

# The NEW SpringerLink

## Quick Reference Guide for Administrators

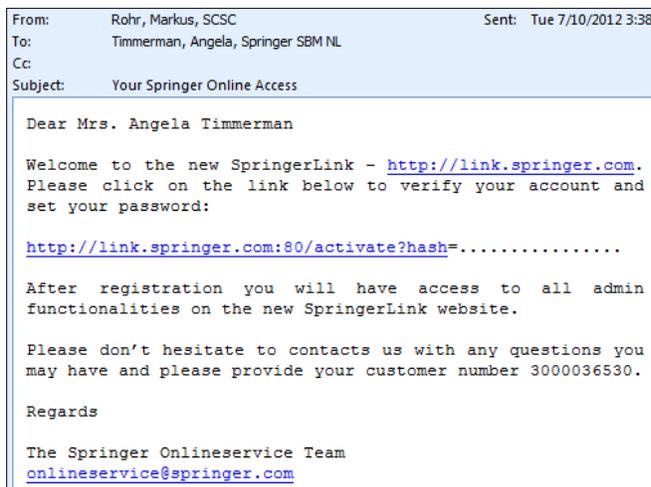
The administrator functionalities are easily accessible. This is a quick reference guide to the available functionalities, covering:

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**

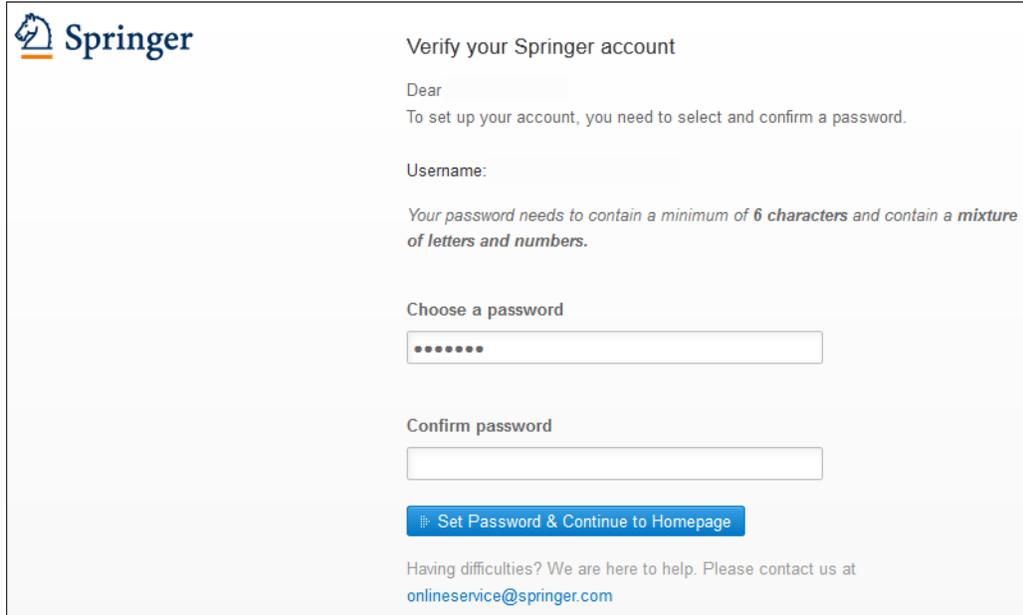
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### 1. Activating your Administrator account on the new SpringerLink

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



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



Springer

### Verify your Springer account

Dear [redacted]

To set up your account, you need to select and confirm a password.

Username:

*Your password needs to contain a minimum of 6 characters and contain a mixture of letters and numbers.*

Choose a password

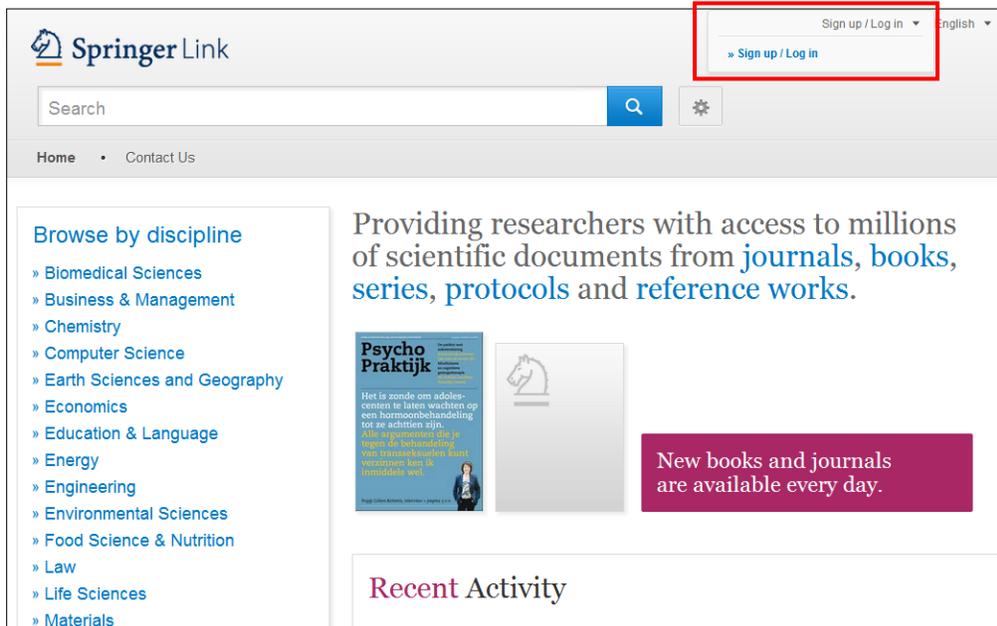
Confirm password

[Set Password & Continue to Homepage](#)

