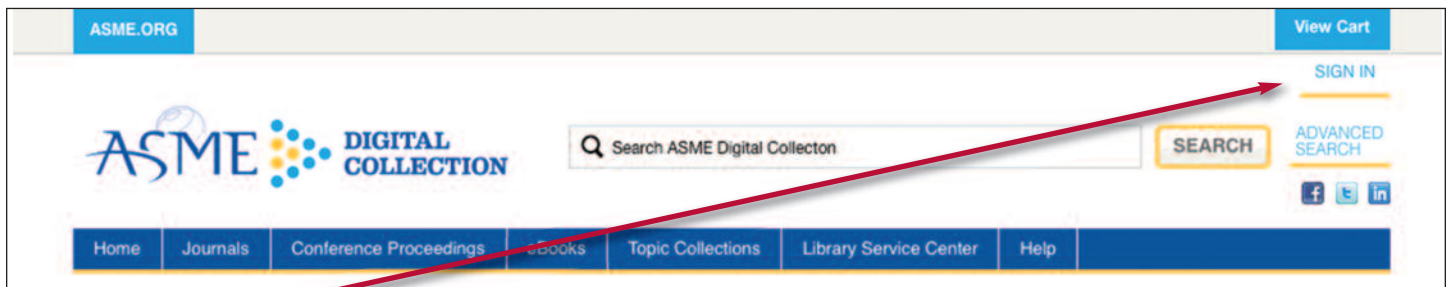




Administrator Login Instructions:

The following instructions are for institutional administrators of ASME Digital Collection Content. If you have not received a password please send an email to asmedigitalcollection@asme.org.

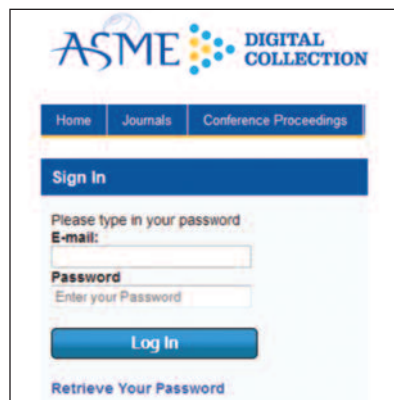
Step One:



Click on "SIGN IN"

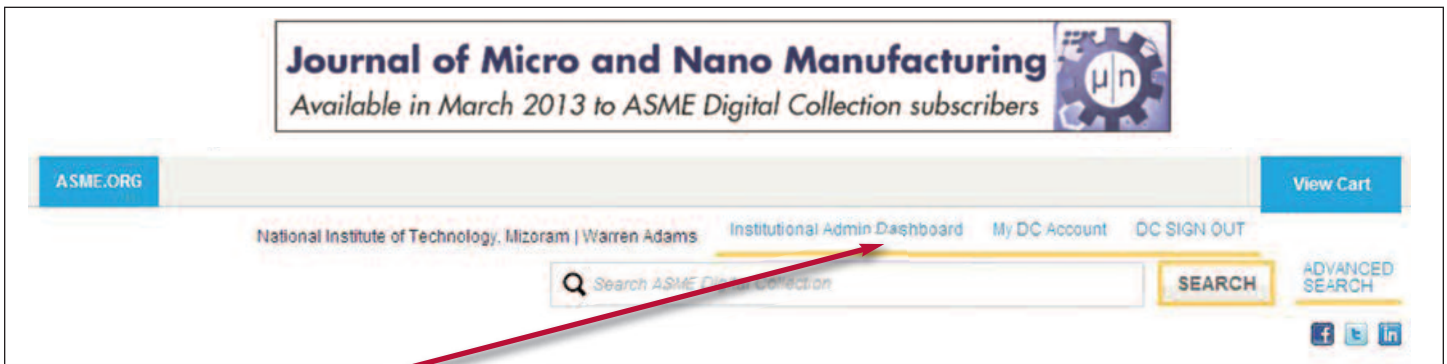


Enter your email address and click on "Continue"



Enter your email address and click on "Log In"

