

Informit Admin User Guide



Informit Admin is here to help you set display preferences, review subscriptions and access usage statistics. All of the function and services available via Informit Admin are outlined in this guide.

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Introduction

Informit Admin is the administrative interface for Informit. It allows you to set preferences, review your subscriptions and access usage statistics. You can also access specific database functions if you hold subscriptions to the relevant databases. For example, MARC record generation from Informit Collections.

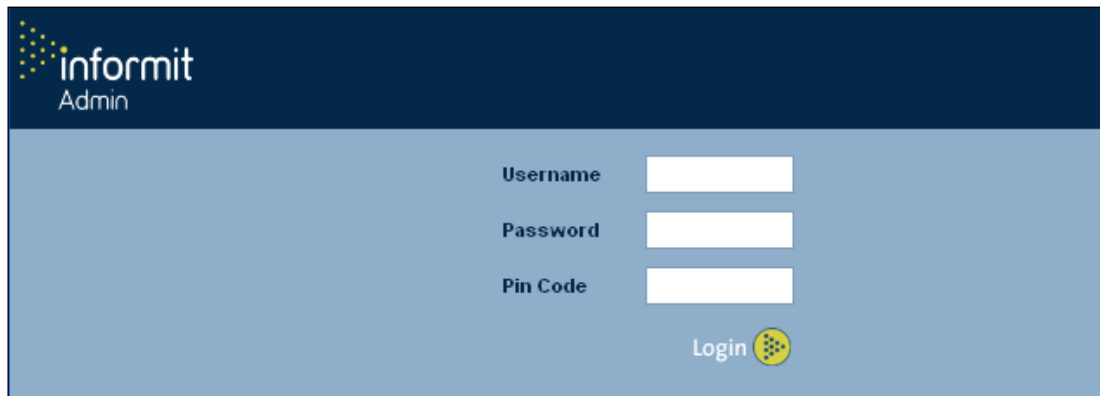
This guide outlines the various functions and services available via Informit Admin. For specific queries please call our Customer Support line on +613 9925 8210 Monday to Friday 9.00am to 5.00pm (AES Time) or email: support@rmitpublishing.com.au

Login to Informit Admin

Access to Informit Admin will initially be given to only one person within your organisation. They will be given a PIN Code which is in addition to the username and password. This PIN Code is required to login to Informit Admin.

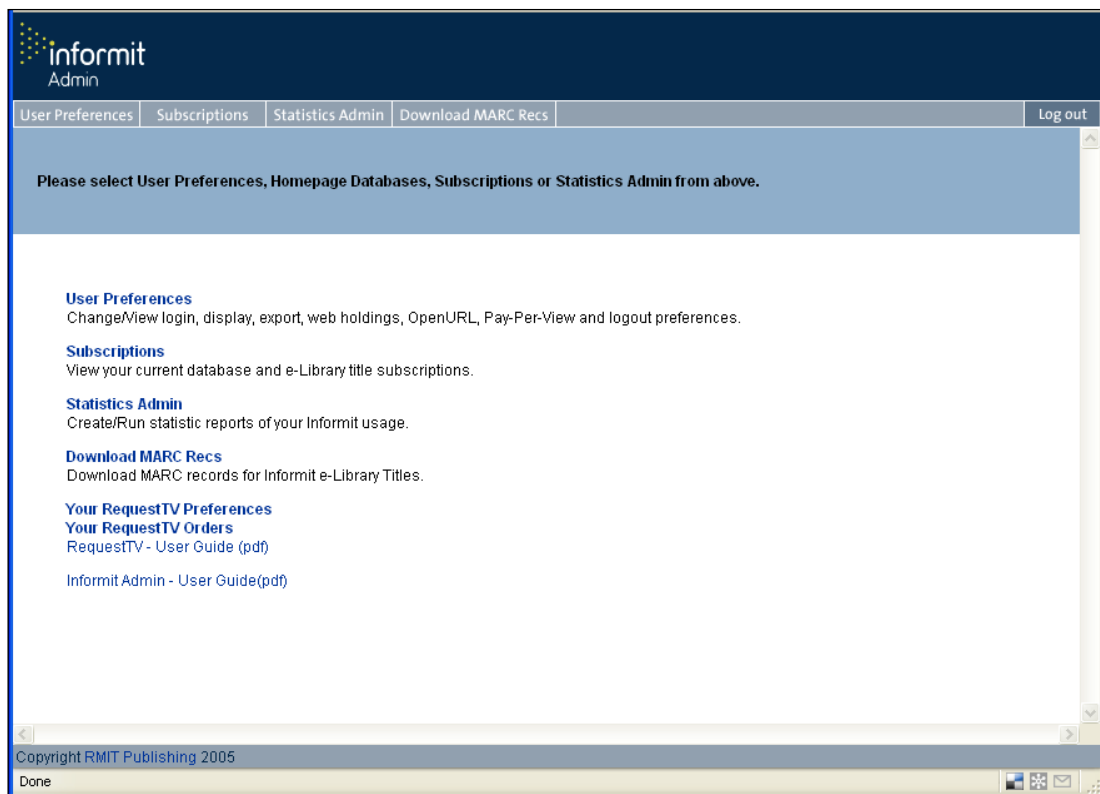
To access Admin please go to the following URL, and enter your Username, Password and Pin code.

