

Informit Admin User Guide



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:

T +61 3 9925 8210

E support.informit@rmit.edu.au

Mailing Address

PO Box 12058
A'Beckett Street
Melbourne VIC 8006
Australia

Street Address

Reception, Level 10
235-251 Bourke Street
Melbourne VIC 3000
Australia

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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 admin.informit.com.au and enter your Username, Password and PIN Code.

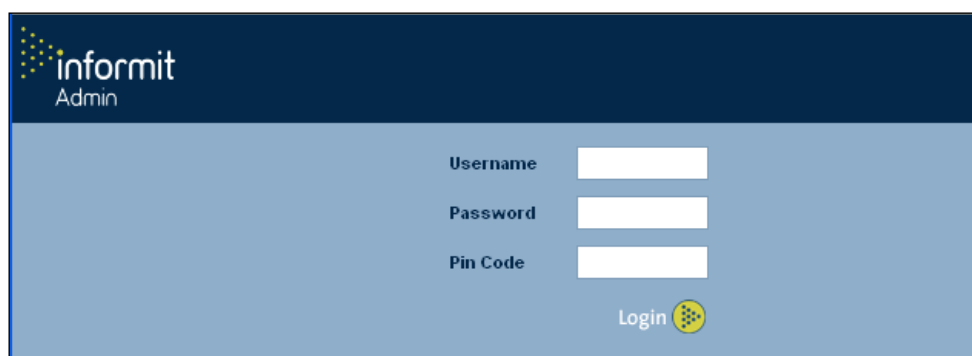


Fig. 1—Informit Admin login screen

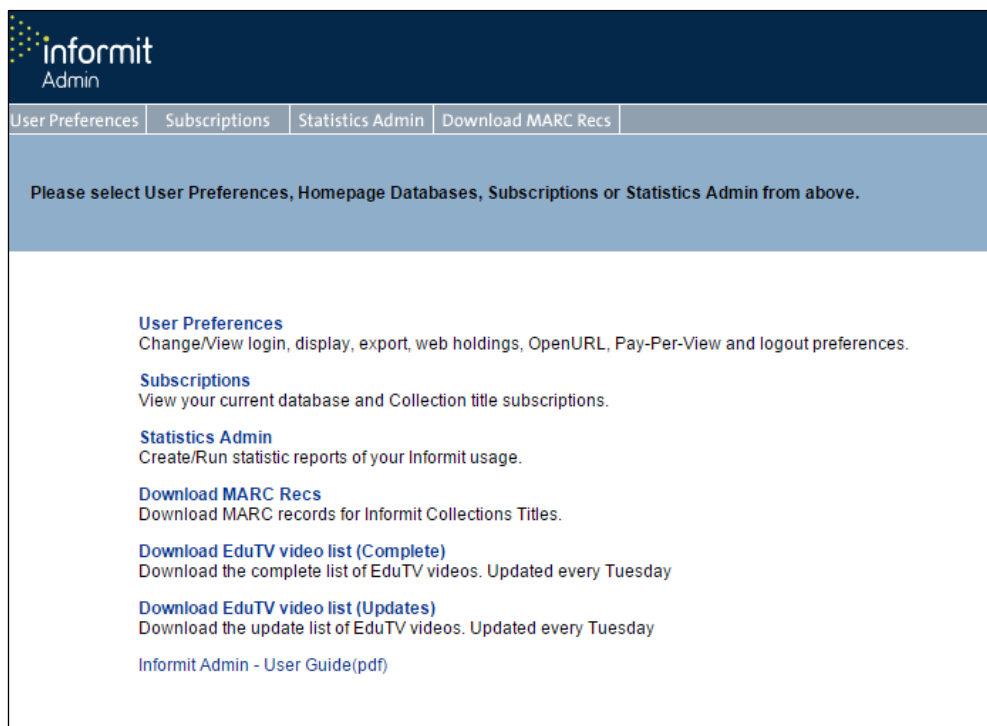



Fig. 2—Informit Admin function screen

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



User Details (Set the user account details)	
Username	monha
Password	xxxxxxx
PinCode <small>(Your PIN code for accessing Admin)</small>	xxxxx
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- 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: <ul style="list-style-type: none">- 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.

