

## Dialog eLinks Manager Tutorial

Dialog eLinks Manager is an administrative tool designed for Dialog and DataStar customers to activate and customize access to the full text of articles from more than 20,750 journals. Dialog has cooperative agreements with more than 320 of the world's most prestigious publishers and aggregators to make available the world's leading scientific, medical and technical journals. Protocols currently supported by Dialog eJournal Links include: OpenURL, CrossRef, SFX Ex Libris, LitLink, BASIS/TechLib, SydneyPLUS and ZPortal.

This tutorial demonstrates how to use Dialog eLinks Manager for both the Dialog and DataStar platforms.

- [Log on to the Dialog eJournal Links Manager](#)
- [Create subscriptions groups and subgroups](#)
- [Assign Dialog or DataStar User IDs to subscription groups and subgroups](#)
- [Select eJournal subscriptions by publishers](#)
- [Grant eJournal subscription access to groups and subgroups](#)
- [Incorporate library holdings](#)
- [Set up open and custom URLs](#)
- [Create eLinks display filters](#)
- [Set administrative rights for subscription management](#)
- [Track usage statistics](#)

A fictitious global company called Bogus Fakes & Sons (BF&S) is used to illustrate features of the Dialog eLinks Manager. BF&S has offices in three countries around the world: Hollywood, California, USA; Toronto, Ontario, Canada; and Cannes, France. The headquarters is located in Hollywood.

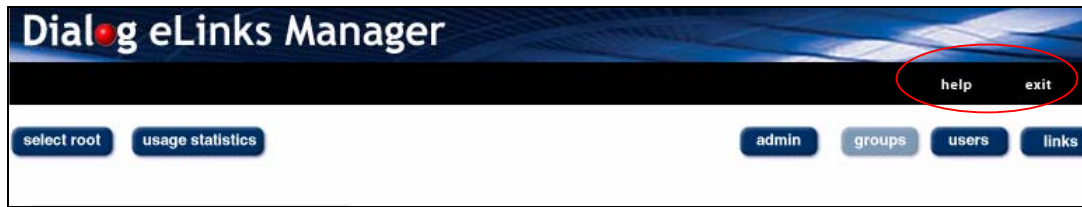
There are a total of 31 users from BF&S who will have access to the company's fulltext electronic journal subscriptions via links in either Dialog or DataStarWeb databases.

### Getting Started

To begin using the Dialog eLinks Manager, you must have your Dialog or DataStar account enabled for eJournal linking and your staff's User IDs for either platform registered. To register, visit <http://support.dialog.com/account/forms/elinks.shtml>. Once the account is enabled, your designated account administrator will be able to access the Dialog eLinks Manager and assign users to subscription groups.

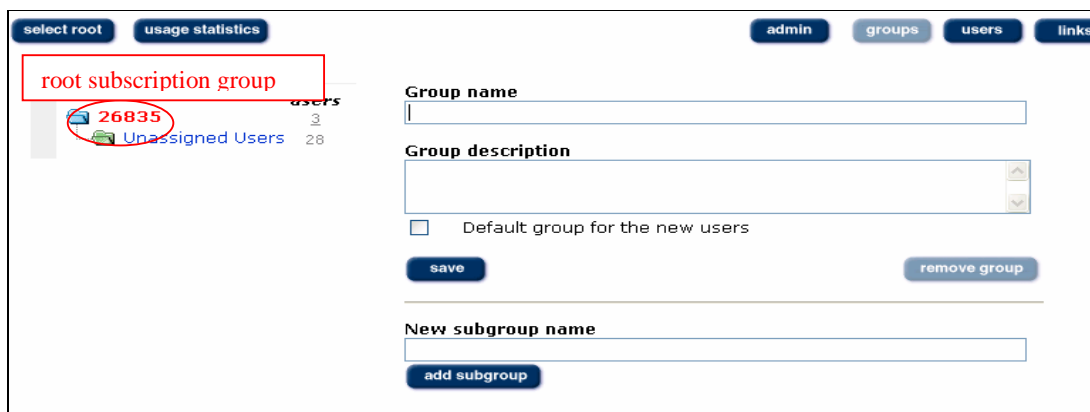
The account administrator logs on to the Dialog eLinks Manager at: <http://elinksmanager.dialog.com>. Enter the Dialog or DataStar User ID and Password.

Once logged on, you can access the help file by clicking on **"help"** on the top menu bar for detailed information on any feature of the Dialog eJournal Links Manager. To log off the Dialog eJournal Links Manager, click **"exit."**



To use Dialog eLinks Manager, subscription groups must be created first. The administrator is the only person who can set up subscription groups--and subgroups--and specify which Dialog or DataStar User IDs will have access to which hyperlinked journals.

