



**Springer**

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# Springerlink Administration

July 2011

## Administrator of a Springerlink institutional account

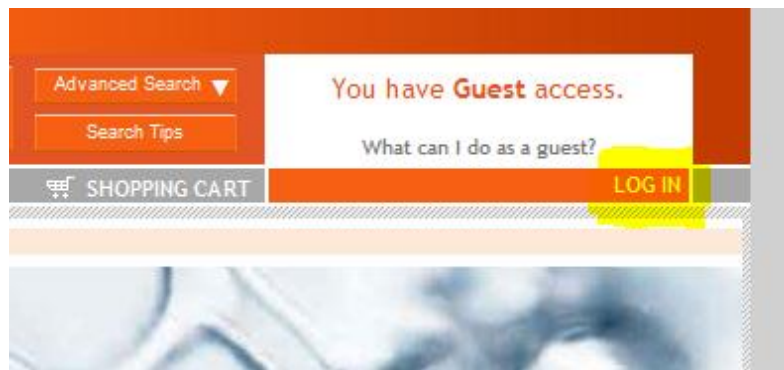
- How to register
- How to associate off-campus members/how to provide access without IP recognition
- How to download usage
- What is needed to set up http referrer access
- What is needed to set up an account correctly
- What to do if access is not working properly

## How to register

- As soon as the administrator is registered in our subscription database (SAP based) and transferred via an interface to Springerlink, the administrator will receive a welcome e-mail containing a token link. Clicking on the link and going through the registration process will associate the administrator with the institutional account. During the registration process the administrator will create his own personal username and password for Springerlink.com. This personal log in is necessary to use the administrator features on [www.Springerlink.com](http://www.Springerlink.com)

## How to associate off-campus members

- Click on the Log in button and enter your personal username/password
- Click on My Springerlink



- Click on Administer
- Click on Membership Tokens → Create Membership Tokens

## My SpringerLink for Springer Test Account Admin (774-95-759)

Accounts of which you are an administrator

Viewing 1 item




Branding Image  
Is Not Available

Institution

**Springer Test Account**

452-03-307

 Administer

Institution

Administer This Institution

Member Of

Admins

Members

▶ Usage Reports (COUNTER)

▼ Membership Tokens

Membership Tokens (0)

Create Membership Tokens

## Springer Test Account (452-03-307)

Accounts that are administrators of this institution

Viewing 1 item

Individual

**Springer Test Account Admin**

774-95-759

With a token you can associate an institutional member for a limited time (max 18 months). You can either create individual tokens and send to your staff member or create a batch of tokens and send them to various members in entering their e-mail addresses

## Springer Test Account (452-03-307)

Create Membership Tokens

Provide tokens for membership to individuals

### Create Membership Tokens

#### Token Options

Token Expiration

Membership Expiration

#### Delivery Options

Send a batch of tokens via email

This option sends a membership token directly to the prospective member via email. You will be prompted to supply email addresses in the next step.

Create a single token

This option generates a single membership token that you must deliver to the prospective member.

CANCEL

BACK

CONTINUE

The token will be delivered directly to your staff members with a short notice. Therefore you should inform your staff members in advance with a more detailed information about the token and how to use it correctly

## Springer Test Account (452-03-307)

### Create Membership Tokens

Provide tokens for membership to individuals

#### Create Membership Tokens

##### Send a Batch of Token via Email

Enter one e-mail address per line. Press Enter key to get to the next line. Do **not** use any type of separator (e.g.commas or semi-colons).

```
test1@testaccount.com  
test2@testaccount.com  
test3@testaccount.com
```

Your staff member has to register before on Springerlink.com as an individual.

After having logged in with his personal username/password he has to go to  
My Springerlink → Account Details → Process Token

The token can be copied in and the affiliation to the institution will be available



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## My SpringerLink for Springer Test Account Admin (774-95-759)

Process Token

Process a token that you have received

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### Process Token

You may have received a token from a representative of Springer, your librarian, or a society, editorial board, or other administrator. These tokens are most often intended to associate your individual registration to a pending membership, pay-per-view order, individual subscription, or promotion.

If you received such a token, please enter it below.

Token

Another possibility is to provide an individual staff member with the created token **link**. The procedure is then same as via your welcome e-mail

## Springer Test Account (452-03-307)

### Create Membership Tokens

Provide tokens for membership to individuals

#### Create Membership Tokens

##### Token Created

A new membership token was successfully created and is listed below. You should deliver the token to the prospective member to manually enter into the 'Process Token' wizard (under the 'Account Details' section) of the 'My SpringerLink' homepage.

