

Quick reference guide

# Elsevier AdminTool

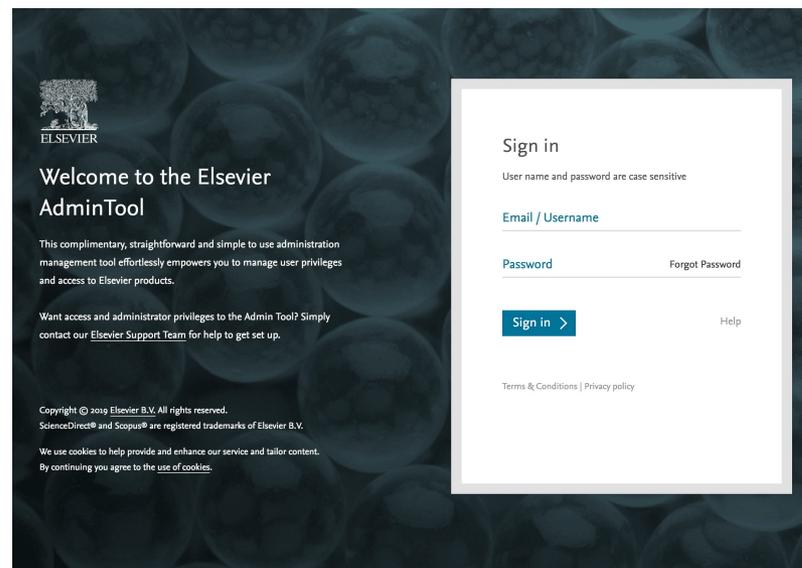


ScienceDirect is Elsevier's peer-reviewed, full-text database of over 39,000 book titles and more than 2,500 journal titles. In addition to sophisticated search and retrieval tools, ScienceDirect includes content integrated from a variety of external sources in the form of audio, video, and datasets.

# Elsevier Admin Tool: ScienceDirect Quick Reference Guide

The [Elsevier Admin Tool](#) helps you manage and customize your ScienceDirect 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 ScienceDirect administrator(s) for your institution or organization; please contact the [Elsevier Support 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.



  
ELSEVIER

## Welcome to the Elsevier AdminTool

This complimentary, straightforward and simple to use administration management tool effortlessly empowers you to manage user privileges and access to Elsevier products.

Want access and administrator privileges to the Admin Tool? Simply contact our [Elsevier Support Team](#) for help to get set up.

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### Sign in

User name and password are case sensitive

[Forgot Password](#)

[Help](#)

[Terms & Conditions](#) | [Privacy policy](#)

# Account general information

## **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 to create or modify a group, and then use Account IP Ranges 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 Support Team](#) to create new ranges.*

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.

## **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.

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).

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 Support Team](#).*

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 ScienceDirect and/or Scopus.

*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 [ScienceDirect info site](#), and/or contact [Elsevier Support Team](#) to select the best choice for your organization. Access a list of account administrators, or search for a specific administrator.*