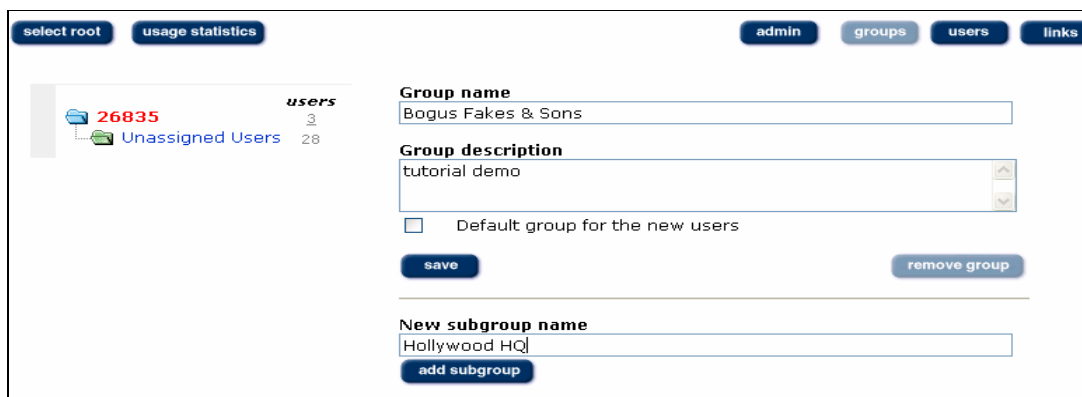
Display the groups page by clicking the **groups** button. As the administrator, you will see your account billing number (i.e., the root subscription group) and the total number of Users who can have access to eJournal links. All Users have been initially assigned to the folder "Unassigned Users" and will remain here until they are assigned to a group.



Before creating subscription groups and subgroups rename the root subscription group folder to something more meaningful, such as your organization name. You can create multiple subscription groups or one group for your entire organization.

## Working with Groups and Subgroups

Select the root subscription group by clicking on it. This becomes active and appears in red. Enter the name of your organization in the "**Group name**" box, and a brief description in the "**Group Description**" box. Click **save**. In this example the administrator created a root group called "Bogus Fakes & Sons," and entered a description, "tutorial demo."



Create multiple subgroups by typing in the name of the subgroup in the box found under “**New subgroup name.**” Save each new subgroup by clicking **add subgroup**.

It is helpful to include a description about the subgroup since there may be multiple subgroups set up for your account. The example below shows three subgroups: Hollywood HQ (headquarters), Toronto, and Cannes, which the administrator is in the process of adding.

The checkbox to the left of “**Default group for the new users**” provides an option to automatically assign new members directly to a particular group or subgroup.

## Setting Up Default eJournal Access for New Users

New users added to an existing Dialog eLinks account can have immediate access to eJournal links if they are assigned to the **default user group as defined for all new users.**

To have all new users placed into a default user group: on the **group** page, the administrator must first activate a group to which all new users will automatically be assigned. Select one of the folder names. The folder becomes active and its name turns red.

Below the group description box, the administrator of the root group will see a small check box for the “**default group for the new users**”. Tick the box, then click the **save** button to activate. The folder icon next to the group name turns green indicating that this group is the new default group for all new users assigned to the root.

To deselect the default group for new users: select the group name on the left and deselect the check box. Click **save**. Do not select the **remove group** button, as this will remove the group completely, with all its selected journals from eLinks manager. If the check box for the default group is deselected and **saved**, the **Unassigned User** folder becomes the default group for any new users added to the root. This folder then turns green.

To change the default group: select a different group within the same group tree and follow the directions as previously explained. The original default folder will change colors to blue and the new default folder will turn green. All new users will be assigned to the new default group.

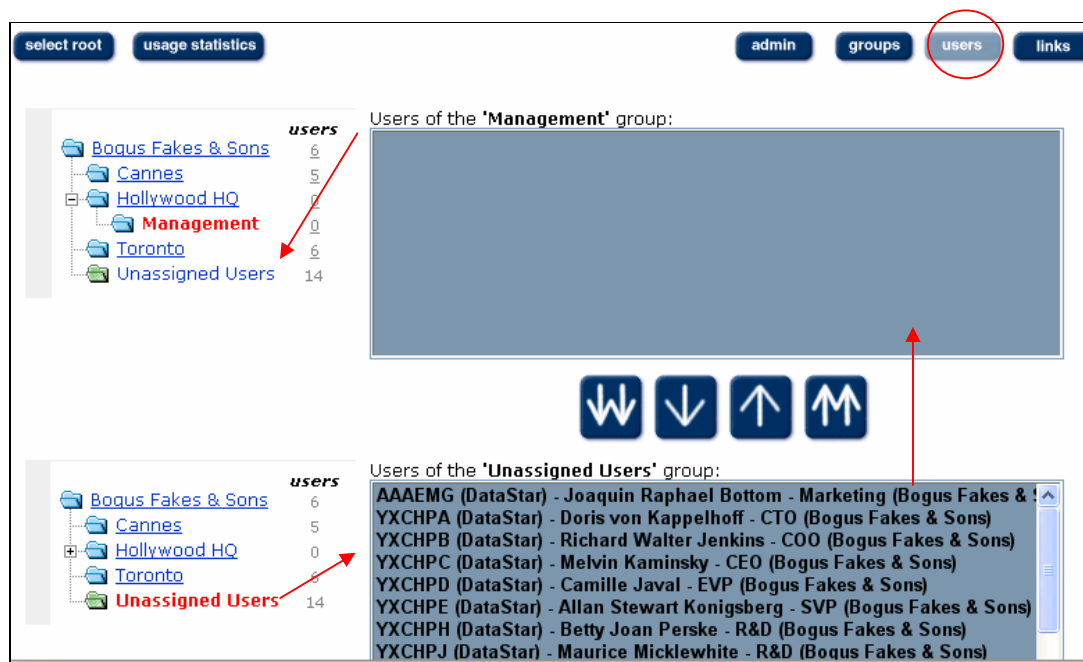
Users with read only access rights to the Dialog eLinks Manager will not see the “default group for the new users” check box and cannot define default groups for new users.

