Springer for R&D

Quick Reference Guide for Administrators

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

1. **Activating your Administrator account on the new Springer for R&D – rd.springer.com**
2. **Logging in**
3. **Access to the Administrator Dashboard**
4. **View your Entitlements**
5. **Usage Reports**
6. **Deposit Account Balance**
7. **Member List**
8. **Associating new users**
9. **IP Ranges**
10. **Uploading Institutional / Company logo**
11. **Order from my Library**
12. **Organisation Settings: Enforced Login, Disable auto-associate and interruption screen for Deposit**
13. **Further Questions?**

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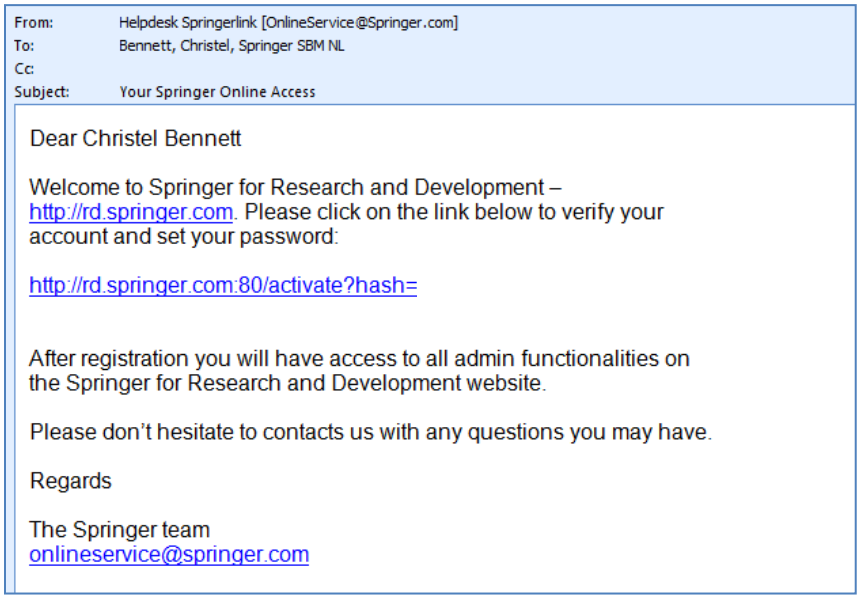
1. Activating your Administrator account

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.



From: Helpdesk Springerlink [OnlineService@Springer.com]
To: Bennett, Christel, Springer SBM NL
Cc:
Subject: Your Springer Online Access

Dear Christel Bennett

Welcome to Springer for Research and Development – http://rd.springer.com. Please click on the link below to verify your account and set your password:

http://rd.springer.com:80/activate?hash=

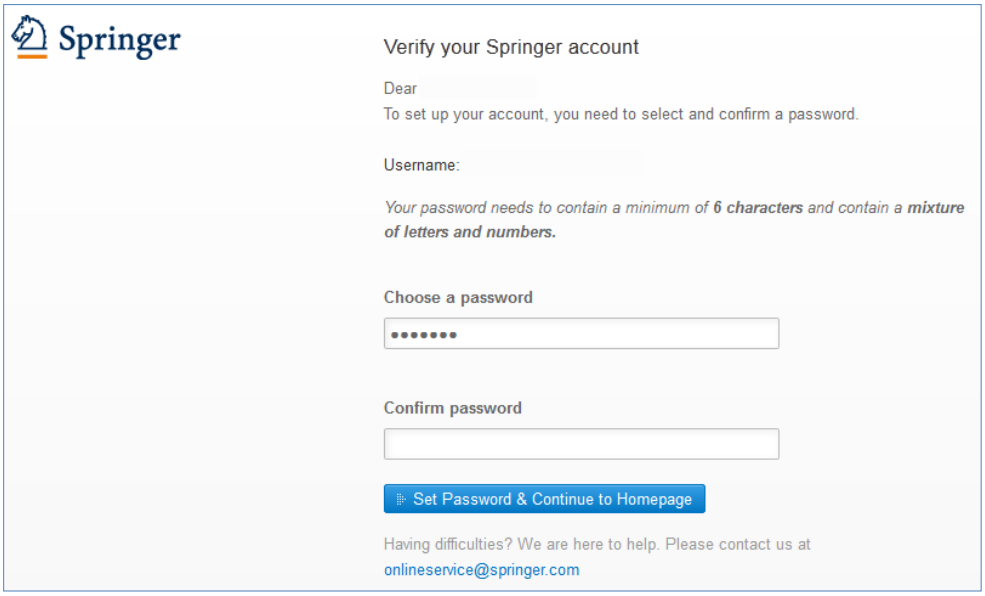
After registration you will have access to all admin functionalities on the Springer for Research and Development website.

Please don't hesitate to contacts us with any questions you may have.