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. 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

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

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'.

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)	<input type="text" value="No"/>
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. 6—Web holdings details screen

Informit media details

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)	<input type="text" value="Yes"/>

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.

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

Fig. 8—Support details screen

Admin only section

This sections 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: http://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 <code>barcode=true;org=XXXXX</code>

Admin Only (RMIT Publishing administration area)	
IP Ranges <small>(IP address ranges you have provided to us. Users within this range will automatically be logged in)</small>	<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. 9—Admin only screen

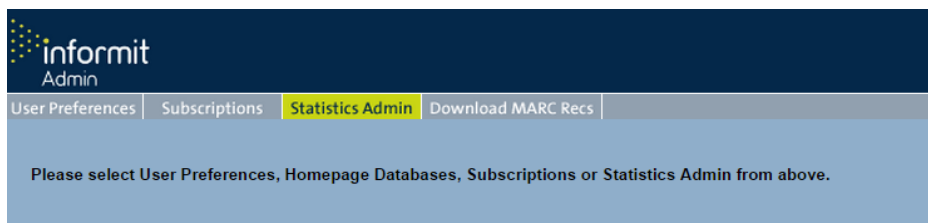
Instruction details for Informit statistics

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

1. Log in to the Informit Admin site: admin.informit.com.au.



2. Click on the *Statistics Admin* tab.



User Preferences

Change/View login, display, export, web holdings, OpenURL, Pay-Per-View and logout preferences.

Subscriptions

View your current database and Collection title subscriptions.

Statistics Admin

Create/Run statistic reports of your Informit usage.

Download MARC Recs

Download MARC records for Informit Collections Titles.

Download EduTV video list (Complete)

Download the complete list of EduTV videos. Updated every Tuesday

Download EduTV video list (Updates)

Download the update list of EduTV videos. Updated every Tuesday

[Informit Admin - User Guide\(pdf\)](#)

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



4. From the Report Template dropdown menu, select *Full Text Journals Report (COUNTER JR1) NEW* or *FullText Journals Report (COUNTER JR5)* or *Media Report (COUNTER MR1) NEW* or *Book Report (COUNTER BR1) NEW* or *Book Report (COUNTER BR2)*.
5. Add report's name, description, format (On-Screen or **Comma-Delimited** or **Tab-Delimited**) 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.

informit Admin

Access: Complete (Auto Login)

Stats Home > Stat Report for admin...

Report Template: FullText Journals Report (COUNTER JR1) NEW

Report Name: (Your report name)

Report Desc: (Your report description)

Report Template: FullText Journals Report (COUNTER JR1)

Report Format: On-Screen

Report Start Date: [] [] [] [] [] []

Report End Date: [] [] [] [] [] []

Users: (Syntax: user1,user2 - for individual reports; user1 = user2 - for total reports)

admin

add record Cancel

Run Report Now

- Choose a "Report Template" when adding a report. Based on the template selected the relevant fields are displayed.
- Report On Subscriptions input is optional.
- Report On Database input is optional. Add Database Codes here if desired. eg APAFT. Leave blank for all databases.
- COUNTER Reports JR1, JR5, BR1, BR2 and MR1 are now available. DB1 and DB3 are available as non counter reports
- COUNTER Stats are available from Sep-2010 to yesterday. Partial data is available during periods "27-Jul-2014 to 19-Aug-2014" and "14-Jan-2013 to 13-Mar-2013"
- Stats Reports are now available to run at any time
- Stats Reports may be requested for a maximum interval of 90 days. However, counter reports can provide information upto 2 years.