It is not possible to create more than one default group for new users at one time. If new users must be assigned to different groups, then it is suggested that all new users be placed into the Unassigned Users group and from there placed into the appropriate groups.

## Assigning Users to Groups

Now that you have created the groups and subgroups, click the **users** button to begin placing the Dialog or DataStar User IDs into subscription groups. The “[Unassigned Users](#)” folder contains all the User IDs that may be granted access to eJournal links. The folder contains valid User IDs for each account on the Dialog or DataStar services for which you have requested eJournal linking. EJournal linking appears on DataStarWeb, DataStar Classic Web, DialogLink 5, DialogWeb, Dialog1, Dialog Select, Dialog Intranet Toolkit pages and DialogPRO.


Start by activating the group into which you want to move a User. Select User IDs either by highlighting them individually, or by holding down the Shift or Ctrl key, depending if the selected names for a subgroup are sequential or in various lines of the list.



Move users into to a group by clicking the to move single or multiple users. Click to move all users. This procedure must be followed for each unassigned user who is to be granted eJournal links access. Users may be moved from one group to another at any time; however, a single user cannot be a member of more than one group at the same time.

After each user has been placed into a group or subgroup, a number will appear to the right of the group/subgroup name. The number reflects the total number of users currently included within the respective group. After all the User IDs have been assigned to a group, the number next to the “[Unassigned Users](#)” folder will change to zero.

To view the user names, User IDs and platform assigned to the groups or subgroups, click on the underlined number hyperlink listed under **users**.

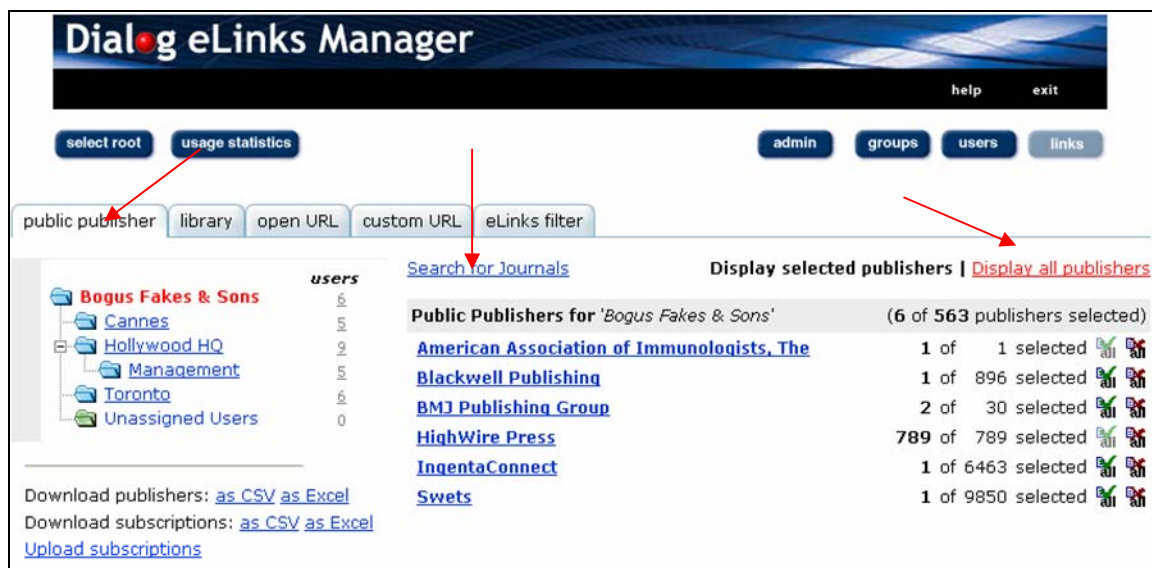
Once Users have been assigned to groups, begin selecting the publishers and journals by clicking the **Links**  button.



## Selecting eJournal Links by Publishers

The administrator must determine which journals will be made available via eJournal links to the users at BF&S. You must have a subscription agreement in place with the publisher, either directly or through an aggregator, in order to activate eJournal links to the publisher's journal.

To begin, click the **Links** button. Five tabs appear at the top of the page. Upon entering the **Links** screen, the user lands in the **Public Publishers** tab. As the active tab it displays in white. By default, this screen shows any publishers that have already been selected. Click "[Display all publishers](#)" to see all of the available publishers. One can also search for particular journals by clicking "[Search for Journals](#)." Under this link users can search by journal title or by ISSN number, and they can restrict the search to particular publishers. People often use this feature to find out if a journal is available and which publishers carry particular journals.