Regards

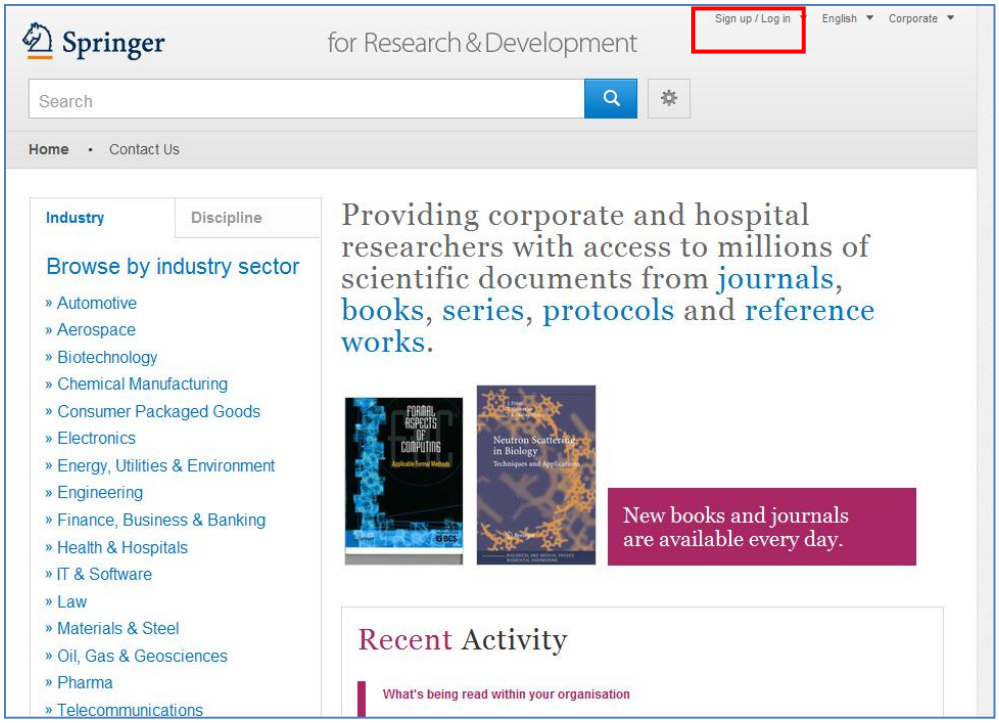
The Springer team
onlineservice@springer.com

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



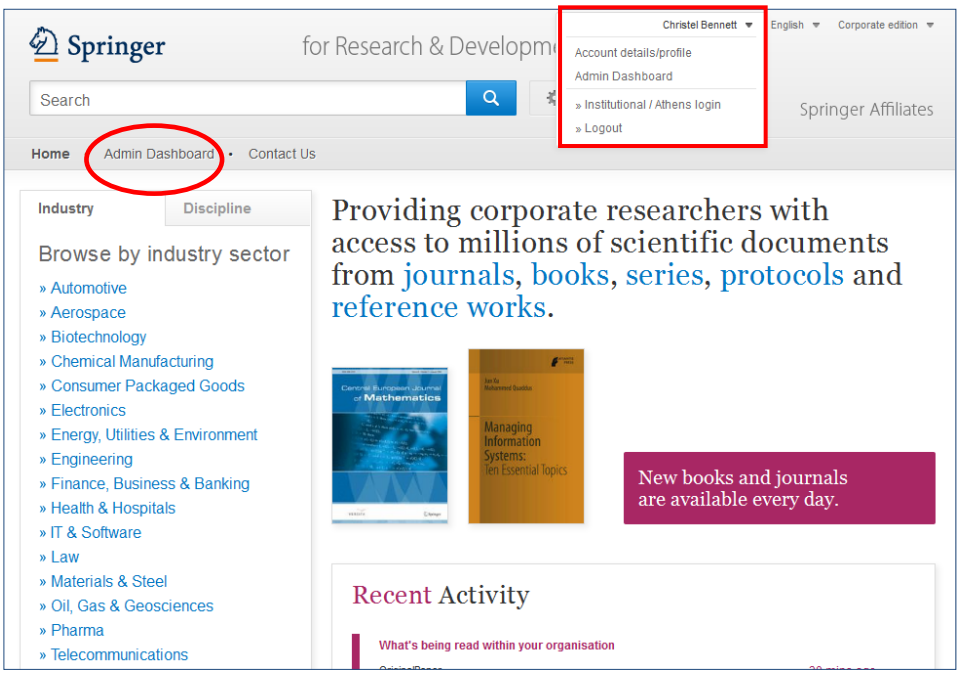
2. Log in

Please note that after doing step 1 you are not yet automatically logged in (feature in development). You can go to any page on rd.springer.com and **log in at the top right hand corner**:



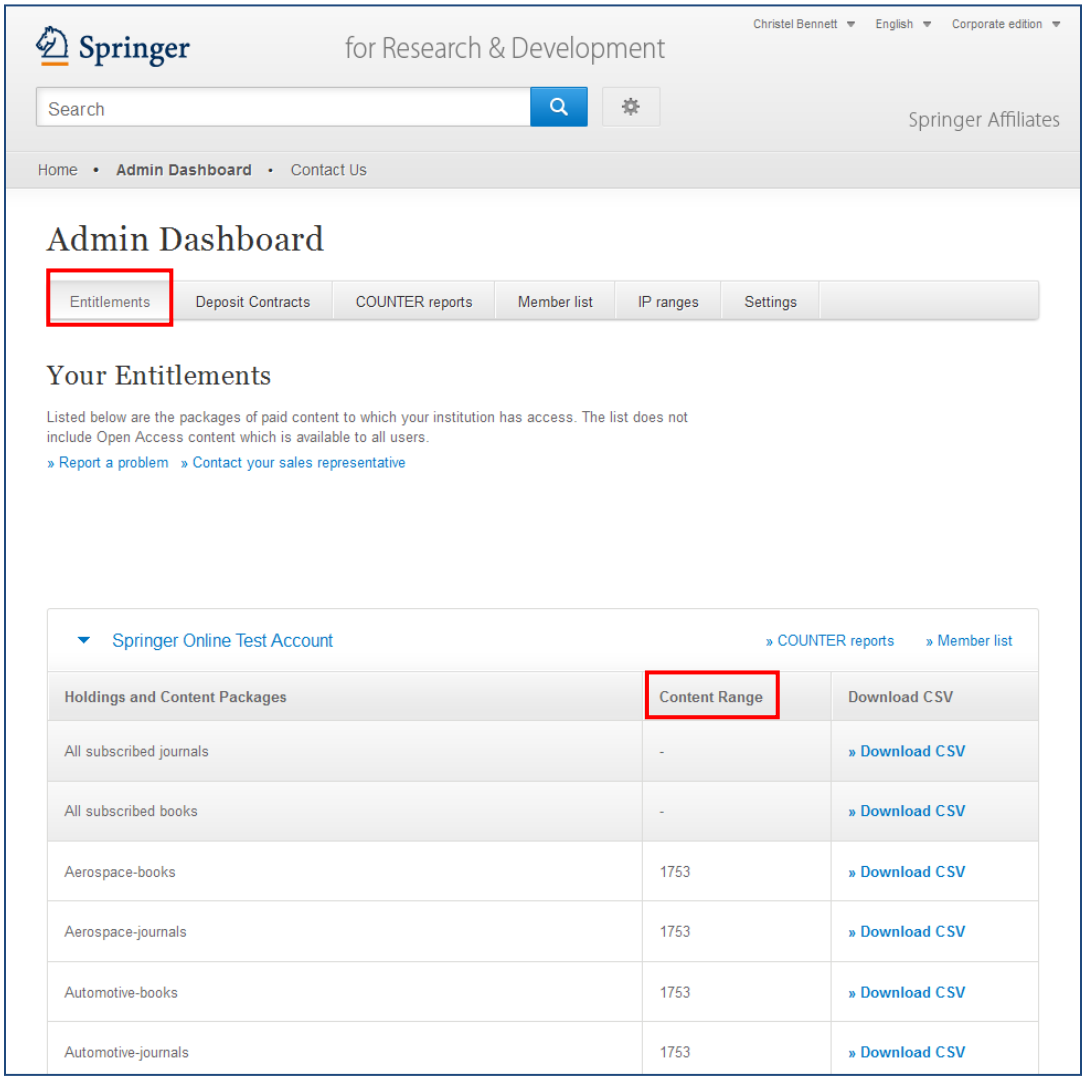
3. Access to the Admin Dashboard

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



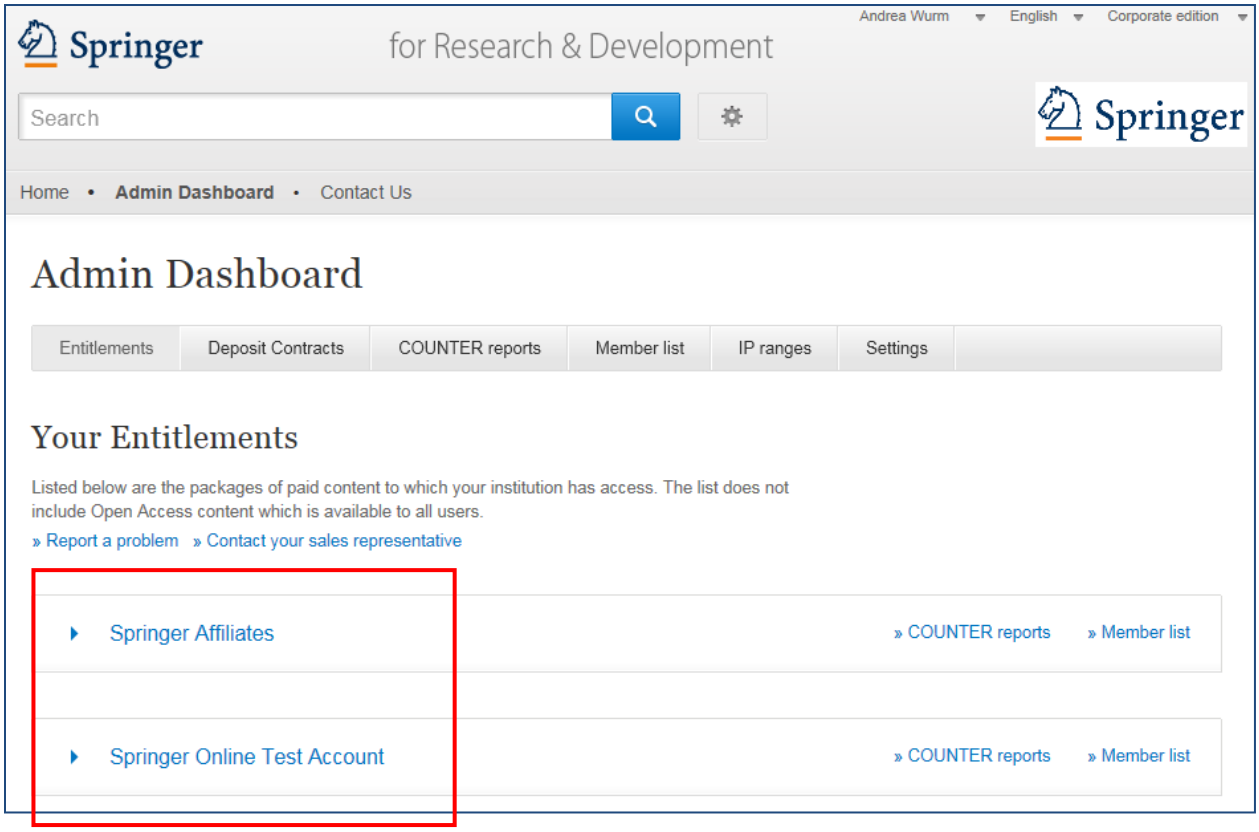
4. View your Entitlements

The first tab in the Admin Dashboard shows all your entitlements per organization. The date range listed in the column “Content Range” indicate the “content from” and “content to” dates according to the contract registered in the back office system. This Content Range indicates the range of dates for which content should be made available. So, for example, “2005-2010” means that the contract gives access to content published from 2005 to 2010.



Admins can also download a CSV file containing a list of content that is included in the contract. This will show the admin what that organization has access too. This file includes bibliographic details as well as the URL for each specific title listed.

