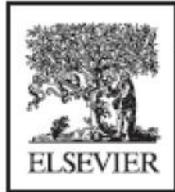




ELSEVIER



**AdminTool**



# Índice

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- ¿ En qué me puede ayudar Admin Tool?
- ¿Cómo accedemos a Admin Tool?
- Pantalla de Información General
- Crear o Editar un grupo
- Editar cuentas IP
- Gestión de usuarios
- Buscar, ver o modificar perfiles de usuarios
- Crear un nuevo perfil de usuario
- Crear y gestionar accesos remotos
- Añadir más administradores a nuestra cuenta
- Compra de artículos y Estadísticas de uso
- Obtención de estadísticas de uso
- Administración de Scopus
- Para saber más...
- Guías de ayuda

# ¿ En qué me puede ayudar Admin Tool ?

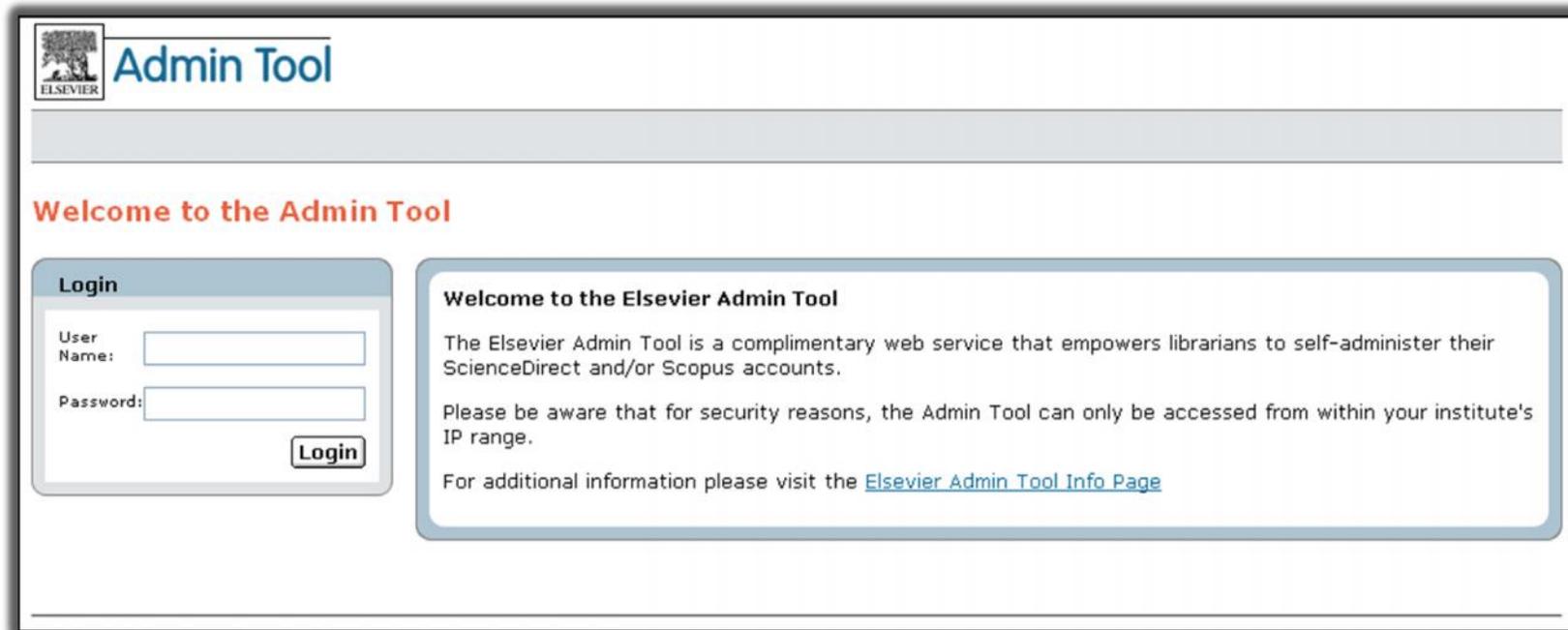
- Organizar, crear y editar grupos de usuarios asociados a nuestra cuenta
- Gestionar los privilegios de los usuarios basándonos en rangos de IP
- Gestionar accesos remotos
- Gestionar perfiles de usuarios
- Configurar sistemas de entrega de documentos
- Poner el logo de nuestra biblioteca, texto o crear un link a nuestra biblioteca desde Scopus
- Obtener acceso a estadísticas de uso
- Scopus linking

**The Admin Tool can help you to:**

- Create or edit groups of users within an account**
  - Use specific IP address ranges for departments or sub-departments to organize groups of users, usage reports, document delivery settings, transactional access, credit card purchasing and more
- Manage your users' access rights, based on IP ranges**
  - View the ranges of IP addresses currently assigned to your account
  - Make changes to your institute's IP range by moving, removing or splitting ranges into subsets
- Manage your users' profiles and IDs**
  - View all users currently registered to your account
  - Create a new user profile
  - Set up a username and password for one user, or a group of users, to gain remote access from outside their specified IP address(es)
  - Add and change memberships
- Configure interlibrary loan/document delivery**
  - Configure a link per group to an interlibrary loan service or document delivery service of your choice
  - Customize the information message displayed to your users
- Set up your own library branding**
  - Set up the display of your library logo and descriptive text to appear on every page within either ScienceDirect or Scopus
  - Include a link from either ScienceDirect or Scopus to your library website
- Access to usage reports**
  - Link directly to the usage reports site, with the same username and password
- Scopus linking** 
  - Activate library links to collective catalogs, link resolvers, OPACs, interlibrary loan services, databases and web search engines
  - Personalize the presentations of links and offer different links to different user groups