Click "[Display all publishers](#)" and the list of publishers comes into view in alphabetical order.

select root usage statistics admin groups users links

public publisher library open URL custom URL eLinks filter

Search for Journals Display selected publishers | Display all publishers



**Bogus Fakes & Sons** users 6

- Cannes 5
- Hollywood HQ 2
- Management 5
- Toronto 6
- Unassigned Users 0


Download publishers: [as CSV](#) [as Excel](#)  
 Download subscriptions: [as CSV](#) [as Excel](#)  
[Upload subscriptions](#)

**Public Publishers for 'Bogus Fakes & Sons'** (6 of 563 publishers selected)

<a href="#">Academic Press (Elsevier)</a>	0 of 210 selected		
<a href="#">Academy of Traumatology</a>	0 of 1 selected		
<a href="#">ACM - Association for Computing Machinery</a>	0 of 66 selected		
<a href="#">Acoustical Society of America</a>	0 of 2 selected		
<a href="#">adis International</a>	0 of 31 selected		
<a href="#">Akademai Kiado Rt.</a>	0 of 44 selected		
<a href="#">Alan Guttmacher Institute, The</a>	0 of 2 selected		
<a href="#">Alexandrine Press</a>	0 of 1 selected		

Choose the first desired publisher name from the list. Click “[Display all journals](#)” to see all of the journal names from that publisher. Check the subscription box for the preferred journals and  to save them. Administrators can also select all of the journals of a publisher. This is addressed later under “Making eJournal Links Available to Groups and Subgroups.” Note the  icon. This comes into play when one wants to subscribe to all of the journals of a publisher.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [numeric](#)  
[Display selected journals](#) | [Display all journals](#)




**American Meteorological Society**  
 journals 1-12

subscribed	journal name (ISSN)	start	end	
<input type="checkbox"/>		year volume issue	year volume issue	
<input type="checkbox"/>	Bulletin of the American Meteorological Society (0003-0007 / 1520-0477)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	
<input type="checkbox"/>	Earth Interactions (1087-3562)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	
<input checked="" type="checkbox"/>	Journal of Applied Meteorology (0894-8763 / 1520-0450)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	
<input type="checkbox"/>	Journal of Applied Meteorology and Climatology (1558-8424 / 1558-8432)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	

The administrator can fill in the entry boxes for start and end year, volume and issue, and can activate the plus sign on the far right of the screen for additional entry boxes. The section “Fine-Tuning Subscriptions” covers this in depth. For now, know that checking the subscription box to the left of the journal name links the users in the active folder to all of the issues of that journal. The “subscribed” box at the upper left corner of the journal list covers all of the journals on that screen page.

## Making eJournal Links Available to Groups and Subgroups

Subscriptions for eJournal links are by default inherited within the scope of the hierarchy. This means that the journals that have been subscribed to for the entire root or parent group, will also be subscribed to by the subgroups. To make eJournals links from a publisher available to a group or subgroup, first, select the group/subgroup by clicking on its name. Click “[Display all publishers](#)”. Select the publisher name from the “public publishers” list. If you wish to subscribe to all the journals offered by one publisher, click the “**Select All**” icon (  ) located at the far right of the screen. You will be prompted to confirm this selection.

Each subgroup may also have its own individual subscriptions in addition to the journals available to all groups and subgroups. To add subscriptions for a subgroup to selected journals, select the subgroup by clicking on its name. Add subscriptions to the subgroup in the same manner as shown

below. Sixty-six additional eJournal links, the entire collection of ACM – Association for Computing Machinery, will be activated for Cannes.

The screenshot shows the eLinks Manager interface. On the left, a tree view shows the hierarchy: Bogus Fakes & Sons, Cannes, Hollywood HQ, Management, Toronto, and Unassigned Users. The 'Cannes' group is selected. In the center, a table lists 'Public Publishers for Cannes' (8 of 563 publishers selected). The 'ACM - Association for Computing Machinery' entry is highlighted with a red box, showing '66 of 66 selected'. A red arrow points to the 'Display selected publishers' link. A Microsoft Internet Explorer dialog box is overlaid, asking 'You are about to subscribe for 66 journals. Are you sure?' with 'OK' and 'Cancel' buttons.

Click “[Display selected publishers](#)” to confirm the listing. The screenshot below shows exactly which eJournal links have been made available to Cannes. At any time, additional journals can be added to your group or subgroup.

The screenshot shows the eLinks Manager interface. On the left, a tree view shows the hierarchy: Bogus Fakes & Sons, Cannes, Hollywood HQ, Management, Toronto, and Unassigned Users. The 'Cannes' group is selected. In the center, a table lists 'Public Publishers for Cannes' (8 of 563 publishers selected). The 'ACM - Association for Computing Machinery' entry is highlighted with a red arrow, showing '66 of 66 selected'. Other publishers listed include American Association of Immunologists, The (1 of 1 selected), American Meteorological Society (7 of 12 selected), and Blackwell Publishing (1 of 896 selected).

## Fine-tuning Subscriptions

If you have a subscription to a journal within a certain date range, Dialog eLinks Manager allows you to fine-tune the subscription by selecting multiple start and end years for each journal publication, and preferred volume numbers and issue numbers.

Enter a start date and leave the end date empty if you want access to the full date range of journals up to the present. These are not required fields.

A plus icon appears at the far right of each journal line. Click on the plus sign to insert additional rows of boxes consisting of a start date, end date, volume and issue number. You can subscribe to a single journal but request various date ranges or issues or volumes. There is no limit.

The system will not verify the accuracy of each journal publication date and volume numbers entered by you, so it is important that you enter the correct information.



## Library Tab

The second tab is the **Library** tab. Under the Library tab you may set up your company's libraries, populate the libraries with journal holdings, authorize Inter-Library Loan (ILL) capability with affiliate libraries, and produce library statistics.