This is an example of a COUNTER JR1 Report.

informit Admin

User Preferences | Subscriptions | Statistics Admin | Download All/CSV Docs | Log Out

Informit - Stats

Journal Report 1 (R4) Number of Successful Full-text Article Requests by Month and Journal

Report Name: [] Report Date: 2014-10-02

Description: [] Start Date: 2014-01-01

Username: RVIT University Library End Date: 2014-03-31

Date Run: 2014-10-02

Journal	Publisher	Platform	Journal DOI	Property Identifier	Print ISSN	Online ISSN	Reporting Period Total	Reporting Period HTML	Reporting Period PDF	Jan-2014	Feb-2014	Mar-2014
Total for all journals		Informit					7137	0	7137	1527	1403	4207
New Literature Review		Informit			0314-7495		1	0	1	0	0	1
40 (degrees) South	40 degrees South	Informit			1325-1056		3	0	3	0	2	1
Aboriginal and Islander Health Worker Journal	Aboriginal and Islander Health Worker	Informit			1037-3403		87	0	87	1	5	81
Aboriginal Child at School	Aboriginal and Torres Strait Islander Studies Unit	Informit			0310-5822		17	0	17	0	1	16
Aboriginal History	Aboriginal History Inc.	Informit			0314-8769		66	0	66	29	11	26
Australian Aboriginal Studies (Canberra)	Aboriginal Studies Press	Informit			0726-4352		36	0	36	6	4	26
Partners in Research for Development	ACIAR	Informit			1031-9009		1	0	1	0	0	1
ALAR: Action Learning and Action Research Journal	Action Learning, Action Research Association Inc.	Informit			1326-964X		3	0	3	1	0	2
Admin Review	Administrative Review Council	Informit			0814-1231		1	0	1	1	0	0
Adult Learning Australia	Adult Learning Australia	Informit			1327-3347		1	0	1	0	1	0

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

To download reports in different formats, choose from the Report Format dropdown menu.

informit Admin

Access: Complete (Auto Login)

Stats Home > Stat Report for admin...

Report Template: FullText Journals Report (COUNTER JR1) NEW

Report Name: (Your report name)

Report Desc: (Your report description)

Report Template: FullText Journals Report (COUNTER JR1)

Report Format: On-Screen

Report Start Date: [] [] [] [] [] []

Report End Date: [] [] [] [] [] []

Users: (Syntax: user1,user2 - for individual reports; user1 = user2 - for total reports)

admin

add record Cancel

- Choose a "Report Template" when adding a report. Based on the template selected the relevant fields are displayed.
- Report On Subscriptions input is optional.
- Report On Database input is optional. Add Database Codes here if desired. eg APAFT. Leave blank for all databases.
- COUNTER Reports JR1, JR5, BR1, BR2 and MR1 are now available. DB1 and DB3 are available as non counter reports
- COUNTER Stats are available from Sep-2010 to yesterday. Partial data is available during periods "27-Jul-2014 to 19-Aug-2014" and "14-Jan-2013 to 13-Mar-2013"
- Stats Reports are now available to run at any time
- Stats Reports may be requested for a maximum interval of 90 days. However, counter reports can provide information upto 2 years.

How to read your report

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

This is an example of a Statistics Report.

Informit Admin
 User Preferences | Subscriptions | Statistics Admin | Download MARC Recs

Informit - Stats

Statistics Report for [User]

Report Name	Total Web Interface Logins: 16887
Description:	Total L29.50 Logins: 4903
Username	Total Databases Opened: 103625
Report Date: Thu 02 Oct 2014 - 15:04:29	Total Turnaways: 0
Start Date: Wed 01 Jan 2014	Total Searches: 254629
End Date: Mon 31 Mar 2014	Total Full Content Downloaded: 8588

Database Usage:

Database	Total Usage	Max Usage	Max Usage Time	Searches	Turnaways	Full Content (pdf / wmv)
AATD	1918	45	31/03/2014 16:06:31	2596	0	0
AED	1814	44	31/03/2014 16:06:31	2379	0	0
AEI-ATISUB	1829	44	31/03/2014 16:06:31	2611	0	0
AFIPT	2734	47	31/03/2014 16:06:31	3660	0	370
JLM	1850	44	31/03/2014 16:06:31	2420	0	0
AFSIS	1818	44	31/03/2014 16:06:31	2306	0	0
AFPD	1917	45	31/03/2014 16:06:31	2536	0	0
AGIS-ATISUB	1821	44	31/03/2014 16:06:31	2560	0	0
AGISPT	3068	65	31/03/2014 16:06:31	4156	0	977