

# Elsevier Admin Tool: ScienceDirect

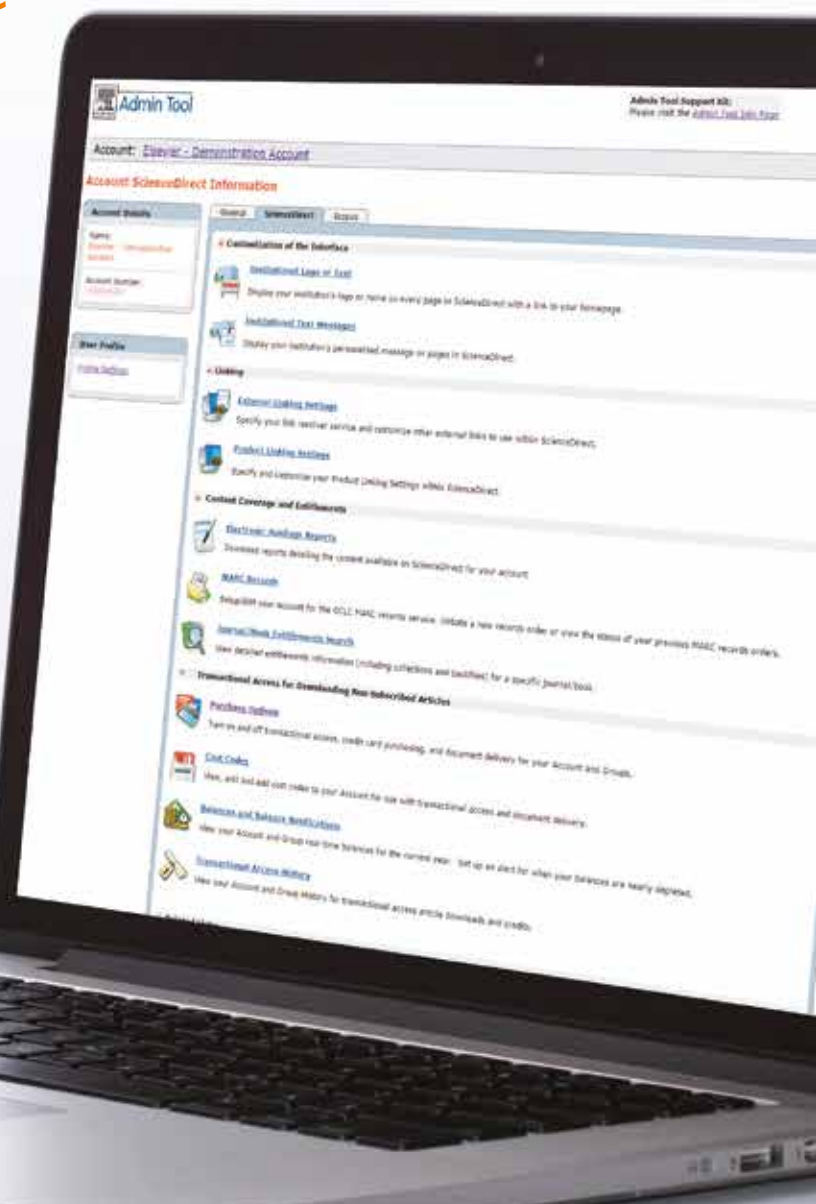
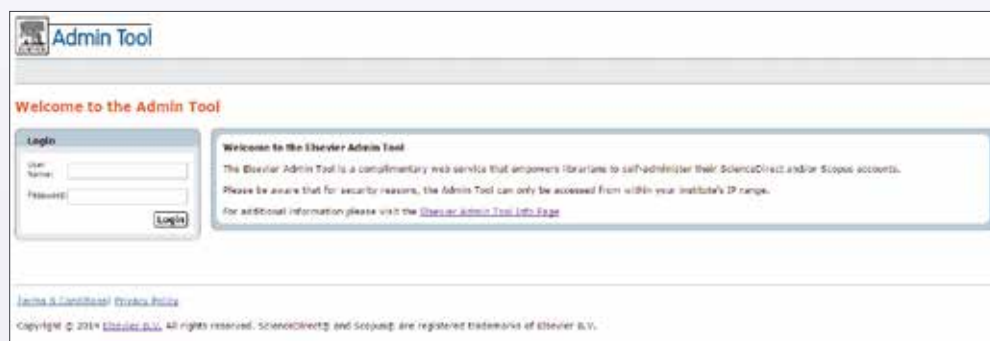
## Quick Reference Guide