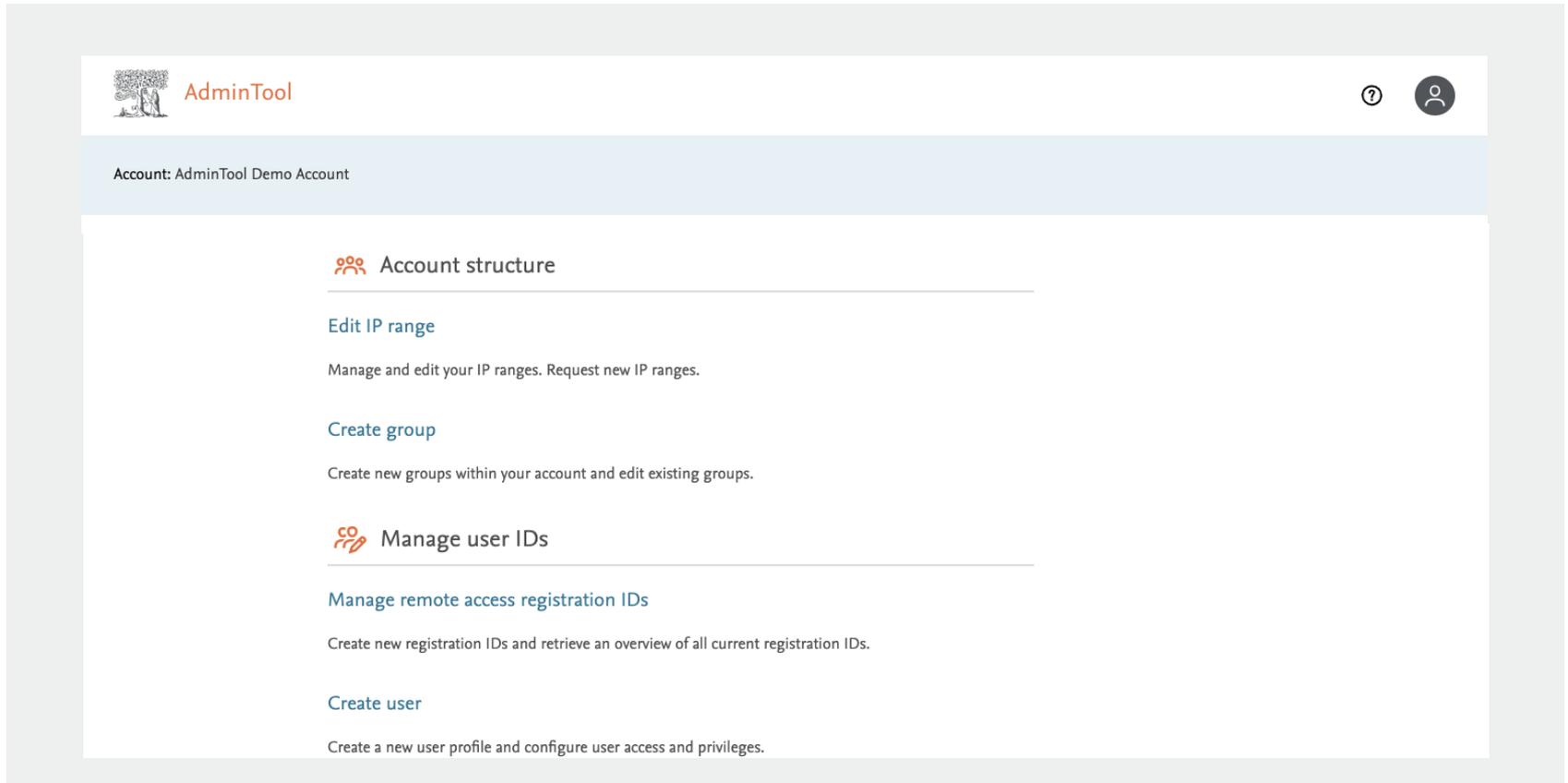
## **Library Integration:**

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.*

## **Usage Statistics:**

Access our usage reporting site.

# Account general information



The screenshot displays the AdminTool interface. At the top left is the AdminTool logo, which includes a tree icon and the text "AdminTool". To the right of the logo are a help icon (a question mark) and a user profile icon. Below the logo, the text "Account: AdminTool Demo Account" is displayed. The main content area is divided into two sections. The first section is titled "Account structure" and contains two links: "Edit IP range" and "Create group". The second section is titled "Manage user IDs" and contains two links: "Manage remote access registration IDs" and "Create user".

 AdminTool ? 

Account: AdminTool Demo Account

 Account structure

[Edit IP range](#)

Manage and edit your IP ranges. Request new IP ranges.

[Create group](#)

Create new groups within your account and edit existing groups.

 Manage user IDs

[Manage remote access registration IDs](#)

Create new registration IDs and retrieve an overview of all current registration IDs.

[Create user](#)

Create a new user profile and configure user access and privileges.