# ¿Cómo accedemos a Admin Tool ?

<https://admintool.elsevier.com>

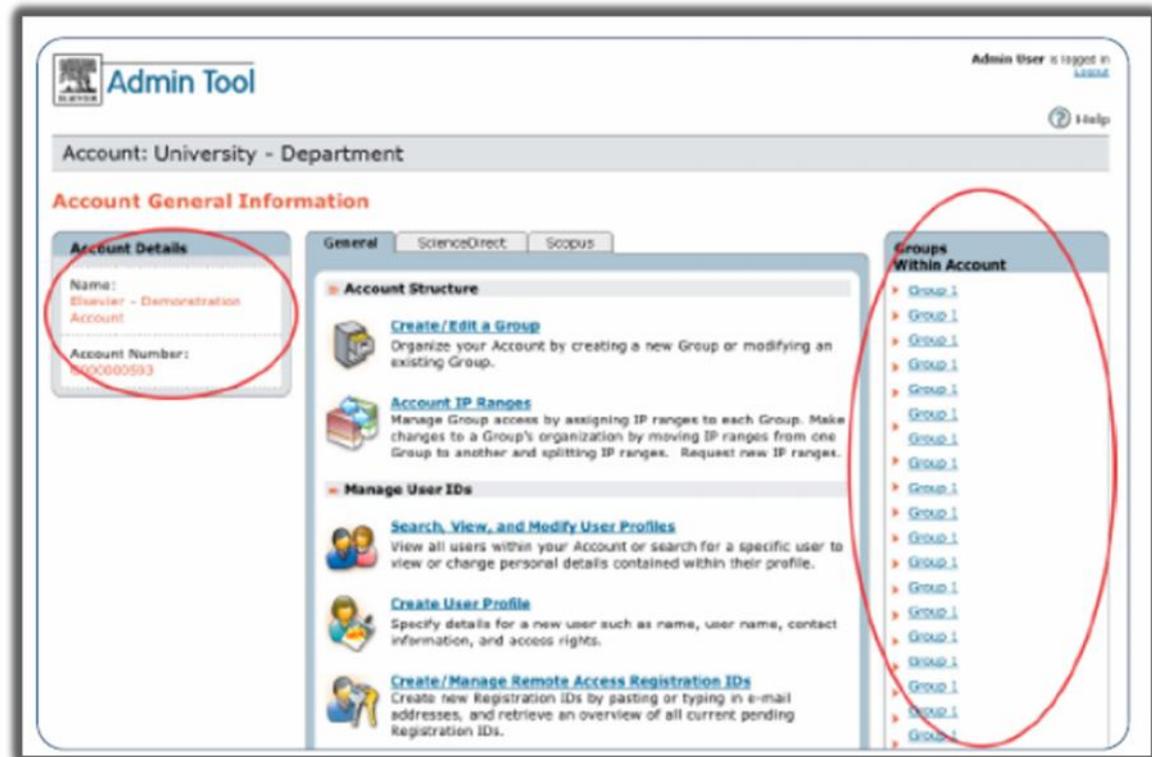


The screenshot shows the Elsevier Admin Tool login interface. At the top left is the Elsevier logo and the text "Admin Tool". Below this is a horizontal bar. The main content area is titled "Welcome to the Admin Tool" in red. On the left, there is a "Login" box containing two input fields: "User Name:" and "Password:", with a "Login" button below them. On the right, there is a larger box with the following text: "Welcome to the Elsevier Admin Tool", "The Elsevier Admin Tool is a complimentary web service that empowers librarians to self-administer their ScienceDirect and/or Scopus accounts.", "Please be aware that for security reasons, the Admin Tool can only be accessed from within your institute's IP range.", and "For additional information please visit the [Elsevier Admin Tool Info Page](#)".

**Para acceder a Admin Tool necesitamos estar dentro del rango de direcciones IP de nuestra institución. Utilizaremos nuestro número de usuario y password de Administrador.**

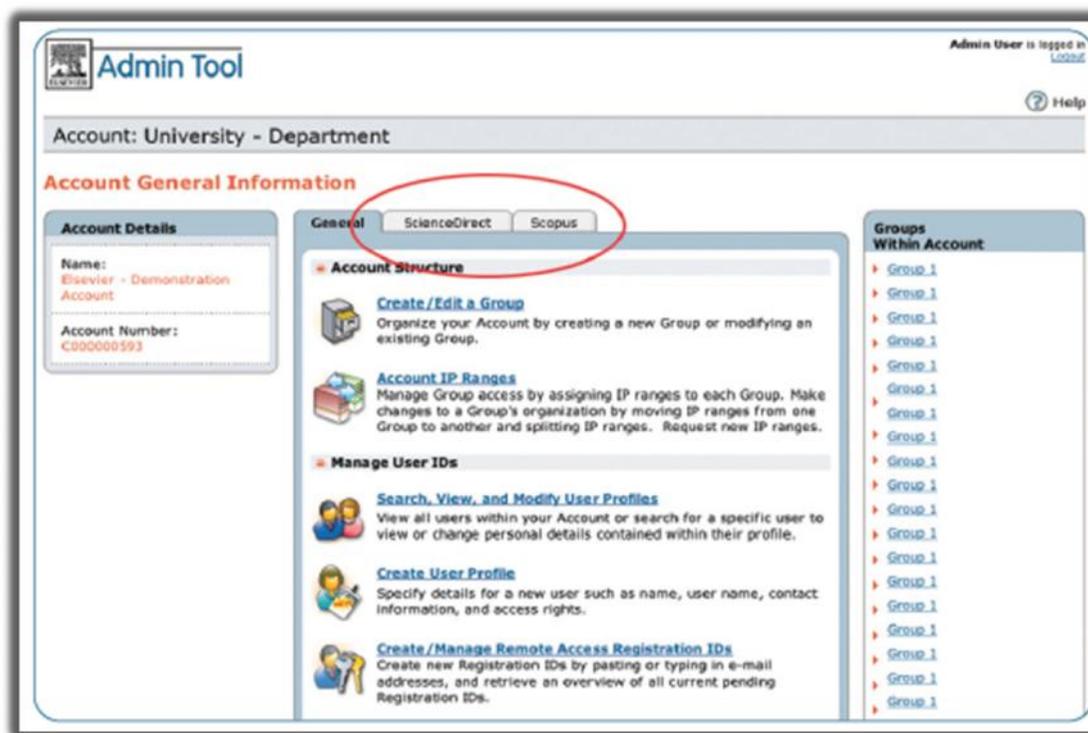
# Pantalla de Información general

- En la parte izquierda de la pantalla se nos muestran los detalles de nuestra cuenta
- En la parte derecha de la pantalla nos aparecerán los grupos asociados a nuestra cuenta de administrador



# Pantalla de Información general

- Al lado de la pestaña General nos aparecerá la pestaña de Scopus, para su administración.



# Pantalla de Información general

Desde la pestaña general vamos a poder gestionar :

