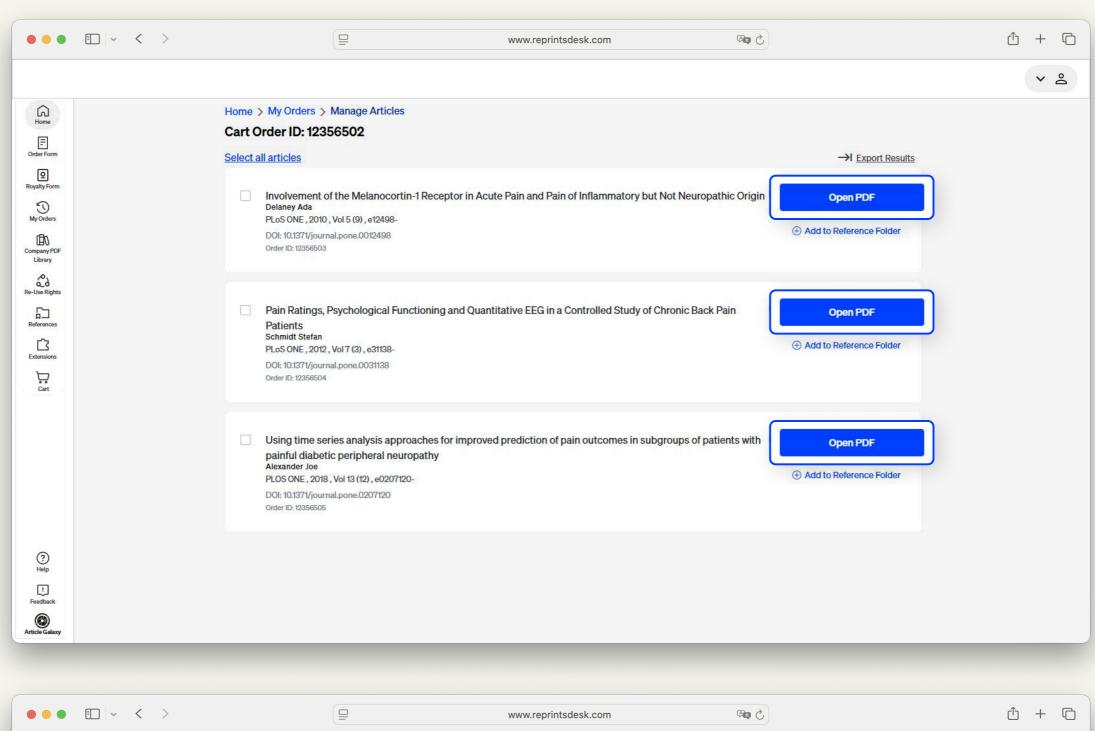
One Confirmation Email:

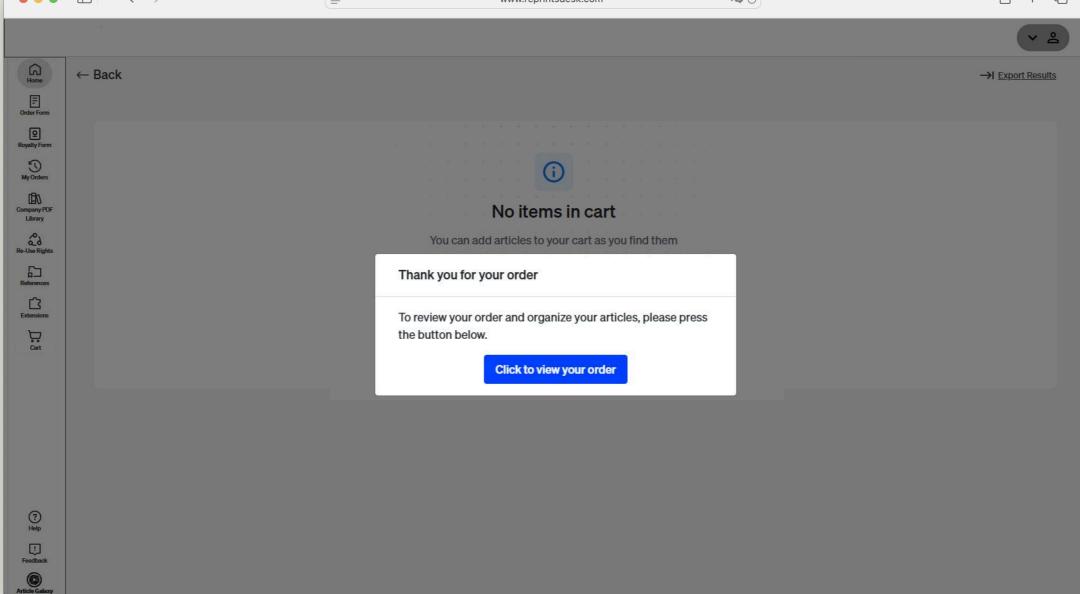
Receive a single confirmation email per cart order with individual order IDs for each article which makes it easy to track and reference specific items with customer support.