*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.*

# ScienceDirect

The ScienceDirect Account Information page provides access entitlement details and settings for using ScienceDirect; including adding your own library branding, customizing external linking and displaying personalized messages on certain ScienceDirect pages

- View and manage non-subscribed article purchasing options cost codes, balances and transactional history
- Purchase options allows you to prevent transactional access, allow anonymous transactional access, require end users to enter a cost code for transactional access and/or document delivery, prevent document delivery and control credit card purchasing options. You can also allow users to bypass the purchase screen in ScienceDirect. *Note: it is recommended that you only modify these settings if you do not intend to use the default settings. Click on the help button within Admin Tool to access more detailed information and instructions.*
- Access links to ScienceDirect and to the ScienceDirect info site.
- External linking can be configured by using link resolvers arranged by you or Elsevier Customer Service, or by using ScienceDirect predefined linking partners. Open the 'External Linking Settings' page to select from a list of available link resolvers or from one of ScienceDirect's predefined linking partners. If desired, you can also choose to edit your dynamic link resolver (how your external linking displays). Only use the Product Linking Settings page if you do not wish to use the default setting. The default setting allows author and citing article information and links provided by Scopus to be displayed in ScienceDirect articles (when information is available).
- Customize the ScienceDirect interface by adding your organization's logo or name and providing text to be used for the full-text access message. Go to the ScienceDirect Branding page to add your logo or institution's name. Enter your institution's name or header image URL, and specify the URL you want the text or image to link to.
- Find and download content coverage and entitlement reports for your account. Download electronic holdings reports which specify the titles and dates of coverage included in a library's subscription package and comply with the KBART Phase II draft recommendation. Use Journal/Book Entitlement Search to find a list of products and journal, book series or handbook packages in which a specific journal or book series title is included in your institution's subscription.

# ScienceDirect



AdminTool



Account: AdminTool Demo Account

General



Branding

ScienceDirect

Link resolvers

Scopus

Link resolvers

In product messaging and branding

Display your institution's personalized message and logo in ScienceDirect.



Linking

Link resolvers

Enable and configure links from full-text articles to your library link resolvers and /or predefined linking partners. Customize other external links to use within ScienceDirect.

