

Books24x7

The following collections of ebooks are available from Books24x7.

BusinessPro - offers access to thousands of business titles from the most reputable publishers and authors in the industry and covers such topical areas as: Project management, Leadership development, Quality management, Organizational development, Customer relationship management, Career advancement, Corporate case studies, Six Sigma, Time management and many more strategic issues.

ExecBlueprints - an executive-focused collection that provides best practices insight on strategic business issues, helping to formulate planning and action. Authored by senior executives from Fortune 1000 companies, expert consultants, lawyers and senior leaders from top global companies, ExecBlueprints articles cover five distinct practice areas, including: corporate management strategies, human capital management strategies, legal & financial strategies, sales & marketing strategies and technology strategies.

ExecSummaries - ExecSummaries provides summaries of the most popular business books from today's foremost business authors. ExecSummaries covers prevalent business themes including: Leadership, Sales, Marketing, Economics, Customer Service, Strategic Management, Hands-On Management, Personnel and Human Resources, Success and Career Technique.

FinancePro - offers access to hundreds of titles covering numerous financial topics, including: Accounting Risk Management, International Financial Reporting Standards (IFRS), Auditing, Consolidation and Mergers, Operations Management, Investment Management, Credit and Loans, Taxation and Valuation, Economic Influences, Ethics, Venture Capital and much more.

GovEssentials - combines the full text of government-focused books from major publishers. The collection also includes offering of general business and management topics designed to address OPM ECQs. GovEssentials covers areas and subjects, including: E-Gov and Information Technology, Program Management for Results, Foundations of Government, 8570 - Information Assurance, Leadership and Management, Security and Homeland Defense, Budget and Financial Management, Acquisition and Contracting, Developing and Writing Grant Proposals, Workforce Planning and Deployment, Federal Government Organization, Budget and Performance Integration, Personnel Security; Information Security GPRA; PMA; and GAO Reports.

ITPro is a collection of electronic books on information technology covering over 100 different topics including Business and Culture, Certification and Compliance, Databases, Desktop & Office Applications, Graphic Design & Multimedia, Enterprise Computing, Hardware, IBM Technologies, Networks & Protocols, Operating Systems, Programming Languages, ReferencePoint Suites, Security, Software Engineering, Telecommunications, Web Programming & Development.

Access Books24x7


1. At the CityU Library Home Page (<http://www.cityu.edu.hk/lib/>), select **E-Resources**.
2. Click on **E-Books**.
3. Click on **Books24x7**.
4. Enter CityU ID Number and Library PIN when prompted.
5. Log in Books24x7 with your personal Books24x7 account.

Important Notes for First-time Users of Books24x7:

- A personal Books24x7 account is required to access the e-book collection.
- To register for an account:
 1. At the Books24x7 login page, click on **Register**.
 2. Fill out and submit the registration form. You are required to register with your **CityU email address** which will become the username of your personal account. Books24x7 will then email the initial password to you.

Browse by Topics

Titles: [1-10] 11-16 (of 16) Filter Options



Determining Project Requirements
by Hans Jonasson
Auerbach Publications © 2008 (322 pages) Citation
ISBN: 9781420045024

Including exercises, best practices, tools, templates, and customizable solutions, this practical book explores the professional role of business analysts, the evolution of business analysis, and current and emerging standards.

Browse Topics

View by:
IT and Technical Topics

- Business and Culture
 - Business Analyst (BA)
 - Culture
 - E-Commerce
 - Investing

1. Click on the topic/subtopic of interest to view available titles.


Basic Search

1. Enter search term(s) in the search box.

2. Select one of the options from the pull-down menu to search: **All Content, General (i.e. Titles, ISBNs, Author/Speaker, and Publishers), Code Listings, My Folders.**

3. Select from available collections.

4. Click **GO**.



Advanced Search

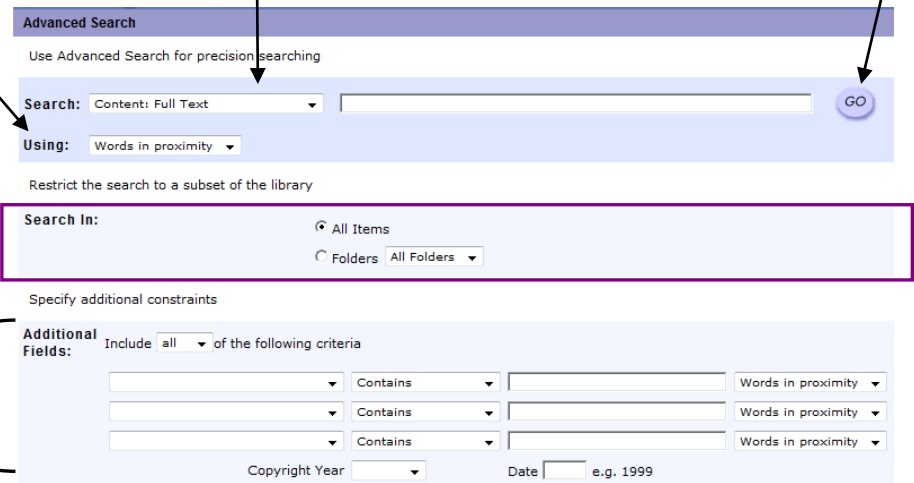
1. Select a field: **Full Text, General Info (All, Titles, ISBNs, Authors/Speakers, Publishers), Code Listings** from the pull-down menu and enter term(s) in the search box.

2. Select one of the options to broaden or narrow search.

3. Choose scope of search: **All Items, or Folders.**

4. Specify additional constraints to further broaden or narrow search.

5. Click **GO**.



Search Tips

- Use Boolean operators to broaden or narrow search.

Operators	Examples	Search results
and	<i>unix</i> and <i>linux</i>	contains <i>unix</i> and <i>linux</i>
or	<i>customer</i> or <i>consumer</i>	contains <i>customer</i> or <i>consumer</i> , or both
not	<i>credit</i> not <i>loans</i>	contains <i>credit</i> but not <i>loans</i>

- Use quotation marks (" ") to search for a phrase, e.g. "*project management*".
- Searches are case insensitive.

Display Search Results & Search Within a Search

Click to go back to the most recently read title.

Toggle between icon only and icon plus text.

To narrow search, enter search term(s) in this search box.

Click on the book cover or the title to read online.

To further limit search results, click the **Filter Options** button to select an option

View E-Books & Create Bookmarks / Notes

In Table of Contents View

Click to view the table of contents.

Click to view the information on back cover.

Click to view other books of a related topic / subtopic.

Click to go to previous or next title or return to the result list.

Toggle between icon only and icon plus text.

Click to read the full text of a desired section or chapter.

In Chapter View

Click on the left or right arrow to go to the previous or next chapter.

Click on the left or right arrow to go to the previous or next section.

Click to toggle highlighting of search term(s) on or off.

Click to go to the next highlighted search hit.

Click to create a bookmark at the current location in the book. The book will be added to your Default Personal Folder automatically if not added previously.

Click to add a note to the current location in the book and choose a Personal Folder to place the book.

Click to add title to a specific Personal Folder or a new one.

Click to download a chapter-level PDF or a book-level PDF when you see this button.

Personal Folders

You may create personal folders and add your favourite books to them. To access your personal folders, click on **My Home**.



The screenshot shows the 'My Home' interface. On the left, a sidebar lists 'Personal Folders' (Default, Desktop & Office Applications, Software Engineering) and 'System Folders' (What's New, Top Titles, History, Manage Folders). The 'Manage Folders' option is circled in purple. An arrow points from the text 'Click to view the content of a folder.' to the 'Personal Folders' section. The main content area shows 'Titles In This Folder' with a book titled 'Microsoft Word 2007 Bible by Herb Tyson John Wiley & Sons © 2007'. A 'manage folders' icon is circled in purple in the top right, with an arrow pointing to the text 'Click either one to create, rename, delete, and empty folders; as well as move multiple titles from one folder to another.' Another 'manage book' icon is circled in purple, with an arrow pointing to the text 'Click to edit bookmarks or to move the book to another folder or to remove the book from the folder.'

Log Out



The screenshot shows the navigation bar at the bottom of the page. The 'LOG OUT' button is highlighted with a yellow arrow pointing to the text 'Click to log out.' The navigation bar also includes 'books 24x7', 'My Home', 'Account Info', 'Settings', 'Help', a search bar, 'All Content', 'ITPro', and a 'GO' button.