BC Decker Administration web site

Admin User's Manual

Last updated: November 7, 2005

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Introduction

The BC Decker Administration website is intended for users of societies or institutions that have journal access arrangements with BC Decker and need to update account information. In brief the BC Decker Administration website (admin website) gives access to user account setup and modification, account configuration, account branding, and journal usage report.

Login

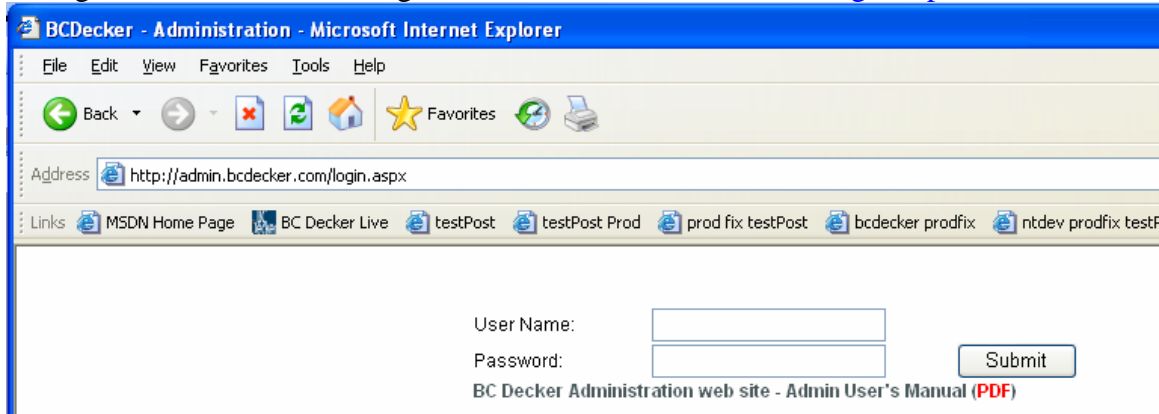To login to the admin website go to URL: admin.bcdecker.com/login.aspx.
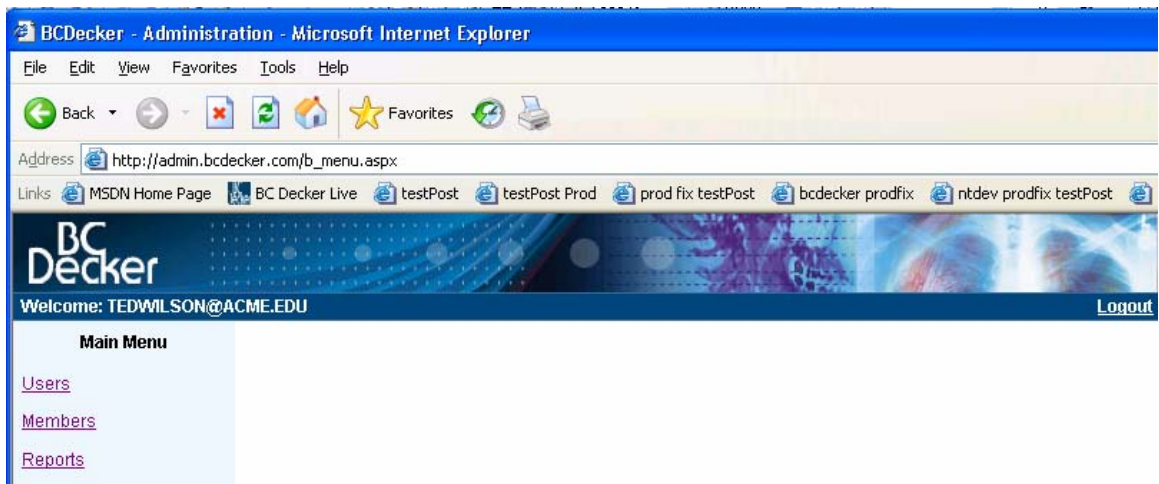

Figure 1: Login page

Enter the username and password given to you by BC Decker Customer Care. If you do not have a username and password contact Customer Care and they will provide you with the information. Please have ready your institution or society's name.