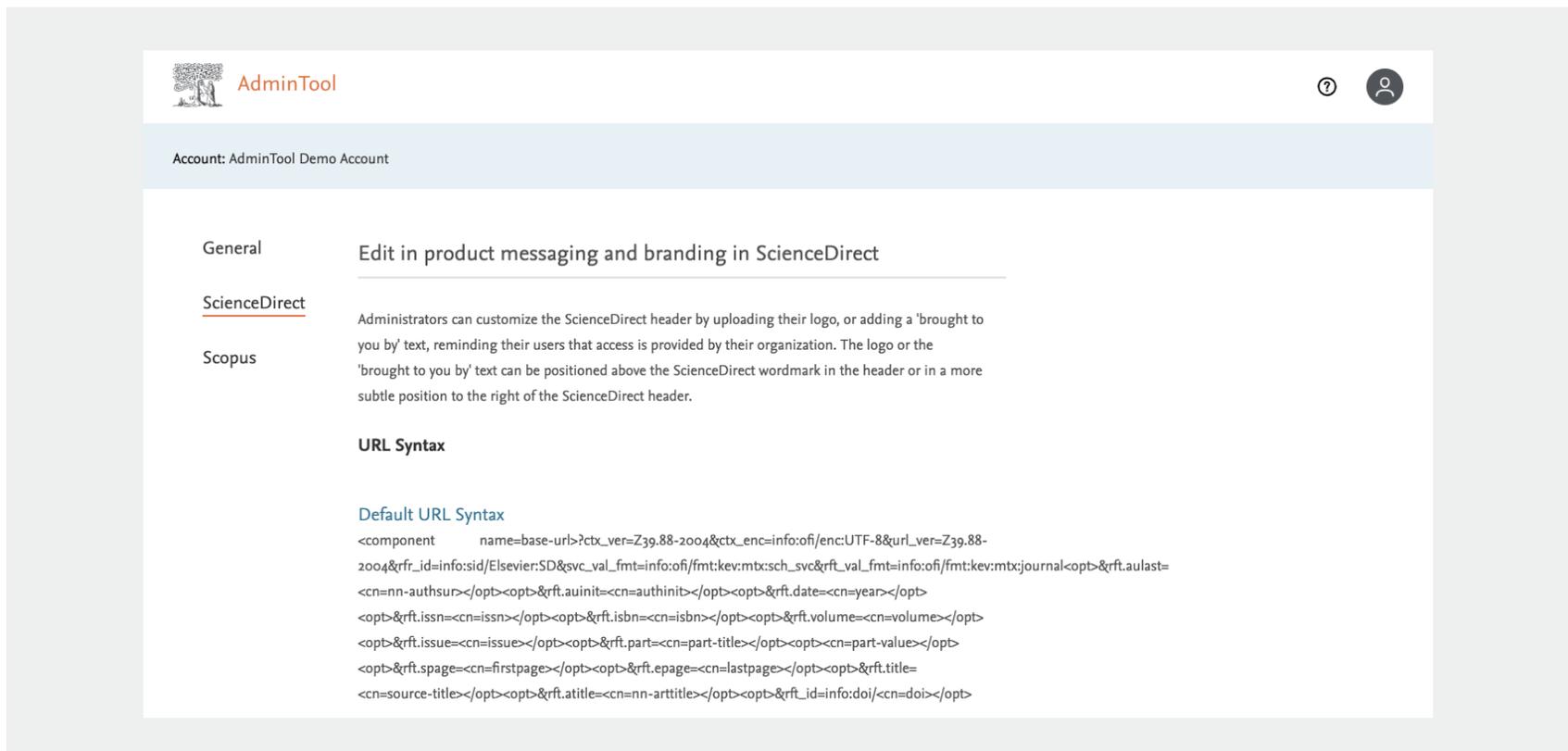
Product linking settings

Enable and configure your product linking settings within ScienceDirect. Allow Scopus citing articles to

# Configure standard or an image based link resolver

You can configure your standard or image based link resolver to display the default image, a text link of your choosing or a custom linking image to which you can specify the URL.

Click on Link Resolver, then specify your settings.



The screenshot shows the AdminTool configuration interface. At the top left is the AdminTool logo and name. At the top right are help and user icons. Below the header, the account is identified as 'AdminTool Demo Account'. The main content area has a left sidebar with 'General', 'ScienceDirect', and 'Scopus' options. The 'ScienceDirect' option is selected, showing a title 'Edit in product messaging and branding in ScienceDirect'. The text explains that administrators can customize the ScienceDirect header by uploading a logo or adding 'brought to you by' text. Below this is a section for 'URL Syntax' with a 'Default URL Syntax' code block.