<http://admin.informit.com.au/>



The image shows the Informit Admin login screen. It features a dark blue header with the Informit logo and the word 'Admin'. Below the header, there are three input fields labeled 'Username', 'Password', and 'Pin Code'. A 'Login' button with a yellow circular icon is positioned below the input fields.

Fig. 1 – The Informit Log In screen



The image shows the Informit Admin function screen. It features a dark blue header with the Informit logo and the word 'Admin'. Below the header, there is a navigation bar with tabs for 'User Preferences', 'Subscriptions', 'Statistics Admin', 'Download MARC Recs', and 'Log out'. The main content area contains a message: 'Please select User Preferences, Homepage Databases, Subscriptions or Statistics Admin from above.' Below this message, there are several links and descriptions for the main menu items: 'User Preferences' (Change/View login, display, export, web holdings, OpenURL, Pay-Per-View and logout preferences), 'Subscriptions' (View your current database and e-Library title subscriptions), 'Statistics Admin' (Create/Run statistic reports of your Informit usage), 'Download MARC Recs' (Download MARC records for Informit e-Library Titles), 'Your RequestTV Preferences', 'Your RequestTV Orders' (RequestTV - User Guide (pdf)), and 'Informit Admin - User Guide(pdf)'. The footer contains the text 'Copyright RMIT Publishing 2005' and 'Done'.

Fig. 2 – Informit Admin function screen

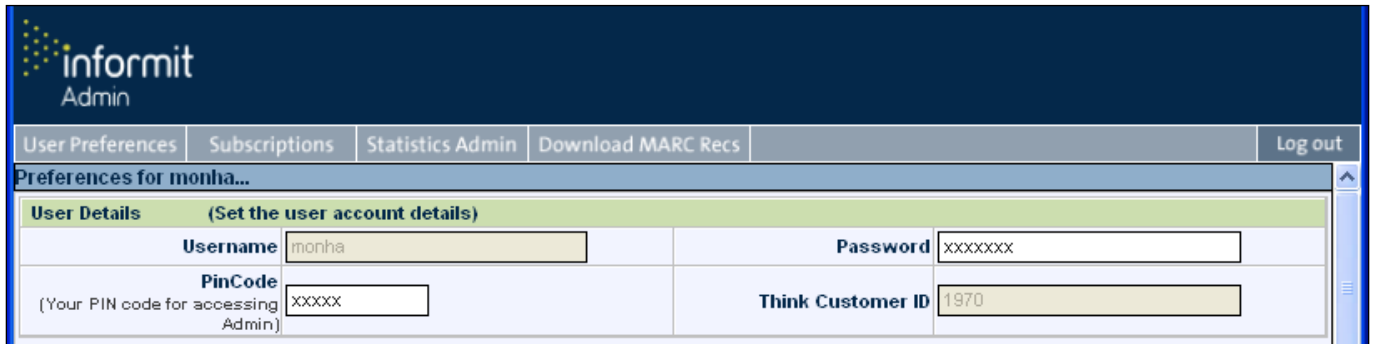
User preferences

User Details

Username* Displays your Username on the Informit interface (Cannot be edited)

Password Displays your Password

Pincode Displays your Pincode



The screenshot shows the Informit Admin interface. At the top left is the Informit Admin logo. A navigation bar contains links for User Preferences, Subscriptions, Statistics Admin, Download MARC Recs, and Log out. Below this is a section titled 'Preferences for monha...'. The 'User Details' section is highlighted in green and contains the following fields:

User Details (Set the user account details)	
Username	monha
Password	xxxxxxx
PinCode (Your PIN code for accessing Admin.)	XXXXXX
Think Customer ID	1970

Fig. 3 – User Details screen section

Informit Options

Logout URL	When the user logs out of Informit this is the page they will see next. If you would like them to exit onto your website place your URL here.
Display Name	The name of your institute/company to be displayed in the Informit toolbar.
Clear Search Box	Yes / No. This will clear the search box after every search
Primary Sort	Select default sort option: Sort by: <ul style="list-style-type: none"> - Relevance - Newest - Oldest - Publication
Records Per Page	Choose how many records are displayed. Note: you can override this during the session.
Browse Index terms per page	Displays the number of terms displayed when you use the Indexes function.
Display Fields	Select default fields to show: <ul style="list-style-type: none"> - Brief - Abstract - Record <p>Note: you can override this during the session.</p>
Display Field Labels	Select default field labels to show.
Hit highlighting?	Select Yes to highlight text in record that matches search query.
Custom Collections	Specifies what Informit Collections to show on the database screen.

Informit Options (Optional - Set the default Informit options for all users)	
Logout URL <small>(Web address to send user to after exiting Informit)</small>	<input type="text"/>
Clear Search Box? <small>(Clear search box after search ?)</small>	No <input type="button" value="v"/>
Records Per Page <small>(Show this many results per page)</small>	<input type="text"/>
Display Fields <small>(Default fields to show)</small>	Brief <input type="button" value="v"/>
Hit Highlighting?	Yes <input type="button" value="v"/>
Display Name <small>(Displays your company name)</small>	RMIT Publishing - Test User <input type="text"/>
Primary Sort	Newest <input type="button" value="v"/>
Browse Index Terms Per Page	21 <input type="button" value="v"/>
Display Field Labels <small>(Default field labels to show)</small>	Long <input type="button" value="v"/>
Custom Collections <small>(Informit Collections to show on the database screen)</small>	<input type="button" value="Edit Custom Collections"/>

Fig. 4 – Informit Options screen section

Citation Export Options

- Export Fields Select default fields for Save / Print / Email of citations. Note: you can override this at export.
- Export Field Labels Select field labels to export. Note: you can override this at export.
- Export Format Select default format for Save / Print / Email. Note: you can override this at export.

Citation Export Options (Optional - Set the default export options for all users)			
Export Fields (Default fields to Save/Print/Email)	Complete Record	Export Field Labels (Default field labels to Save/Print/Email)	Short
Export Format (Format to Save/Print/Email)	HTML		

Fig. 5 – Citation Export Options screen section

OpenURL

OpenURL Active?	Choose whether or not to turn on the OpenURL link
OpenURL BaseUrl *	Resolver URL to link to. Ensure there is a ? or = sign at the end. E.g. http://sfx.myuni.edu.au:9003/sfx_local?
OpenURL Image *	Location of the image used for the link
OpenURL Image Alt Text	Text to display instead of an image for the OpenURL link.
OpenURL Window Width	Set default window width
OpenURL Window Height	Set default window height
OpenURL Block If InformitFT	Suppress OpenURL link if Informit Full Text is available
OpenURL Block if no ISSN ISBN	Suppress OpenURL link if record does not have ISSN/ISBN

OpenURL Details (Optional - Activate OpenURL linking by filling in the details of your organisation's OpenURL server)	
OpenURL Active? (Turn on OpenURL linking)	No <input type="checkbox"/>
OpenURL BaseURL (Resolver URL to link to. Ensure ? or = sign at end. eg http://sfx.myuni.edu.au:9003/sfx_local?)	<input type="text" value="http://findit.lib.rmit.edu.au:9003/"/>
OpenURL Image (Image used for the Link)	<input type="text" value="http://www.informit.com.au/image"/>
OpenURL Image Alt Text	<input type="text"/>
OpenURL Window Width (Linked to window width)	<input type="text" value="430"/>
OpenURL Window Height (Linked to window height)	<input type="text" value="550"/>
OpenURL Block If InformitFT? (Suppress OpenURL link if Informit Full Text is available)	Yes <input type="checkbox"/>
OpenURL Block If Informit FullText Available? (Suppress OpenURL link if Informit Full Text is available)	Yes <input type="checkbox"/>
OpenURL Block If External FullText Available? (Suppress OpenURL link if External Full Text is available)	Yes <input type="checkbox"/>
OpenURL Block If No ISSN ISBN? (Suppress OpenURL link if no ISSN or ISBN are available)	No <input type="checkbox"/>
OpenURL Block Databases (Suppress OpenURL link for these databases - separate with commas. eg SIAL,STREAMLINE)	<input type="text"/>