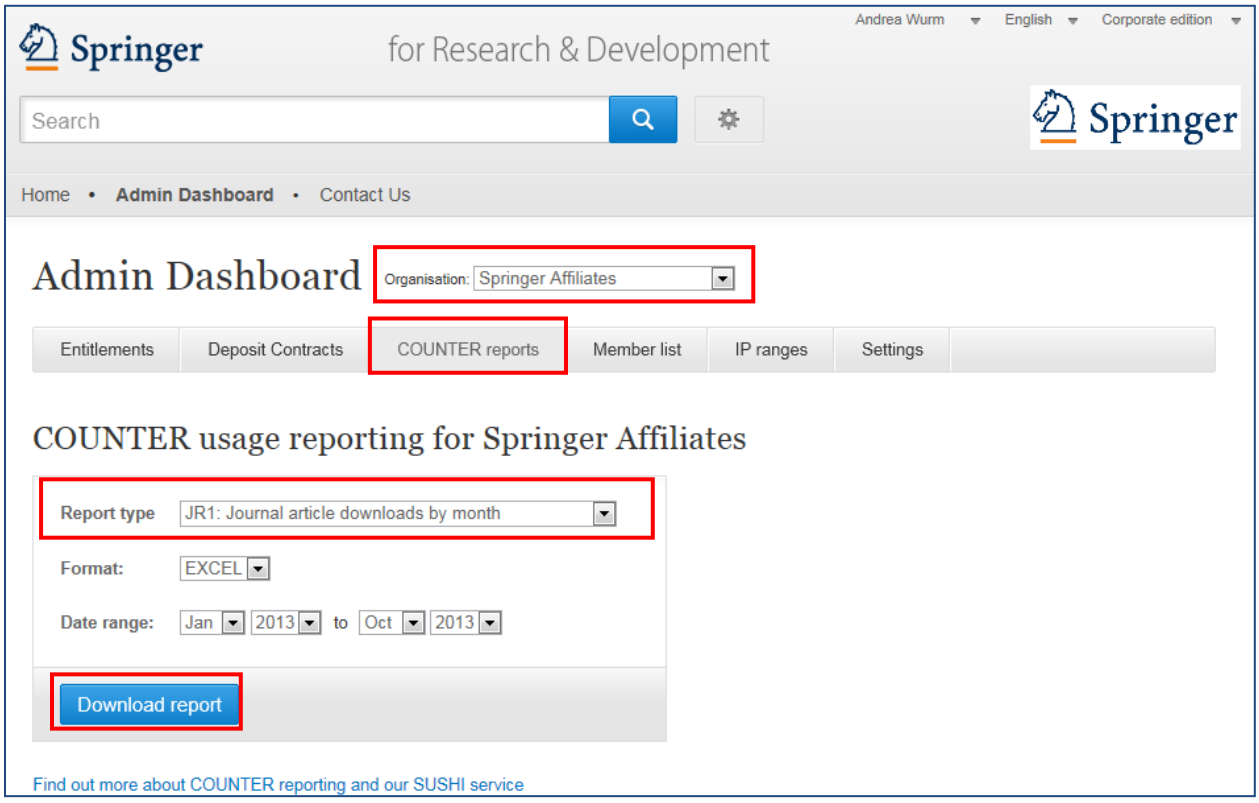
If you are an admin for multiple organizations, you can switch between them without needing to logout.


Springer
for Research & Development
Andrea Wurm
English
Corporate edition
Search
Springer
Home • Admin Dashboard • Contact Us
Admin Dashboard
Entitlements
Deposit Contracts
COUNTER reports
Member list
IP ranges
Settings
Your Entitlements
Listed below are the packages of paid content to which your institution has access. The list does not include Open Access content which is available to all users.
» Report a problem » Contact your sales representative
Springer Affiliates
» COUNTER reports
» Member list
Springer Online Test Account
» COUNTER reports
» Member list

5. Usage Reports

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:

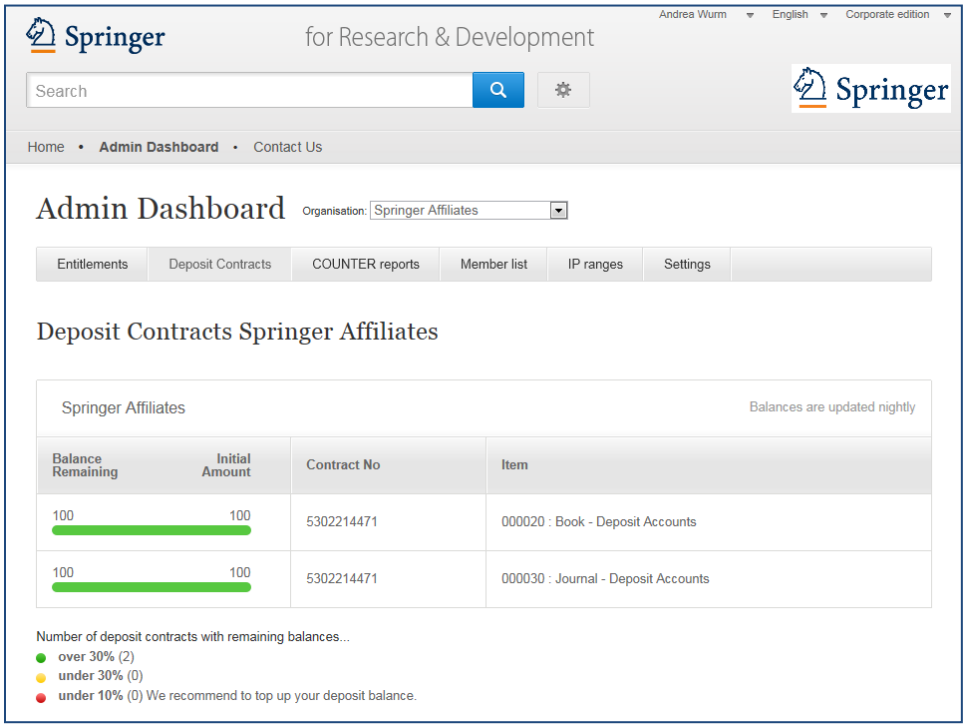
Journal Report 1	Number of Successful Full-Text Article Requests by Month and Journal
Journal Report 1 GOA	Number of Successful Gold Open Access Full-Text Article Requests by Month and Journal
Journal Report 2	Access Denied to Full-Text Articles by Month, Journal and Category
Journal Report 5	Number 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. Admins of multiple organizations can easily switch between reports for the various institutions they are admin of by using the drop down menu at the top.