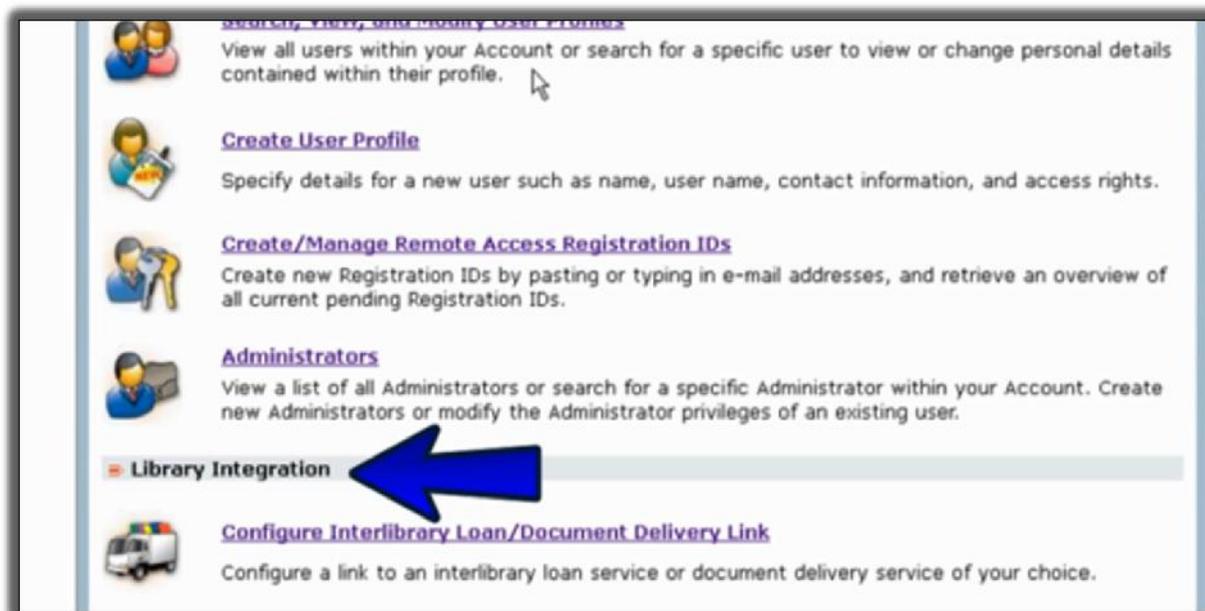
- La estructura de nuestra cuenta:  
Creando o editando grupos, organizando las IP
- Gestionando nuestros usuarios



# Pantalla de Información general

Desde la pestaña general vamos a poder :

- Integrar nuestra biblioteca (configurar un link a nuestro préstamo interbibliotecario)
- Obtención de estadísticas de uso



# Crear o Editar un grupo

**Ejemplo:** Supongamos que tenemos un grupo de usuarios de nuestra institución que queremos organizar en grupos para : comprobar el uso que hacen de Scopus, organizar la entrega de documentos, acceso transaccional y su tarjeta de crédito.

Para empezar vamos a hacer clic en **'Create/Edit a Group'**

The screenshot displays the Admin Tool interface. At the top left is the Elsevier logo and 'Admin Tool' text. At the top right, it says 's logged in' with a 'Logout' link and a 'Help' icon. Below this is a navigation bar with 'Consortium: |' and 'Account'. The main content area is titled 'Account General Information' and has tabs for 'General', 'ScienceDirect', and 'Scopus'. The 'Scopus' tab is selected and highlighted with a yellow arrow. Under the 'Scopus' tab, there are several sections: 'Account Structure' with a 'Create/Edit a Group' link and description; 'Account IP Ranges' with a description; 'Manage User IDs' with sub-sections 'Search, View, and Modify User Profiles', 'Create User Profile', and 'Create/Manage Remote Access Registration IDs'; and 'Administrators' with a description. On the right side, there is a 'Groups Within Account' sidebar with links for 'Dept Trans allowances', 'library', 'test', and 'wok'. On the left side, there are sections for 'Account Details' (Name: ANDALUCIA University Sevilla - Fecyt A/C Mbr#25, Account Number: C000031118), 'Consortium Details' (Name: Fundacion Espanola Para la Ciencia y la Tecnologia, Consortium Account Number: S000037513), and 'User Profile' (Profile Settings).



# Crear o Editar un grupo

---

Nos interesará crear grupos para :

- Organizar las direcciones IP y los usuarios asociados a la cuenta de nuestro grupo o institución.
- Para especificar diferentes configuraciones para los distintos grupos, tal vez no todos los usuarios tienen acceso a todos los productos.
- Para obtener estadísticas de uso de los productos, separadas por grupo.
- Organizar nuestra cuenta en grupos nos permitirá controlar las descargas de documentos que se realizan.

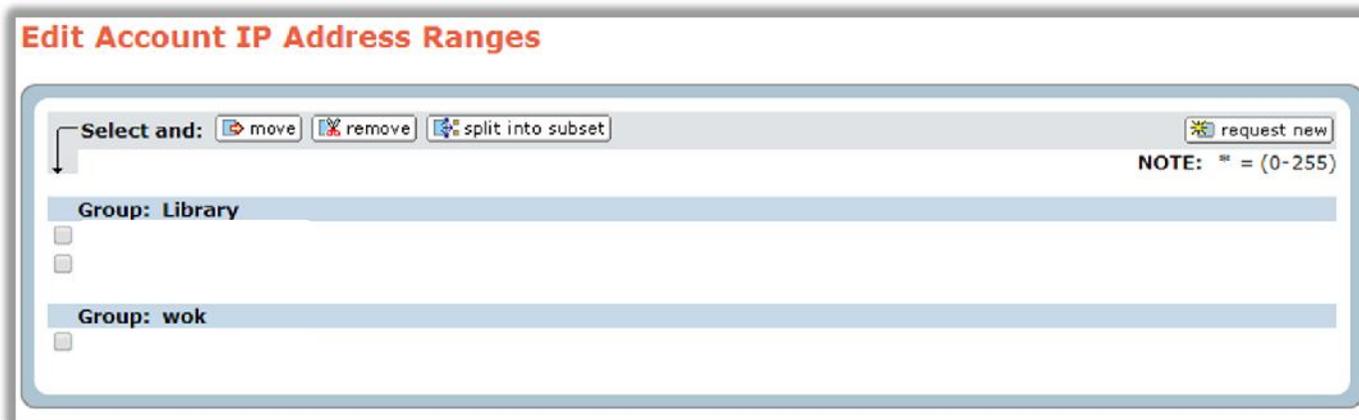
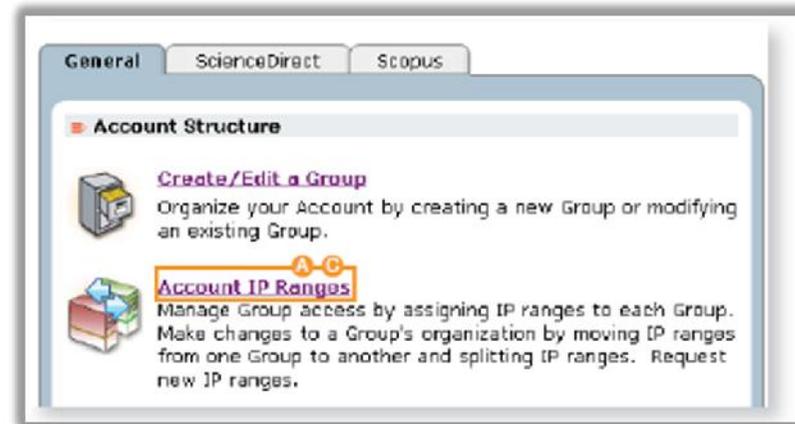
Si desea borrar algún grupo de su cuenta, póngase en contacto con su E-customer service

# Editar cuentas IP

Una vez hemos creado el grupo y le hemos dado un nombre vamos a organizar las IP's asociadas a este grupo.