# Elsevier Admin Tool: ScienceDirect Quick Reference Guide

The [Elsevier Admin Tool](#) helps you manage and customize your ScienceDirect subscription. Access to the Admin Tool is granted during account set up. If you need to request access to the Admin Tool or identify the ScienceDirect administrator(s) for your institution or organization; please contact the [Elsevier Customer Service](#) team located closest to you. **Tip:** As access to Usage Reports is granted by the same team, you can save time by requesting access to both tools (if needed) in the same message. Log in to Admin Tool at <https://admintool.elsevier.com>.

Note: For security purposes, you need to be within the IP range of your institution to be able to access the Admin Tool. If you attempt to log in to Admin Tool from outside your IP range, it will fail to launch without warning.



# Account General Information

The general information page provides both consortium and account details, access to account settings and a list of groups associated with the account. A Group Administrator may access the Account General Information page, but in view mode only.

Note: Instead of viewing a list of all groups associated with the account, a group level administrator viewing the Account General Information page will see only their group in the list.

## 1 Account Structure:

Organize your account by groups in order to specify settings for different user groups. For example, control access rights, track the usage and set start and end dates for a particular group (i.e., a particular department).

Use **Create/Edit a Group** <sup>a</sup> to create or modify a group, and then use **Account IP Ranges** <sup>b</sup> to select IP ranges from the list of ranges assigned to your account. Note: you cannot create new IP ranges through Admin Tool, but you can submit a request to Elsevier Customer Service to create new ranges.

## 2 Manage User IDs:

View and manage individual users to your account. For example, assign specific users to groups, manage access rights, reset passwords and create registration IDs.

<sup>c</sup> Run a search for a user's individual profile and then modify their account details as necessary (such as prompting a user to change their password at first log in).

<sup>d</sup> Create and/or specify configuration and access information for a new user. Please use the individual's email address for the username. Note: If you wish to delete a user profile, please contact [Elsevier Customer Service](#).

<sup>e</sup> **Create and send remote access registration IDs** to an individual or group of users by supplying their email addresses. You can also designate start and end dates for user access. Creating remote registration IDs will prompt invited users to create their profile in order to access ScienceDirect and/or Scopus. NOTE: Elsevier supports a range of options for your users to have secure remote access to your organization's subscribed ScienceDirect content. Consult the information provided on the [ScienceDirect info site](#), and/or contact [Elsevier Customer Service](#) to select the best choice for your organization.