Main menu

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Figure 2: Main menu

The main menu consists of 3 choices:

1. Users: User creation and editing
2. Members: Account configuration and customization
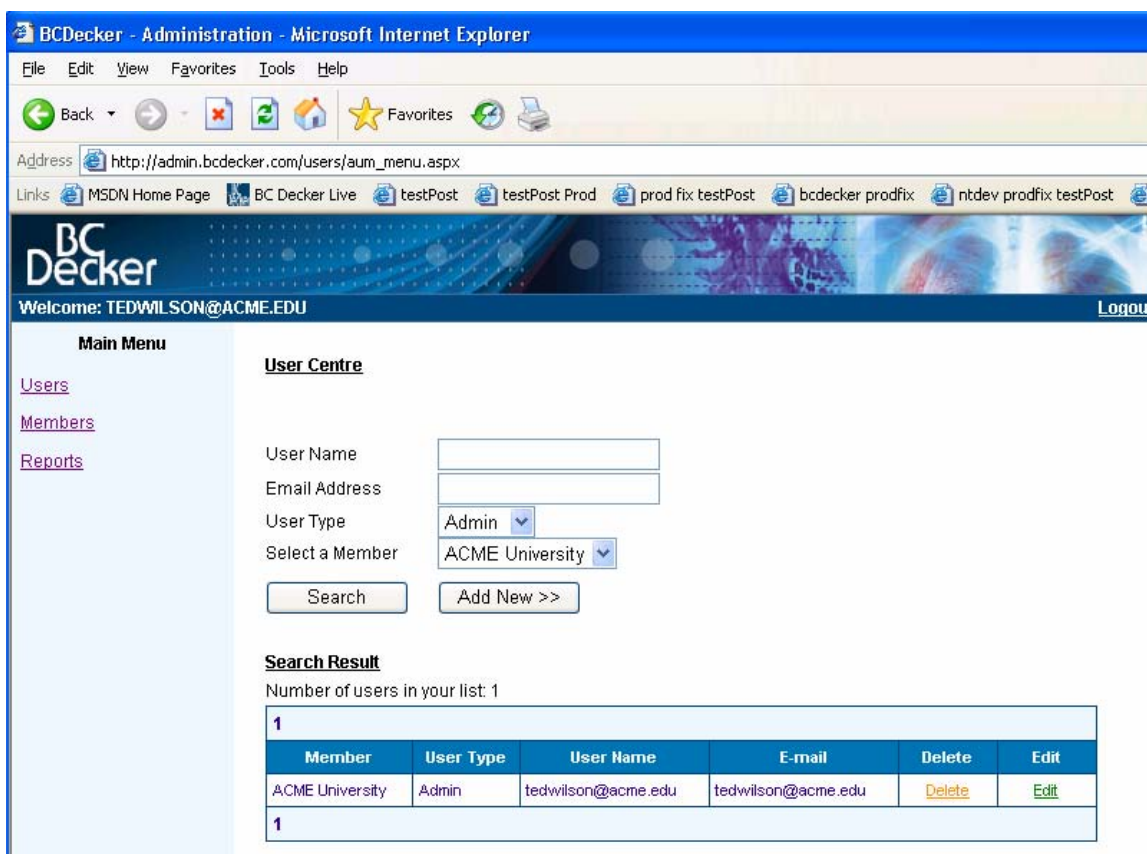3. Reports: Journal access reports

Users

Figure 3: User Center

By clicking on the Users menu option the above screen is displayed. From here we can add new users and edit/delete existing ones. Notice that the user logged in is also shown as one of the users.

There are two types of users: **Admin** and **Normal**.

The **Admin** user, who is logged in right now, is in this case user tedwilson@ACME.EDU, a made up user who belongs to member ACME University, another made up organization. Hence, the "Select a Member" drop down list is locked in as ACME University.

Normal users are those individuals who have browsed journals via ACME University and have in the process given us their email address for receiving electronic table of

contents emails or abstract alerts on saved searches. These individuals are shown as information only and need not be modified very often.

If you change the "Select a Member" to **Normal** and click the Search button, you will see a list of **Normal** users.

