

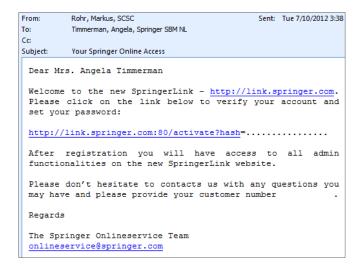
SpringerLink Quick Reference Guide for Administrators

The administrator functionalities are easily accessible. This is a quick reference guide to the available functionalities, covering:

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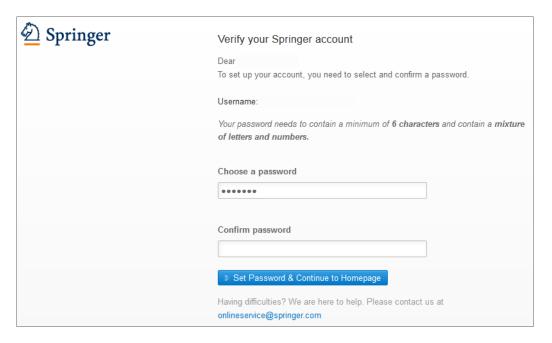
1. Activating your Administrator account on the new SpringerLink

Upon activation you will receive an email from OnlineService@springer.com with a link to activate your account. Your email address is your user name and you can choose your own password.



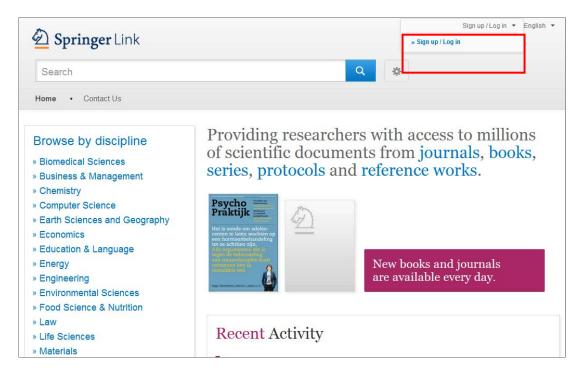


After following the link you will see the below page where you can fill in your password:

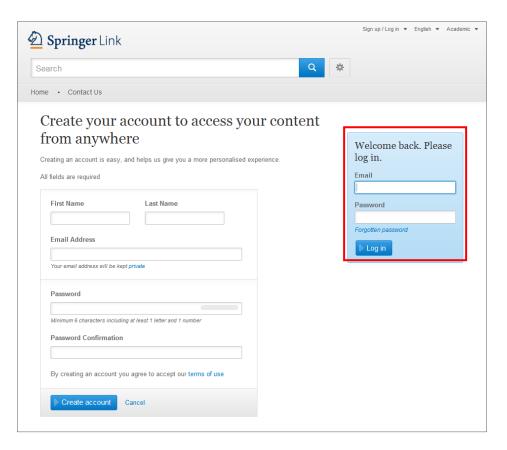


2. Log in

You can go to any page on link.springer.com and log in at the top right hand corner:

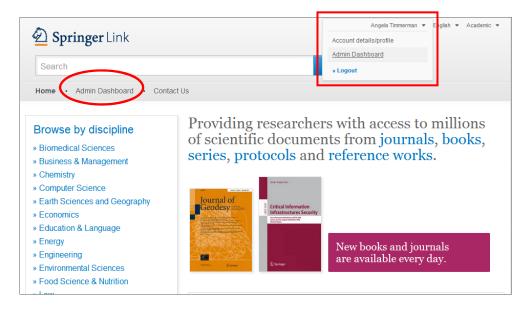






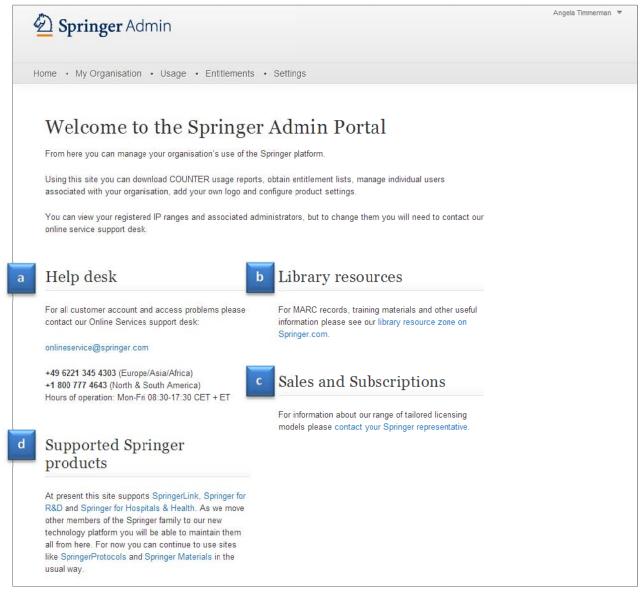
3. Access to the Admin Dashboard

You can access the Admin Dashboard from any page once you are logged in.