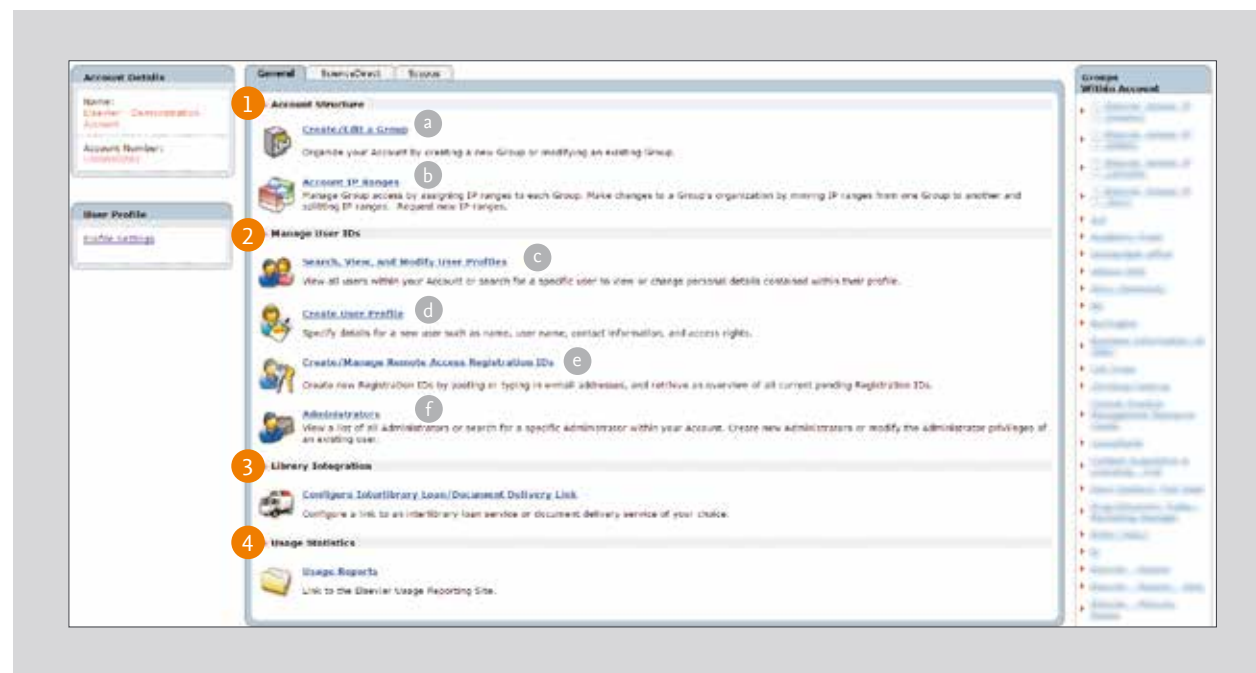
<sup>f</sup> Access a list of account **administrators**, or search for a specific administrator.

## 3 Library Integration:

Account level administrators can set **Interlibrary Loan/Document Delivery** settings for a specific account or group; including the email address to which document requests are delivered and special instructions for the document delivery form. Note: Account level settings are not available for editing by Group Administrators and are view only.

## 4 Usage Statistics:

Access our usage reporting [site](#).