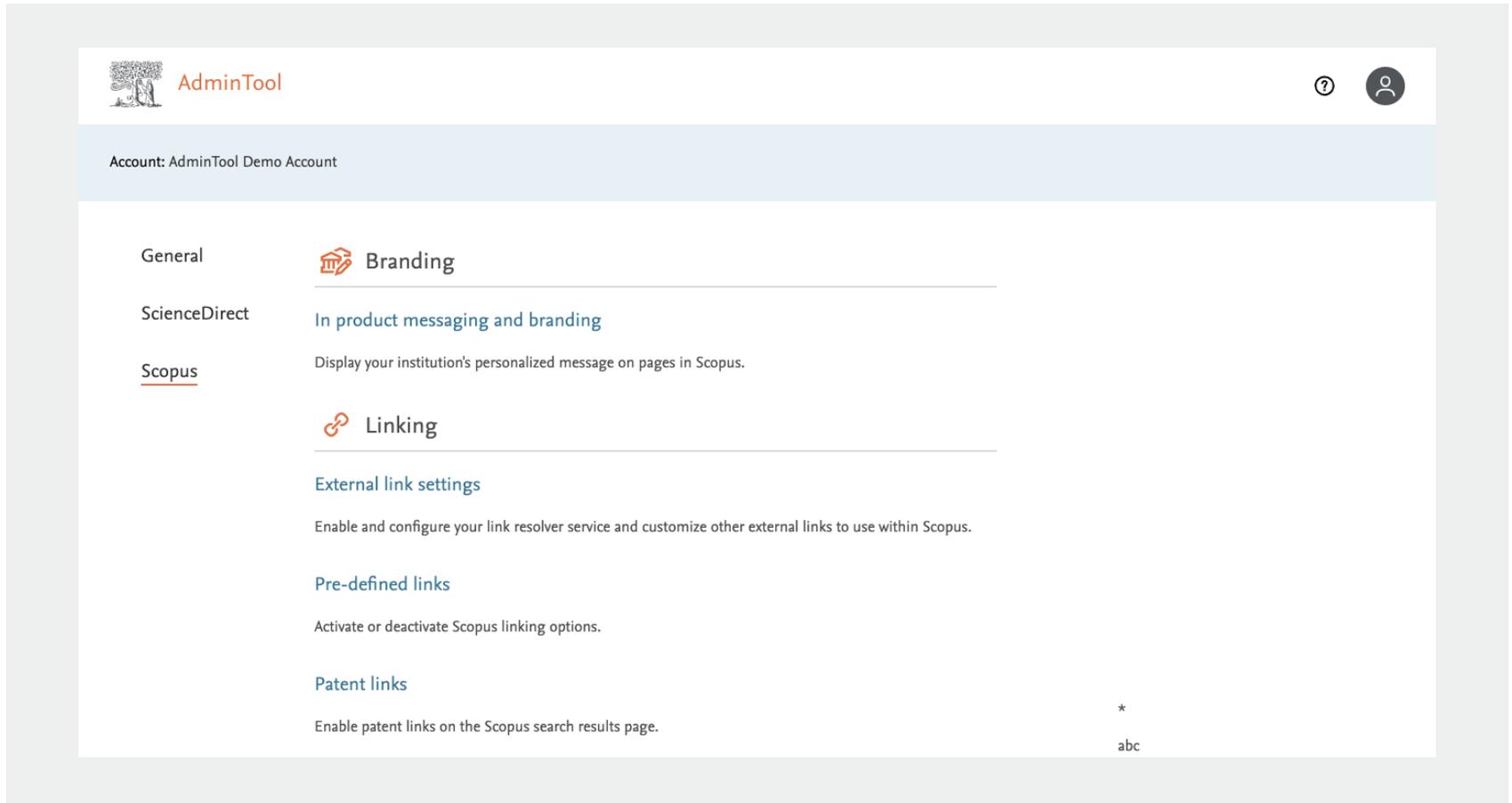
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```

# Scopus

The Scopus Account Information page provides access entitlement details and settings for using Scopus; including adding your own library branding, customizing external linking and displaying personalized messages on certain Scopus pages, including remote access.

- Customize the Scopus interface by uploading your organization's logo or name, reminding your users that access is provided by your organization. Go to the Scopus Branding page to add your logo or 'brought to you by' text.
- External linking can be configured by first selecting the category, followed by the link you intend to change. You can then sort the priority, adjusting the order in which the link appears. Note that the Abstract + Refs and the View at publisher links sort priority cannot be modified.
- Access links to Scopus, the Scopus info site, Scopus coverage report and Scopus support and training materials.

# Scopus



The screenshot shows the AdminTool interface for Scopus settings. At the top left is the AdminTool logo and name. At the top right are help and user profile icons. Below the header is a light blue bar indicating the account: "Account: AdminTool Demo Account". The main content area is divided into sections: "General", "ScienceDirect", and "Scopus". The "Scopus" section is underlined and contains two sub-sections: "Branding" and "Linking".

**AdminTool** ? 

Account: AdminTool Demo Account

**General**

**ScienceDirect**

Scopus

**Branding**

**In product messaging and branding**

Display your institution's personalized message on pages in Scopus.

**Linking**

**External link settings**

Enable and configure your link resolver service and customize other external links to use within Scopus.

**Pre-defined links**

Activate or deactivate Scopus linking options.

**Patent links**

Enable patent links on the Scopus search results page. \*  
abc

## ScienceDirect

Online Help is available for the various tasks you perform in Admin Tool.  
For instructions or information please visit the AdminTool support centre.

<https://service.elsevier.com/app/home/supporthub/admin-tool/>

For more information about Admin Tool, please visit

<https://service.elsevier.com/app/home/supporthub/sciencedirect/>