4. New Admin Dashboard Homepage



The Admin Dashboard now has a new homepage. Here you will find links to additional information and support options available to you.

a. Helpdesk

Feel free to contact our helpdesk if you do not find what you are looking for or if you have additional questions.

b. Marketing Resources

These pages will provide you with training materials, MARC records and other promotional resources.



c. Sales and Subscriptions

You will find your contact details here for any questions about your license or subscriptions.

d. Supported Springer Products

Currently this Admin site supports SpringerLink, Springer for R&D and Springer for Hospitals & Health. In the future, additional Springer product support will be added to this page; however, until then, please use the regular sites to maintain SpringerProtocols and SpringerMaterials.

The first tab on the Admin Dashboard will always bring you back to this main page. From this homepage you can return to the desired Springer content platform.

5. My Organization

The second tab in the Admin Dashboard provides you with the options check IP Ranges, upload or change your institution's logo, and see the users connected with your institution.

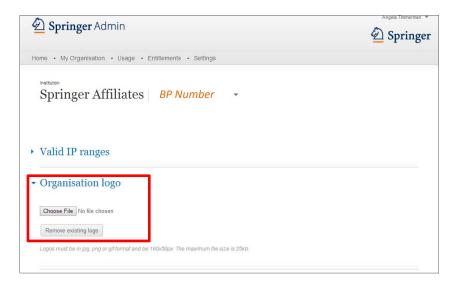




The first dropdown section on this page shows all related institutional IP ranges, which are registered in the back office system according to your contract. Administrators may check, if all IP ranges of the institution are listed here. If you are the administrator of multiple accounts, these will show in the list of Institutions and you can choose to view information related to these by clicking on the arrow to the right of the BP ID number and then choosing the relevant institution.



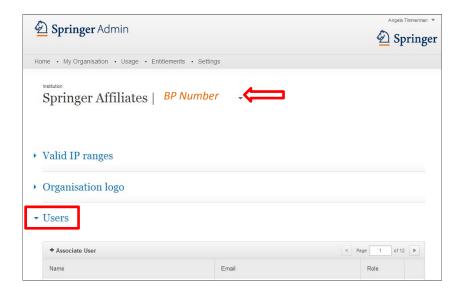
The second dropdown section is where administrators may upload the institution or library logo to display on SpringerLink or Springer for R&D. Logos must be in jpg, png or gif format and be 160x50px. The maximum file size is 25kb.





The third option on this page will allow you to view the users associated with your institution. You can easily manage your users (associated users) from the Users menu. You can review your associated members from time to time to ensure all are still valid and you can also directly disassociate them.

Admins of multiple institutions can easily switch between lists for the various institutions they are admin of by using the drop down menu on the right.

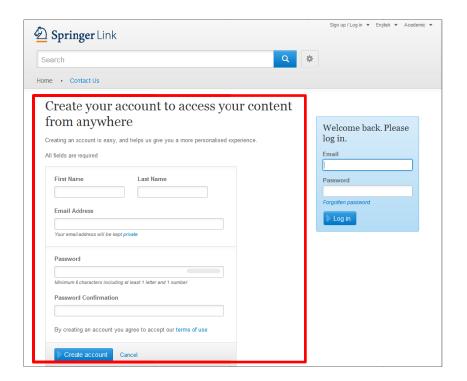


6. Associating new users

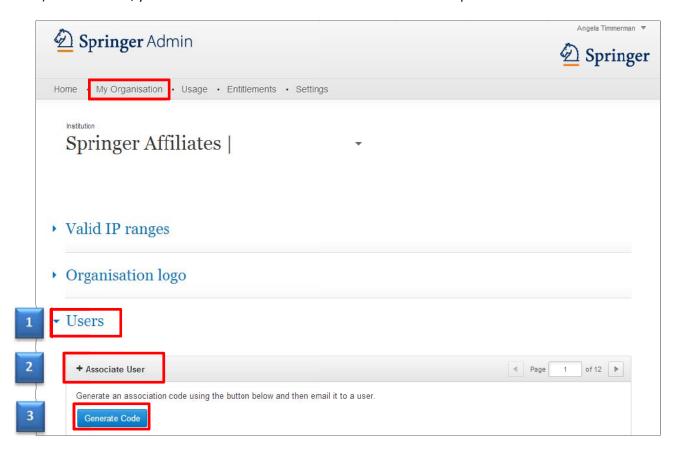
There are 2 ways to associate users to enable them to have remote access.