Haremos 'click' en el apartado **“Account IP Ranges”**

Veremos los rangos de direcciones IP asociadas a nuestra cuenta y podremos moverlas, borrarlas, etc.



# Creación de un grupo

Si hacemos clic en el grupo que hemos creado nos aparecerán los detalles asociados a éste grupo, tales como: permitir o no la petición de artículos cuando la institución no tenga suscrita la publicación, permitirle o no la compra utilizando una tarjeta de crédito, etc.

The screenshot displays the 'Elsevier - Demonstration Account' management interface. The main window is titled 'Account General Information' and includes sections for 'Account Details', 'General', and 'Groups Within Account'. A blue arrow points from the 'Groups Within Account' list to a detailed 'Purchase Options - Account Settings' dialog box. This dialog box contains several sections with 'Inherited Default' and 'Account Setting' options:

- Prevent Transactional Access:** Inherited Default: [No], Account Setting: Use Inherited Default (dropdown).
- Allow Anonymous Transactional Access:** Inherited Default: [No], Account Setting: Use Inherited Default (dropdown).
- Allow Cost Code:** Inherited Default: [No], Account Setting: Use Inherited Default (dropdown).
- Prevent Document Delivery:** Inherited Default: [Yes], Account Setting: Use Inherited Default (dropdown).

At the bottom of the dialog box are buttons for 'Overview of Group Settings', 'Save', and 'Cancel'. Below the dialog box, a 'Credit Card Purchasing' section is visible, with the text: 'This will allow users to pay for non-subscribed articles with credit card once all your transactional balances are depleted.' and 'Allow Credit Card Purchasing: No (dropdown)'. A note states: 'Enabling Credit Card Purchasing will deactivate document delivery links for non-subscribed ScienceDirect articles. (Abstract Databases will still show document delivery links.)'

# Gestión de usuarios

## Manage User IDs



### Search, View, and Modify User Profiles

View all users within your Account or search for a specific user to view or change personal details contained within their profile.



### Create User Profile

Specify details for a new user such as name, user name, contact information, and access rights.



### Create/Manage Remote Access Registration IDs

Create new Registration IDs by pasting or typing in e-mail addresses, and retrieve an overview of all current pending Registration IDs.



### Administrators

View a list of all Administrators or search for a specific Administrator within your Account. Create new Administrators or modify the Administrator privileges of an existing user.

# Gestión de usuarios

---

Hacer clic en '**Search, View and Modify user Profiles**' para:

- Ver los usuarios registrados en nuestra cuenta
- Buscar un usuario específico
- Cambiar sus datos de contacto tales como el nombre, dirección y privilegios.

Para crear un nuevo perfil de usuario hacer clic en el botón '**Create User Profile**'.

Si deseamos borrar un perfil de usuarios contactar con el E-Customer service

Haremos 'clic' en '**Create/Manage Remote Acces Registration IDs**' para proporcionar accesos remotos .

Las instrucciones a seguir para conectarse de manera remota se envían directamente al correo electrónico de los usuarios que especifiquemos.

Podremos añadir nuevos administradores a nuestra cuenta haciendo clic en '**Administrators**'

# Buscar, ver o modificar perfiles de usuarios

Vamos a poder buscarlos por nombre, apellido, e-mail, o limitar nuestra búsqueda por :grupo, tipo de miembro o ver los usuarios inactivos.

**Search, View, and Modify User Profiles**

**Search Users**  
Search is not case sensitive and you may use \* as a wildcard. Example: a\*behrens  
You must type in at least one search term.

User Name:

Given (First) Name:

Family (Last) Name:

E-mail Address:

**Limit Your Search:**

By Group:

By Membership Type:  ⓘ

Show Inactive Users:

# Crear un nuevo perfil de usuario

**Create User Profile** (\*=Required fields)

**User Information** (\*=Required fields)

**Login**

User Name:  \*

New Password:  \*

(Passwords are case sensitive and must be 5-20 characters) [Strong Password Guidelines](#)

Confirm Password:  \*

Prompt user to change password at login:  ▾

Strong Password:

**User Details**

Salutation:  ▾

Given (First) Name:  \*

Family (Last) Name:  \*

E-mail Address:  \*

Active:  ▾

**User's Group Membership Dates** ⓘ (\*=Required fields)

Note: Dates can be left blank to indicate no restriction.

**Add a New Group Membership**

Note: This membership will give a user remote access for the selected Group.

Select a Group:  ▾

Access Dates: Begin:  End:

(dd-mon-yyyy) (dd-mon-yyyy)

Rellenaremos los campos marcados con un asterisco.

Incluso ponerle fechas de acceso

# Crear/gestionar accesos remotos

Create/Manage Remote Access Registration IDs [Return to Account General Page](#)

[Create New Registration IDs](#) | [Search Registration IDs](#)

**Create Registration IDs** (\*=Required fields)

Group: [select] \*

Type or paste a list of e-mail addresses separated by line breaks, commas, spaces, or semi-colons.

**User's Product Access Dates**  
Note: Dates can be left blank to indicate no restriction.

**Group Membership Dates**

Membership Begin Date: 11-May-2012 (dd-mon-yyyy)

Membership End Date:

Fixed End: 10-May-2013 (dd-mon-yyyy)

Trial Period: End Access  days after user registers

**About Generating Registration IDs**

Registration IDs allow end users to create their own profiles so that they can use ScienceDirect and Scopus outside their IP address ranges.

If you wish to grant an existing user Remote Access, go to Search, View and Modify Users and enable the Remote Access setting within their user profile.

IDs will be sent directly to the individual e-mail addresses you have specified with instructions on how to create a personal profile.

If you wish to have a list of Registration IDs to hand out that are not pre-assigned to an e-mail address, please e-mail [E-Helpdesk](#).

Al usuario se le envía un correo electrónico con las instrucciones a seguir.

**Registration ID Association**

This registration ID allows you to associate with Elsevier - Demonstration Account, Kent Test Department. To continue with the redemption process, please revalidate your identity below by entering your ScienceDirect Username and Password.

Username:

Password:

Remember me

[Athens/Institution login](#)  
[Forgotten your Username or Password?](#)

## Scopus

### Scopus - Remote access request confirmation

Dear Customer,  
Thank you for choosing the remote access activation option. To confirm please click on the link below.

[Activate your remote access](#)

This confirmation link is only for [g.bartens@elsevier.com](mailto:g.bartens@elsevier.com), please do not forward this message.

Regards,  
The Scopus team.

# Añadir más administradores

## Administrators - View All Administrators

[Return to Account Ger](#)

Administrators have access to this Admin Tool, as well as the Elsevier Usage Reporting site, and can modify settings at their level of access and below.

