

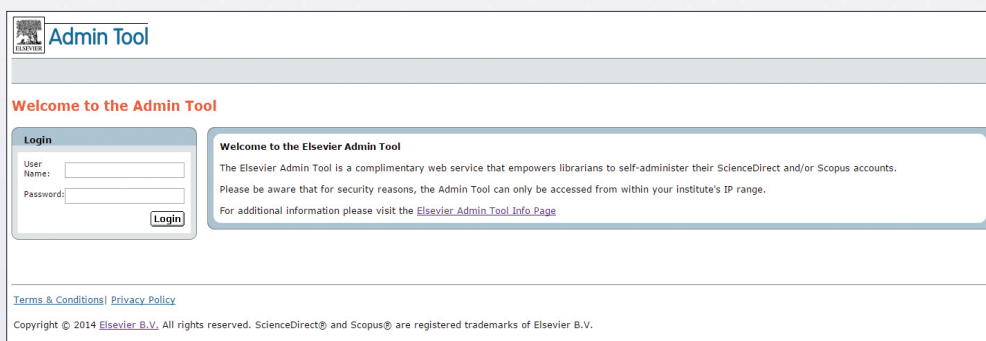
# Elsevier Admin Tool: Scopus

## Quick Reference Guide

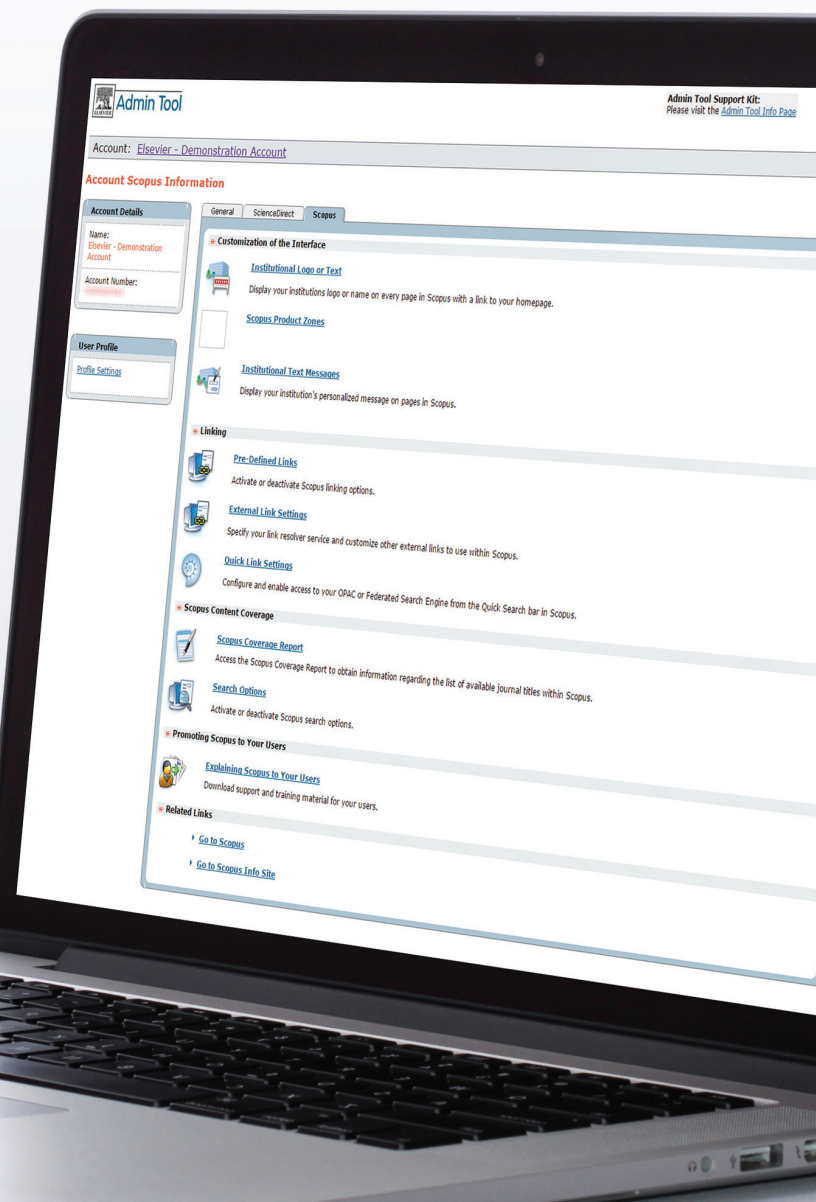
# Elsevier Admin Tool: Scopus Quick Reference Guide

