# The NEW SpringerLink

# Quick Reference Guide for Administrators

The administrator functionalities are easily accessible. This is a quick reference guide to the available functionalities, covering:

1. **Activating your Administrator account on the new SpringerLink**
2. **Logging in**
3. **Forgotten Password**
4. **Access to the Administrator Dashboard**
5. **View your Entitlements**
6. **Usage Reports**
7. **Member List**
8. **Associating new users**
9. **IP Ranges**
10. **Uploading Institutional / Company logo**

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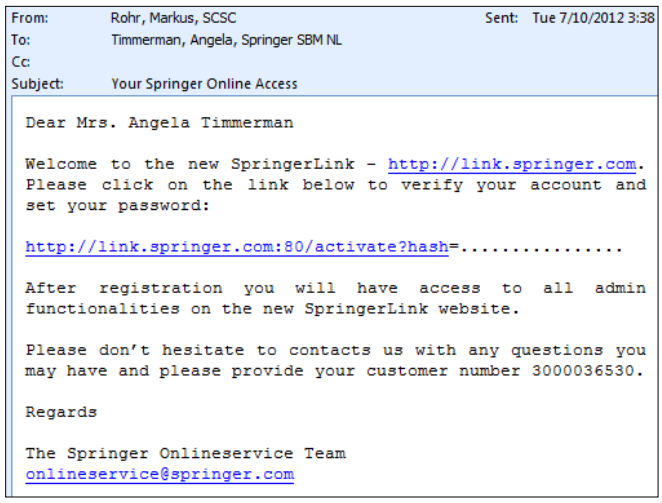
## 1. Activating your Administrator account on the new SpringerLink

Upon activation you will receive an email from OnlineService@springer.com with a link to activate your account. Your email address is your user name and you can choose your own password.



From: Rohr, Markus, SCSC Sent: Tue 7/10/2012 3:38
To: Timmerman, Angela, Springer SBM NL
Cc:
Subject: Your Springer Online Access

Dear Mrs. Angela Timmerman

Welcome to the new SpringerLink – http://link.springer.com.
Please click on the link below to verify your account and set your password:

http://link.springer.com:80/activate?hash=.....

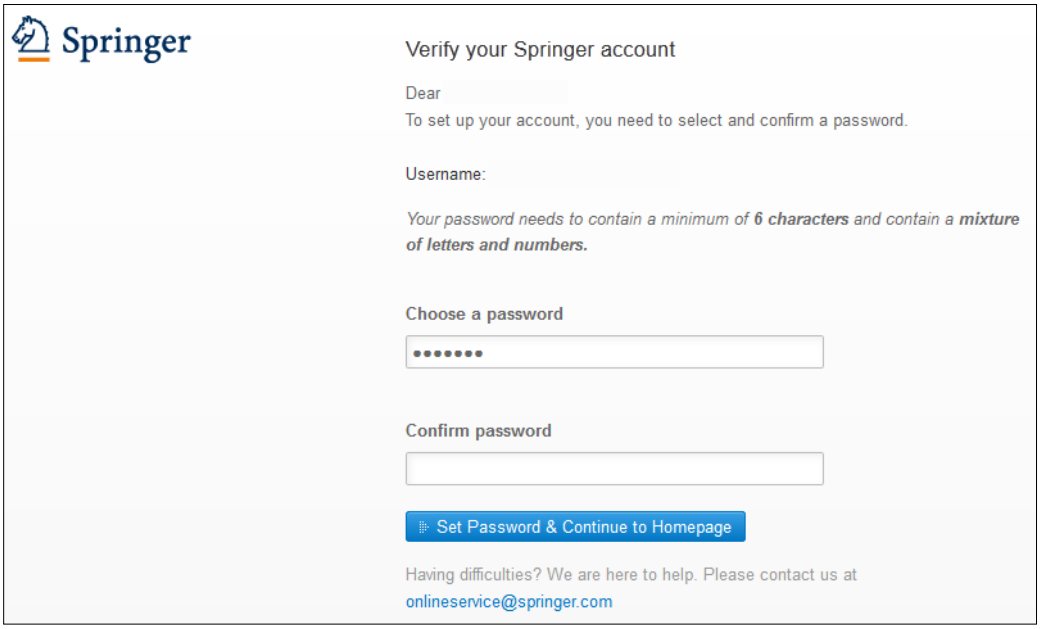
After registration you will have access to all admin functionalities on the new SpringerLink website.

Please don't hesitate to contacts us with any questions you may have and please provide your customer number 3000036530.

Regards

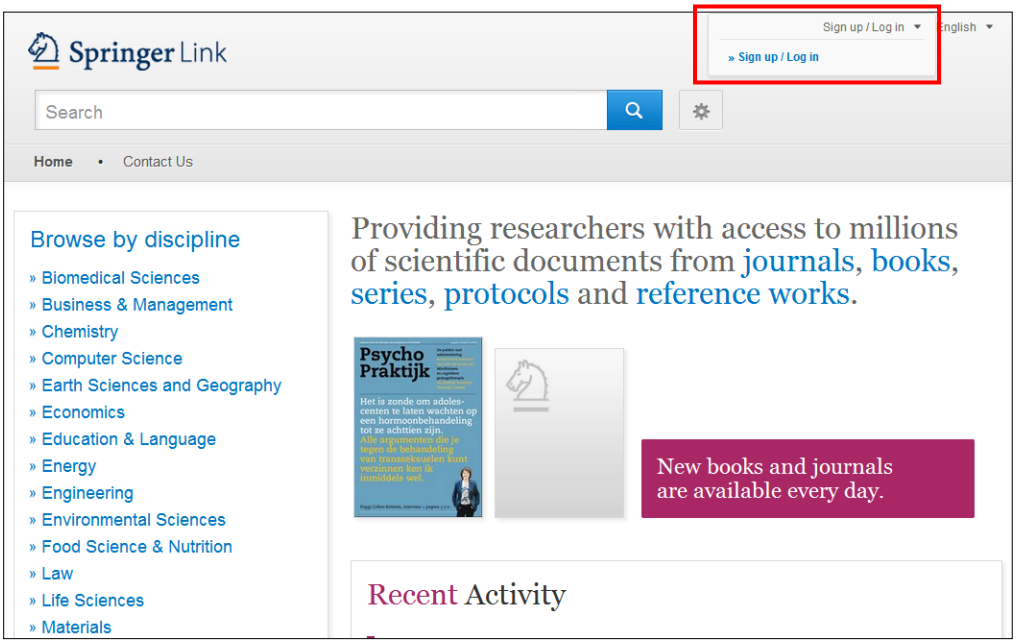
The Springer Onlineservice Team
onlineservice@springer.com

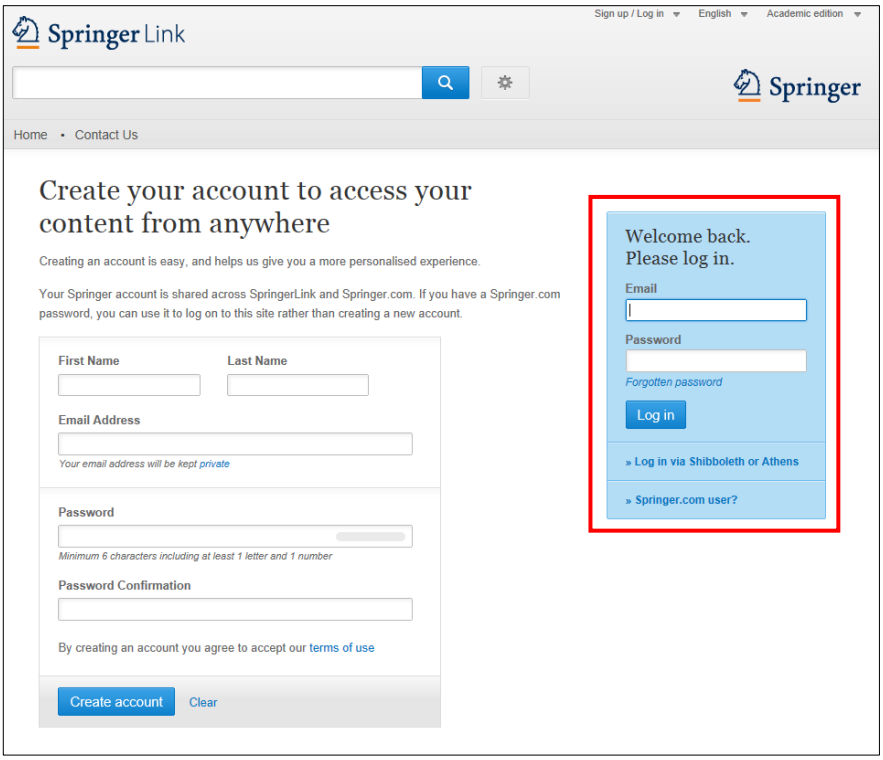
After following the link you will see the below page where you can fill in your password:




## 2. Log in

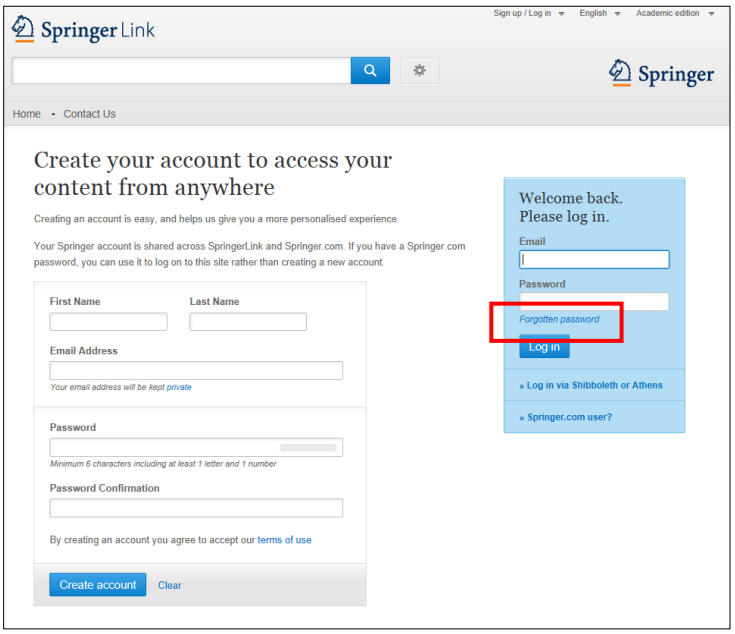
Please note that after doing step 1 you are not yet automatically logged in. You can go to any page on link.springer.com and **log in at the top right hand corner**:

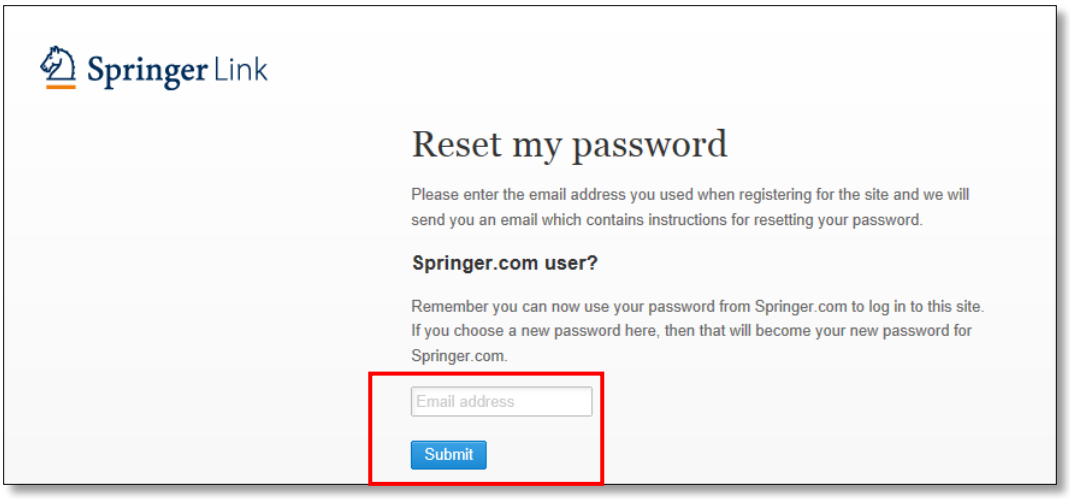





### 3. Forgotten Password

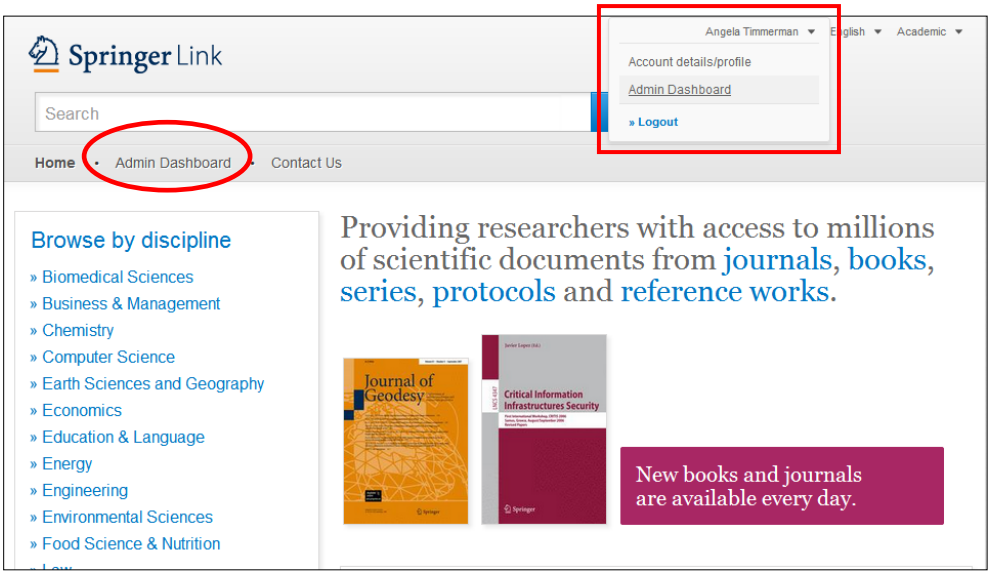
If you forgot your password, you can reset it by clicking “Forgotten password” and submitting your email address. You will then get an email with instructions for resetting your password.





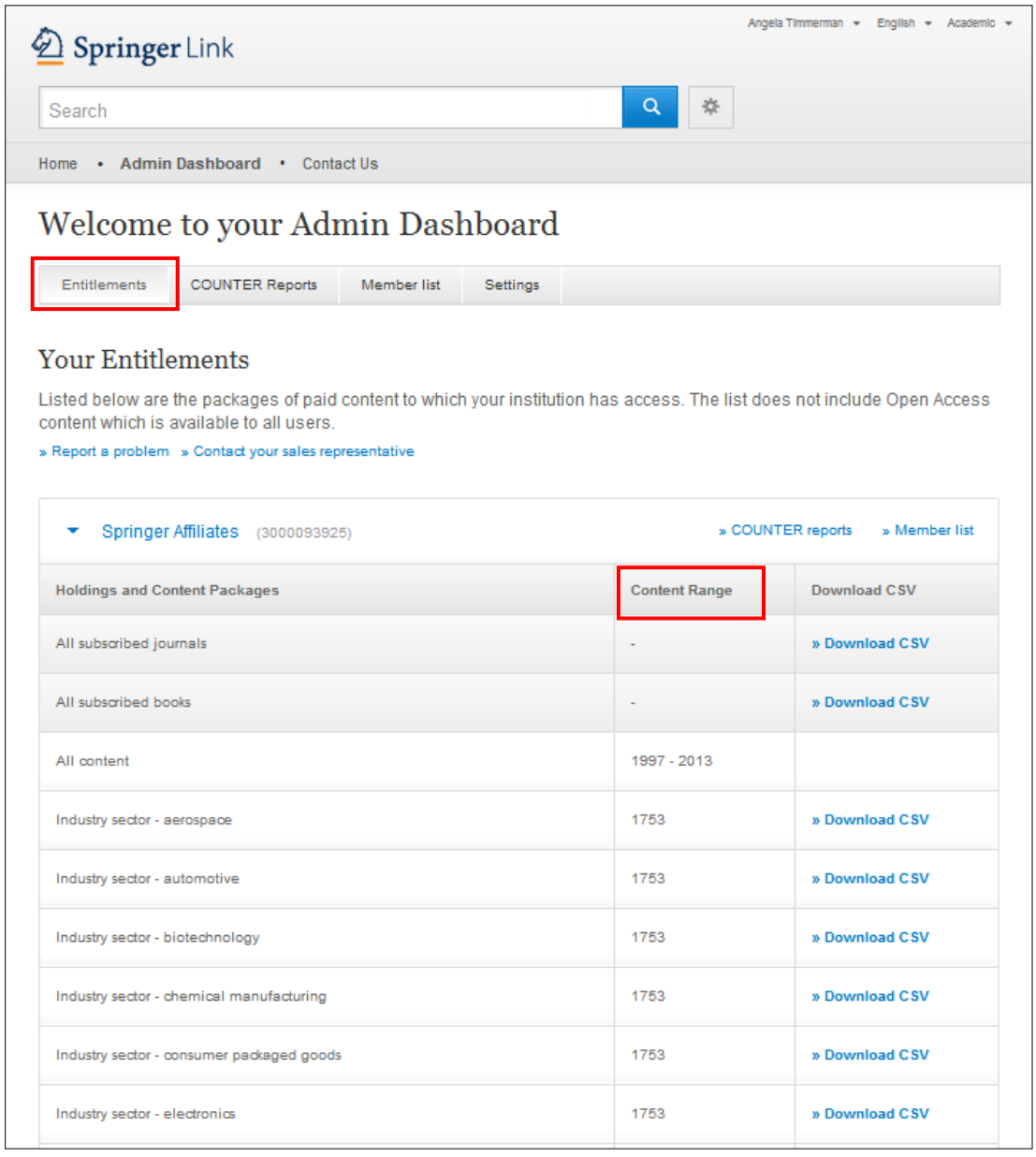

## 4. Access to the Admin Dashboard

You can access the Admin Dashboard from any page once you are logged in.



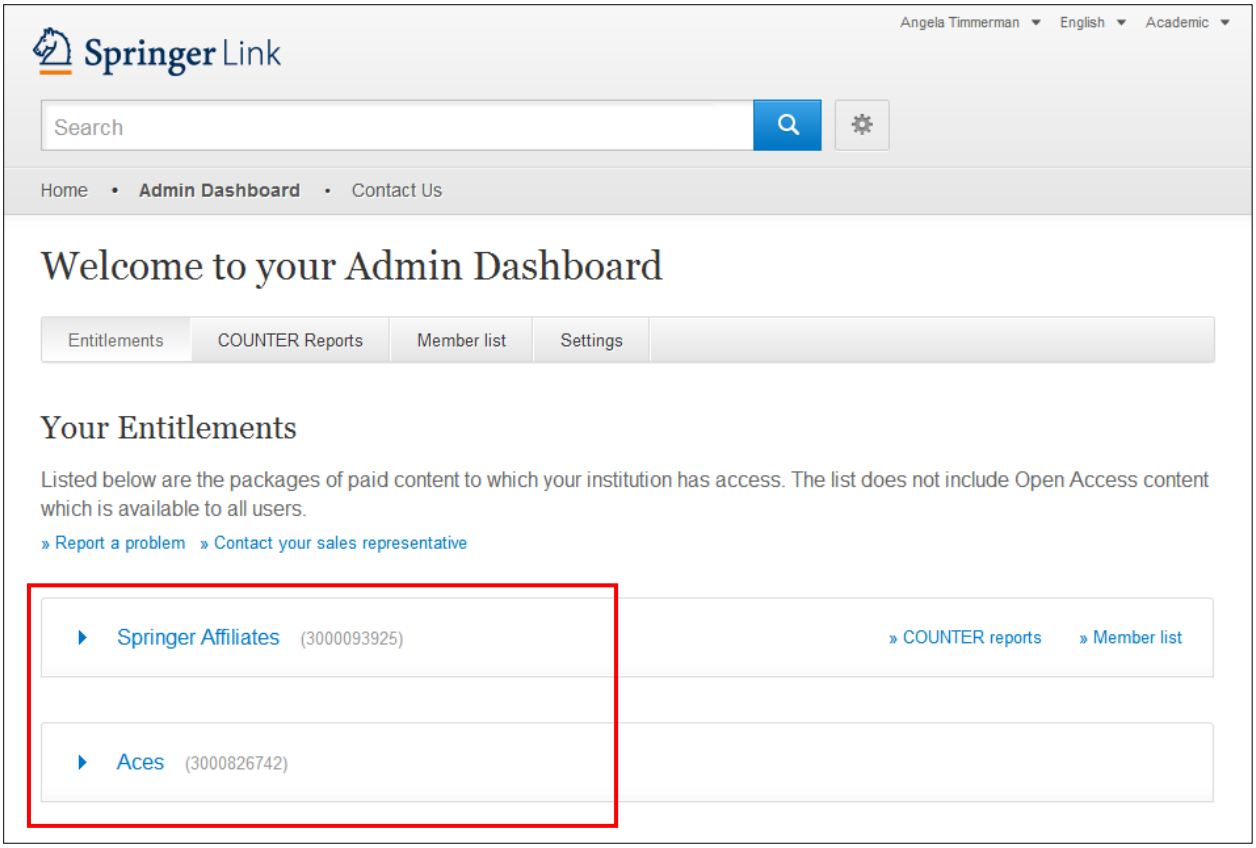
## 5. View your Entitlements

The first tab in the Admin Dashboard shows all your entitlements per institution. The date range listed in the column “Content Range” indicate the “content from” and “content to” dates according to the contract registered in the back office system. This Content Range indicates the range of dates for which content should be made available. So, for example, “2005-2010” means that the contract gives access to content published from 2005 to 2010.



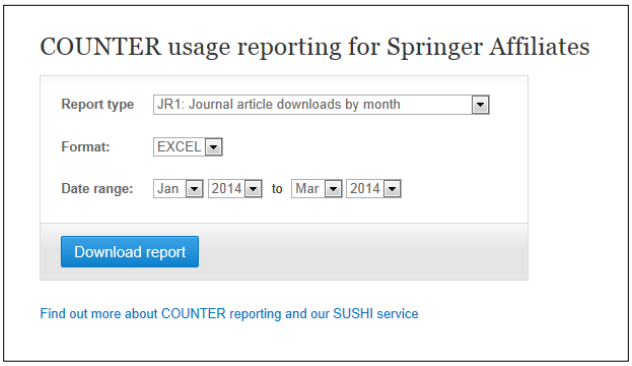
Admins can also download a CSV file containing a list of content that is included in the contract. This will show the admin what that institution has access too. This file includes bibliographic details as well as the URL for each specific title listed.

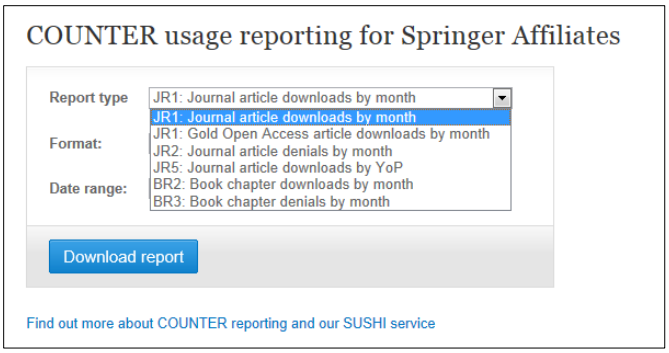
If you are an admin for multiple institutions, you can switch between them without needing to logout.




## 6. Usage Reports

An Admin can pull COUNTER Release 4 reports including JR1, JR1 Gold Open Access, JR2, JR5, BR2 and BR3.



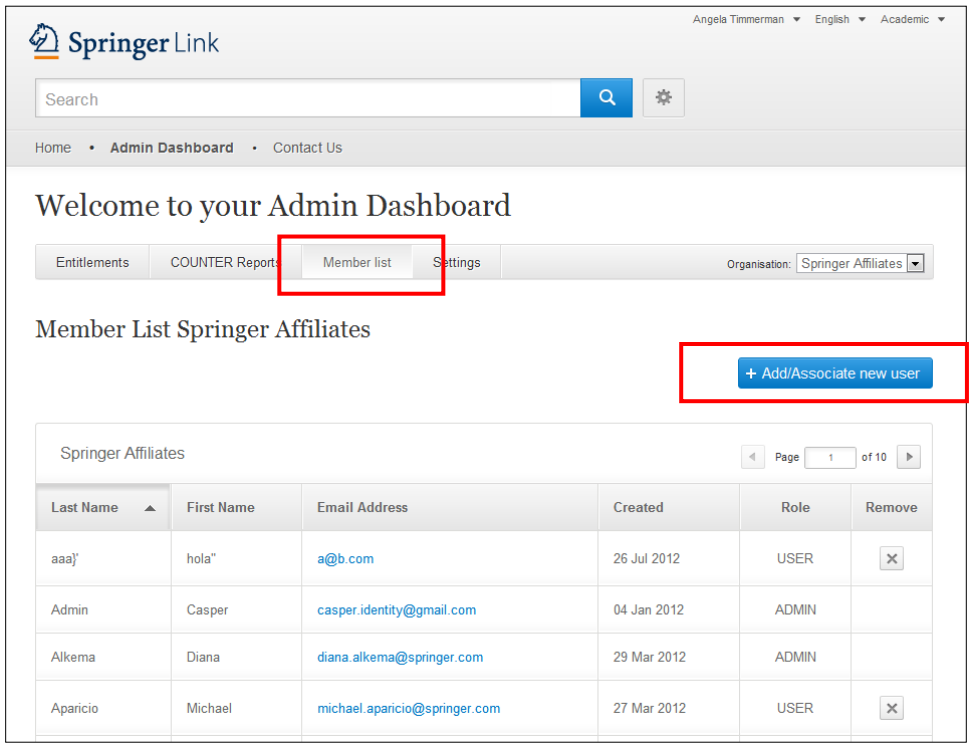



Find out more about our COUNTER reporting in our FAQ or at [www.projectcounter.org](http://www.projectcounter.org).

## 7. Member List

You can easily manage your member list (associated users) from the Member List tab. You can review your associated members from time to time to ensure all are still valid and you can also directly disassociate them.

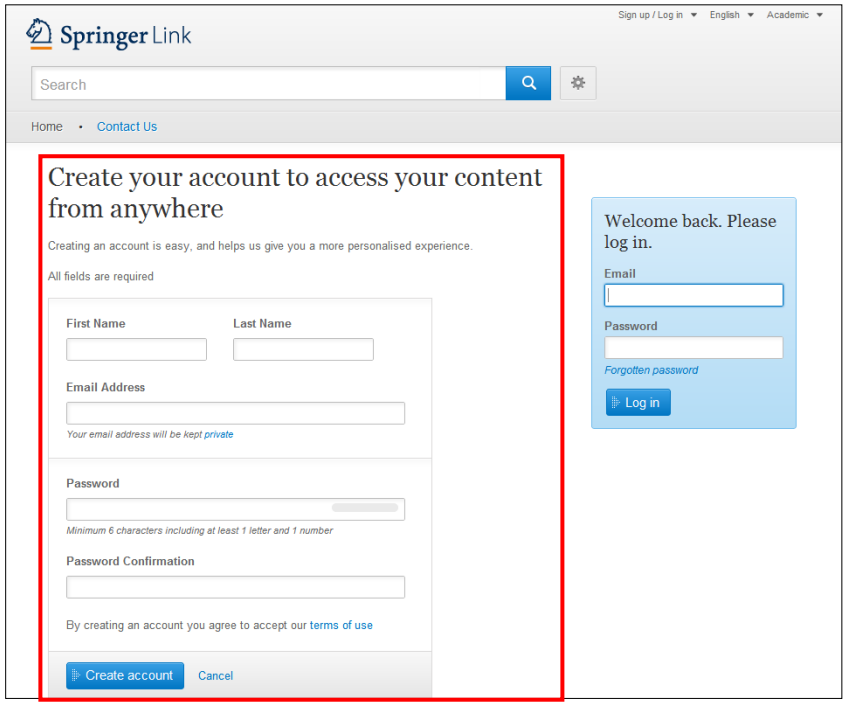
Admins of multiple institutions can easily switch between lists for the various institutions they are admin of by using the drop down menu on the right.



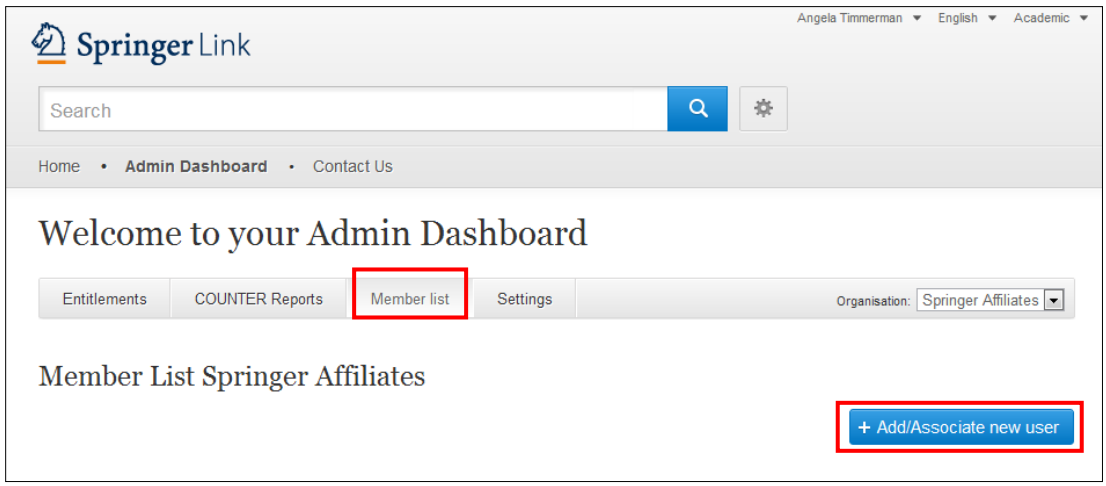
## 8. Associating new users

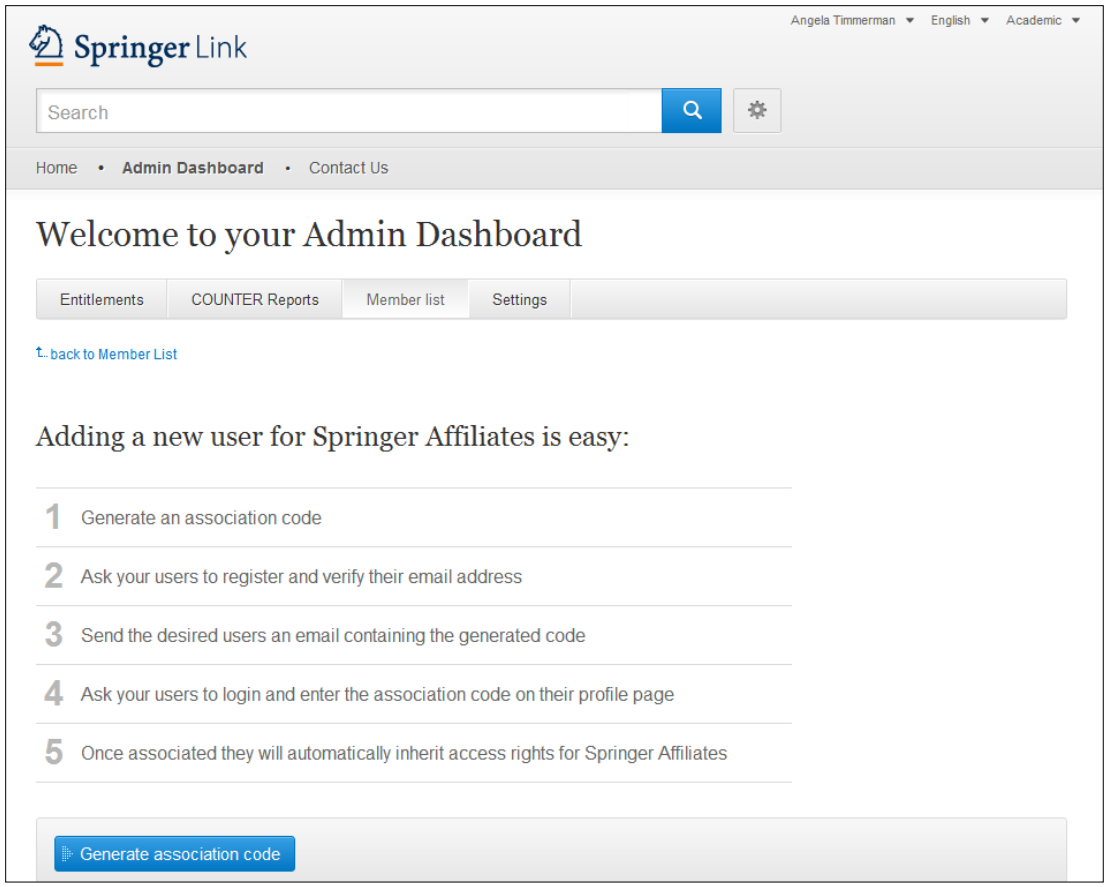
There are 2 ways to associate users to enable them to have remote access.

a) The easiest way is for users to create their own account on link.springer.com while within the IP ranges of your organization. They can sign up easily by entering the following data:
   - First Name
   - Last Name
   - Email Address
   - Password



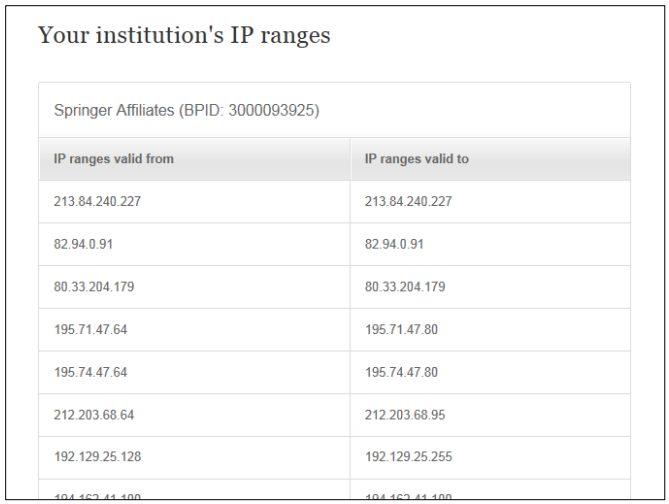

b) As an admin, you can also associate members. Please follow the steps below:






## 9. IP Ranges

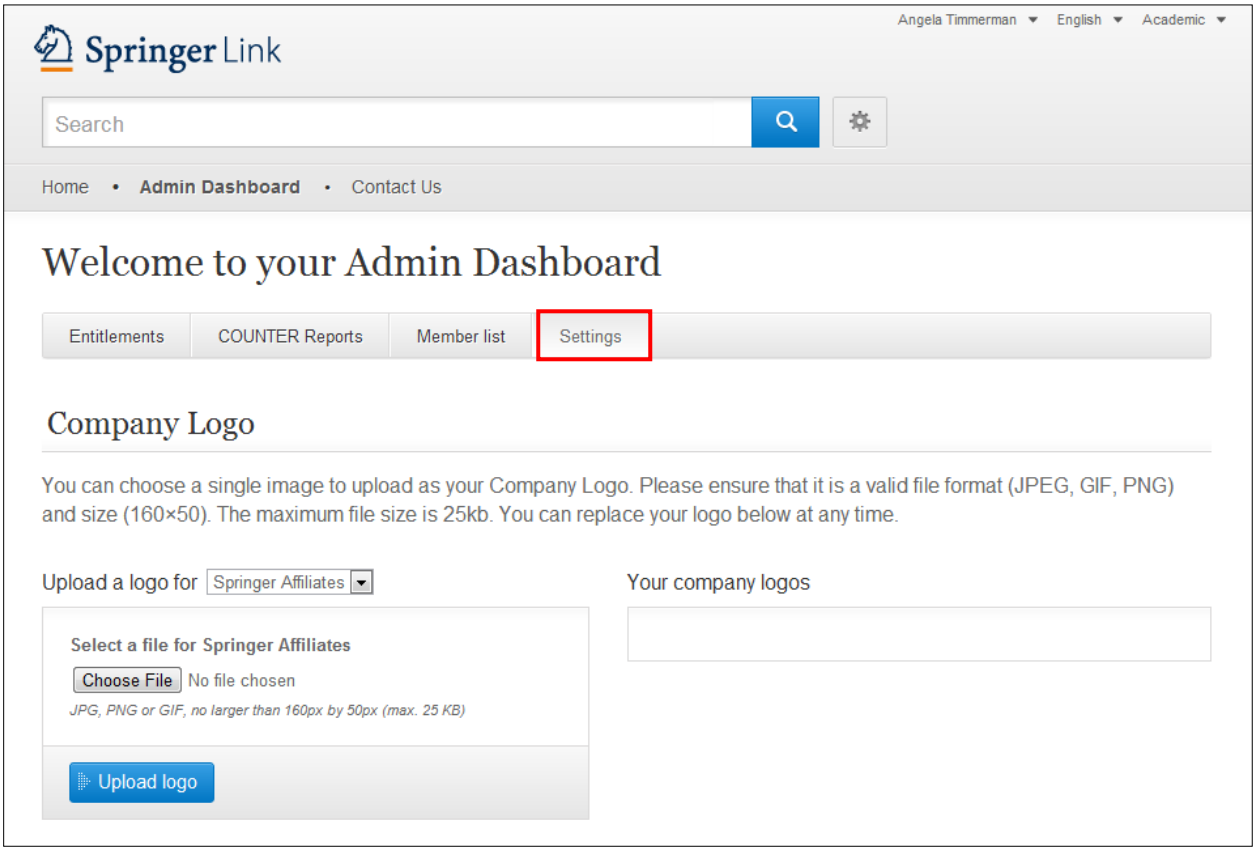
Admins can also check the IP ranges on file under the IP ranges tab.



Your institution's IP ranges

Springer Affiliates (BPID: 3000093925)

| IP ranges valid from | IP ranges valid to |
|---|---|
| 213.84.240.227 | 213.84.240.227 |
| 82.94.0.91 | 82.94.0.91 |
| 80.33.204.179 | 80.33.204.179 |
| 195.71.47.64 | 195.71.47.80 |
| 195.74.47.64 | 195.74.47.80 |
| 212.203.68.64 | 212.203.68.95 |
| 192.129.25.128 | 192.129.25.255 |

## 10. Uploading Institutional / Company logo

Admins may upload the institution or library logo to display on SpringerLink.