Users (Edit)

To edit an already existing user, which maybe yourself, click on the Edit link to the right of the name. You will see the following screen.
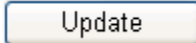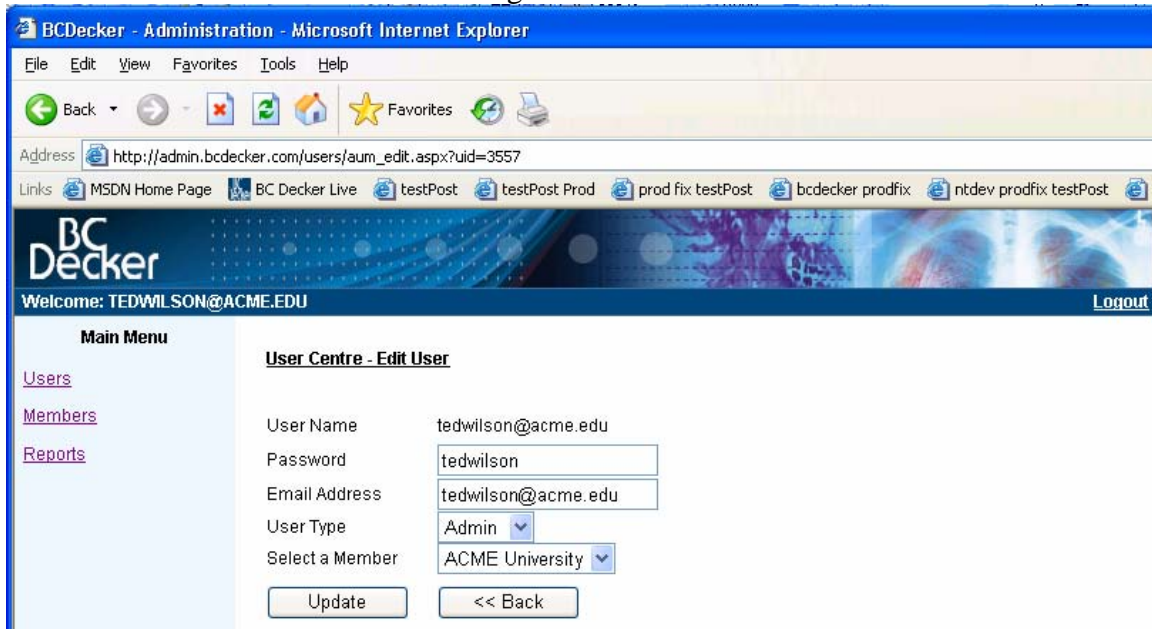

Figure 4: Editing a user

Here you can edit the password and/or email address. At this point you may demote or if a viewing a **Normal** user, promote a user. **Admin** to **Normal** or **Normal** to **Admin,** with the second option creating another **Admin** user for your organization. This maybe necessary if you need to have another perform administration duties. If you demote a user they will not longer be able to have access to this admin site. Click ⟨Update⟩ to confirm your changes. **Note: If you demote yourself you will no longer be able to log on.**

Users (Add)

You may add a new user by clicking ⟨Add New >>⟩. You will see the following
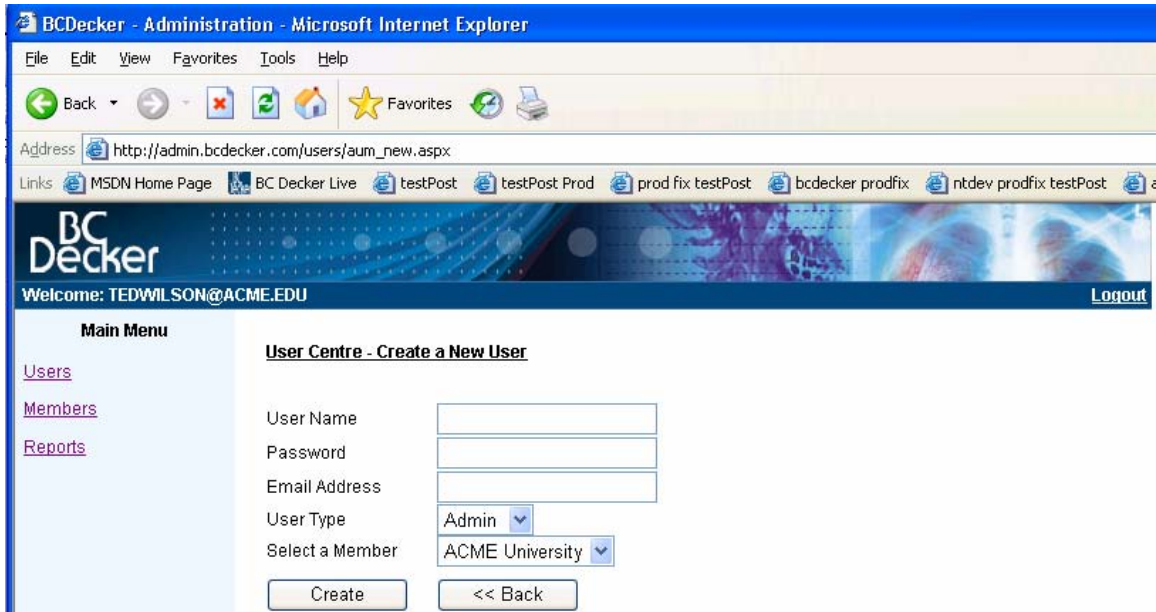
Figure 5: Adding a new user