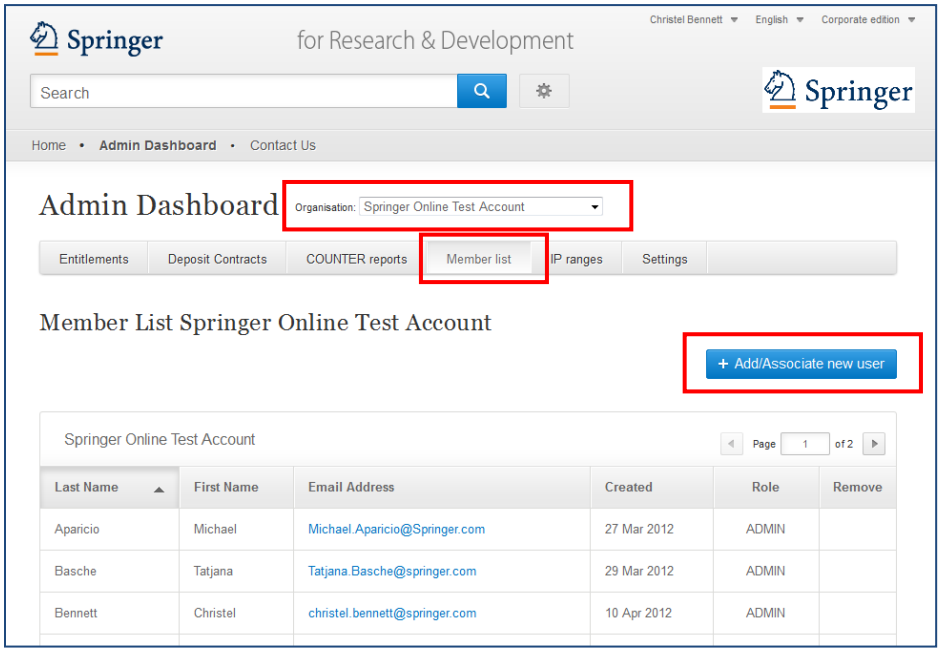
6. Deposit Account Balance

When you are the admin of a deposit account you will see an additional tab: “Deposit Contracts”. Here you can always see an up-to-date status of the balance on your deposit including the initial amount and the remaining balance.



7. Member List

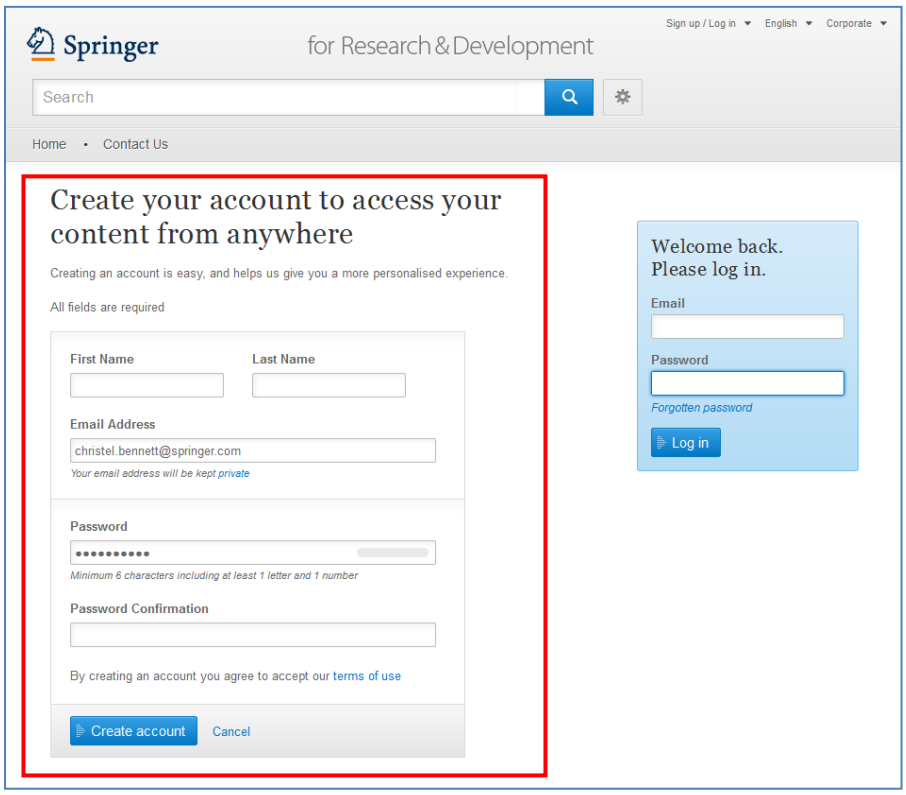
You can easily manage your member list (associated users) from the Member List tab. You can review your associated members from time to time to ensure all are still valid and you can also directly disassociate them. Admins can only be changed by Onlineservice@springer.com. Admins of multiple institutions can easily switch between lists for the various institutions they are admin of by using the drop down menu on the right.