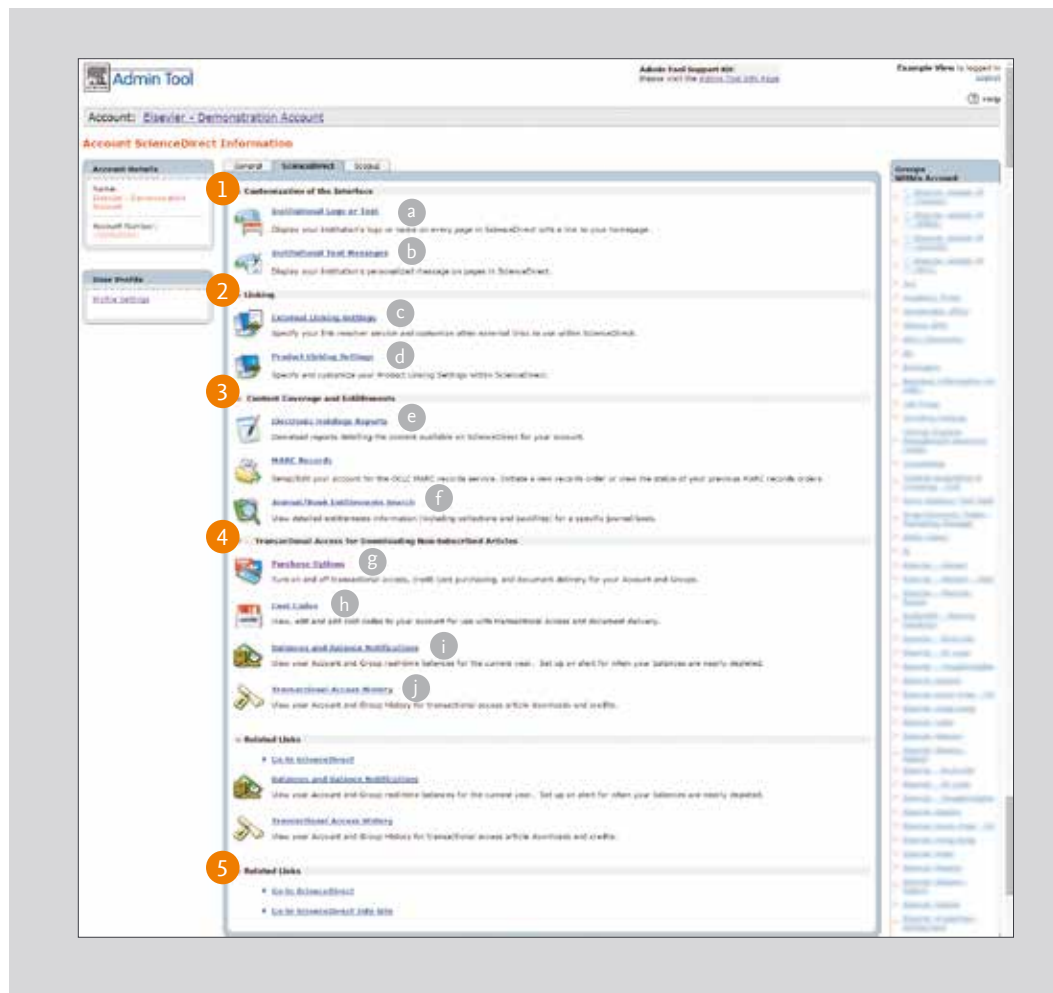
# ScienceDirect

The ScienceDirect Account Information page provides access entitlement details and settings for using ScienceDirect; including adding your own library branding, customizing external linking and displaying personalized messages on certain ScienceDirect pages.

- 1 **Customize the ScienceDirect interface** by **a** adding your organization's logo or name and **b** providing text to be used for the Login/Register, Full-Text access and remote access messages. See [page 5](#) for more information.
- 2 **External linking** **c** can be configured by using link resolvers arranged by you or Elsevier Customer Service, or by using ScienceDirect predefined linking partners. Open the '**External Linking Settings**' page to select from a list of available link resolvers or from one of ScienceDirect's predefined linking partners. If desired, you can also choose to edit your dynamic link resolver (how your external linking displays). See [page 7](#) for more information.

Only use **d** the **Product Linking Settings** page if you do not wish to use the default setting. The default setting allows author and citing article information and links provided by Scopus to be displayed in ScienceDirect articles (when information is available).