Enter User Name, this must be unique on the system. Email address is recommended.

Enter Password, Email Address, User Type-**Admin** or **Normal** and click
to create the user. You should be able to see this user on the user list now and if you have
created an **Admin** user, that user can now log on.

This concludes the Users option. We will next look at the Members menu option:

Members

The Members menu option is followed by two further options:

Figure 6: Members main menu

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50 King Street East
P.O. Box 620, LCD 1
Hamilton, Ontario L8N 3K7 Canada

1 (905) 522-7017 Fax: 1 (905) 522-7839
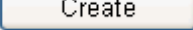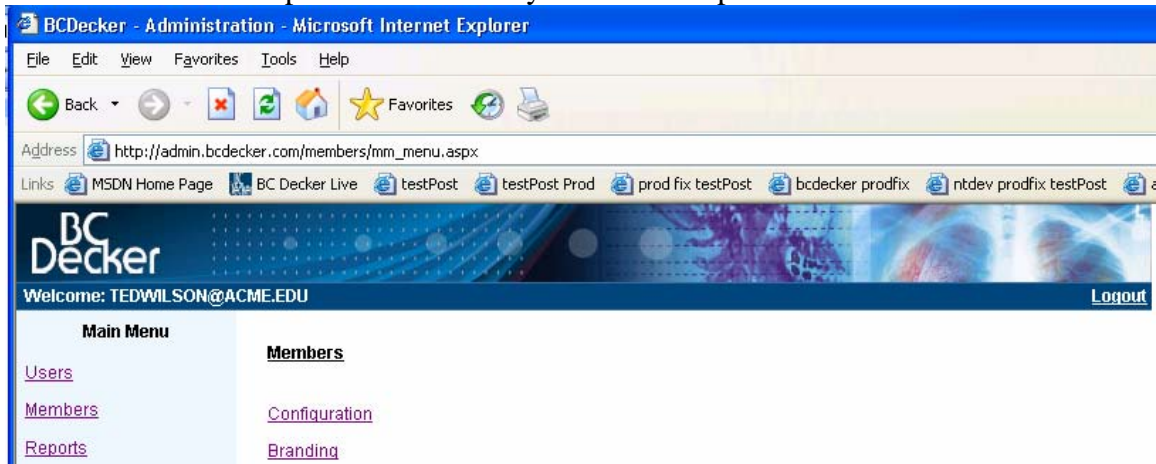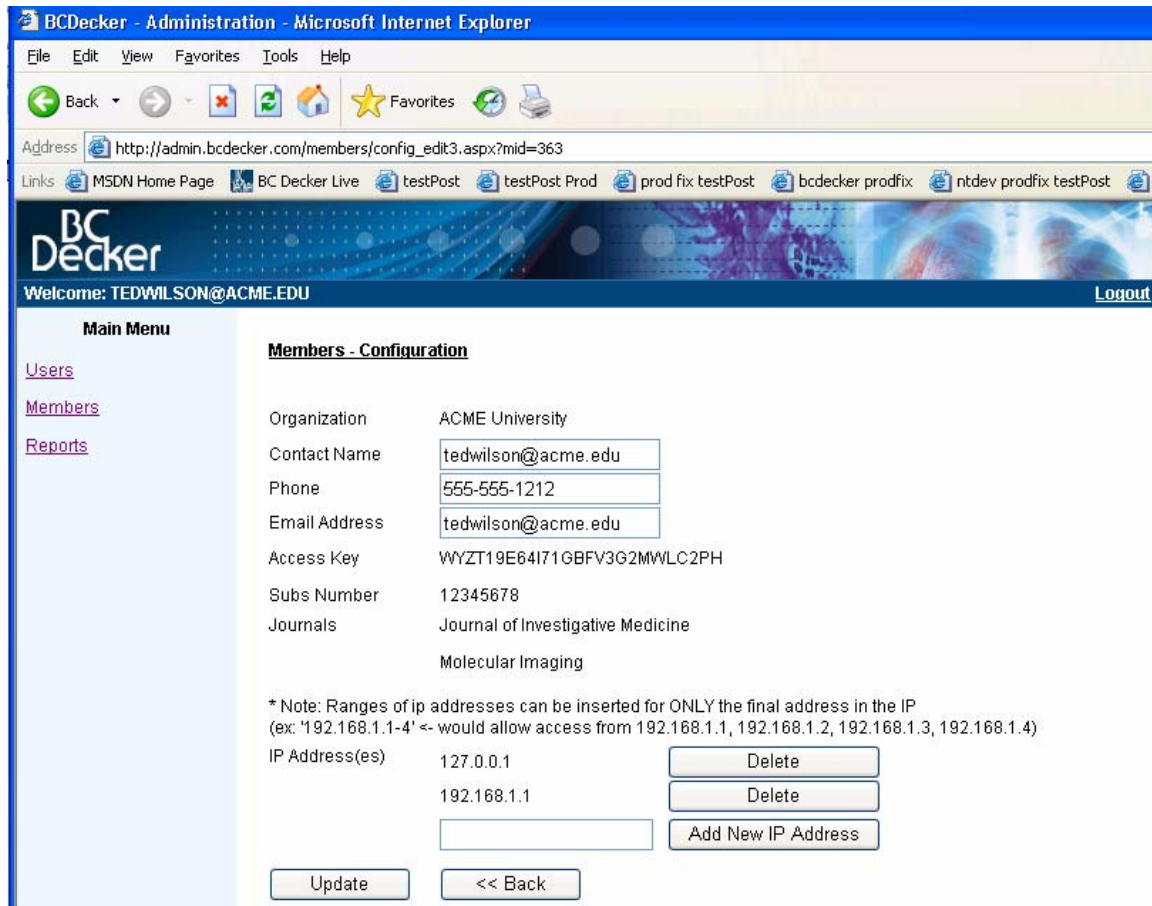email: info@bcdecker.com
www.bcdecker.com