Create a New Administrator: [From a New User Profile](#) | [From an Existing User Profile](#)

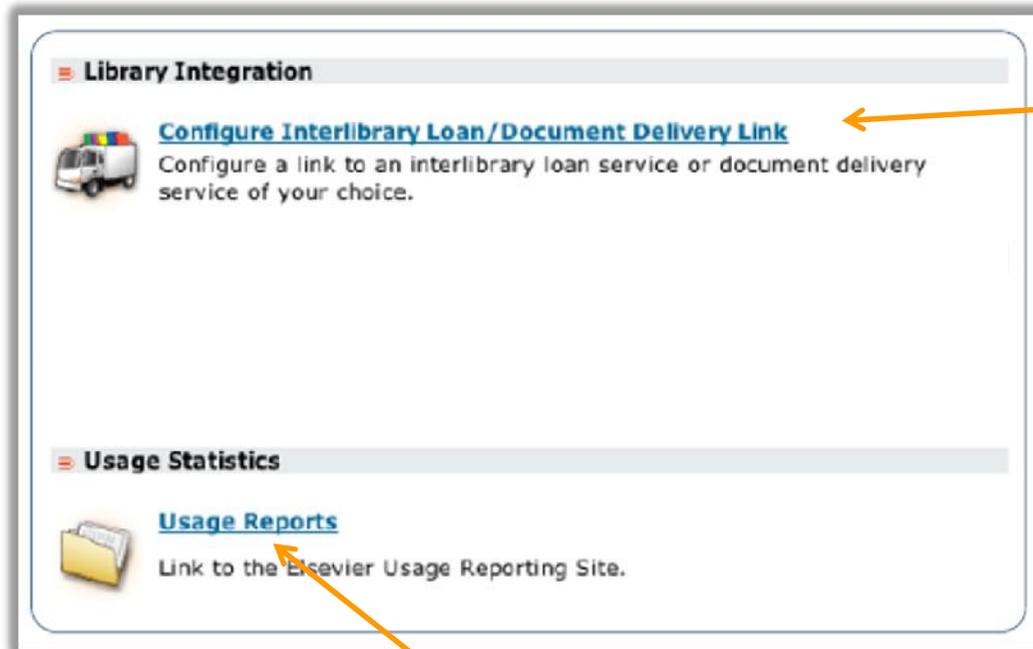
There are currently 5 administrators in this Account | [Run New Search](#) | [View All Administrators](#)

Showing 1-5 of 5.

Note: To change Administrator Privileges, click on the User Name and make changes in the user profile.

User Name	Family (Last) Name	Given (First) Name	Email Address	Administrator's Organization	Administrator Privileges
-----------	--------------------	--------------------	---------------	------------------------------	--------------------------

## Integración de la biblioteca (Préstamo Interbibliotecario), Compras de artículo y Estadísticas de Uso



Desde aquí podremos configurar un link a nuestro préstamo interbibliotecario para la petición de artículos de publicaciones que no tengamos suscritas.

Haciendo clic en '**Usage Reports**' podremos obtener diferentes estadísticas. Usaremos nuestras contraseñas de Administrador.

# Integración de la biblioteca (Préstamo Interbibliotecario)

## Edit Interlibrary Loan/Document Delivery Settings [Return to Account General Page](#)

### Interlibrary Loan/Document Delivery Settings (\* = Required fields)

Send Document Delivery Orders to (E-mail Address):  \*

Special Instructions for Document Delivery Form:

### Related Links

- [Turn On/Off Interlibrary Loan or Document Delivery for ScienceDirect](#)
- [Turn On/Off Interlibrary Loan or Document Delivery for Scopus](#)
- [Edit Purchase Options for Non-Subscribed Content on ScienceDirect](#)
- [Edit ScienceDirect External Linking Settings](#)

### Information

**About Interlibrary Loan and Document Delivery:**  
The "Order Document" link/button appears in ScienceDirect and Scopus record lists and abstracts. The "Order Document" link/button is not customizable.

You can customize the information message displayed to your users on the Document Delivery/Interlibrary Loan forms, and choose to which email address their request will be sent.

**General:**  
If you wish, you can specify different Interlibrary Loan/Document Delivery settings per Group. To do this, go to a Group's General Page and follow the Interlibrary Loan or Document Delivery link.

**Scopus:**  
Instead of using the Scopus Interlibrary loan or document delivery form, you may prefer to direct users to your own form. To do this, go to the Scopus [External Linking Settings](#) page.

**ScienceDirect:**  
You may choose to access non-subscribed full-text articles on ScienceDirect through Interlibrary Loan/Document Delivery links or through Transactional Access on ScienceDirect.

# Obtención de estadísticas de uso

The screenshot shows the 'Usage Reports' page on the Elsevier website. At the top left is the Elsevier logo. The main heading is 'Usage Reports'. Below this, a breadcrumb trail indicates 'You are here: Login'. The central section is titled 'ScienceDirect® and Scopus® Usage Reporting'. On the left, there is a 'Login' box with fields for 'User Name:' and 'Password:', a 'Login' button, and a 'Forgot password?' link. The main content area is divided into two sections: 'Latest updates' and 'Customer support'. The 'Latest updates' section contains two entries: one for ScienceDirect reports updated through January 2014, and another for Scopus reports updated through January 2014. Both entries mention that reports are COUNTER CoP Release 4 compliant. The 'Customer support' section features five PDF documents: 'Usage reports Quick Reference Guide', 'ScienceDirect User Guide', 'Scopus User Guide', 'Questions? Know who to turn to', and 'COUNTER update COP 4 December 2013'. To the right of these documents is a YouTube video thumbnail titled 'Usage reports Instruction videos'.

# Obtención de estadísticas de uso

The screenshot shows the 'Usage Reports' platform overview. At the top left is the Elsevier logo and the title 'Usage Reports'. On the right, it indicates the user '(2012-05-04 28991)' is logged in, with links for 'Logout' and 'Help'. Below the header, a breadcrumb trail reads 'You are here: Platform Overview'. A central section titled 'Select Platform' contains two folder icons: 'Elsevier Scopus Usage' (with subtext 'Elsevier Scopus Usage Reports') and 'Elsevier ScienceDirect Usage' (with subtext 'Elsevier ScienceDirect Usage Reports'). To the right, a 'Related Links' sidebar lists: 'InVerge@', 'ScienceDirect@', 'ScienceDirect@ Usage Info', 'Scopus@', 'Scopus@ Usage Info', and 'Admin Tool'.

This screenshot displays the 'Elsevier Scopus Usage - Reports' page. The breadcrumb trail is 'You are here: Platforms Overview > Elsevier Scopus Usage > Reports'. The main content area is titled 'Elsevier Scopus Usage - Reports' and features four report categories, each with a folder icon and a brief description: 1. 'Overview reports (Super account)' - 'This folder contains the General Overview and total searches and Sessions by Month. Contains 300000 reports.' 2. 'Search reports (Super account)' - 'This folder contains reports on various aspects of searching.' 3. 'References and Linking reports (Super account)' - 'This folder contains reports on the use of references and inward and outward links.' 4. 'Research Performance Measurement reports (Super account)' - 'This folder contains reports on the use of the Scopus Citation Tracker and Author Evaluation links.' At the bottom left, there are links for 'Contact Us', 'Terms & Conditions', and 'Privacy Policy', along with the copyright notice 'Copyright © 2005 Elsevier B.V. All rights reserved.'.