Having difficulties? We are here to help. Please contact us at [onlineservice@springer.com](mailto:onlineservice@springer.com)

## 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](http://link.springer.com) and **log in at the top right hand corner**:



Springer Link

Search

Home • Contact Us

Sign up / Log in

» Sign up / Log in

english

Browse by discipline

- » Biomedical Sciences
- » Business & Management
- » Chemistry
- » Computer Science
- » Earth Sciences and Geography
- » Economics
- » Education & Language
- » Energy
- » Engineering
- » Environmental Sciences
- » Food Science & Nutrition
- » Law
- » Life Sciences
- » Materials

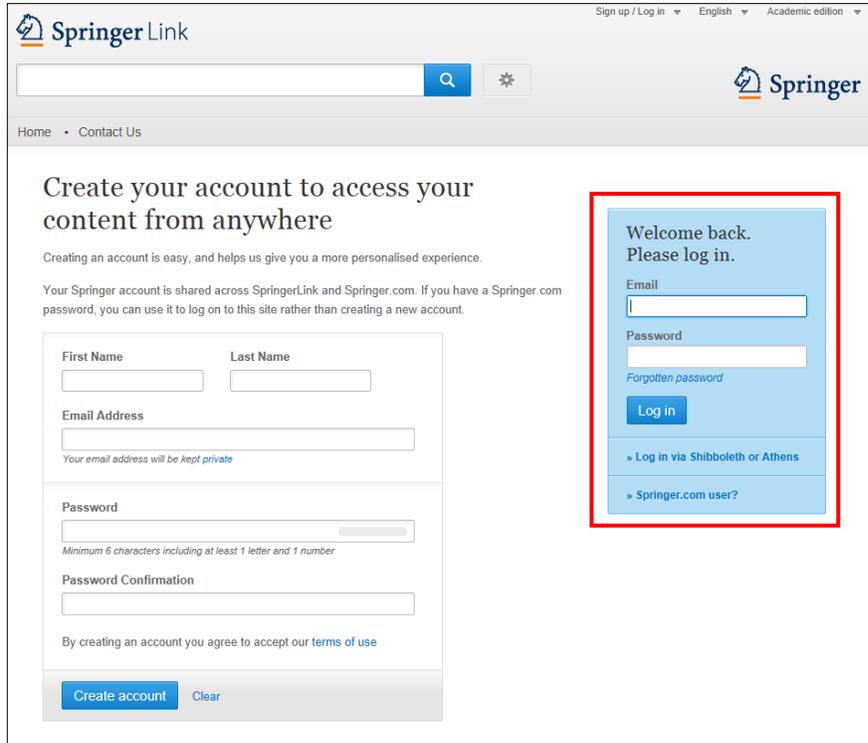
Providing researchers with access to millions of scientific documents from journals, books, series, protocols and reference works.

Psycho Praktijk

Het is zonde om adolescenten te laten wachten op een hormoonbehandeling tot ze achttien zijn. Dit is waarom de regering de behandeling van deze jongeren nu versnellen kan. Het middel is nu beschikbaar.

New books and journals are available every day.

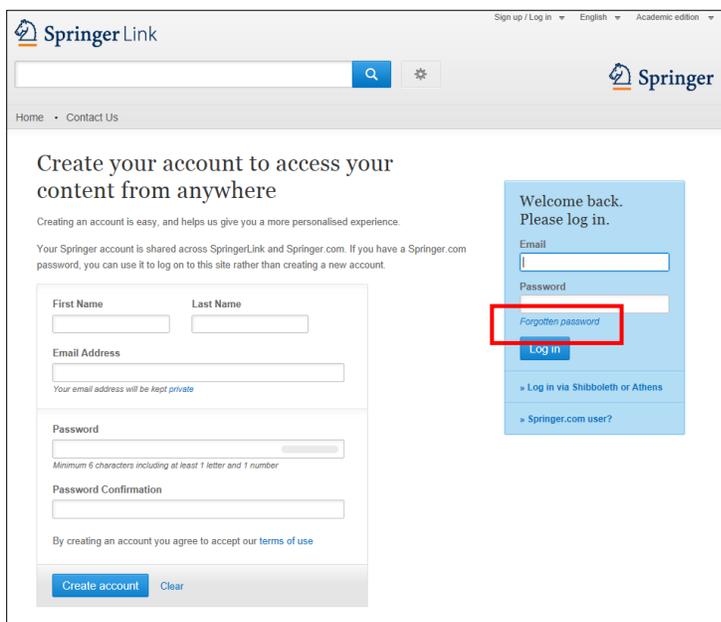
Recent Activity



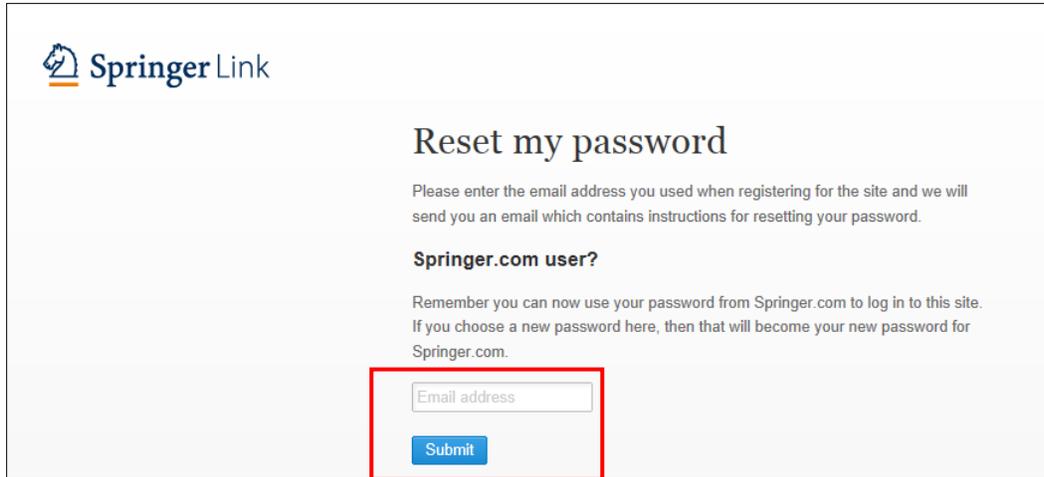
The screenshot shows the SpringerLink account creation and login interface. On the left, there is a form for creating a new account with fields for First Name, Last Name, Email Address, Password, and Password Confirmation. On the right, there is a login box with fields for Email and Password, and a 'Forgotten password' link. The 'Forgotten password' link is highlighted with a red box.

### 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.



This screenshot is identical to the one above, but the 'Forgotten password' link in the login box is highlighted with a red box to indicate the next step in the process.



 **Springer Link**

## Reset my password

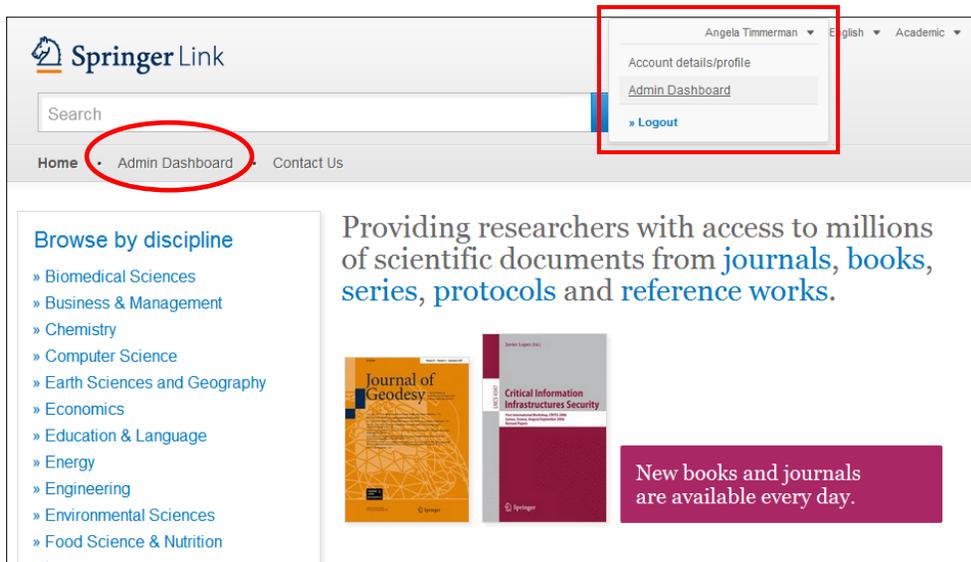
Please enter the email address you used when registering for the site and we will send you an email which contains instructions for resetting your password.

**Springer.com user?**

Remember you can now use your password from Springer.com to log in to this site. If you choose a new password here, then that will become your new password for Springer.com.

#### 4. Access to the Admin Dashboard

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



 **Springer Link**

Angela Timmerman English Academic

Account details/profile  
Admin Dashboard  
Logout

Search

Home Admin Dashboard Contact Us

**Browse by discipline**

- » Biomedical Sciences
- » Business & Management
- » Chemistry
- » Computer Science
- » Earth Sciences and Geography
- » Economics
- » Education & Language
- » Energy
- » Engineering
- » Environmental Sciences
- » Food Science & Nutrition
- » Law

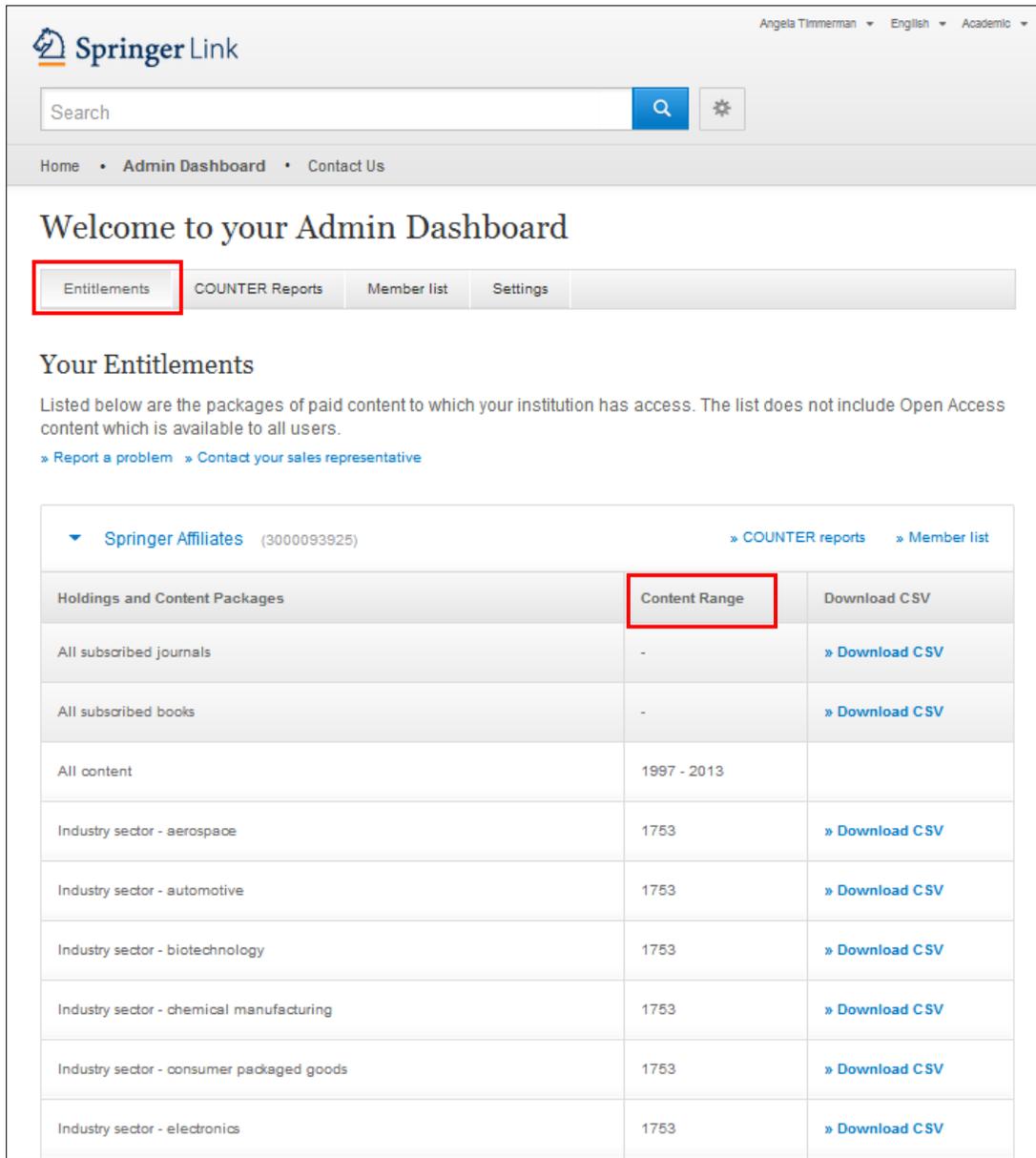
Providing researchers with access to millions of scientific documents from journals, books, series, protocols and reference works.

Journal of Geodesy  
Critical Information Infrastructures Security

New books and journals are available every day.

## 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.

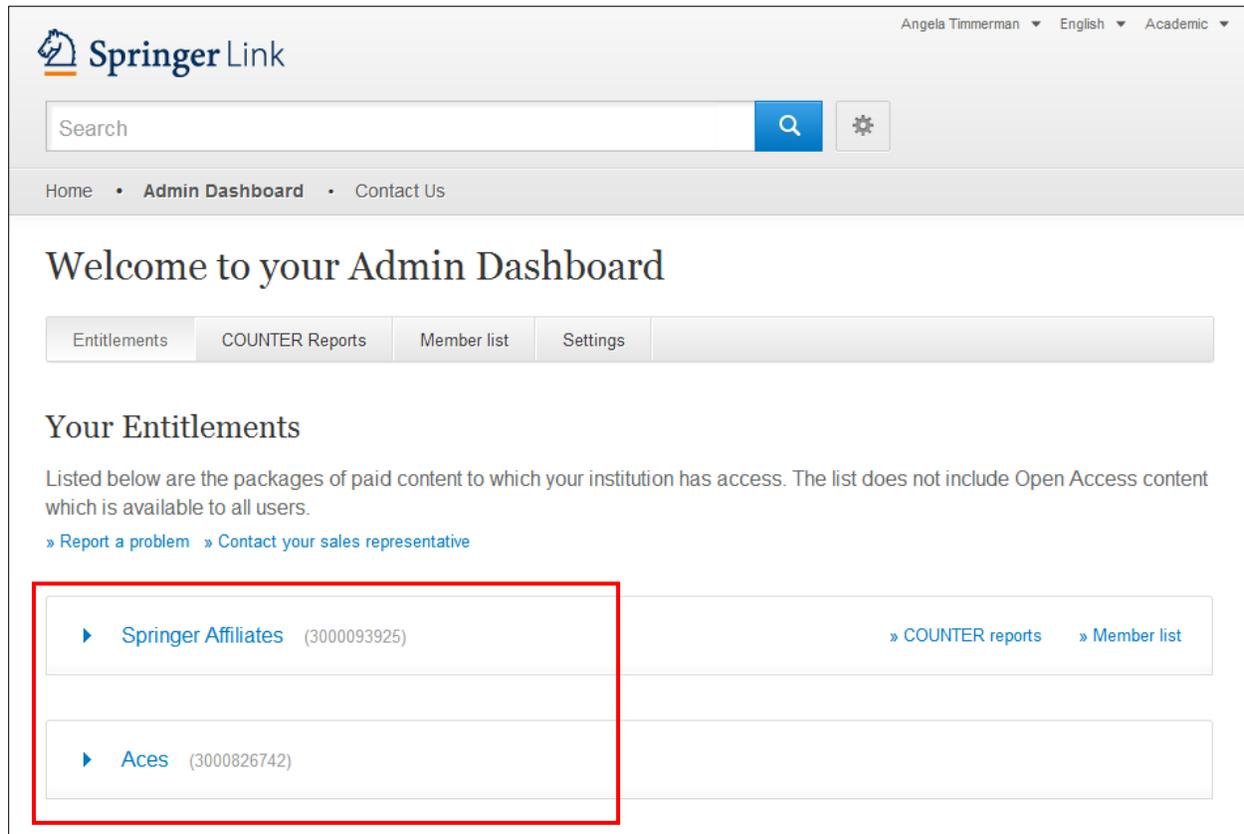


The screenshot shows the Springer Link Admin Dashboard. The 'Entitlements' tab is selected and highlighted with a red box. Below the navigation bar, the 'Your Entitlements' section is displayed. A table lists various content packages and their corresponding content ranges. The 'Content Range' column is also highlighted with a red box.

Holdings and Content Packages	Content Range	Download CSV
All subscribed journals	-	<a href="#">» Download CSV</a>
All subscribed books	-	<a href="#">» Download CSV</a>
All content	1997 - 2013	
Industry sector - aerospace	1753	<a href="#">» Download CSV</a>
Industry sector - automotive	1753	<a href="#">» Download CSV</a>
Industry sector - biotechnology	1753	<a href="#">» Download CSV</a>
Industry sector - chemical manufacturing	1753	<a href="#">» Download CSV</a>
Industry sector - consumer packaged goods	1753	<a href="#">» Download CSV</a>
Industry sector - electronics	1753	<a href="#">» Download CSV</a>

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.

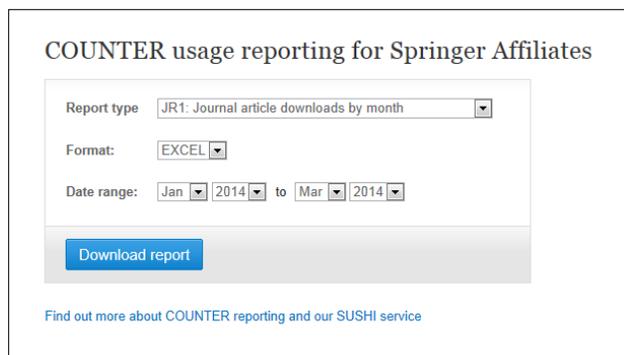
If you are an admin for multiple institutions, you can switch between them without needing to logout.



The screenshot shows the Springer Link Admin Dashboard. At the top right, the user is identified as Angela Timmerman, with language (English) and user type (Academic) dropdowns. The main header includes the Springer Link logo, a search bar, and a settings icon. Below the header is a breadcrumb trail: Home > Admin Dashboard > Contact Us. The main content area is titled "Welcome to your Admin Dashboard" and features a navigation bar with tabs for Entitlements, COUNTER Reports, Member list, and Settings. Under the "Your Entitlements" section, a message states: "Listed below are the packages of paid content to which your institution has access. The list does not include Open Access content which is available to all users." Below this message are two links: "» Report a problem" and "» Contact your sales representative". A red box highlights two entitlement entries: "Springer Affiliates (3000093925)" and "Aces (3000826742)". To the right of the "Springer Affiliates" entry are links for "» COUNTER reports" and "» Member list".

## 6. Usage Reports

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



The screenshot shows the "COUNTER usage reporting for Springer Affiliates" interface. It features a form with the following fields: "Report type" set to "JR1: Journal article downloads by month", "Format" set to "EXCEL", and "Date range" set to "Jan 2014 to Mar 2014". A "Download report" button is located below the form. At the bottom of the interface, there is a link: "Find out more about COUNTER reporting and our SUSHI service".

**COUNTER usage reporting for Springer Affiliates**

Report type: **JR1: Journal article downloads by month**

Format: JR1: Gold Open Access article downloads by month  
JR2: Journal article denials by month  
JR5: Journal article downloads by YoP

Date range: BR2: Book chapter downloads by month  
BR3: Book chapter denials by month

[Download report](#)

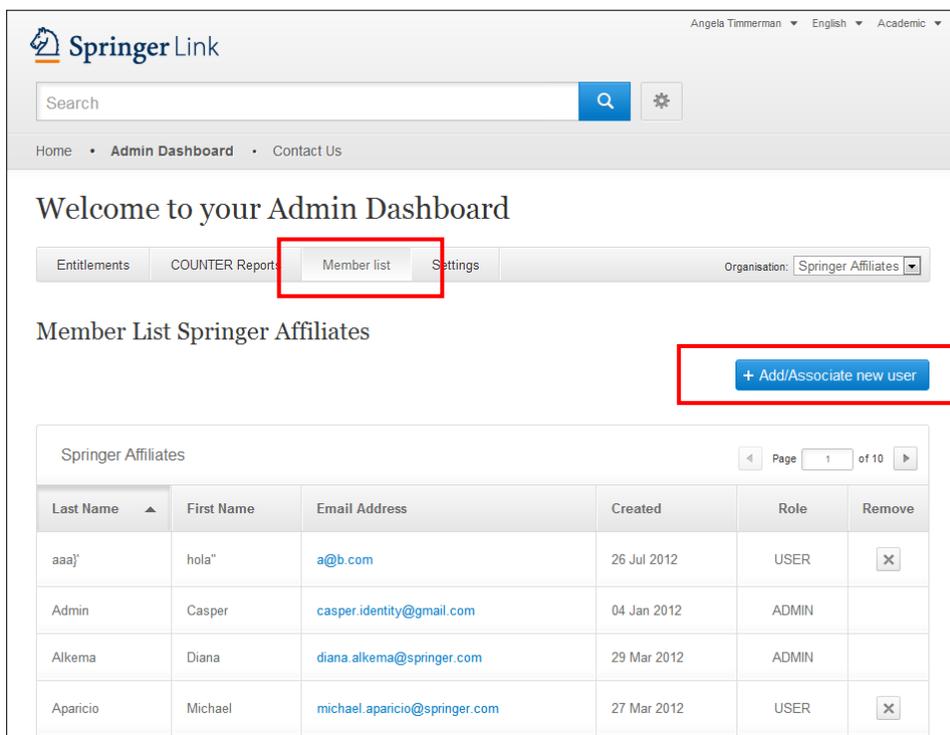
[Find out more about COUNTER reporting and our SUSHI service](#)

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.



The screenshot shows the Springer Link Admin Dashboard. The 'Member list' tab is selected and highlighted with a red box. Below the navigation bar, there is a button '+ Add/Associate new user' also highlighted with a red box. The main content area displays a table of Springer Affiliates with the following data:

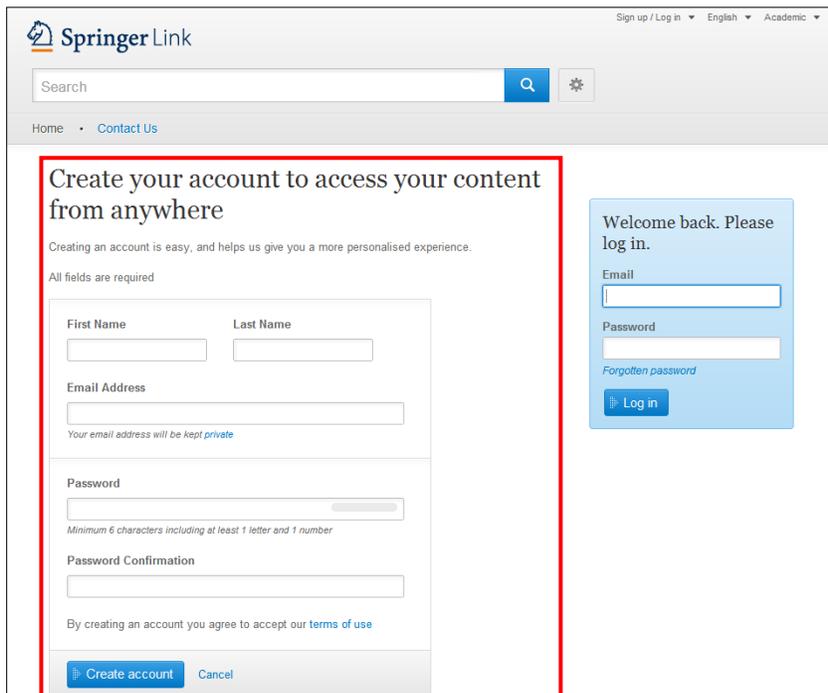
Last Name	First Name	Email Address	Created	Role	Remove
aaa]	hola"	<a href="mailto:a@b.com">a@b.com</a>	26 Jul 2012	USER	<input type="button" value="x"/>
Admin	Casper	<a href="mailto:casper.identity@gmail.com">casper.identity@gmail.com</a>	04 Jan 2012	ADMIN	
Alkema	Diana	<a href="mailto:diana.alkema@springer.com">diana.alkema@springer.com</a>	29 Mar 2012	ADMIN	
Aparicio	Michael	<a href="mailto:michael.aparicio@springer.com">michael.aparicio@springer.com</a>	27 Mar 2012	USER	<input type="button" value="x"/>

## 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



Springer Link

Sign up / Log in English Academic

Search

Home · Contact Us

Create your account to access your content from anywhere

Creating an account is easy, and helps us give you a more personalised experience.

All fields are required

First Name Last Name

Email Address

Your email address will be kept private

Password

Minimum 6 characters including at least 1 letter and 1 number

Password Confirmation

By creating an account you agree to accept our [terms of use](#)

Create account Cancel

Welcome back. Please log in.

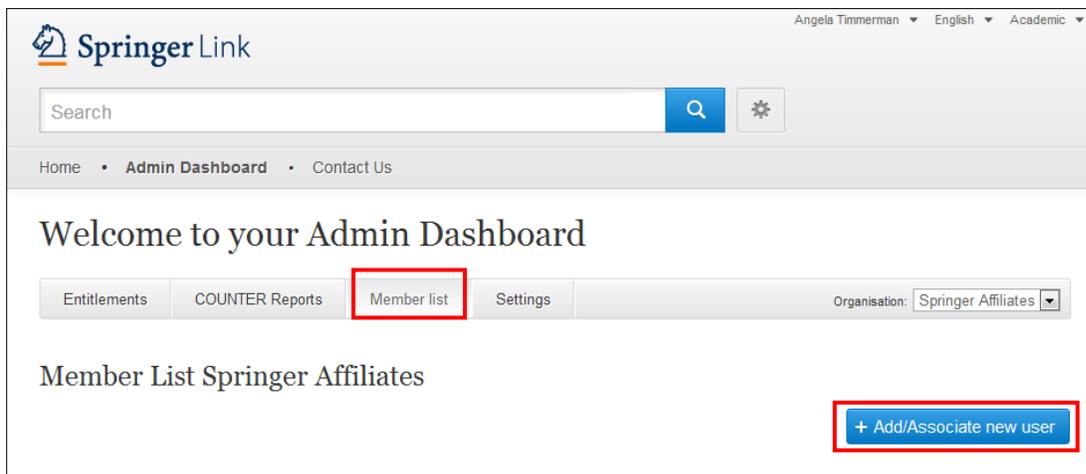
Email

Password

[Forgotten password](#)

Log in

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



Springer Link

Angela Timmerman English Academic

Search

Home · Admin Dashboard · Contact Us

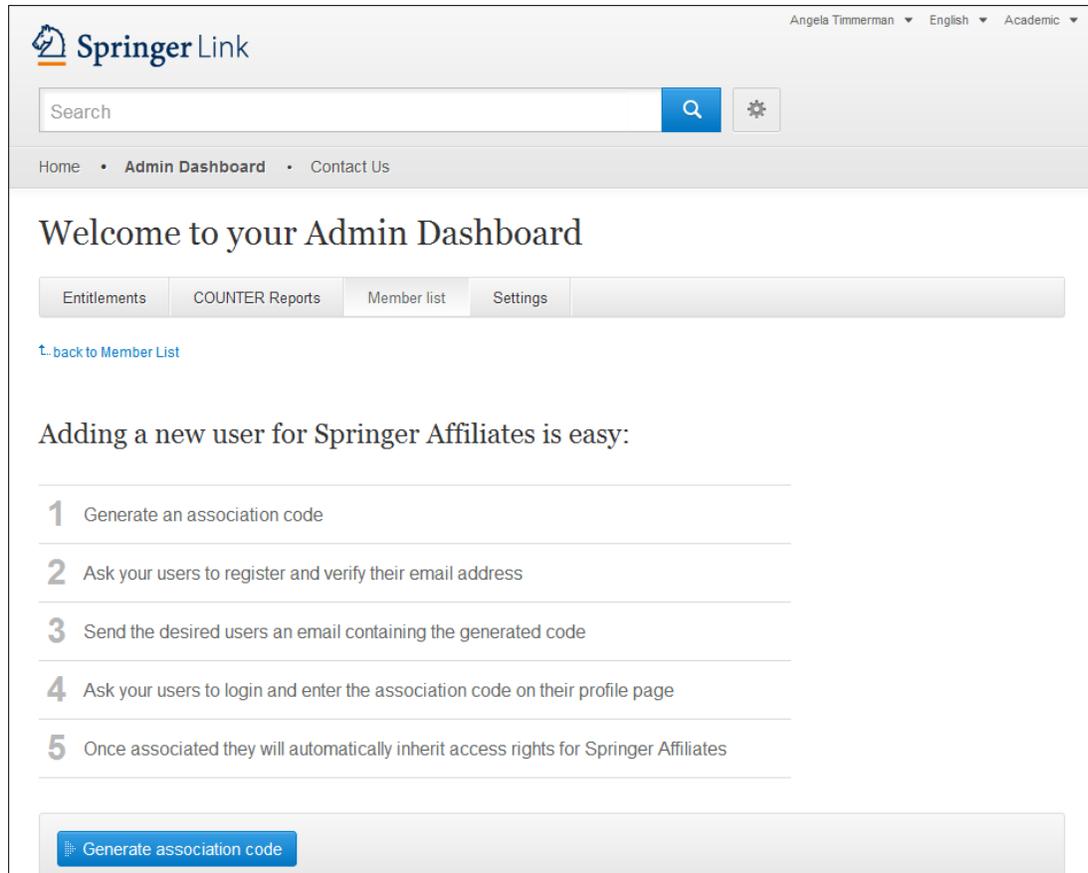
Welcome to your Admin Dashboard

Entitlements COUNTER Reports Member list Settings

Organisation: Springer Affiliates

Member List Springer Affiliates

+ Add/Associate new user



The screenshot shows the Springer Link Admin Dashboard. At the top right, the user is identified as Angela Timmerman, with options for English and Academic. The main header includes the Springer Link logo and a search bar. Below the header, there are navigation links for Home, Admin Dashboard, and Contact Us. The main content area features a large heading "Welcome to your Admin Dashboard" and a horizontal menu with tabs for Entitlements, COUNTER Reports, Member list, and Settings. A link to "back to Member List" is provided. The primary instruction is "Adding a new user for Springer Affiliates is easy:", followed by a five-step numbered list: 1. Generate an association code, 2. Ask your users to register and verify their email address, 3. Send the desired users an email containing the generated code, 4. Ask your users to login and enter the association code on their profile page, and 5. Once associated they will automatically inherit access rights for Springer Affiliates. A "Generate association code" button is located at the bottom of the instruction area.