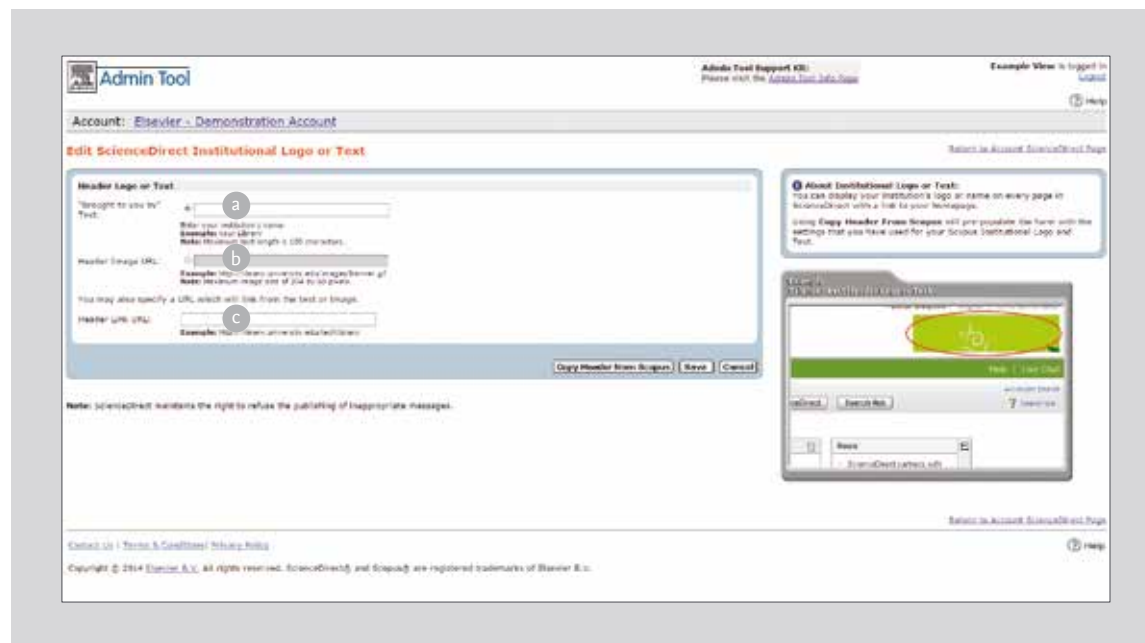
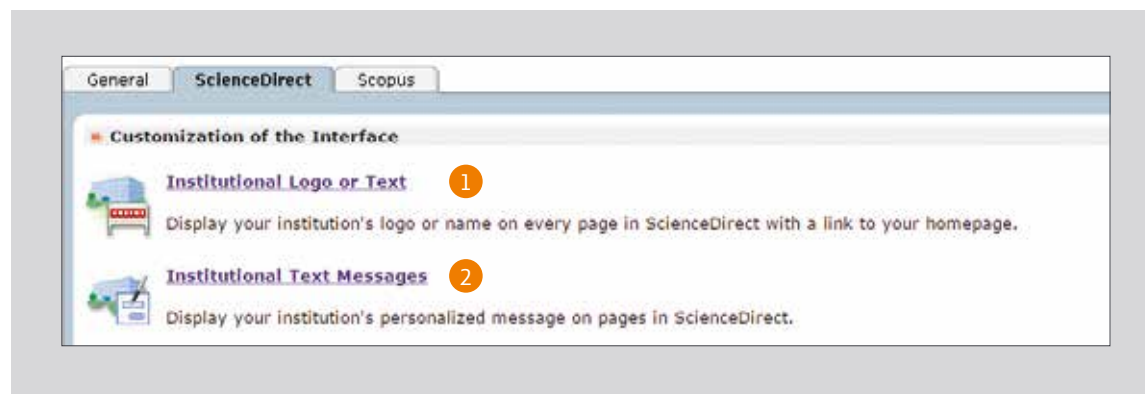
- 3 Find and download **content coverage and entitlement** reports for your account. Download **e** **electronic holdings reports** which specify the titles and dates of coverage included in a library's subscription package and comply with the KBART Phase II draft recommendation. Use **f** **Journal/Book Entitlement Search** to find a list of products and journal, book series or handbook packages in which a specific journal or book series title is included in your institution's subscription.
- 4 View and manage non-subscribed article **purchasing options** **g**, **cost codes** **h**, **balances** **i** and **transactional history** **j**. **Purchase options** **g** allows you to prevent transactional access, allow anonymous transactional access, require end users to enter a cost code for transactional access and/or document delivery, prevent document delivery and control credit card purchasing options. *Note: it is recommended that you only modify these settings if you do not intend to use the default settings. Click on the [help button](#) within Admin Tool to access more detailed information and instructions.*
- 5 Access links to [ScienceDirect](#) and to the [ScienceDirect info site](#).



# Customizing the ScienceDirect Interface

You can customize the ScienceDirect interface by adding your institution's logo or name on every page, and by including personalized messaging on some of the pages used for communicating with your users.

- 1 Go to the ScienceDirect **Institutional Logo or Text** page to add your logo or institution's name. Enter your institution's name **a** or a header image URL **b**, and specify the URL **c** you want the text or image to link to.






