Alfred Nobel

WELCOME TOOLKIT FOR NEW CUSTOMERS

Step-by-step guide for all Account Administrators

ADVANCING
DISCOVERY

Contents:

What you need to know in 4 steps

Control, review and update all your institution's subscription information, including: adding IP ranges, associating new license IDs, reviewing renewal dates and changing contact details. You can also access a number of usage reports and statistics for the full portfolio, allowing you a complete overview of your licensed content.

This guide aims to walk you through the process of setting up and utilizing the administration accounts for nature.com and link.springer.com/rd.springer.com, and their associated portals.

nature.com
nature.com

Springer Link
link.springer.com

Activate & Login   Manage Report & Accounting   More Info   Contact

Already a customer?

If you already have an Administration Account on nature.com or link.springer.com, the content that is added/ renewed will automatically appear in your account. You will be able to access content through your registered IP range (please make sure that your newest IP addresses are registered).

nature.com Site License Administration Account

nature.com
nature.com

To activate your institutional license you must first create a Site License Administration Account. To create the account you will need:

- Your license ID from your welcome email
- All of the IP ranges which apply to your institution

1. Activate & Login

A. Activate

Go to the nature.com Account Administration page:
nature.com/nams/svc/mysiteaccount

Select: **Register Now**

Enter the License ID from your email and press **confirm**

B. Set up your Account

You can now create your Site License Administration Account. Items below are required to complete accounts activation:

1. Account Details

Complete all of the details required – if you get an error message, the reason for the error will be indicated.
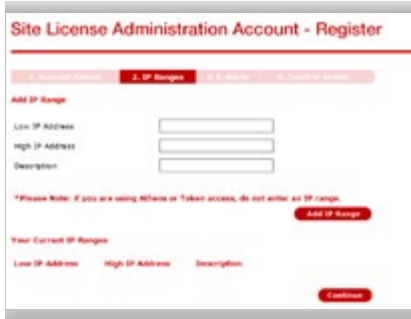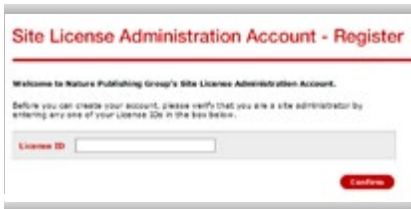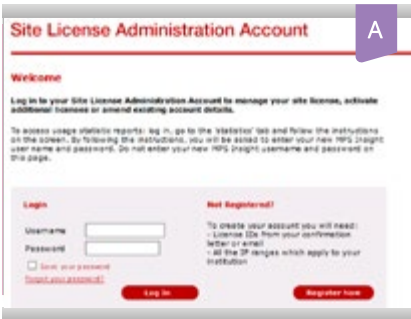
2. IP Ranges

Enter the IP ranges for your institution in to the boxes, and a **description** for your reference.

Click on '**Add IP Range**' and these IP ranges will show under '**Your Current IP Ranges**'. Add more IP ranges as necessary for your institution.

Press 'continue'.

n.b. If you receive an error message your IP address may already be registered with a different account.

3. Confirm details

Please take a moment to check that your details are correct. If you need to make any changes, please use '**modify details**'.

Press 'continue'

Your account is now complete!

Here you can check new publications, review your renewal dates, amend your IP ranges or check usage statistics.

A confirmation email will be sent to the email address entered when registering for your account, with your username and password. Please contact Customer Services if you have any difficulties in accessing your account.

2. Manage Account

A. Login to the Admin Dashboard

Go to Account Administration:
nature.com/nams/svc/mysiteaccount

Select '**Log In**'

*If you have forgotten your username/ password, please contact Customer Services

B. Manage your licensed content

The '**Licenses**' tab within your Site License Administration Account contains detailed information on all of the content that you have licensed.

All of your licensed publications are listed.

To access further detail, select the journal title/ collection or use the drop-down list.

By selecting each publication, you can access 6 different types of details for each product you have licensed, including:

1. Subscription start and end dates
2. Whether content is activated by a site license or access fee
3. The amount of material licensed
(by date and volume)
4. License ID number
5. Content type, for defining when post-cancellation rights apply
6. Glossary of terms

A glossary of terms is provided to explain your subscription type, content type and the associated rights with your licensed content.

*Content that is not activated is also listed and can be reactivated at any time by contacting us

C. Usage reports

We provide monthly reports that measure usage of journals on nature.com at your institution. The reports are uploaded monthly and the registered administrator of your site license account will be alerted by email when the latest data becomes available.

Usage Reports enable you to:

- Build monthly and annual overviews of usage at your institution
- Measure usage of newer titles
- Make informed purchased decisions
- Compare statistics from different vendors and publishers
- Understand and predict user patterns at your institution

# There are 2 ways in which you may access your usage reports.

1. Via your site license administration account on nature.com

Select the statistics tab and choose the relevant publisher you wish to view usage reports for.

2. Via the MPS INSIGHT portal

Please go to www.mpsinsight.com/npg

Enter your MPS Insight username and password, which will have been emailed to you upon activation of your account.
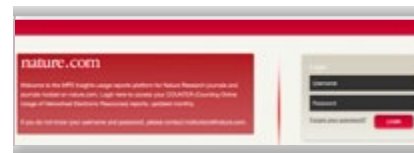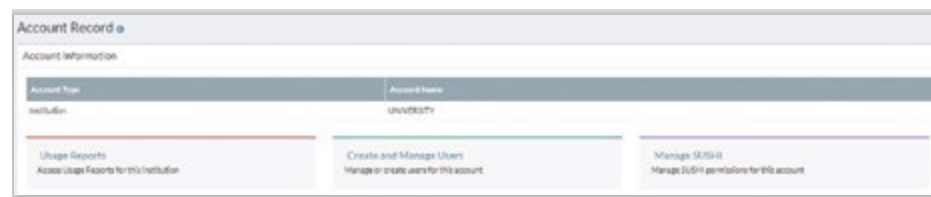
The first time that you log in to MPS Insights, you will be asked to confirm your account details. Please fill in the all fields which are mandatory.

You should see your name in the top right hand corner.

MPS Insights allows you to view your COUNTER reports, the current report live status, and information on available SUSHI partners.

To view all of your COUNTER and additional reports click on the 'Usage Reports' and then 'Static reports' link.

You will then be re-directed to the Usage Reports Page. Here all COUNTER compliant reports are available back to 2008, as well as 'Additional Usage' reports such as denials and specific journal activity.

> See our quick reference overview to understand usage reports available for your Springer Nature content:
>
> springernature.com/gp/ librarians/manage-your-account/usage-reporting