Configuration

Figure 7: Configuration screen

By clicking on Configuration you will see the following screen. This page is your organization's details that are registered with BC Decker. Contact name is the main contact person in your organization, which in most cases is the **Admin** user for your organization and most likely you. Phone and Email address, Access key (used for journal access in some cases), Subs Number (useful to state when contacting our Customer Care department), Journals (list of journals your organization has access to), and list of IP addresses registered with us as valid IPs emanating from your organization.

You may Add New IP Address or Delete IP addresses as you wish. These changes take place immediately. Please see note on this page for encoding multiple IPs. Click Update to confirm your changes.

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Branding

Figure 8: Customization screen

By clicking on Branding you will see the above screen. Branding or customization feature allows you to customize the journal page that your organization will see when accessing BC Decker journals. The un-customized journal page may look like this:
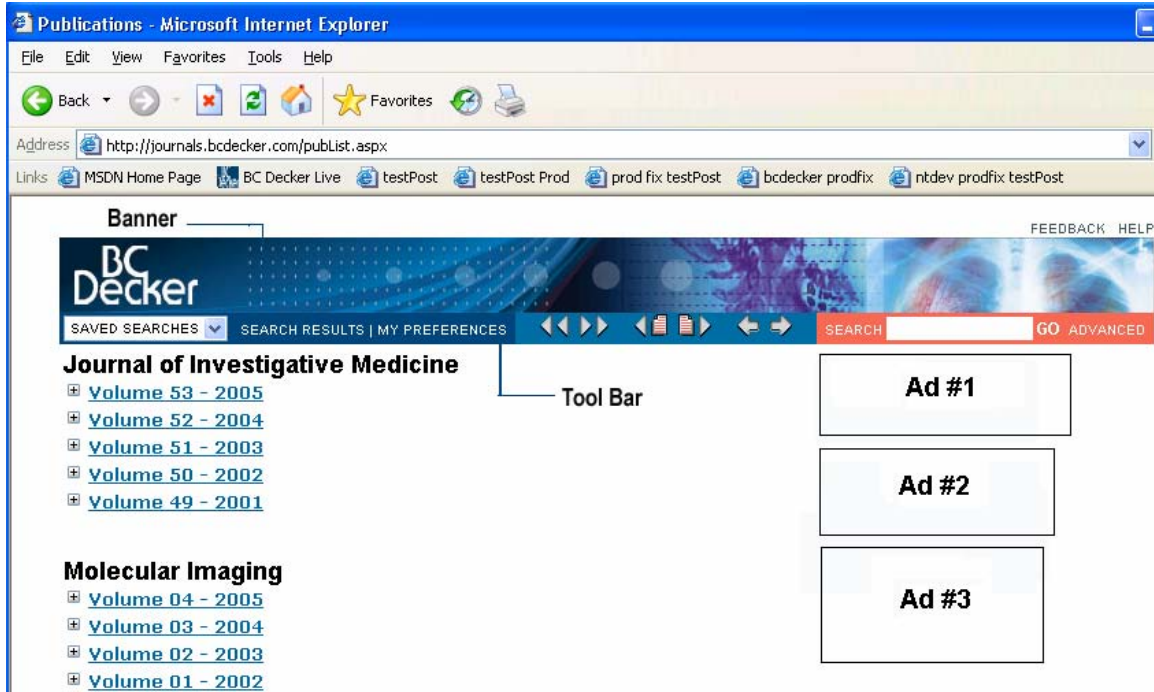
Figure 9: Un-customized page

This page can be customized in the following areas:

Banner

The banner is a 800 X 55 pixel jpeg image that can be uploaded and suited to your organization's logo.

Tool Bar

The tool bar section consists of 4 sections:

1. , you can customize the back ground color.

2. , you can customize the back ground color.

3. , you can customize the back ground color.

4. FEEDBACK HELP, you can customize the font color.

Section 1 and 3 share the same font color which can also be customized.

Ads

You can upload 3 jpeg ad images with corresponding URLs. If the user clicks on the ads they will be redirected to the specified URL. Ads should not exceed 200 X 200 pixels for screen flow purposes.

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Banner customization

Customize the banner by first preparing an 800 X 55 pixel jpeg image. Using the branding page click on [Browse...] button and locate your file. Use [Upload] button to upload the image or use [Remove] button to remove an already existing image. The default image is the BC Decker banner image. Uploaded image will be seen immediately. Enter a corresponding URL for the image. **Note:** An image will not be displayed unless an accompanying URL is provided. Click on [Save] button to make your URL entries permanent.

Ad customization

Place ads on the page by uploading jpeg images just like the banner and entering a URL for each ad. **Note:** as above that an ad with no URL will not be shown. Click on [Save] button to make your URL entries are permanent.

Tool Bar customization

The tool bar section as described above can be customized by clicking on the [Background Colour Choose ...] button or if you know the RGB value you can enter it. You will see that the background color changed immediately. The font color can be changed in the same way. Click on the [Preview >>] button to see all of your changes on a mock page. If you would like to, you can **reset** your colors by clicking the [<< Back] button and your changes will be ignored. Click on [Save Colours] button to save your color changes.

Preview

A mock customization might look like this via the [Preview >>] button:
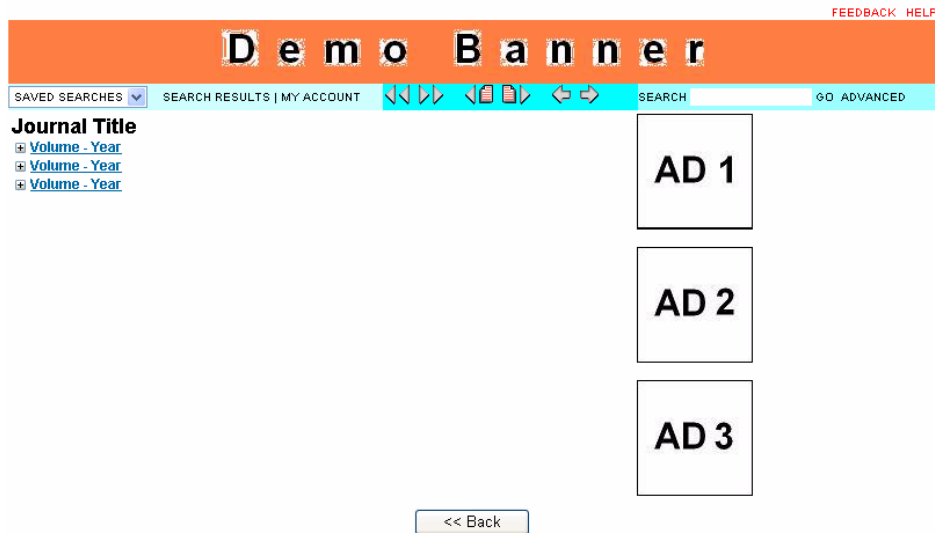
Figure 10: Preview screen
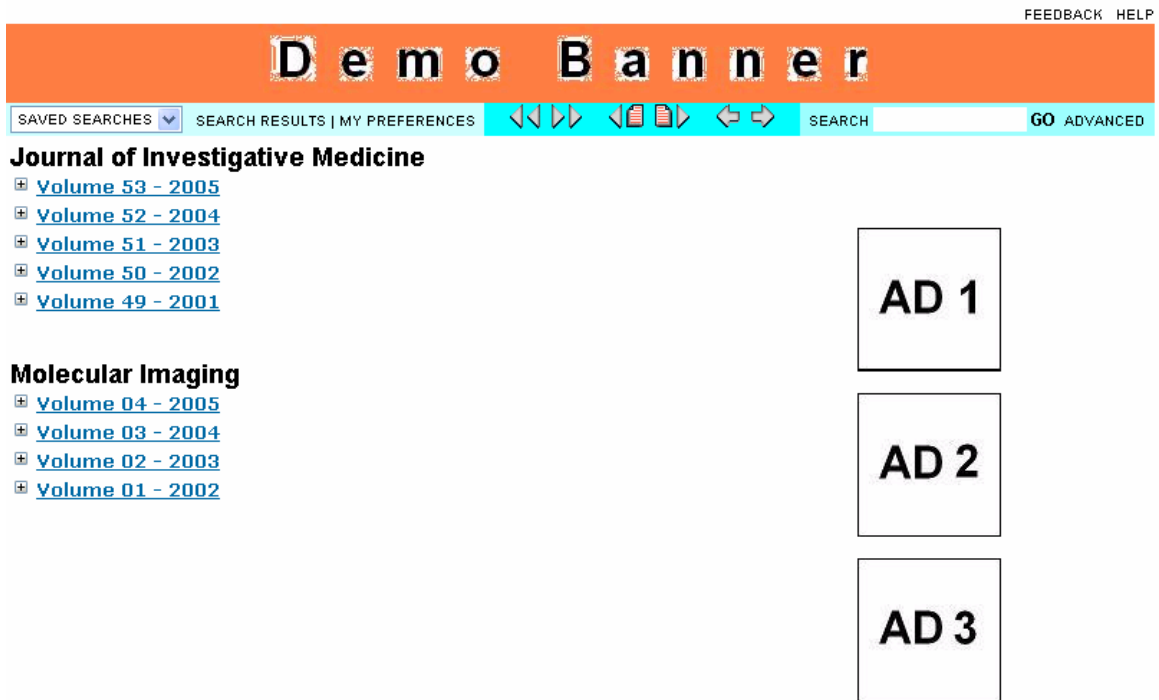
The actual BC Decker journal page will now look like this:

Figure 11: Real view of journal page as seen by users

Compare this to the un-customized version **Figure 9: Un-customized page**

Reports

The Reports option provides you with a report that shows journal access per month, per journal. This report follows www.projectcounter.org guidelines for journal access reporting.
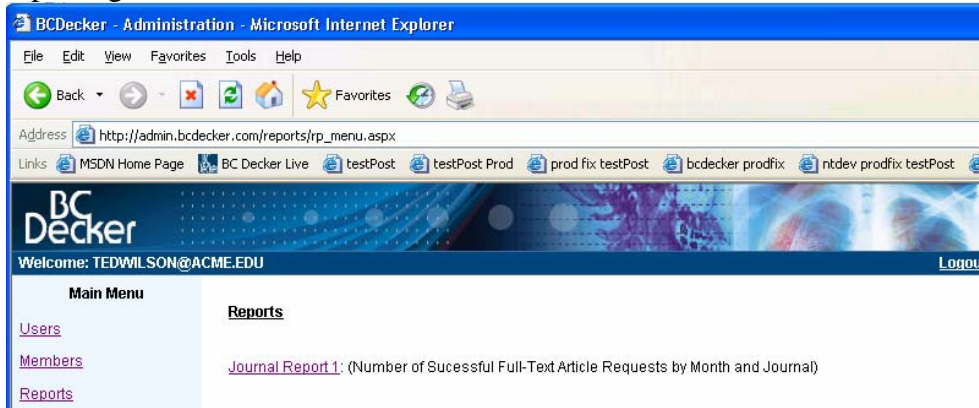

Figure 12: Reports main menu

Journal Report 1

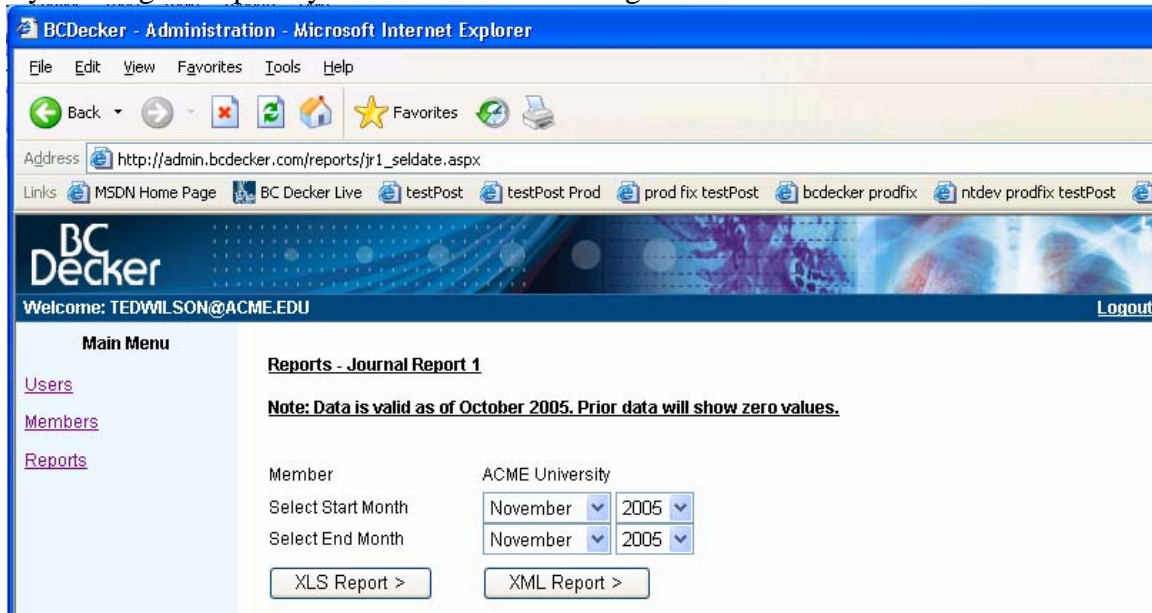By clicking this option you will see the following screen:

Figure 13: Report selection screen

This reporting guideline has only been implemented since October 2005, hence prior months data shows up as zero values.

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Here you can choose your reporting period and by clicking the [XLS Report >] button and choosing Open, will see an Excel spreadsheet as below. Of course the values will be different for your organization:

Figure 14: Mock report

Here the period of October to November was chosen. You can see the journals you have access to and the hits for Text (HTML) viewing and PDF downloads for each month per journal. Yearly totals are also provided. This being a dummy account, the values are zero. **Note**: Please remember that values before October 2005 will show up as zero.

Comments

For any comments, additions, deletions regarding this user manual please contact BC Decker Customer Care Dept. at customercare@bcdecker.com.