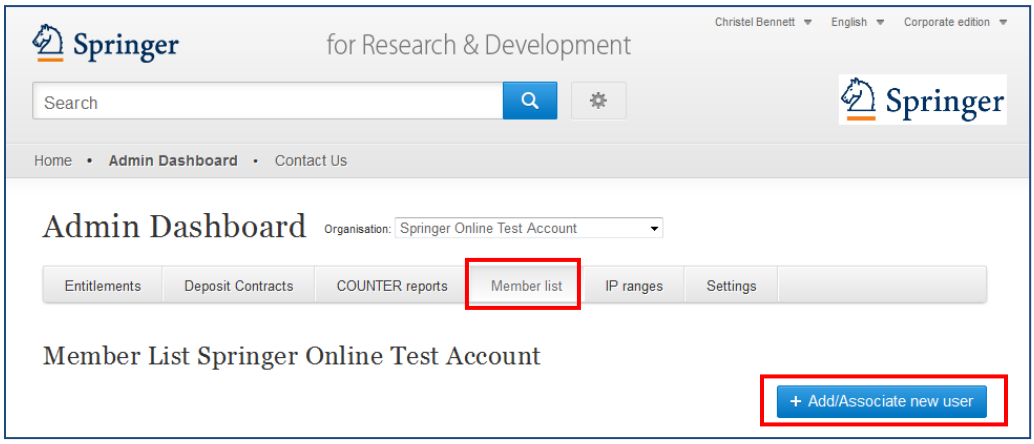
8. Associating new users

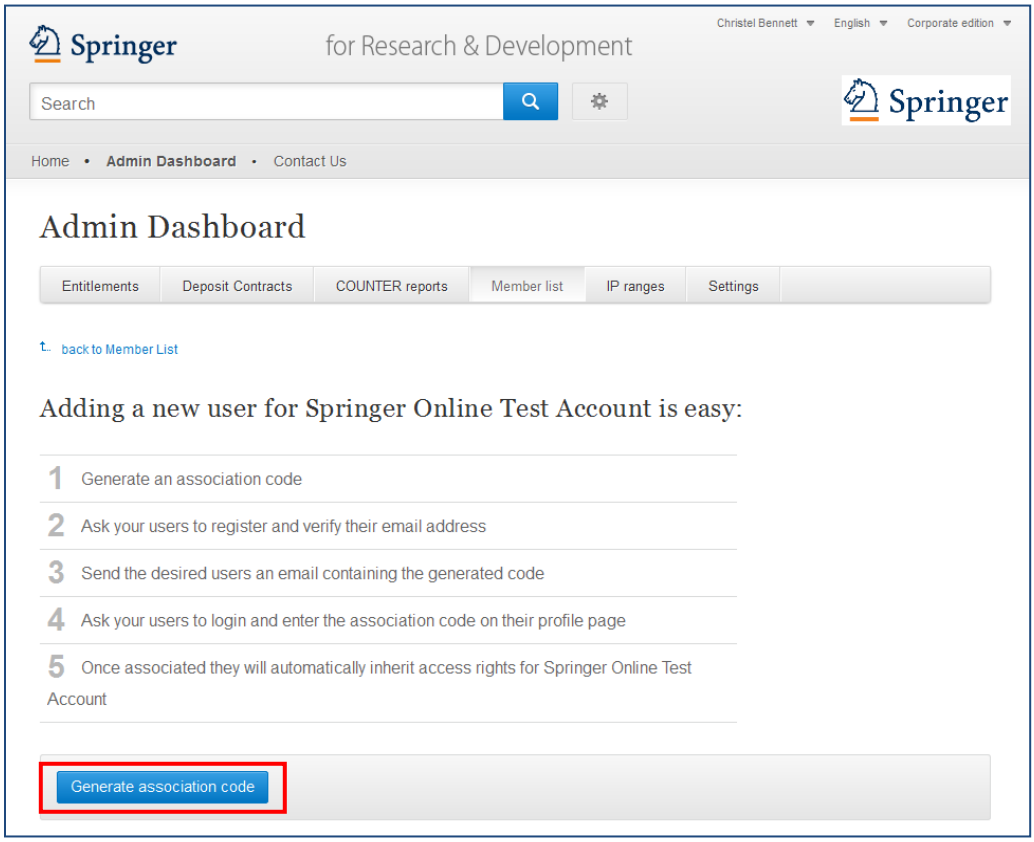
There are 2 ways to associate users to enable them to have remote access.

a) The easiest way is for users to create their own account on 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
   - After registration, they can also enter information like a cost center, department or project team that can then be used to facilitate charging back costs.



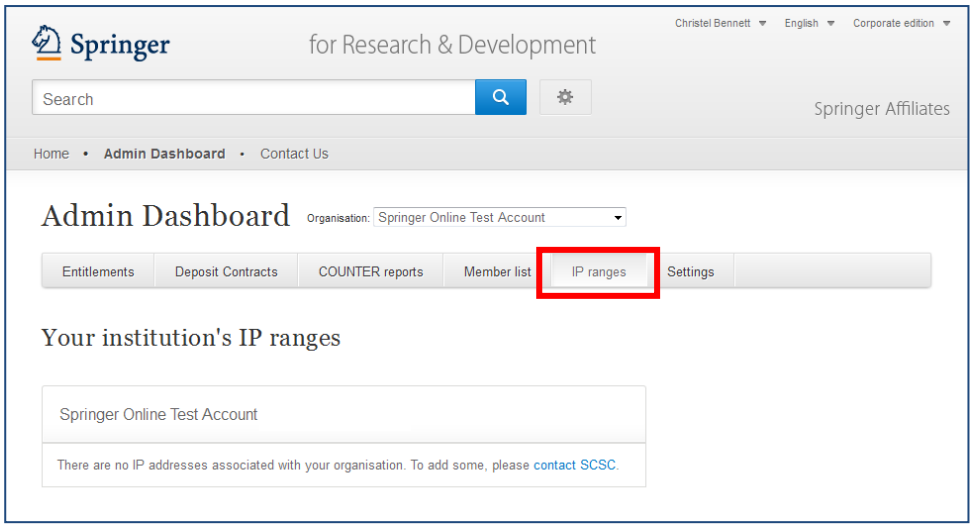
b) As an admin, you can also associate members. Please follow the steps below:





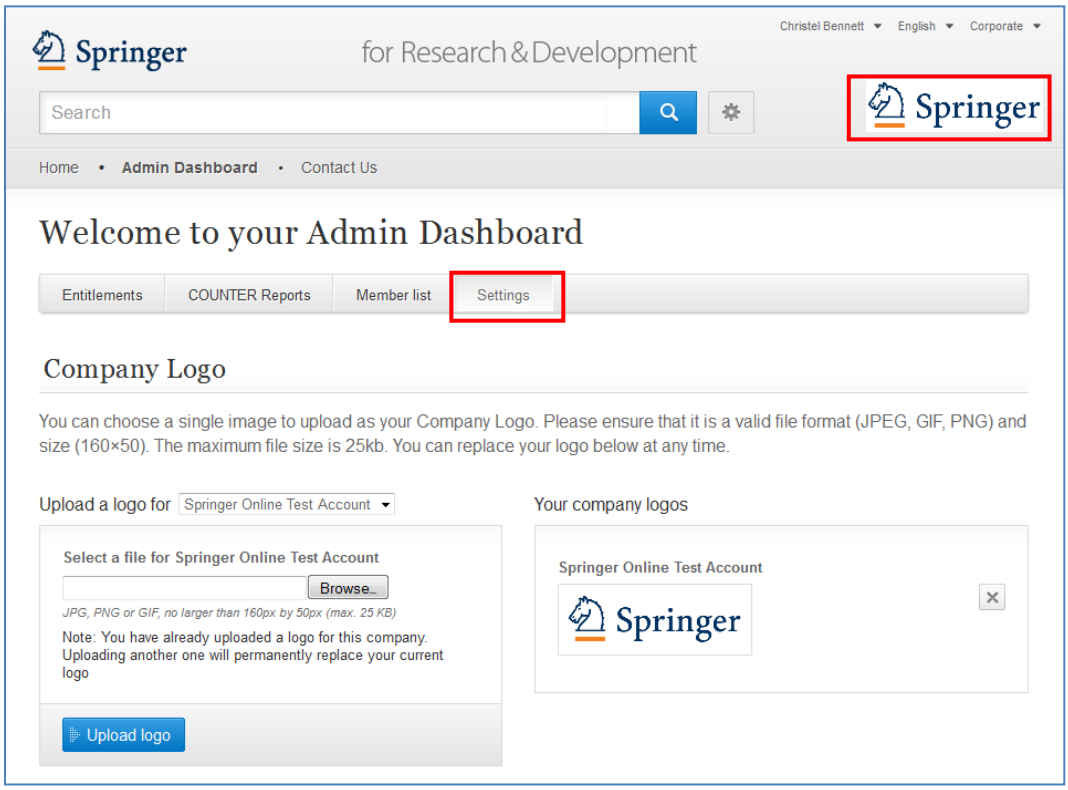
9. IP-Ranges

Under the tab 'IP ranges' you find a list of all IP-Addresses associated with your account for your reference. If you want to add or correct IP-Addresses, please contact onlineservice@springer.com.



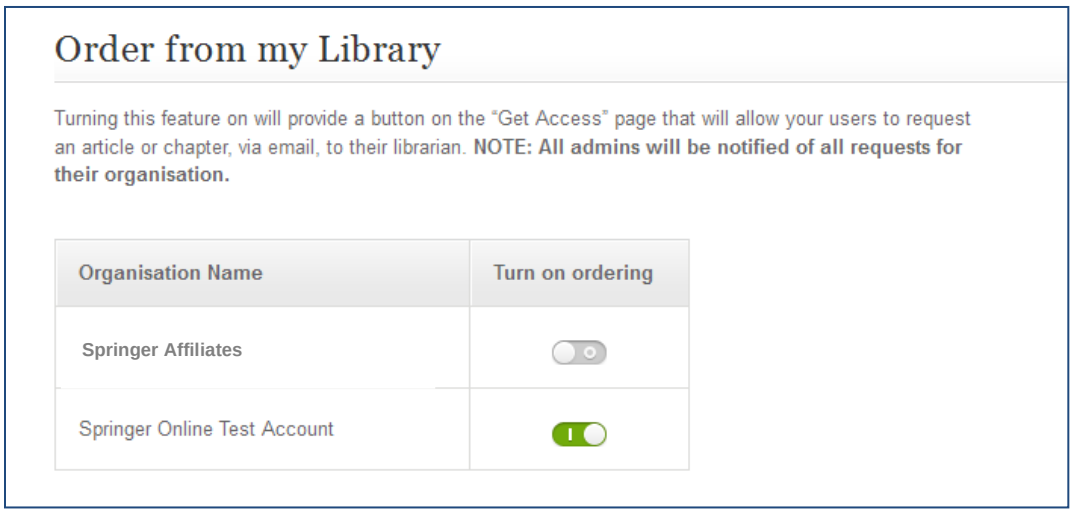
10. Uploading Company logo

Administrators can upload the company logo to display on Springer for R&D. The logo will appear at the top right on every page.



11. Order from my Library

Another function available under the 'Settings' tab is: Order from my Library'. Turning this optional feature on will provide a button on the "Get Access" page that will allow your users to request an article or chapter, via email, to their librarian. **NOTE: All admins will be notified of all requests for their organisation.**



12. Organisation Settings: “Enforced Login”, “Disable auto-associate” and “Interruption screen for Deposit”

The settings tab offers organizations a few additional options to customize their user experience:

Force users to login: This setting will require all users to be logged in before downloading any documents.

Disable auto-association of new users: This setting will turn off automatic association of new users with your organisation. Enabling this feature requires an admin to grant remote access per user.