## Define New Library

To set up the library select the button called **Links**, the tab called **Library** and the hyperlink called [Define New Library](#). When the tab is selected, it turns white. You may configure holdings at the “root” or group level. If configuring at the root level, then all the groups and subgroups may inherit the library holdings. To create separate holdings for each group or subgroup, first activate the group name before entering the library holding details. Click “[Define New Library](#)”. Enter the library information into the mask, such as the name of the library, address, opening hours, special closing dates, contact information, email address for journal requests and additional comments if required. These details will appear on Dialog or DataStar’s library holding page found after the Titles page.

A screenshot of a web form titled 'Enter library details:'. At the top, there are buttons for 'select root', 'usage statistics', 'admin', 'groups', 'users', 'links', 'back', 'save', 'remove', and 'ILL setup'. The form contains several input fields: 'Library name' (filled with 'Corporate Library'), 'Address' (filled with 'Bogus Industrial Campus' and '435 Sunset Strip, Suite 201'), 'City' (filled with 'Hollywood'), 'Postal code' (filled with '90277'), 'State/province' (filled with 'CA'), and 'Country' (a dropdown menu with 'Please select the country' selected). There are also sections for 'Charging Information', 'Opening hours' (filled with '8 A.M.-5 P.M. M-F'), and 'Special closing dates' (filled with 'No dates defined.'). A 'details' button is located at the bottom right.

## Library Holdings

Library Holding refers to journals supplied by your company's library and made available to Dialog and DataStar customers via Dialog eLinks found on the "Document" page or in some instances on the "Titles" page of DataStar. Details of these publications can be entered into Dialog eLinks Manager via the **Links** button and **Library** tab.

## Journal Holdings

After you have set up the library for your organization you may begin entering the journal subscriptions available directly from the library. Typically, you may want to add the holding details directly into the eLinks Manager by selecting the **journals** button, and then clicking the **new journals** button. A mask will appear where you can enter the journal name, printed ISSN and/or electronic ISSN and other details. For the link to be built the journal name, printed ISSN or the electronic ISSN number must be entered. If you fail to enter this information, you will receive a warning. Click **save** to activate.



Display all journals

Download journals: [CSV](#) [Excel](#)  
[Upload journals](#)

[back](#) [new journal](#)

### Journals & issues available at 'Corporate Library'

journals 1-5

journal name (ISSN)	start	end	
	year	volume	issue
Cats Magazine (1234-5678)			<a href="#">details</a> <a href="#">remove</a>
Dog World (2646-1092)			<a href="#">details</a> <a href="#">remove</a>
Information Outlook (1091-0808)			<a href="#">details</a> <a href="#">remove</a>
Nutrition (4398-2025)			<a href="#">details</a> <a href="#">remove</a>
World Cats (9876-4621)			<a href="#">details</a> <a href="#">remove</a>

To enter library holdings for a specific group, first activate the group name, then click the **Journals** button and proceed as previously explained.

You may also import the journal holdings into Dialog eLinks Manager via a CSV or a Microsoft® Excel file format. To upload the file, click the **journals** button next to the library name. Next, select the hyperlink called [upload journals](#). The upload page will appear where you can browse and upload the journal holdings. Once the file is uploaded, you can modify the local holdings directly via the Dialog eLinks Manager.

## Inter-Library Loan (ILL)

Dialog eLinks Manager offers Inter-Library Loan (ILL) capability. If a user's "primary" library cannot supply a particular journal or full-text article, then the main library may request it from an affiliate (secondary) library with which it has an agreement. The Administrator of eLinks Manager can set up the ILL authorization via the **Links** button and the **Library** tab.

Note, the primary library can have multiple ILL libraries set up, but all the libraries participating must stem from the same root.

On Dialog and DataStarWeb only one ILL link is supplied even if there are several secondary libraries defined in eLinks Manager, and which can provide an article. The secondary library will be selected at random and cannot be chosen by the customer or the administrator.