SpringerLink Administration Account

1. Activate & Login
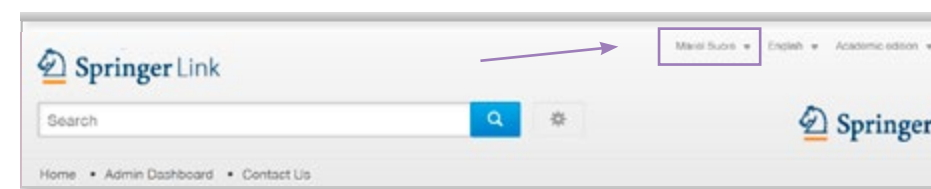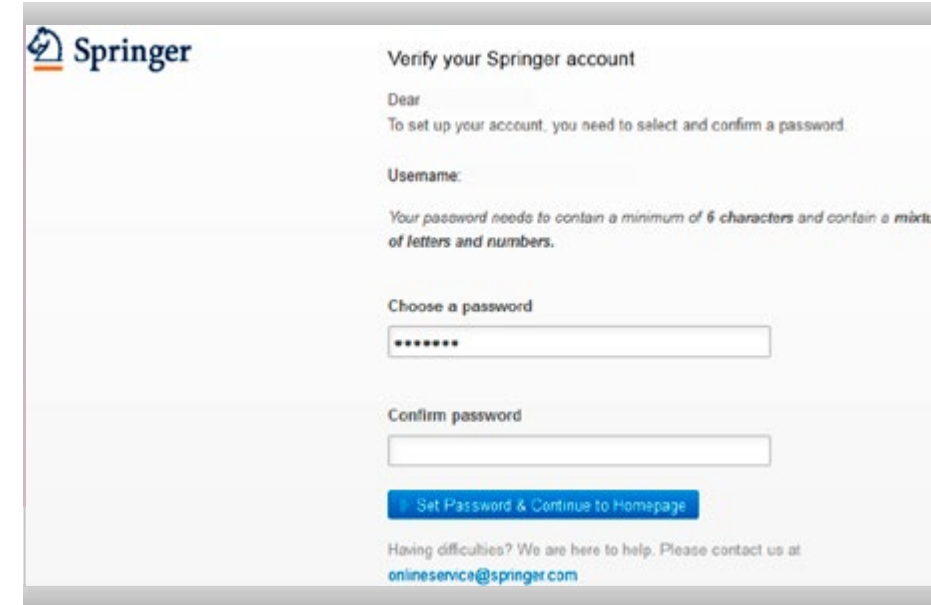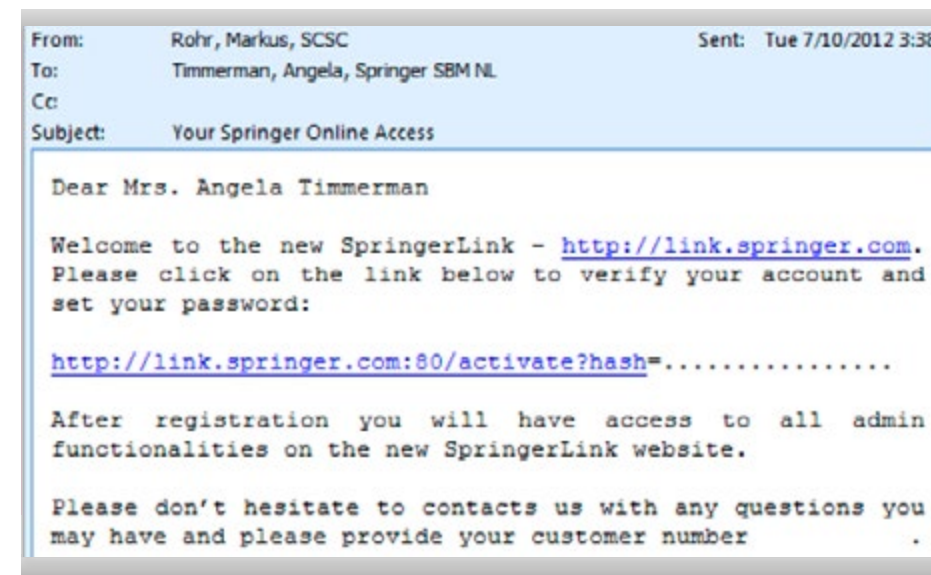
SpringerLink
link.springer.com

link.springer.com
rd.springer.com
health.springer.com

A. Activate

You will receive an email from onlineservice@springernature.com with a link to activate your account
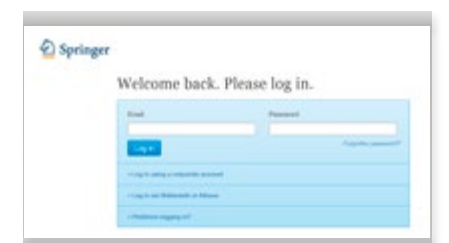
Click on the link in the email