Interrupt Deposit Contract downloads: By activating this feature all your users will see a notification upon downloading a content item that is part of your deposit account. Users will be asked to enter a cost code, though it is not mandatory to enter one in order to continue with the download.

Organisation Settings

CAUTION: Enforcing login, disabling auto-association or enabling interrupt deposit contract downloads introduces a disruptive extra step for your patrons and reduces the quality of the online experience. It is NOT recommended. Only enable these features if it is required by your organisation for policy compliance / auditing purposes.

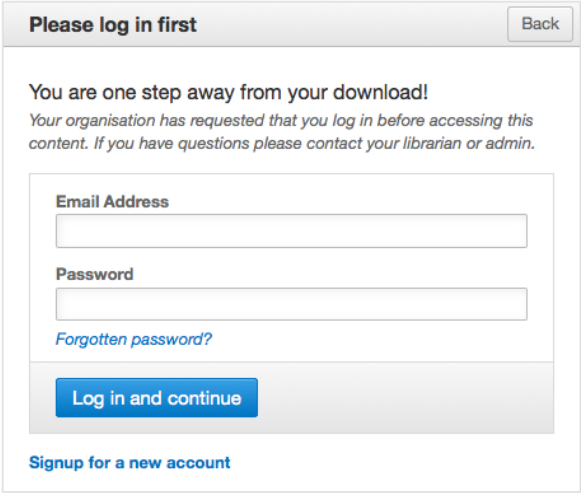
Organisation Name	Force users to login	Disable auto-association of new users	Interrupt Deposit Contract downloads
Springer Affiliates	☐	☐	☐
Springer Online Test Account	☑	☑	☑

Force users to login:
This setting will require all users to be logged in before downloading any document.

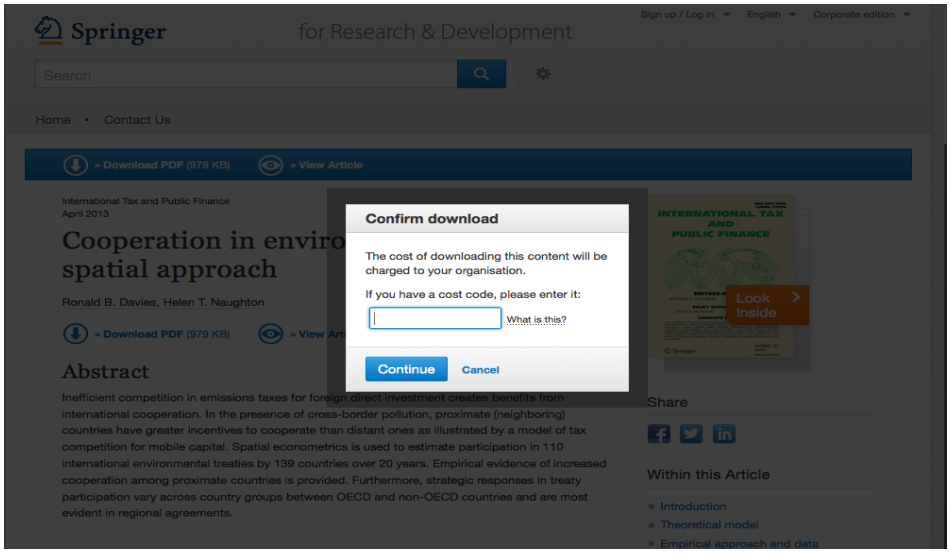
Disable auto-association of new users:
This setting will turn off automatic association of new users with your organisation. Enabling this feature requires an admin to grant remote access per user.

Interrupt Deposit Contract downloads:
By activating this feature all your users will see a notification upon downloading a content item that is part of your deposit account. Users will be asked to enter a cost code, though it is not mandatory to enter one in order to continue with the download.

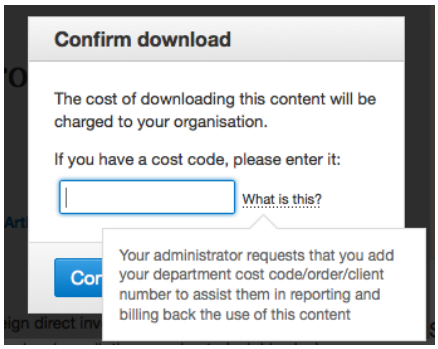
The **forced login** setting in the admin dashboard will cause the below display to be shown to users who are not yet logged in:

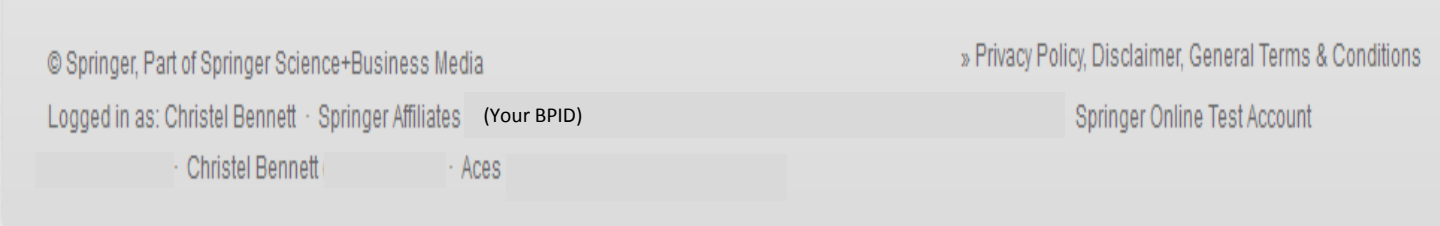


The **deposit interruption** setting in the administrator's dashboard will cause the following to display when a user clicks on "Download PDF" or "View article".



A mouse over tooltip answers "what is this?"



13. Further Questions?

For any further questions please contact Onlineservice@springer.com. To facilitate a swift reply please copy the information from your footer of the rd.springer.com website: