

Welcome to FLEX onboarding guide

FLEX is recommended as a tool to help your institution store, manage and access your content in one central place while being confident that you are staying within the allowable limits of your Statutory Education Licence.

What is FLEX?

FLEX comes with your Copyright Agency Statutory Education Licence. It is a cloud-based platform developed to help librarians, content managers and educators prepare course reading material simply and efficiently.

- [Learn more about the Statutory Education Licence](#)
- [Watch our 1-minute video on the key features/benefits of FLEX](#)

Types of content available

As a FLEX user, you can access book extracts and journal articles from four different sources:

1. Your own scans
2. Other institutions' scans
3. Publishers high resolution journal articles and book extracts
4. British Library scans – *available if you have created an account with the British Library*

Getting started

After receiving your login information, read our support article [Get started with FLEX](#). It covers the important areas that allow you to use FLEX:

1. Student authentication
2. Creating units of study
3. Adding/sharing content

Once you're familiar with these areas you can head to the main workflow, shown below.

4 steps to share content

1. Get item information
2. Select record
3. Assign to unit & check compliance
4. Attach content & share link

Get item information

I want to add a

Book extract Journal article

Enter book title, author or ISBN

Get support

Accessing support is easy, you can:

- Read [support articles](#) by clicking **FAQ** in the side navigation menu
- Ask a question using our chatbot, we will answer within 24 hours
- Email flex-support@copyright.com.au, or click on **Support** in the side navigation menu
- Join one of our [webinars](#)

Content management

The following articles will help you access, create and manage content in FLEX:

- [Add content on FLEX and share it with students](#)
- [Saving new bibliographical details](#)
- [Creating a unit manually](#)
- [Uploading units in bulk](#)
- [Sharing links with educators](#)
- [Requesting scans from the British Library](#)
- [Tracking British Library scan orders](#)
- [Cloning content and attaching it to different units](#)
- [Amending units in bulk](#) (e.g. updating student numbers for all units)
- [Accessing usage reports](#)

Reporting

There are several reporting tools available in FLEX. The most commonly used reports are:

- **My institution's report and Downloads per content item** – these reports record data on student engagement with content
- **British Library Reporting** – helpful if you have ordered scans from the British Library

Publisher content

We regularly upload new e-books from our partner publishers. Let us know what titles you would like us to [request from publishers](#).

Feedback

Your feedback helps us make improvements and create new features in FLEX. Email us your suggestions at flex-support@copyright.com.au.