The [Elsevier Admin Tool](#) helps you manage and customize your Scopus 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 Scopus administrator(s) for your institution or organization then 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.



The screenshot shows the login interface of the Elsevier Admin Tool. At the top, there is a header with the Elsevier logo and the text 'Admin Tool'. Below this, a 'Welcome to the Admin Tool' message is displayed. On the left, there is a 'Login' section with input fields for 'User Name' and 'Password', and a 'Login' button. On the right, there is a 'Welcome to the Elsevier Admin Tool' message box containing a welcome message and a link to the 'Elsevier Admin Tool Info Page'. At the bottom, there are links for 'Terms & Conditions' and 'Privacy Policy', and a copyright notice for 2014 Elsevier B.V.



# 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](#).

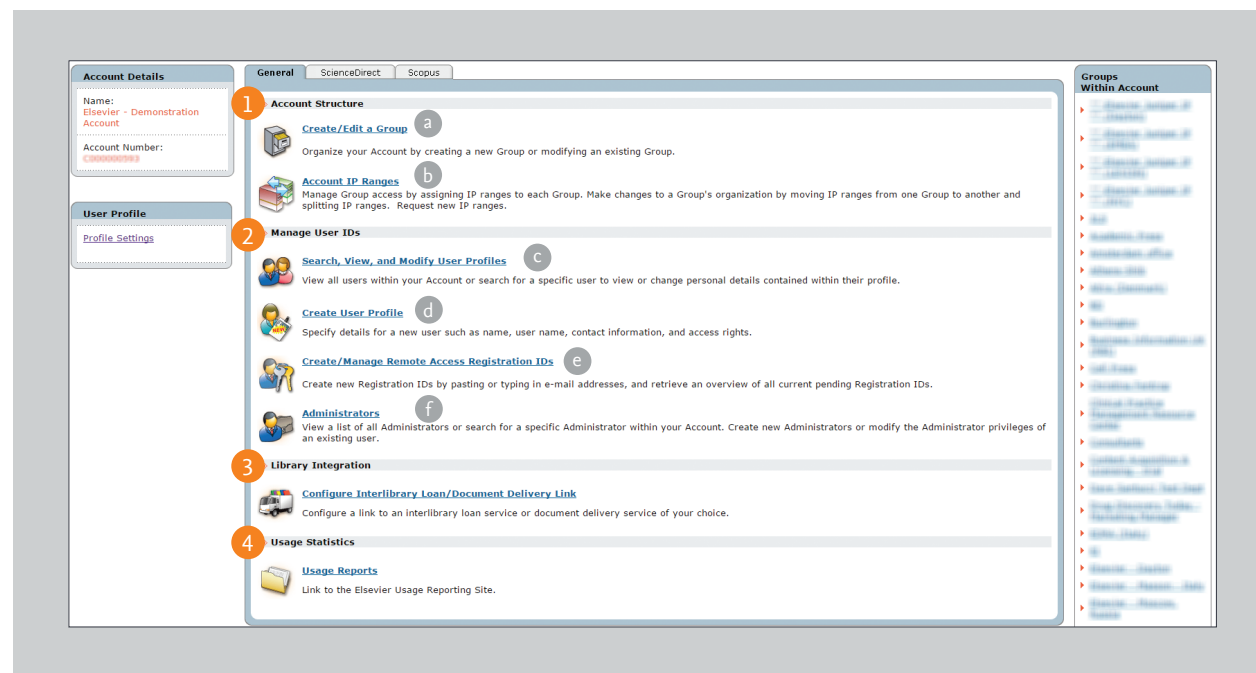
- <sup>e</sup> **Create and send remote access registration IDs** to an individual or group of users by supplying their email addresses. You can also designate start and end dates for user access. Creating remote registration IDs will prompt invited users to create their profile in order to access Scopus and/or ScienceDirect. 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 [Scopus 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](#).