The home screen will appear with your name, "Institutional Admin Dashboard" and end with "DC SIGN OUT"



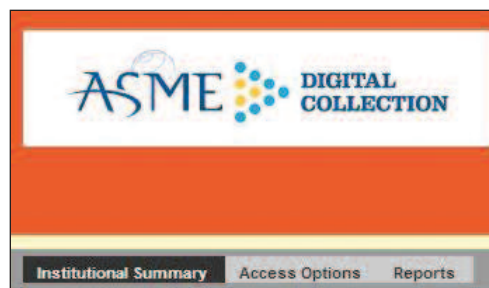
Please click on "Institutional Admin Dashboard."

You will now be brought to the following screen:



Institutional Dashboard Tabs

- Institutional Summary – Overview
- Access Options – OpenURL settings
- Reports – Usage Reports



Institutional Summary:

The following screen provides an overview of your account settings with ASME Digital Collection. Please note this is only for review and any changes need to be sent to asmedigitalcollection@asme.org. Once received, the changes will be made and an email will be sent to the administrator informing you of the changes.

The screenshot shows the ASME Digital Collection Institutional Summary page for the account 'Silverchair Admin Test'. The page is divided into several sections:

- Header:** ASME Digital Collection logo on the left, and 'American Society of Mechanical Engineers Silverchair Admin Test' on the right. A 'Logout' button and the user name 'Warren Adams' are also visible.
- Navigation:** A menu bar with 'Institutional Summary' (selected), 'Access Options', and 'Reports'.
- Section Headers:** 'General Information:', 'Administrative Contact:', 'Consortia Information', and 'Access Options'.
- General Information:** Institution Name: Silverchair Admin Test. Other fields like Street Address, City, State, etc., are empty.
- Administrative Contact:** First Name: Warren, Last Name: Adams, Email: Adams.w@asme.org. A checkbox for 'Subscribed to monthly counter report alert.' is checked.
- Consortia Information:** MASTER STATUS: This institution is not a Consortium Master. MEMBERSHIP STATUS: This institution is not a member of any Consortium.
- Access Options:** Username: None, Referring URL: None, IP Address: None, Athens ID: None, Shibboleth Entry ID: None, OpenURL: None. A link to 'Manage Access Options' is provided.
- Need Help?:** A help section with a description of the dashboard and a notification text: 'Notification text test xxx000 XX 1111 akiprt as5idiomkl 1230'.

From top to bottom,

- Name and Address
- Administrator Contact information – used to access this account
- Consortia Membership information – is the subscriptions provided through your Consortia membership
- Access Options – IP Address list, OpenURL settings
- Current Subscriptions – lists all products and subscription dates

Institutional Summary:

The second tab provides further information on your access settings (Please note: Athens and Shibboleth are not currently available and planned for later in the year.)

Institutional Summary Access Options Reports

Access Options for Silverchair Admin Test

Master Username/Password:

Referring URL(s) for this institution:

IP Address(es) specified for this account:

Athens ID:

Shibboleth Information:
Your publisher does not support Shibboleth Institutional access at this time.

OpenURL:

Your IP Address is 67.60.243.175

Reports:

The third tab provides the COUNTER usage reports, my year and then report name. If you were a Scitation user, the legacy reports will appear as a link under the last book COUNTER Report and open as a zip file.

Institutional Summary Access Options Reports

Reports for Silverchair Admin Test

COUNTER Reports

Select a year → 2013

Statistics for 2013

Downloadable COUNTER Reports

Journal Reports:	Journal Report 1: Number of Successful Full-Text Article Requests by Month and Journal	XLS	CSV
	Journal Report 4: Total Searches Run by Month and Service	XLS	CSV
	Journal Report 5: Number of Successful Full-Text Article Requests by Year and Journal	XLS	CSV
Book Reports:	Book Report 1: Number of Successful Title Requests by Month and Title	XLS	CSV
	Book Report 2: Number of Successful Section Requests by Month and Title	XLS	CSV
	Book Report 6: Total Searches and Sessions by Month and Service	XLS	CSV