This screenshot shows the 'Elsevier ScienceDirect Usage - Reports' page. The breadcrumb trail is 'You are here: Platforms Overview > Elsevier ScienceDirect Usage > Reports'. The main content area is titled 'Elsevier ScienceDirect Usage - Reports' and lists five report categories with folder icons and descriptions: 1. 'Usage per journal (Consortium)' - 'Full text reports by journal. Contains 300000 reports.' 2. 'Usage per book (Consortium)' - 'Full text reports by reference work, book series, handbook or e-book. Contains 300000 reports.' 3. 'Search reports (Consortium)' - 'Total Searches: Advanced, Expert and Quick Search and Federated Search. Contains 300000 reports.' 4. 'Overview reports (Consortium)' - 'Reports on general usage indicators: page requests, users, sessions, IPs and daily activity.' 5. 'Navigation reports (Consortium)' - 'Reports on navigation to and navigation on ScienceDirect.' At the bottom left, there are links for 'Contact Us', 'Terms & Conditions', and 'Privacy Policy', and the copyright notice 'Copyright © 2005 Elsevier B.V. All rights reserved. ScienceDirect® and Scopus® are registered trademarks of Elsevier B.V.' At the bottom right, there is a 'Help' link.

# Obtención de estadísticas de uso

---

## 1. Overview reports:

- Searches run
- Sessions
- Active IPs
- Active users
- Active registered users
- Abstracts
- Outward links to documents

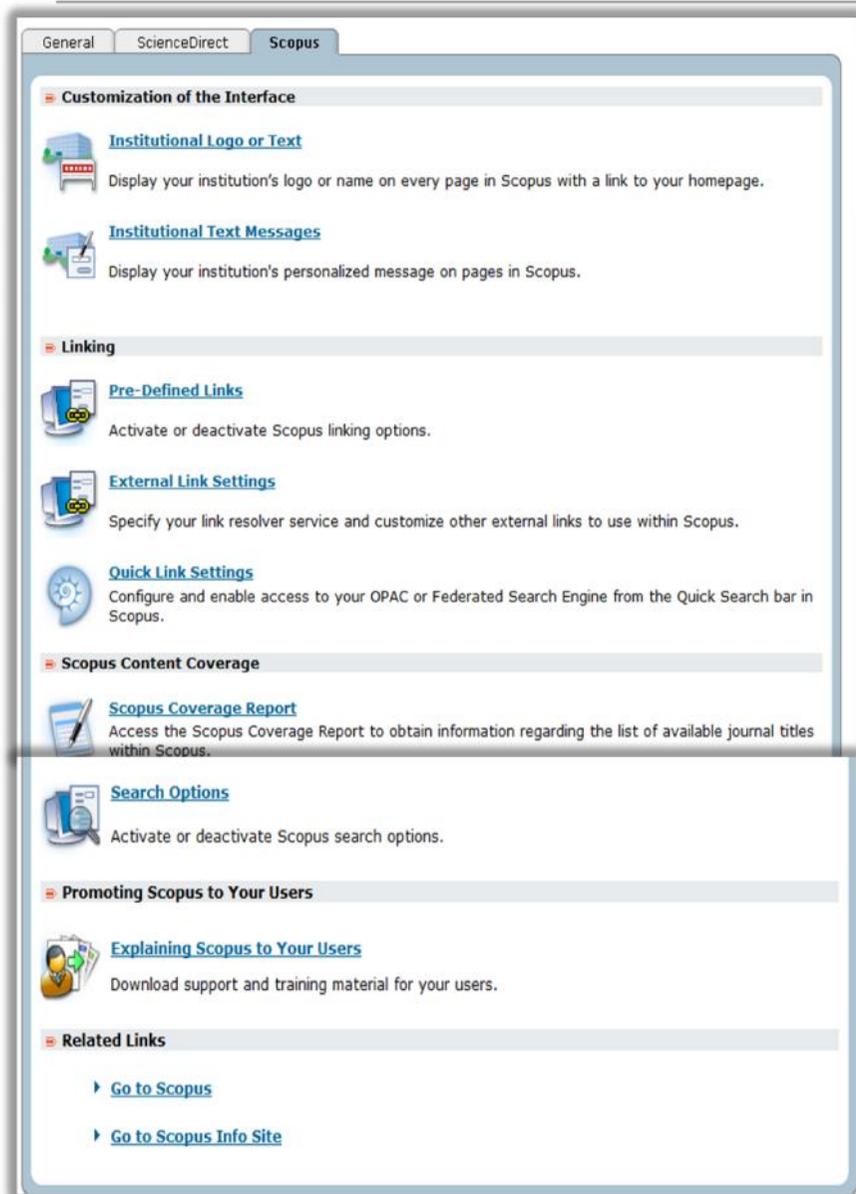
## 2. Search reports:

- Basic searches
- Affiliation searches
- Author searches
- Advanced searches
- Quick searches
- Searches within search results
- Combined searches
- Source searches
- Searches from external origin
- Federated searches

## 3. References and linking records

## 4. Research Performance Measurement Tools Usage

# Administración de Sciverse Scopus



Desde la pestaña de Scopus vamos a poder:

- Personalizar la interfaz
- Añadir links externos
- Extraer informes del listado de las revistas disponibles en Scopus
- Promocionar Scopus (descarga de material de ayuda )

# Personalizar nuestra interfaz: Añadir el logo de nuestra institución o un texto

Hacemos clic en '**Institutional Logo or Text**'

Aquí escribiremos un texto

Aquí pondremos la URL de la imagen

Podemos poner un enlace (hipervínculo) tanto al texto como a la imagen para que nos lleve a nuestra biblioteca, por ejemplo

The screenshot shows the 'Edit Scopus Institutional Logo or Text' form. It includes a 'Header Logo or Text' section with a text input field, a 'Header Image URL' field, and a 'Header Link URL' field. An example URL is provided: 'http://library.university.edu/techlibrary'. The form also has 'Copy Header from ScienceDirect', 'Save', and 'Cancel' buttons. A note at the bottom states: 'Note: Scopus maintains the right to refuse the publishing of inappropriate messages.' To the right, there is an 'About Institutional Logo or Text' section and an 'Example Scopus Header Logo or Text' preview showing a header with a logo and text.