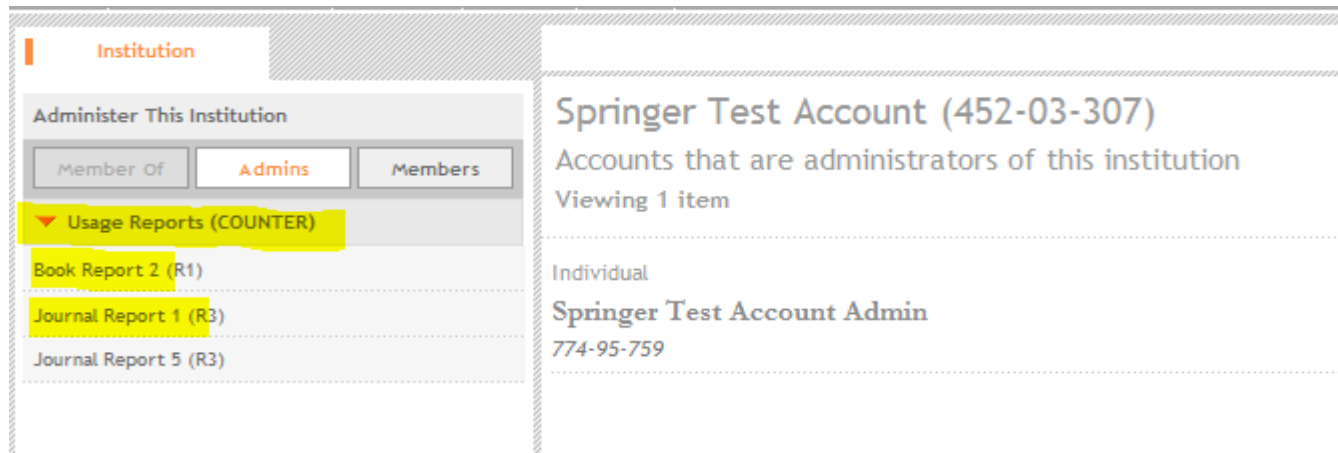
There is also a URL that when followed will automatically begin the membership activation process. This is usually the preferred method.

**Membership Token** myv2-ape8-nyp7

**Membership Token URL** <http://www.springerlink.com/?myv2-ape8-nyp7>

## How to download usage

- After having logged in with your own personal administrator log in click on My Springerlink and then Administer
- Then click on Usage Reports (COUNTER) and chose Book or Journal Report
- Chose the collections you want to see the usage for (books) and in which format you want to receive the usage
- Then click on Generate Report
- The file will be available at once



The screenshot displays the 'Institution' administration page. On the left, under 'Administer This Institution', there are tabs for 'Member Of', 'Admins', and 'Members'. The 'Usage Reports (COUNTER)' section is expanded, showing three report options: 'Book Report 2 (R1)', 'Journal Report 1 (R3)', and 'Journal Report 5 (R3)'. On the right, the page title is 'Springer Test Account (452-03-307)', followed by 'Accounts that are administrators of this institution' and 'Viewing 1 item'. Below this, the account details are listed: 'Individual', 'Springer Test Account Admin', and the phone number '774-95-759'.

## What is needed to set up http referrer access


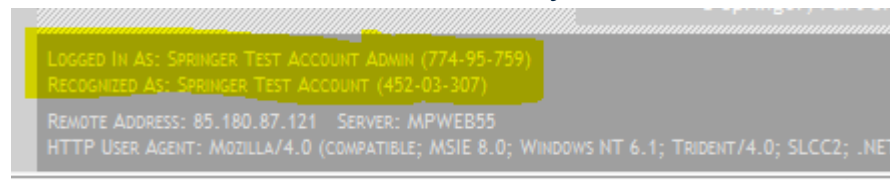
- You need to have a website with an internal/secure member login
- Provide us with an http referrer and a test username/password
- The http referrer should link to Springerlink.com
- We will test the set up and confirm when working
- Via the internal member login access will be available on Springerlink.com to the products the institution subscribed to

## What is needed to set up an account correctly

- The Springerlink Helpdesk team needs to have complete address details of institution, name and e-mail of individual who will become administrator/contact person for the online account
- Additionally the authentication method should be given: IP, http referrer, Athens or whether access via username/password is requested

## What to do if access is not working properly

- In case you experience any problems with online access please contact the Springerlink Helpdesk [Springerlink@springer.com](mailto:Springerlink@springer.com)
- Please give the institutional name, screen-shot of the footer and give at least one example of a journal or book that is not accessible. Best send a screen-shot for that as well.
- The Helpdesk Team will contact you inbetween 24 hours and will either confirm that problem is solved or will ask for more necessary details





### Abdominal Imaging

Volume 1 / 1976 - Volume 36 / 2011  
Prior to Volume 18 (1993), this journal was published as *Radiology and Gastrointestinal Radiology* merged.

**Volume 36, Number 2 / April 2011**

Viewing all 17 articles

**Acute gastrointestinal bleeding: CT angiography with contrast**  
Kate Steiner, Frank Gollub, Sam Stuart, Anthie Papadopoulou

 Download PDF (1.1 MB)  View HTML

**Thank you**  
**Shukran**

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