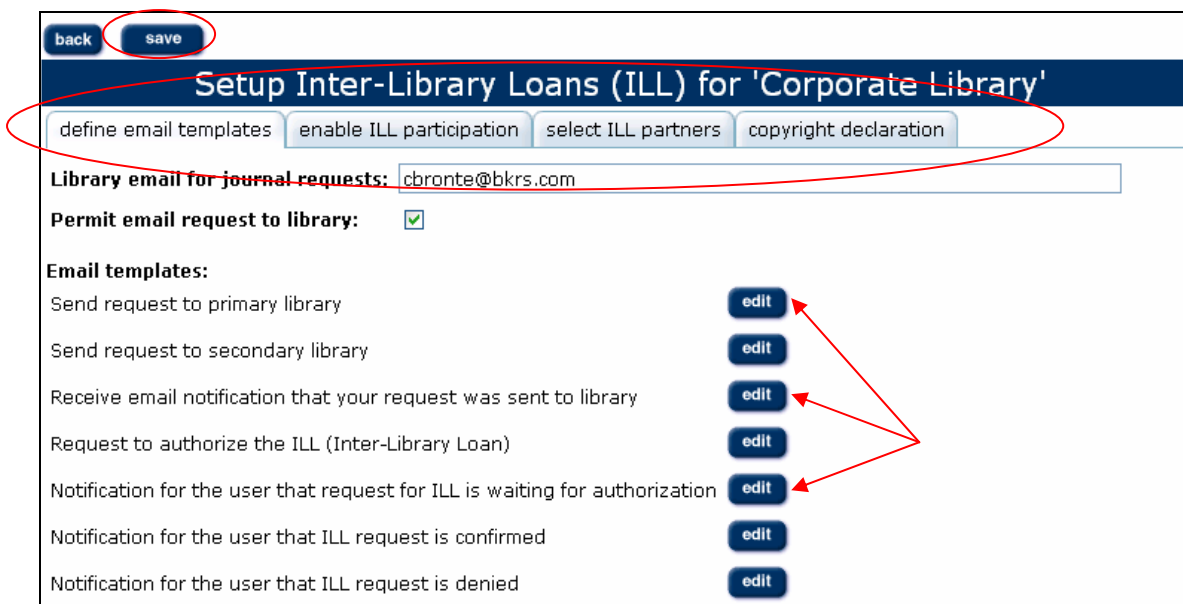
## Setting Up ILL

To have ILL capability you must first set up the main library details as described above under “[Define New Library](#)”. After the library has been set up, a button called **ILL setup** will appear. Click the **ILL setup** button next to each library name to register it to participate in inter-library loan services. (Some libraries may be set up at the subgroup level and require collaboration with libraries listed at the group or root level. To access them you need to first activate the group or subgroup name. Then, the library name will appear.)



## Define E-mail Templates

After clicking the **ILL Setup** button, a new series of four tabs appears. While in the **define email templates** tab, begin by entering the library's e-mail address and ticking the check box “**Permit email request to library**”. To activate, click **save**. This allows the Dialog or DataStar customer to send an e-mail request to the library for the journal via the Library Holding page. This must be done for all libraries that will participate in ILL services before proceeding with the accompanying registration requirements.



Next, preview the e-mail templates used for ILL requests. For your convenience a predefined template is automatically inserted into the text box of each e-mail template category. You may modify the templates by removing, adding or arranging the placeholders from the list. Click on the placeholder to insert and click **save**. If you delete all the contents and click **save**, eLinks Manager will automatically reinsert a default template. Depending on your country, we suggest that you insert the address placeholders according to the guidelines used by your country's postal service.

**Email template for the 'Corporate Library'**

**Request to authorize the ILL (Inter-Library Loan)**

**Subject** ILL authorization needed (request :.ill\_request\_id:.)

**Text**

The article is requested from ':.library:.' by :.user\_name:..  
 User's contact information:  
 :.user\_street:..  
 :.user\_city:..  
 :.user\_zip:..  
 Department: :.user\_department:..  
 Budget code: :.user\_budgetcode:..  
 Phone: :.user\_phone:..  
 Email: :.user\_email:..  
 Requested article:  
 Article title - :.atitle:..  
 Author - :.author:..  
 Journal title - :.title:..

For your convenience a predefined template is automatically inserted in the text box. You may modify the template by removing or adding placeholders. Click on the placeholder to insert and press save.

Additional options, such as **enable ILL participation**, **select ILL partners**, and **copyright declaration**, are available.

**Setup Inter-Library Loans (ILL) for 'Corporate Library'**

define email templates **enable ILL participation** select ILL partners copyright declaration

'Corporate Library' will offer ILL services to the following libraries:

[select all](#) [deselect all](#)

<input type="checkbox"/>	library name	group name
<input checked="" type="checkbox"/>	test library	Arizona
<input checked="" type="checkbox"/>	UNM public library	Bogus Fakes & Sons

## Copyright Declaration

You may define a copyright declaration for each library and require that those requesting fulltext articles are complying with your library's copyright regulations. To enter a declaration access the **Library** tab, the library name and its **ILL setup** button. Up to 4,000 characters may be entered into the space provided. Once the declaration has been entered and saved, a copyright notice will appear on the **Library Holding** page. After the user submits his article request, he must agree to the terms of the declaration by clicking the **I agree** button in order for his request to be processed by his library.

**Setup Inter-Library Loans (ILL) for 'Corporate Library'**

define email templates **enable ILL participation** select ILL partners copyright declaration

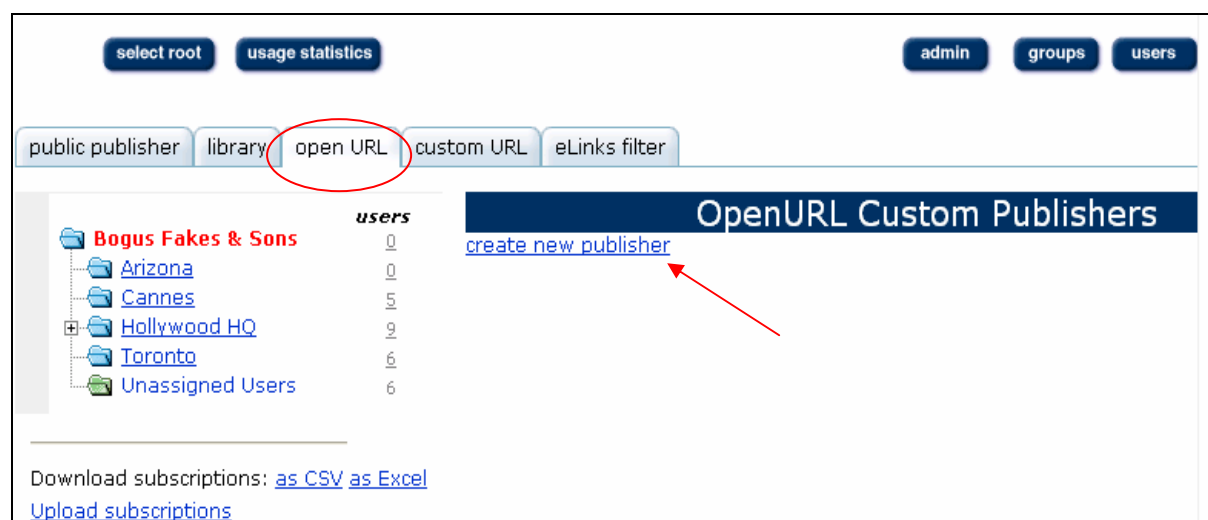
User must accept the following copyright declaration before the library request is sent.