- a) The easiest way is for users to create their own account on link.springer.com or rd.springer.com while within the IP ranges of your organization. They can sign up easily by entering the following data:
 - First Name
 - Last Name
 - Email Address
 - Password





b) As an admin, you can also associate members. Please follow the steps below:





7. Usage

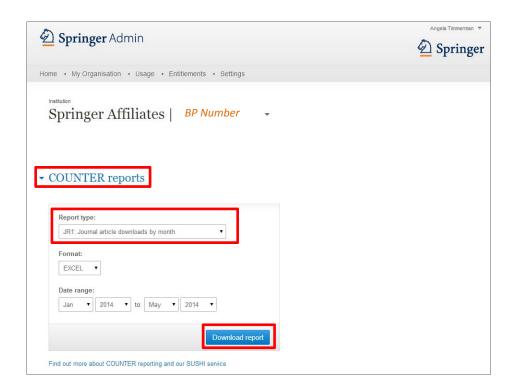
The third tab on the Admin Dashboard will take you to the options to check your institution's usage or deposit contract balances as applicable.



All of the usage reports are now built to the COUNTER Release 4 standard. Release 3 reports are no longer available. Release 4 reports are available in the 3rd tab by using the drop down menu Report Type:

Journal Report 1	Number of Successful Full-Text Article Requests by Month and Journal
Journal Report 1 GOA	Number of Successful Gold Open Access Full-Text Article Requests by Month and Journal
Journal Report 2	Access Denied to Full-Text Articles by Month, Journal and Category
Journal Report 5	Number of Successful Full-Text Article Requests by Year-of- Publication (YOP) and Journal
Book Report 2	Number of Successful Section Requests by Month and Title
Book Report 3	Access Denied to Content Items by Month, Title and Category

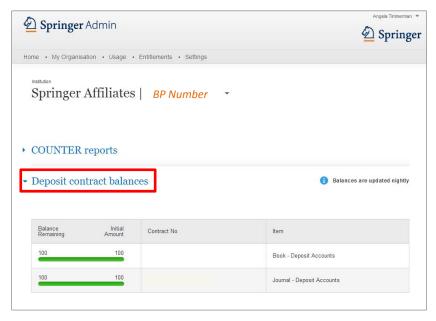




A report Archive is also available for previous months. This currently goes back to March 2012. Find out more about COUNTER reports at www.projectcounter.org.

8. Deposit Contracts (for corporate libraries only)

Springer's Deposit Account option offers institutions a usage-based access to Springer's content on a pay-per-download basis of all content that lies outside current subscriptions and/or purchased subject matter. This option is only available for corporate customers.

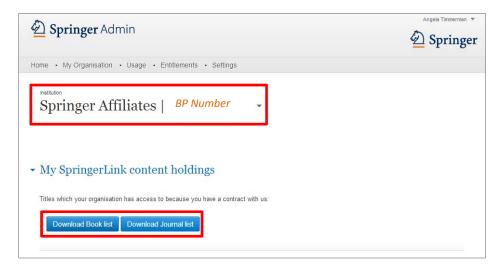




9. Entitlements

The third tab in the Admin Dashboard allows you to download a list of all your entitlements per institution. You can select a list of either eBooks or Journals by clicking the appropriate button.

If you are an admin for multiple institutions, you can switch between them without needing to log out.





10. Settings

The fifth tab of the Admin Dashboard gives you the options to toggle certain features on or off. These features include:

1. Prevent automatic association of any user within your IP range.

If this option is ticked as "On", your users will not be automatically associated with your institution. If their account is to be associated with your institution, the administrator of the account will need to send an "association code" to the user in order for them to be able to use their SpringerLink or Springer for R&D account remotely.

2. Force users to log in before downloading full-text content.

This option should only be done when you have to collect extra information about the usage. By enforcing the log in you will be able to collect information like cost center or department to facilitate charging back to these departments or faculties.

3. Display a warning notification before downloading full-text content if you have a deposit based contract.

If your organization has a deposit based contract, this option can be used to inform users that their download will be charged to the deposit account.

4. Display an "Order from My Library" form for unsubscribed content.

Turning on the switch 'order from my library' will provide a button on the "Get Access" page that will allow library users to request an article or chapter, via email, to their librarian. All admins will be notified of all requests for their organization. Administrators may switch off this function easily by pushing the switch to the left if requested.