# Scopus

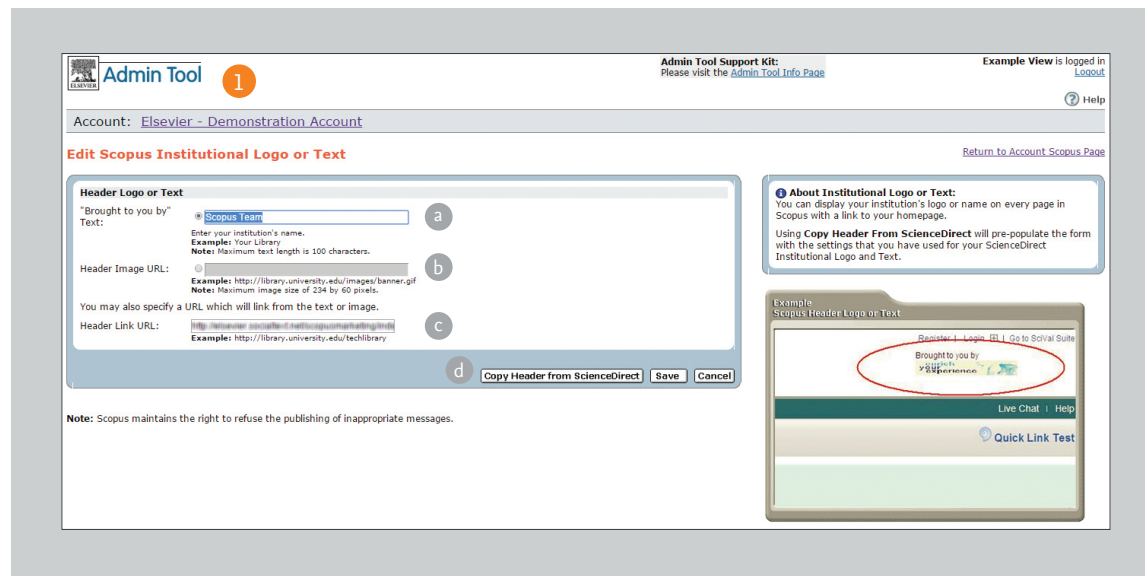
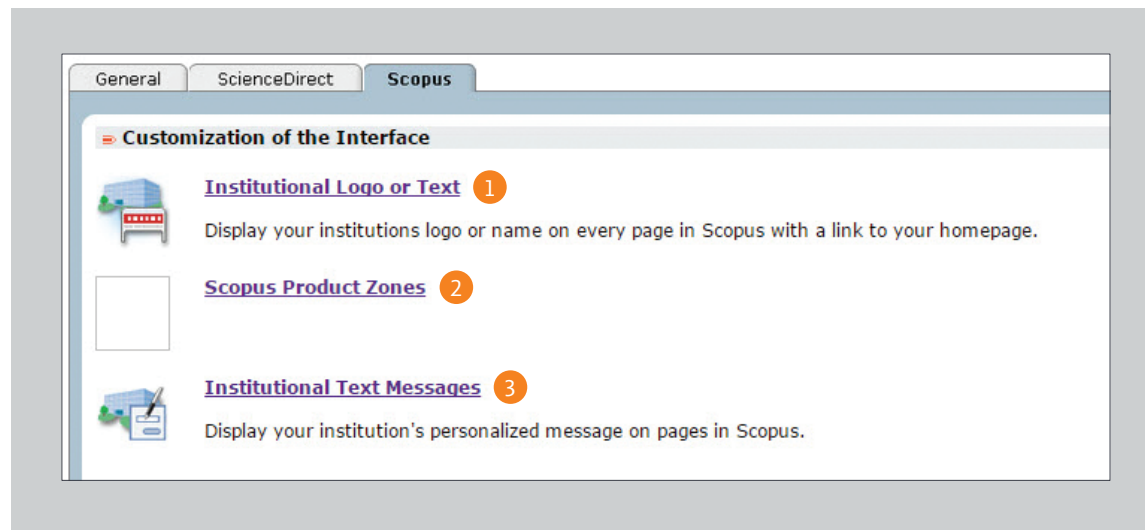
- 1 Customize the Scopus interface. Add your organization's logo or name <sup>a</sup>, customize the text included in the message box of the Browse sources pages <sup>b</sup> and/or update the wording used for the remote access message seen by users <sup>c</sup>. See [page 5](#) for more information.
- 2 Configure linking settings for your institution. Enable interlibrary loan/document delivery service settings for specific groups using the **Pre-Defined Links** <sup>d</sup> tool. Specify your link resolver service in **External Link Settings** <sup>e</sup> to ensure users can access your institution's subscribed content. Additionally, you can modify how and where the button appears in Scopus. See [page 7](#) for more information. Use **Quick Link Settings** <sup>f</sup> to create a short cut link to your library's catalogue that is accessible from every Scopus page. Deep links to your library's catalogue may be created upon request. Please contact E-Customer Service.
- 3 Access the **Scopus Coverage Report** <sup>g</sup>, a spreadsheet containing the complete list of journal and book series titles currently indexed in Scopus.
- 4 **Promote Scopus to your users.** Help inform your users about Scopus, link to the Scopus Learn & Support info page <sup>h</sup> and find promotional and training material.
- 5 Access links to [Scopus](#) <sup>i</sup> and to the [Scopus info site](#) <sup>j</sup>.



