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

For further information please contact the Customer Support Team:

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Introduction

Informit Admin is the administrative interface for Informit. It allows you to set display 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 Team on +61 3 9925 8210 Monday to Friday 9am to 5pm (AEST) or email support.informit@rmit.edu.au.

Log in 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 in addition to the username and password. This PIN Code is required to log in to Informit Admin. Please go to https://admin.informit.com.au and enter your Username, Password and PIN Code.

![Informit Admin login screen](image)

Fig. 1—Informit Admin login screen

![Informit Admin function screen](image)

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
PIN Code Displays your PIN Code

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:
- Relevance
- Database
- 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 Shows the number of terms displayed from the Indexes function.
Display Fields Select default fields to show:
- Brief
- Abstract
- Record
Note: you can override this during the session.
Display Field Labels Select default field labels to show.
Hit highlighting? Select Yes to highlight text in record that matches search query.
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.

Fig. 4—Citation export options screen

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

Fig. 5—OpenURL details screen
Web holdings details

Web holding details are only available if OpenURL is not used

Web Holdings Active
Choose whether 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’.

Fig. 6—Web holdings details screen

Informit media details

Show TVNews?
Enables the TVNews database link to appear on the database screen.

Fig. 7—Informit media details screen
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.

Fig. 8—Support details screen

Admin only section

This section requires activation. Please contact our Customer Support Team for assistance.

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 our Customer Support Team to add to your Informit Admin account. Link to: https://search.informit.org 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 organisation name to be displayed when logged into the account.
Barcode ranges  Barcode authentication allows remote users of small libraries to access Informit by using their library card barcode or member number details. Provide our Customer Support Team 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 barcode=true;org=XXXXX

Fig. 9—Admin only screen
Instruction details for Informit statistics

How to view or download COUNTER REPORTS—JR1, JR5, MR1, BR1 and BR2.


2. Click on the Statistics Admin tab.

3. Click on Add new report in the top right-hand corner.


5. Add report’s name, description, format (On-Screen or Comma-Delimited or Tab-Delimitered) and fill in the appropriate Report Start Date and Report End Date.

6. Click on Add record. This will save the report.

7. Click on Run Report Now in the top right-hand corner.
This is an example of a COUNTER JR1 Report.

Note: To run different reports repeat steps 4–7.

To download reports in different formats, choose from the Report Format dropdown menu.
# How to read your report

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>This field allows you to name the report. You can save and retrieve this document when required.</td>
</tr>
<tr>
<td>Report Description</td>
<td>This field gives you the option of describing the report, e.g. <em>July Statistics</em>.</td>
</tr>
<tr>
<td>Report Start Date</td>
<td>Select the start date of the statistics you require using the dropdown boxes.</td>
</tr>
<tr>
<td>Report End Date</td>
<td>Select the end date of the statistics you require using the dropdown boxes.</td>
</tr>
<tr>
<td>Report Format</td>
<td>Choose On-Screen, Comma-Delimited or Tab-Delimited. Comma-Delimited and Tab-Delimited options can be exported into Excel.</td>
</tr>
<tr>
<td>Users</td>
<td>Automatically defaults to your username.</td>
</tr>
</tbody>
</table>

This is an example of a Statistics Report.
How to interpret your report

On Screen Report Output

Report name: Displays the name you entered for the report in the Informit Statistic module
Description: Displays the description details entered in the module
Username: Automatically displays your Username
Report Date: Automatically displays the date the report was created
Start & End Date: Displays the selected dates nominated to generate the report
Total Web Interface: Displays the amount of times users have logged into the Informit Search interface
Total Z39.50 logins: Displays the number of times users have logged into Informit Search via an external Z39.50 client
Total Dbase usage: Displays the total amount of times all Informit databases have been accessed
Total Turnaways: Displays the “total number” of times users were unable to access all Informit databases due to maximum number of allocated licenses being exceeded
Total Searches: Displays the total number of searches for all subscribed databases
Total Full Text Docs: Displays the total number of PDF documents retrieved from Plus Text databases

Database Usage

Database: Lists the Informit databases subscribed to
Total usage: Total number of times databases have been accessed
Max usage: Maximum number of concurrent users within the report period
Max Usage Time: The date and time the database was most heavily accessed
Searches: The number of searches conducted in each database
Turnaways: The number of times users were unable to access a particular database due to the maximum number of allocated licenses being exceeded
Full Text document: Displays the total number of PDF documents retrieved from a Plus Text database