# Personalizar nuestra interfaz: Mensajes institucionales

Hacemos clic en ‘ **Institutional Text Messages** ’

**Ejemplo de mensaje institucional:** “No te puedes conectar a Scopus porque estás fuera del rango de IPs de tu institución”

# Scopus linking: Añadir links

Desde la pestaña de Scopus, hacer clic en:

- 'Pre-Defined Links': para configurar links a préstamo interbibliotecario y a donación de documentos servicios pre-definidos por mi cuenta

- 'External Linking Settings': para especificar nuestro link resolver y personalizar otros links externos desde Scopus

- 'Quick Link Settings': para configurar acceso a nuestra OPAC

The screenshot shows the 'Admin Tool' interface for editing Scopus External Linking Settings. The account is 'University - Department'. The page title is 'Edit Scopus External Linking Settings - Full Text'. There is a 'Link Categories' dropdown menu with 'Full Text' selected. Below it is a table with columns for 'Full Text', 'ENABLED', and 'CANCEL'. The table contains three rows: 'Full Text' (ENABLED), 'Full Text' (ENABLED), and 'Full Text' (ENABLED). To the right of the table is a 'CANCEL' button. There is also an 'About Scopus External Linking Settings' section with instructions on how to edit and manage links.

Full Text	ENABLED	CANCEL
Full Text	ENABLED	
Full Text	ENABLED	
Full Text	ENABLED	

Podremos establecer links externos desde Scopus según nuestras preferencias. Para editar un link externo, seleccionar la categoría de la lista a la que pertenece el link y luego hacer clic en el nombre del link a editar.

# Scopus linking: Pre-Defined Links

-'Pre-Defined Links': para configurar links a préstamo interbibliotecario y a donación de documentos, servicios pre-definidos por mi cuenta (pestaña general).

**Edit Scopus Pre-Defined Links** [Return to Account Scopus Page](#)

**Pre-Defined Links - Account Settings**

**Allow Interlibrary Loan/Document Delivery Service**

Inherited Default: [No]

Account Setting: Use Inherited Default ▾

[Overview of Group Settings](#) [Save](#) [Cancel](#)

**Related Links**

► [Configure Interlibrary Loan/Document Delivery Settings](#)

**About Pre-Defined Links:**  
It is recommended that you only modify Account Settings if you do not intend to use the Inherited Default settings.

[Testing](#)

# Scopus linking: Enlace a Préstamo Interbibliotecario

the home, 16,8% in the street, and 7.3% in schools. The most common accidents types were falls to the same level (40.4%) and use of cutting and sharp objects (22.7%). Conclusions: Most accidents took place within the home, on a working day and by falls. The most affected were the  $\leq 15$  and  $\geq 65$  years old age groups. © 2010 Elsevier España, S.L. All rights reserved.

## Author keywords

Domestic accident; Epidemiology; Leisure accident; Primary care

ISSN: 02126567 CODEN: ATEPE Source Type: Journal Original language: Spanish

DOI: 10.1016/j.aprim.2011.02.010 Document Type: Article

## References (24)

[View in table layout](#)

Page  Export |  Print |  E-mail |  Create bibliography

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10/2006;1-11  
<http://ec.europa.eu/health>



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**Obesity in Castile and Leon, Spain: Epidemiology and association with other cardiovascular risk factors | Patrón epidemiológico de la obesidad en Castilla y León y su relación con otros factores de riesgo de enfermedad cardiovascular**  
(2011) *Revista Espanola de Cardiologia*



citeulike 

 Tweet

[Add apps](#) | [Manage Apps](#) | [Help](#)

## More options

[Interlibrary Loan](#)

# Scopus linking: External Linking Settings

'External Linking Settings': para especificar nuestro link resolver (SFX por ejemplo) y personalizar otros links externos desde Scopus , para poder enlazar al texto completo, de lo que tengo suscrito.

**Edit Scopus External Linking Settings - Choose a Link Category** [Return to Account Scopus Page](#)

**Link Categories**

[select a link category]

**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](#).

# Scopus linking: Quick Link Settings

'Quick Link Settings': Se utiliza para configurar el acceso a nuestra OPAC

**Quick Link Settings** (\*=Required fields)

Enable Quick Link:  No  Yes

Quick Link URL:  \*

Quick Link Label:  \*  
Example: Library Catalogue

Quick Link Alt Text:  \*  
Example: Go to Library Catalogue

**Related Links**

- [External Linking Settings](#)

**About Quick Link Settings:**  
The Quick Link may be used as a general short cut link to your library's catalogue. Deep links to your library's catalogue may be created upon request. Please contact [E-Customer Service](#).

**Example Scopus Quick Link**

Prod Checkout is logged in | [Logout](#) | [Go to ScVal Suite](#)  
Brought to you by  
The Scopus Team

[Live Chat](#) | [Help](#) | [Labs](#)

[Library catalogue](#)

Cited by since 1996

**Por ejemplo**, para facilitar el acceso a nuestros usuarios, al catálogo de nuestra biblioteca

# Contenido de Scopus : Informe de cobertura

**Scopus Coverage Report** [Return to Account Scopus Page](#)

**Scopus Coverage Report**

The Scopus Coverage Report is available as a spreadsheet from the Scopus Info site. Depending upon the speed of your Internet connection this file may take some time to download.

If you would like to download the Scopus Coverage Report, click on the link below.

[Download the Scopus Coverage Report](#)

Para la obtención de estadísticas de las publicaciones que recoge Scopus.

# Contenido de Scopus : Opciones de búsqueda

**Edit Scopus Search Options** [Return to Account Scopus Page](#)

**Search Options - Account Settings**

**Enable Patents Tab in Search Results**

Inherited Default: [Yes]

Account Setting:

**About Search Options:**  
It is recommended that you only modify Account Settings if you do not intend to use the Inherited Default settings.

Editar las opciones de búsqueda en Scopus

# Contenido de Scopus : Opciones de búsqueda

**Admin Tool**

Admin Tool Support Kit:  
Please visit the [Admin Tool Info Page](#)

is logged in  
[Logout](#)

[? Help](#)

Consortium:

### Scopus Search Options - Overview of Account Settings

[Return to Consortium Scopus Page](#)

<b>Enable Patents Tab in Search Results</b> ⓘ	
<b>System Default:</b>	Yes
<b>Consortium Setting:</b>	[Yes]

**Account Settings**  
(Takes Precedence Over Higher Level Settings)

<b>Enable Patents Tab in Search Results</b> ⓘ	
[Yes]	

**! About Overview:**  
This table provides an overview of Account settings within your Consortium. Items in brackets are inherited default settings.  
Example: [Yes]

To change settings for a particular Account, click the name of that Account. To change settings for the Consortium, click **Consortium Setting**.

# Promoción de Scopus para sus usuarios

- Haciendo clic en 'Explaining Scopus to your users', encontraremos material informativo sobre Scopus.