# Customizing the Scopus Interface

You can customize the Scopus 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 **Scopus Institutional Logo or Text** 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. If you have already done this for ScienceDirect, you can click on Copy Header from ScienceDirect **d** to apply the same Logo and Text changes to Scopus.



# Customizing the Scopus Interface

- 2 Go to **Scopus Product Zones** to customize the text appearing in the message box on the Browse sources pages **e**. Select 'no' under 'Use Inherited Browse Sources Page Message for Account?' and add your HTML text to the Browse Sources Page message box. Refer to figure 2 to see how this appears in Scopus.
- 3 You can use customize wording for the remote access message. First, turn off the inherited default messaging **f** by selecting 'no' and then add your desired text to the box **g**.

The screenshot displays the Scopus search interface. At the top, there are tabs for Search, Alerts, and My list. Below the tabs, a search bar is visible with a 'Search' button. To the right, there are filters for Subject Area (All Subject Areas), Source Type (All Sources, Trade Publications, Journals, Conference Proceedings, Book Series), and Subscription (All subscriptions, Subscribed, Non-subscribed). A 'Display sources' button is also present.

Below the filters, a list of 25 results is shown. The results are sorted by Source title, SJR, IPP, and SNIP. The first five results are:

Source title	SJR	IPP	SNIP
AAA, Arbeiten aus Anglistik und Amerikanistik	0.101	0.037	0.352
AAC: Augmentative and Alternative Communication	0.538	1.169	0.960
AACE International Transactions	0.160	0.008	0.012
AACL Bioflux	0.244	0.401	0.370
AACN Advanced Critical Care	0.310	0.588	0.384

On the right side of the results, there is a 'Journal Metrics' section. It explains that Scopus Journal Metrics offer the value of context with their citation measuring tools. It also defines SJR (SCImago Journal Rank) and IPP (Impact per Publication).


Below the search results, there is a dialog box titled 'Edit Scopus Institutional Text Messages'. It contains a section for 'Remote Access Text Message' with a dropdown for 'Inherited Scopus Access Text Message' set to 'Yes'. There is a checkbox for 'Enable Remote Access Text Message?' set to 'Yes'. Below this, there is a text area for 'Remote Access Text Message' with a placeholder 'g'. A note indicates that the maximum text length is 400 characters. At the bottom of the dialog box, there are 'Save' and 'Cancel' buttons.