For internal use only. Do not make copies.

For additional details, visit <http://elinksmanager.dialog.com/manager/help/starlinkshelp.html>.

## Open URL Tab

The third tab on the **Links** page provides the administrator with the ability to define an **OpenURL** for a particular publisher with whom the company has an agreement, and gives immediate access to their journals via eLinks.



To define an Open URL for a publisher, first make sure to activate a group. Select the **Open URL** tab found at the top of the Links page. Next, select the link "[Create new publisher.](#)" In the spaces provided, type the name of the publisher, the URL to the publisher's Web site, and upload the publisher's logo, or specify the URL to the image found on the publishers Web site. The image will appear on the document page. Activate by clicking the **save** button.

The screenshot shows the 'Enter publisher details' form. It has three main sections: 'Publisher Name' with a text input field containing 'DialLibrary'; 'Base URL' with a text input field containing 'www.thomson.com'; and 'Image' with two options: 'Upload image file:' with a text input field and a 'Browse...' button, and 'Specify image URL:' with a text input field containing 'http://wonderdocs.dialog.com'. Below the form, there is a note: 'Recommended image size should not be more than 150 x 50 pixels'. At the bottom, there are two buttons: 'save' (circled in red) and 'remove'.

To remove an Open URL from the list, click the **remove** button.

To edit the publisher information, click the **edit** button (not shown on this screenshot; this button appears after an Open URL is saved). You may make changes to the name, URLs or logos. Click the **save** button to activate.

## Custom URL Tab

The fourth tab on the **Links** page is the **Custom URL** tab. Users with **administrative rights** or **modify rights** can create a **Custom URL** to a journal's web site (or to another specified web site of choice) for journals where the link to the full text cannot be built. This can only be done when the journal does not have a regular eJournal links subscription.

To create the link, navigate to the **Links** page and select the tab **Custom URL**. Activate the group name, and enter the ISSN number and URL to the publisher's web site. Click the **add** button. The eLinks Manager will confirm your request by displaying the ISSN number, URL, and if possible, the complete eJournal name if it can be found in our internal ISSN database. In order for the link to be built, both the ISSN number and URL must be filled in.

The screenshot shows the 'Custom URL' tab selected. The sidebar on the left lists various publishers. The main content area has a 'Custom URL' section with input fields for 'ISSN' and 'URL', and an 'add' button. Below this is a table with columns 'ISSN', 'journal name', and 'URL'. One entry is visible: '1444-2892 Heart, Lung and Circulation' with URL 'www.thomson.com'. A red circle highlights the 'remove' button next to this entry. At the bottom, there are links for 'Download subscriptions: as CSV as Excel' and 'Upload subscriptions'.

For journals where the link to the full text cannot be built, you will receive a hyperlink called **Custom URL** on the database document page, unless otherwise labeled per customer request. When you click on the hyperlink, you will navigate first to a disclaimer page, then onto the requested Web site.

To delete the Custom URL, click the **remove** button corresponding to the Custom URL.

Note, if you leave out or delete the URL or the ISSN number, a custom link cannot be built.

## eLinks Filter Tab

Use the fifth tab, the **eLinks filter** to define which eLinks (public publisher, library holding, open URL, custom URL) should be delivered on the Document page of Dialog or DataStar and how they should be displayed, whether as an image or as text. Next to each eLink description is a drop down box containing the eLinks priority options: 1-5 or "Do Not Display". Select number "1" as your primary choice for the link that should appear at all times on the document page if the link can be built. If this link cannot be built, then choice number "2" will be displayed and so on.

select root usage statistics admin groups users links

public publisher library open URL custom URL eLinks filter

**eLinks Display Priority Selection**

	Choose priority of eLinks display	Choose type of eLinks display	Prefix text
? Public Publisher	1	as image	Full text available at
? Library Holding	1	as text	Paper copy available at
? Inter-Library Loans	1	as text	Request this article through
? Open URL	1	as image	Full text available at
? Custom URL	1	as text	Full text available at

save remove

Note, ranking the options with the selections of 1 through 5 will not define the order in which the links appear side by side on the document page.

To have more than one link appear on the document page, choose number "1" multiple times next to each option.

If you do not want a link to appear on the document page, select the option "Do Not Display." Changes will not be immediately effective but will be noticeable within approximately an hour after setting them.

## Administrative Rights

To access the **admin** page your User ID must have administrative rights assigned by The Dialog Corporation. More than one User ID can have administrative rights for the Dialog or DataStar eLinks Manager. The administrator is the only person who can access the Admin page and grant some type of permission rights to use the Dialog eLinks Manager to other Dialog or DataStar User IDs. The Dialog or DataStar User IDs may be from the current root group hierarchy, or additional User IDs, which are not currently associated with the root group, can be validated. Note that any Dialog or DataStar User IDs requiring eJournal linking capability must be assigned to the root group by Dialog. This cannot be done from the Dialog eLinks Manager.

To grant permission rights to a User Id, the administrator must first activate the folder, i.e., root, group or subgroup. Next, enter the Dialog or DataStar User ID in the box, **User ID**, select the database platform such as Dialog or DataStar, and select the permission rights from the drop down box. Save by clicking on the **add permission** button. The user's name and permission rights will be displayed in a table.

user	permission rights
AABAXD (DataStar) - Louise Dagit (The Dialog Corporation)	Administer
PR1BAA (DataStar) - PRINZI RICCI (CASARICCI)	Administer
PRDSJQ (DataStar) - LEIRAE RAMIREZ (THE DIALOG CORPORATION GMBH)	Administer
YXCHPC (DataStar) - Melvin Kaminsky - CEO (Bogus Fakes & Sons)	Read only
YXCHPV (DataStar) - Sai Fon - Marketing (Bogus Fakes & Sons)	Read only
YXCHPW (DataStar) - Vera Jayne Palmer - Sales (Bogus Fakes & Sons)	Read only

Permission rights can be changed or revoked by the administrator at any time. To modify the permission type, select the **Admin** button at the top of the page. Activate the folder, i.e., root, group or subgroup. Then, select the hyperlink next to the user's name. This hyperlink will change into a drop down box where the new permission right can be chosen. Click **save**.

When adding permission rights, it is important to accurately select the correct platform for the User ID.

There are four rights available:

Administer	Authorized to customize Dialog eLinks Manager. Can add additional users and grant them different user access rights.
Modify	Authorized to customize Dialog eLinks Manager, but cannot offer access rights to other User IDs.
Read Only	Can access the Dialog eLinks Manager, but can only read what is listed for customization at any level.
Remove	Remove users from Dialog eLinks Manager for administration rights.

At BF&S, the CEO, Melvin Kaminsky has **read only** rights entered at the root level with his DataStar User ID. This means he has read only rights for all levels. The administrator can adjust his rights to **administrative** or **modify** by using the drop-down menu to the right of his name and clicking on the desired privilege. However, on his Dialog User ID he may have administrative rights. His colleague, Ms. Palmer has read only rights for the entire root with her DataStar User ID. She cannot change any of the journal subscriptions or publishers. Sai Fon has read only rights at the root level with his DataStar User ID, but in addition, has administrative rights for the Management group. He can subscribe to journals for this group and any subgroups associated with it. For all other groups and subgroups he can just browse. When adding permission rights it is important to accurately select the correct platform, whether Dialog or DataStar, for the User ID.

select root

usage statistics

admin

groups

users

links

Bogus Fakes & Sons

6

Cannes

5

Hollywood HQ

5

Management

5

Toronto

6

Unassigned Users

0

users

Group Permissions

user ID: aaaemg

platform: DataStar

permission rights: Read only

add permission

permissions 1-6

user	permission rights
AABAXD (DataStar) - Louise Dagit (The Dialog Corporation)	Administer
YXCHPV (DataStar) - Sai Fon - Marketing (Bogus Fakes & Sons)	Remove
YXCHPW (DataStar) - Vera Jayne Palmer - Sales (Bogus Fakes & Sons)	Read only
YXCHPC (DataStar) - Melvin Kaminsky - CEO (Bogus Fakes & Sons)	Modify
	Administer
	Read only

save

## Usage Statistics

You can compile usage statistics to determine how often users access the eJournal links and which publishers are accessed most frequently. Select the **usage statistics** button to define what to display in the columns of the report. You can select some or all of the fields listed on the mask. Any user listed within the root can compile a report.

Subscription summary for root '**Bogus Fakes & Sons**':

[Download summary of selected publishers/aggregators: as CSV as Excel](#)  
[Download summary of subscribed journals: as CSV as Excel](#)

Usage statistics for root '**Bogus Fakes & Sons**':

Report:

☒ group
 

name of the group to which the user belongs

☒ user
 

user who made the request

☒ platform
 

Dialog or Dialog DataStar platform of the user

☒ application name
 

name of Dialog or Dialog DataStar application, which generated link

☒ database
 

Dialog file number or Dialog DataStar database name

☒ publisher/aggregator
 

name of the publisher that provide the link

☒ ISSN
 

ISSN of the journal requested

☒ journal name
 

name of the journal requested

☒ volume
 

volume that contains the article requested

☒ issue
 

issue that contains the article requested

☒ page
 

page on which the requested article begins

☒ date
 

date when the request was issued

☒ year.month
 ☐ year.month.day

☐ limit date range: from  to

☐ show only users from  platform

Number of rows per page

50

display

After selecting the fields, select the platform (if you do not select a platform, statistics for both will be included) and date range and the number of rows per page. The number of rows displayed is set to the default number 50, but any number of rows can be entered; there is no limit. Finally, click on the button called **display** and a table will appear with the information. To download the information into either Microsoft® Excel or CSV document format, click on the hyperlinks to download in either of these two formats. (CSV can be imported into a Microsoft® Excel spreadsheet.)