Fig. 6 – OpenURL screen section

Web Holdings Details

Web Holding details are only available if OpenURL is not used

Web Holdings Active	Choose whether or not to turn on linking to your library catalogue
Web Holdings Base URL *	Links to your library cataloguing system
Web Holdings ISSN *	Specific ISSN command to append
Web Holdings ISBN *	Specific ISBN command to append
Web Holdings Link Text	Text to show on the link, i.e. "Check your library catalogue"

Web Holdings Details (Optional - Activate Web Holdings by filling in the details of your organisation's library catalogue. Only available if OpenURL not used)	
Web Holdings Active? (Turn on linking to library catalogue)	No <input type="button" value="v"/>
Web Holdings Base URL (Library catalogue to link to)	<input type="text" value="http://www.informit.com.au/?"/>
Web Holdings ISSN (Specific ISSN command to append)	<input type="text"/>
Web Holdings ISBN (Specific ISBN command to append)	<input type="text"/>
Web Holdings Link Text (Text to show on link)	<input type="text" value="Web Holdings Test Link"/>

Fig. 7 – Web Holdings Details screen section

Pay Per View

Pay per view allows purchases of articles in databases you're currently not subscribing to. For more information on Pay Per View, please contact RMIT Publishing.

Pay Per View	(Optional - Activate PayPerView options)
	Pay Per View? (Turn on/off Pay-Per-View Credit Card) <input type="button" value="Yes"/>

Fig. 8 – Pay Per View options

Informit Media

Show TVNews

Enables the TVNews database link to appear on the Database screen.

Informit Media Details (Required for all Informit Media customers)	
Show TVNews? (Show TVNews on Database screen)	Yes <input type="checkbox"/>

Fig. 9 – Informit Media screen section

Support details

Support Details	Fill in your organisation's internal support contact details
Support Name	Place your company support person's name here.
Support Email	Place your company support person's email here.
Support Phone	Place your company support person's phone number here.
Support URL	This will show your company's support web page URL.
Support URL Text	This will show the text link.

Support Details (Optional - Fill in your organisation's internal support contact details)	
Support Name (Your organisations support person's name)	<input type="text"/>
Support Phone (Your organisations support person's phone)	<input type="text" value="+ 61 3 9805 5056"/>
Support URL Text (Text to show on link)	<input type="text" value="ask.myUni"/>
Support Email (Your organisations support person's email)	<input type="text"/>
Support URL (Your organisations support web page)	<input type="text" value="http://www.lib.myUni.edu.au/inquire"/>

Fig. 10 – Support Details screen section

Admin only *

IP ranges*	If you have provided your IP address ranges to us, they will be displayed here. Informit will automatically log you in, if your computer's IP address is part of the range provided.
Ref URL*	Provide a referring URL to RMIT Publishing to enter into Informit Admin. Link to: http://search.informit.com.au from that referring URL. Informit will automatically log you in. (You must provide the authentication for users to access the URL in question. This URL should not be available to the public on the Internet.)
Organisation	The name to be displayed
Barcode Ranges	Barcode authentication allows remote users of small libraries to access Informit by using their library card barcode or member number details. Provide RMIT Publishing with your organisation's unique barcode ranges, along with a referring URL. You can link to any Informit page from your webpage as long as it ends with <code>barcode=true;org=XXXXX</code>

* Please contact RMIT Publishing if you require this to be switched on.

Admin Only (RMIT Publishing administration area)	
IPranges (IP address ranges you have provided to us. Users within this range will automatically be logged in)	<input type="text"/>
Ref URL	<input type="text" value="http://www.informit.com.au/test.asp"/>
Organisation	<input type="text" value="RMIT Publishing"/>
Barcode Ranges	<input type="text"/>
<input type="button" value="save changes"/>	

Fig 11 – Admin Only screen section