The screenshot shows the Scopus website interface. On the left is a vertical navigation menu with categories like 'Online tools', 'Who Uses Scopus', 'Content Overview', 'Features', 'News & Product Updates', 'Using Scopus', 'Library Resources', 'Contacts', 'ScienceDirect', and 'EnCompass'. The 'Using Scopus' section is expanded, showing a sub-menu with 'Scopus' selected. The main content area is titled 'Using Scopus' and features a large 'Scopus' logo at the top. Below the logo are buttons for 'Contact and support', 'Get quote', 'Visit Scopus', and 'Blog'. The 'Accessing' section explains that access is typically managed by a library and is based on institutional IP address. A table below provides links for 'Search', 'Sources', 'Analytics', 'Alerts', 'My list', and 'Settings'. The 'Need help?' section mentions context-sensitive help. The 'Getting Scopus Support & training materials' section points to training desk resources. The 'Making Scopus yours' section provides a 5-step registration process.

**Online tools**

- Corporate Solutions
- Reaxys
- Embase
- PharmaPendium
- Pathway Studio
- QUOSA
- Elsevier BioSource
- Geofacets
- illumin8
- Engineering Village
- Scopus
- Who Uses Scopus
- Content Overview
- Features
- News & Product Updates
- Using Scopus
- Library Resources
- Contacts
- ScienceDirect
- EnCompass

## Using Scopus

# Scopus

[Contact and support](#) [Get quote](#) [Visit Scopus](#) [Blog](#)

### Accessing

Access to Scopus is typically managed by the library of an academic institution, government agency or business organization. Remote access and/or access to walk-in users may be granted at the discretion of the library and is an option within the Scopus agreement. Scopus access is based upon unique institutional IP address. It also supports standard compliant Shibboleth / OpenAthens authentication and discovery services.

Once you have logged into Scopus, you can access all content and take full advantage of its features and smart tools starting from the main navigation bar.

<b>Search</b>	Click <a href="#">Search</a> to open the Scopus search forms: Document, Author, Affiliation, and Advanced. From the Search form, you can search Scopus for specific scientific documents.
<b>Sources</b>	Click <a href="#">Sources</a> to browse or search the indexed sources and journals by title.
<b>Analytics</b>	Click <a href="#">Analytics</a> to open the <a href="#">Journal Analyzer</a> and compare journals based on citation metrics.
<b>Alerts</b>	Click <a href="#">Alerts</a> to manage your previously saved search, document citation, or author citation alerts.
<b>My list</b>	Click <a href="#">My list</a> to view and manage your temporary lists of documents. You can select documents and save them for later use within a session, but you can also save documents in a basket permanently.
<b>Settings</b>	Click <a href="#">Settings</a> to view or edit all general settings in Scopus. This includes your account or profile information, preferences, changing your password, and setting up a list of alerts or saved searches.

### Need help?

On Scopus, context-sensitive [Help](#) is accessible from every page. For additional support you can [contact](#) the Elsevier Customer Service department.

### Getting Scopus Support & training materials

To learn how to benefit most when using Scopus visit [Scopus on the TrainingDesk](#) for short videos and helpful tip sheets on performing specific tasks.

[Quick Reference Guide](#)

### Making Scopus yours

Follow the steps below to register as a new user, enabling you to take advantage of personalization functions such as email alerts, RSS feeds and quick links to favorites.

1. Visit [www.scopus.com](#) within your institutional network or IP range.
2. Click on **Register** at the top right of any Scopus page, or click **Not Registered?** inside the Login box to create your personal profile.
3. Use the **Remember Me** option so you don't have to login every time you visit.
4. **CONGRATULATIONS** – You have created your personal account.
5. To have access to Scopus when offsite you can easily activate the remote access option from the login dialog box (drops down when you click login).

# Promoción de Scopus para sus usuarios

**Online tools**

- Corporate Solutions ▶
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- Embase ▶
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- Pathway Studio ▶
- QUOSA ▶
- Elsevier BioSource ▶
- Geofacets ▶
- illumin8 ▶
- Engineering Village ▶

**Scopus**

## Scopus

The largest abstract and citation database of peer-reviewed literature.

[Contact and support](#) [Get quote](#) [Visit Scopus](#) [Blog](#)

**Scopus**

- Who Uses Scopus
- Content Overview
- Features
- News & Product Updates
- Using Scopus
- Library Resources
- Contacts
- ScienceDirect ▶
- EnCompass ▶

**An eye on global research.**

**50 million records | 21,000 titles | 5,000 publishers**

Scopus, the largest abstract and citation database of peer-reviewed literature, features smart tools to track, analyze and visualize research. Scopus delivers the most comprehensive overview of the world's research output in the fields of science, technology, medicine, social sciences and arts and humanities. As research becomes increasingly global, interdisciplinary and collaborative, you can make sure that critical research from around the world is not missed.

[Download the Facts & Figures Factsheet.](#)

**Scopus 10 year Anniversary Release**

00:00 09:20

# Promoción de Scopus para sus usuarios

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**Scopus**

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00:00 09:20

MENU

# Guías de ayuda

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- Flyer de Admin Tool:  
[http://www.info.sciverse.com/UserFiles/admintool/AdminTool\\_Flyer.pdf](http://www.info.sciverse.com/UserFiles/admintool/AdminTool_Flyer.pdf)
- Quick Reference Guide:  
[http://www.info.sciverse.com/UserFiles/admintool/AdminTool\\_QuickReferenceGuide.pdf](http://www.info.sciverse.com/UserFiles/admintool/AdminTool_QuickReferenceGuide.pdf)
- Gestión de usuarios:  
[http://www.info.sciverse.com/UserFiles/admintool/FactSheet\\_UserMemberships.pdf](http://www.info.sciverse.com/UserFiles/admintool/FactSheet_UserMemberships.pdf)
- Creación de grupos:  
[http://www.info.sciverse.com/UserFiles/admintool/FactSheet\\_CreatingGroups.pdf](http://www.info.sciverse.com/UserFiles/admintool/FactSheet_CreatingGroups.pdf)
- Compra de artículos:  
[http://www.info.sciverse.com/UserFiles/admintool/FactSheet\\_TransactionalAccess.pdf](http://www.info.sciverse.com/UserFiles/admintool/FactSheet_TransactionalAccess.pdf)
- Link al OPAC: [http://www.info.sciverse.com/UserFiles/admintool/link\\_opac.pdf](http://www.info.sciverse.com/UserFiles/admintool/link_opac.pdf)
- Scopus Linking: [http://www.info.sciverse.com/documents/files/scopus-training/resourcelibrary/pdf/linking\\_lifeline.pdf](http://www.info.sciverse.com/documents/files/scopus-training/resourcelibrary/pdf/linking_lifeline.pdf)

# Guías de ayuda

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- Activar un link resolver:  
<http://info.sciverse.com/UserFiles/admintool/Linking.pdf>
- Electronic Holding Reports (EHR):  
<http://www.info.sciverse.com/UserFiles/admintool/UsingEHR.pdf>



TrainingDesk

<http://trainingdesk.elsevier.com/admin-tool>

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# ¡ Gracias !