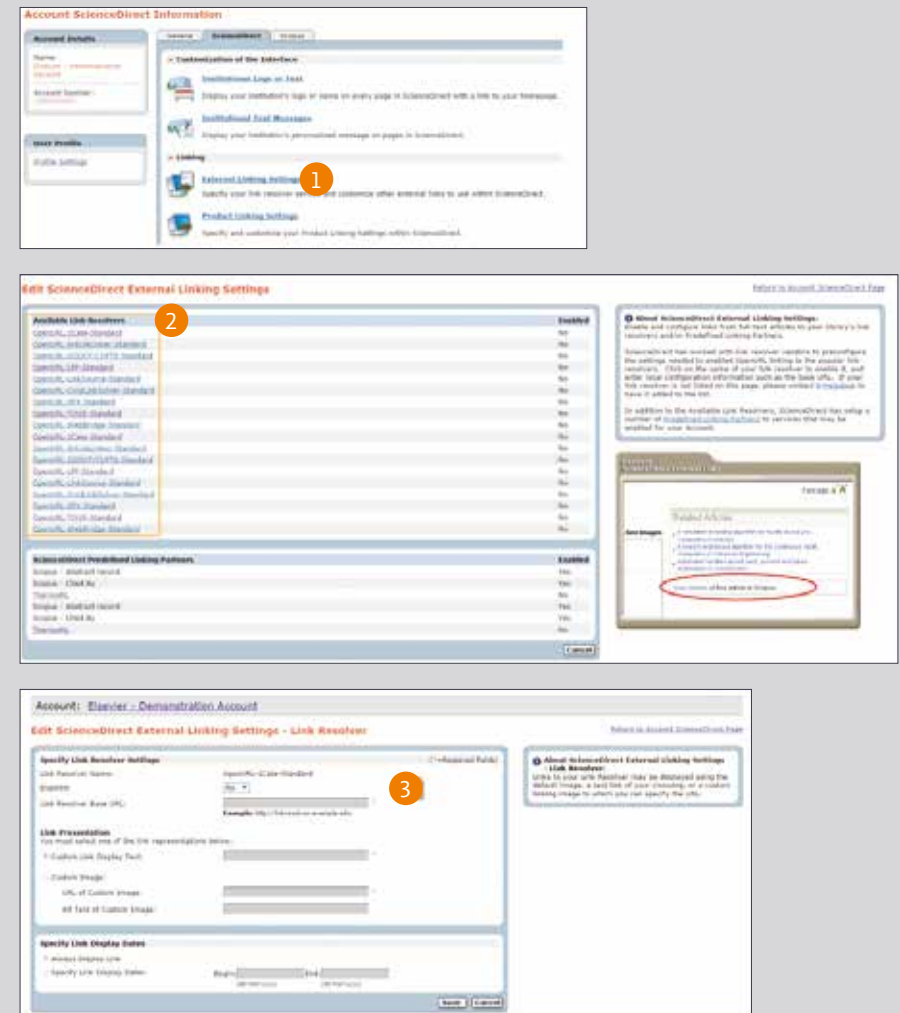
# Customizing the ScienceDirect Interface


- 2 You can add your institution's personalized message to the **login/register page** <sup>d</sup>, the **full-text access page** <sup>e</sup> and/or to the **remote access message** <sup>f</sup>. First, turn off the inherited default messaging by selecting 'No,' then add your desired text to the box.

## Configuring a standard or an image based link resolver

*You can configure your standard or image based link resolver to display the default image, a text link of your choosing or a custom linking image to which you can specify the URL.*

Open the **External Linking Settings** ❶ and select your **Link Resolver** from the list ❷, then specify your settings ❸. Click on the **'Help' icon**  to access more detailed information.



Online Help is available for the various tasks you perform in Admin Tool. Click the [Help icon](#)  (usually located in the top right hand corner of the application page) for instructions or information related to the page you are viewing in the Admin Tool.

For more information about Admin Tool,  
please visit [elsevier.com/sciencedirect/support/admin-tool](http://elsevier.com/sciencedirect/support/admin-tool)

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