B. Set up your Account

After following the link create a password

Your email address will serve as your username

Go to any page on link.springer.com (rd.springer.com or health.springer.com) and login at the top right-hand corner
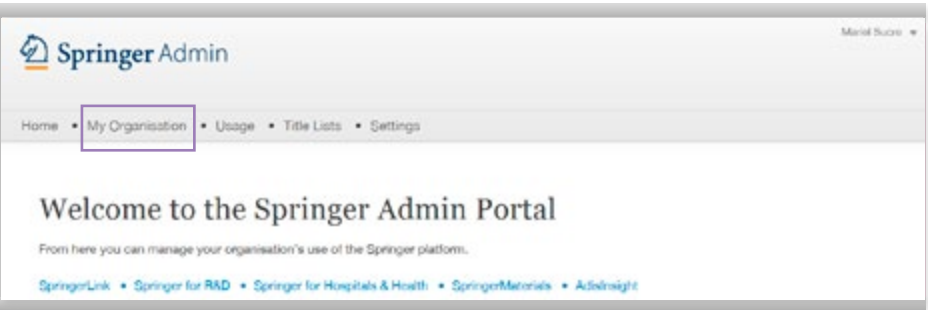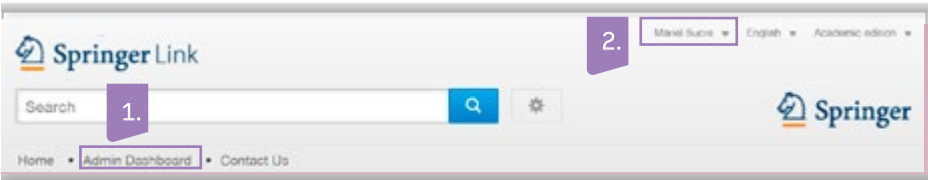
2. Manage Account

A. Login to the Admin Dashboard

You can access the Admin Dashboard from any page once you are logged in. You have two options:

1. Access it via the second tab "Admin Dashboard"

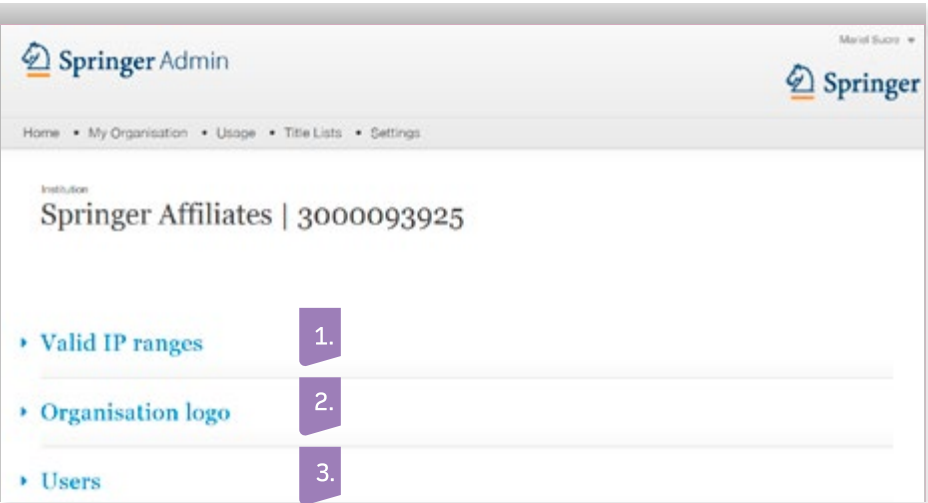2. Click on your name in the top right-hand corner and select "Admin Dashboard"

You are now at the "Home" page of the Admin Dashboard

B. My Organisation tab

The second tab in the Admin Dashboard provides you with the options to:

1. Check IP Ranges

2. Upload or change your organization's logo

3. See the users connected with your organization

C. Usage tab

The third tab on the Admin Dashboard will take you to the options to check your organization's usage.

All of the usage reports are built to the COUNTER Release 4 standard.

Use the drop down menu to select the correct product:

1. Platform

2. Report type

Note: If you are a corporate customer and have a deposit contract, the balances will be shown here.
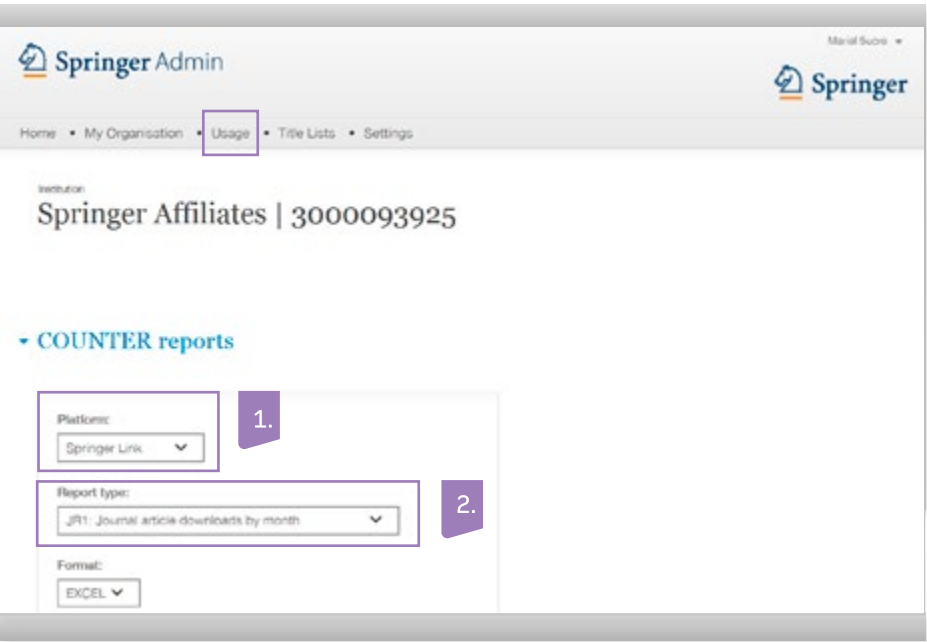
See our quick reference overview to understand usage reports available for your Springer Nature content:

springernature.com/gp/ librarians/manage-your-account/usage-reporting

D. Title lists tab

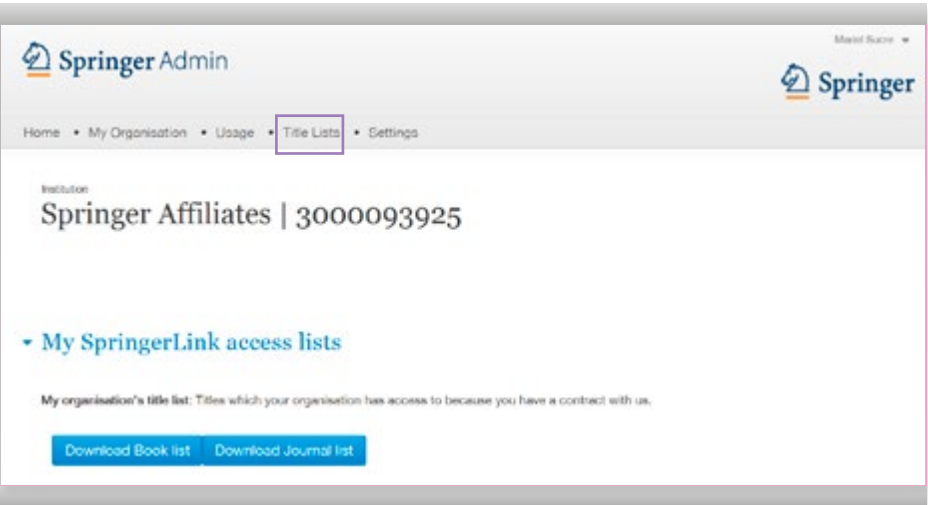The fourth tab allows you to download a list of all your entitlements per organization/location

You can select a list of either eBooks or Journals by clicking the appropriate button

If you are an admin for multiple organizations/locations, you can switch between them without needing to log out.
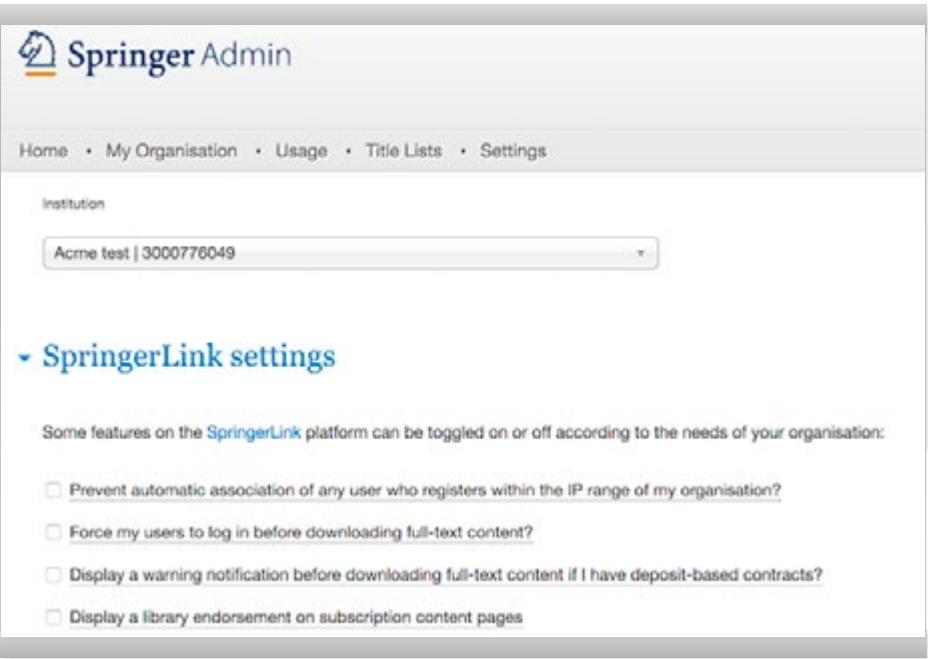

E. Settings tab

The fifth tab gives you the options to switch certain features on or off

If you hover over the options, you will see the explanation.

One of these features is a 'Library Branding' bar that allows you to display an institution endorsement on subscription content pages.

More information

Licensing Springer Nature products is the first step to providing your users with access to cutting-edge research, information and resources. But how best do we make them aware of new or additional content?

At Springer Nature, we are dedicated to helping you make the most of your online content. Whether you are a new or existing customer, we offer various promotion tools and services to support each step of your library activities – from product implementation to analyzing your library ROI.

Useful links:

Account admin
springernature.com/librarians/manage-your-account

Usage Reporting
springernature.com/gp/librarians/manage-your-account/usage-reporting

Tools & services
springernature.com/librarians/tools-services

Promote your content
springernature.com/librarians/tools-services/promote-your-content

Tutorials & training sessions
springernature.com/librarians/tools-services/become-an-expert/tutorials-train-ing-sessions

Reference and User Guides
springernature.com/librarians/tools-services/promote-your-content/user-guides

To stay updated on platform changes, usage stats and general Springer Nature news for Information Managers, follow us on Twitter @SN_Dashboard

Contact

If you have any questions about your existing institutional license access or interested in adding additional products to your portfolio, please contact your Licensing Manager directly or visit us at **springernature.com/salescontacts**.

For other questions regarding your account or access issues please contact our Customer Service departments:

General customer service
For any general questions, please contact our customer service team.

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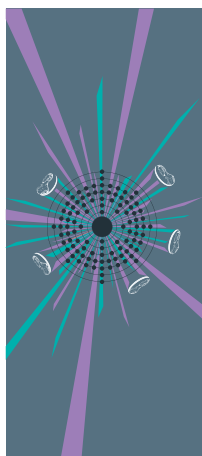
Springer Nature advances discovery by publishing robust and insightful research, supporting the development of new areas of knowledge and making ideas and information accessible around the world.

Alfred Nobel (1833–1896)
Alfred Nobel was a Swedish chemist, engineer and prolific inventor. His most famous creation was dynamite, which he successfully invented after many failed attempts including one that resulted in the death of his brother. Dynamite made him very wealthy but partly in response to concerns about its negative uses, he decided to give the vast majority of his estate to establish the four Nobel Prizes in Chemistry, Physics, Medicine, and Literature with a fifth awarded in his memory to people or organisations who promote peace around the world.
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