Instant Access To Your Articles

Once your order is placed, immediately available PDFs display "Open PDF" buttons for instant download.



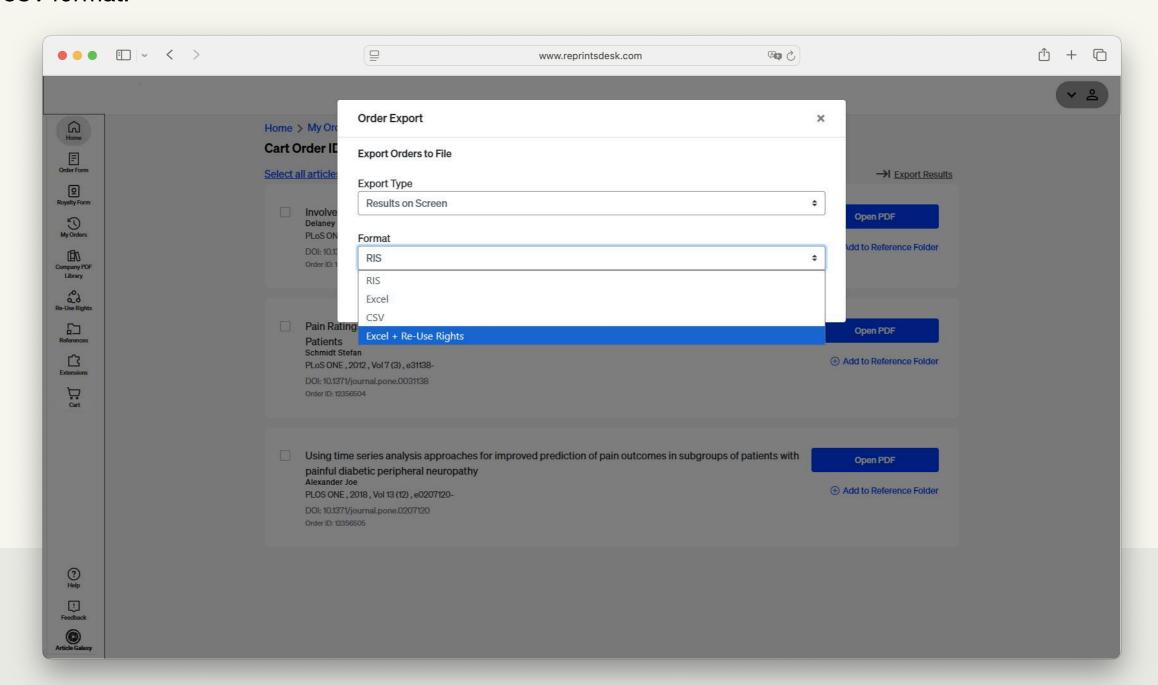


Download Options

- Open PDFs individually as they become available
- Access your complete order through "My Orders"
- Save articles to Article Galaxy References folders

Export Reuse Rights Data

For customers who license reuse rights, bulk export rights information for all articles in your order to Excel or CSV format.



Export Options

- **RIS** Reference manager format
- Excel Standard spreadsheet
- CSV Comma-separated values
- Excel + Re-Use Rights* Complete rights data table

Use Cases

- Organizational record-keeping
- Compliance documentation
- Rights verification across multiple articles
- Single source of truth for reuse permissions

Key Benefits

- Save hours ordering multiple articles with streamlined bulk input
- Filter by intended use to ensure compliance before ordering
- Download PDFs all at once instead of one by one
- Export reuse rights for all articles in a single file
- Track orders easily with individual order IDs in one confirmation

Getting Started

Access: Click the cart icon in your Article Galaxy navigation menu.

Availability: The bulk ordering feature is enabled at the account level. Contact your Account Manager for configuration adjustments.

Support: Questions? Contact Customer Support at customersupport@researchsolutions.com



USA Phone: +1 (310) 477 0354 Europe Phone: +49 (221) 169 125 83 sales@researchsolutions.com www.researchsolutions.com

^{*}Available only for accounts with Re-Use Rights add-on