# Customizing Scopus External Linking

Specify your link resolver service in **External Link Settings** <sup>1</sup> to ensure users can access your institution's subscribed content. Additionally, you can modify how and where the button appears in Scopus.

Open the **External Linking Settings** – from the list of **Link Categories** **a**, select **Link Resolver** **b** and then find and click on your desired resolver.

Check or insert the Base URL **(c)** (the main page of the external site) and select 'Yes' to enable the external link **(d)**. If you wish to change the default settings for the link (i.e., use a custom image for the button, only enable the link on certain pages or change the sort priority), change the 'Use Default Settings for this Link?' **(e)** option to 'No', and make the desired changes. Click on the 'Help' icon **(f)**  to access more detailed instructions.

## Edit Scopus External Linking Settings - Choose a Link Category

[Return to Account Scopus Page](#)

### Link Categories

Go

- (select a link category)
- All Link Categories
- Collective Catalogues of Libraries
- Database
- Full Text
- [Internet@Library/Document Delivery](#)
- [Link Resolver](#)
- OPAC
- Other/Miscellaneous
- SJR Link
- Subscribed/Non-Subscribed Icon Display
- Web Service

#### About Scopus External Linking Settings:

The settings of an external link may be edited according to your preferences. You may modify the presentation and the Sort Priority of a link and also decide which locations the link will display within Scopus.

To edit an External Link, select the category to which the link belongs from the list, and then click on the name of the link you wish to edit.

To change the order in which a link appears, click on the link name and modify the Sort Priority. You cannot modify the Sort Priority of the Abstract + Refs and of the View at Publisher links. The links will always display before other links in Scopus and if enabled, the Order Documents button will always display as the last button.

Account specific links are not shown in the list of External Links. To modify or create an Account Specific Link or to add a link of General Interest, please contact [E-Customer Service](#).

[Return to Account Scopus Page](#)

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## Edit Scopus External Linking Settings - Link Resolver

### External Link Details

(\* = Required fields)

Name:	A to Z list Ebsco
Category:	Link Resolver
Base URL:	<a href="http://nlx.ebsco.com/home.asp?auth=1234">http://nlx.ebsco.com/home.asp?auth=1234</a> *
Link URL:	[BASEURL]&SF=ISSN&ST=Contains&cmdSearchS ubmit=Search&KW=[+ISSN]
Enabled:	No ▾

### Link Settings

(\* = Required fields)

Use Default Settings for this Link? No ▾

### Link Presentation

☒ Custom Image:

Image URL: <http://www.scopus.com/info/content/images/>\*

Note: Suggested button image size is 101 by 15 pixels. Suggested icon image size is 11 by 16 pixels.

Alt Text of Image: A-Z list Ebsco

Note: Maximum text length is 35 characters.

Use Loading Image: No ▾

Loading Image URL:

☒ Custom Link Display Text:

A-Z list Ebsco\*

Note: Maximum text length is 35 characters.

### Link Location Settings

Sort Priority: 9 \*

Note: Sort Priority refers to the order in which links appear in Scopus.

Record Page Next to Abstract: On ▾ ⓘ

Note: Maximum of 4 customizable links, unlimited links in side bar

Results Page: Off ▾ ⓘ

Note: Maximum of 2 customizable links in addition to the Abstract + Refs link

References: Off ▾ ⓘ

Note: Maximum of 2 customizable links in addition to the Abstract + Refs link

Source Information Page: On ▾ ⓘ

Note: Maximum of 12 customizable links

Source Browse Page: On ▾ ⓘ

Note: Maximum of 2 customizable links


Cited by Results/Related Documents Page: On ▾ ⓘ


Note: Maximum of 3 customizable links in addition to the Abstract + Refs link

Preview: Off ▾ ⓘ

Note: Maximum of 3 customizable links

[Save](#)
[Cancel](#)



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/scopus/support/admin-tool](https://elsevier.com/scopus/support/admin-tool)



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