## 9. IP Ranges

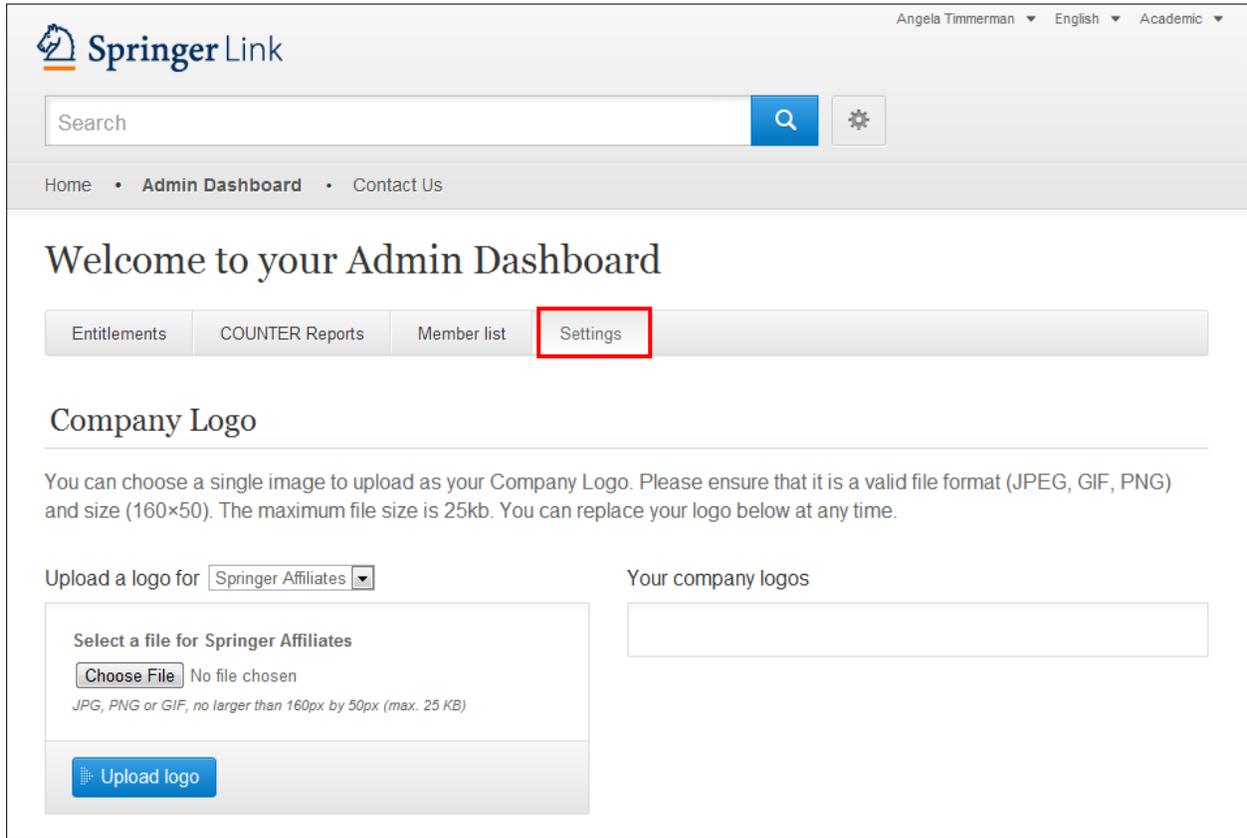
Admins can also check the IP ranges on file under the IP ranges tab.

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
104.163.44.100	104.163.44.100

## 10. Uploading Institutional / Company logo

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



The screenshot shows the SpringerLink Admin Dashboard. At the top right, the user is identified as Angela Timmerman, with options for English and Academic. The main navigation bar includes Home, Admin Dashboard, and Contact Us. The 'Settings' tab is highlighted with a red box. Below the navigation, the 'Company Logo' section is visible, with instructions on how to upload a logo. The upload area includes a dropdown menu for 'Springer Affiliates', a 'Choose File' button, and an 'Upload logo' button. The 'Your company logos' section is currently empty.

Springer Link Angela Timmerman ▾ English ▾ Academic ▾

Search

Home • **Admin Dashboard** • Contact Us

## Welcome to your Admin Dashboard

Entitlements   COUNTER Reports   Member list   **Settings**

### Company Logo

You can choose a single image to upload as your Company Logo. Please ensure that it is a valid file format (JPEG, GIF, PNG) and size (160×50). The maximum file size is 25kb. You can replace your logo below at any time.

Upload a logo for Springer Affiliates ▾

Select a file for Springer Affiliates

No file chosen

JPG, PNG or GIF, no larger than 160px by 50px (max. 25 KB)

Your company logos