

Using the Institutional Administration Dashboard

A quick introduction to the BioOne Digital Library's
institutional administration features

Institutional Administration Dashboard

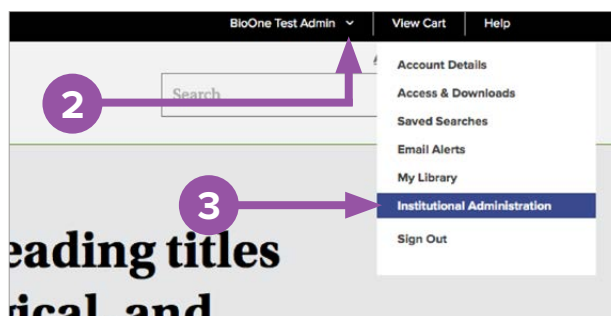
The institutional administration dashboard allows you to easily manage several key features of your institution's subscription.

1. Sign In - To access the institutional administration dashboard, log in to your account by clicking the **Sign In** link in the black bar at the top of the page at [BioOne.org](https://www.bioone.org).



2. Navigate to the institutional administration dashboard - Once logged in, click the arrow next to your name.

3. Institutional Administration
Select Institutional Administration from the drop down menu that appears. If this option does not appear, please contact helpdesk@BioOne.org.



The institutional administration dashboard has four tabs, each of which contains different functions: **Account Details**, **Counter Reports**, **Access**, and **Abuse Log**. Note that you can access your account details (email, password, name on the account) by clicking on the grey button titled **My Account** (4).



Account Details

This tab is where you can edit basic account information and access details for your institution.

Institutional Administration

This dashboard allows you to view your account and access information, and generate reports for your institution. If you are a consortium/group master, you may also view the dashboard(s) for member institutions.

QUESTIONS OR PROBLEMS?
User Help Desk
helpdesk@BioOne.org
202-296-1605 ext. 2

MY ACCOUNT INSTITUTIONAL ADMINISTRATION


ACCOUNT DETAILS COUNTER REPORTS ACCESS ABUSE LOG

1 Account Information

Institutional Information
Institutional Name: BioOne Office
[Change Institution](#)

Administrative Contacts
Demo Account

Institutional Logo [EDIT](#)



Note: Your logo will be displayed in the access bar at 75 pixels in height. For best results, we recommend using landscape orientation (wider than it is tall).


3 KBART and Title Lists

[View KBART & Title List Formats](#)

4 Consortia Information

This institution has no consortia information

5 Access Details

Institutional Username
Username:
PassCode: 

Shibboleth
Shibboleth or OpenAthens Entity ID: --
eduPersonAffiliation: --
eduPersonScopedAffiliation: --
eduPersonEntitlement: --

OpenURL
Base URL:
Link Text:
Button Image:

PREVIEW OF IMA
[Check for Full Text](#)

IP Addresses
IP Address(es):

BEGIN IP

LOCKSS
BioOne Office has no registered LOCKSS IPs

1. Account Information - View the name and email associated with the account, as well as the other administrators associated with your institution. To remove or add administrative privileges to a user, contact helpdesk@BioOne.org.

2. Institutional Logo - Upload your institution's logo.

3. KBART and Title Lists - Access various formats of BioOne Complete's title list.

4. Consortia Information - If you are a member of a consortia, your consortial details will appear here.

5. Access Details - Manage and view the settings for various access methods:

Master Username - Set up an institutional username and passcode for access to content without IP authentication.

Shibboleth - Edit your institution's EntityID and Federation.

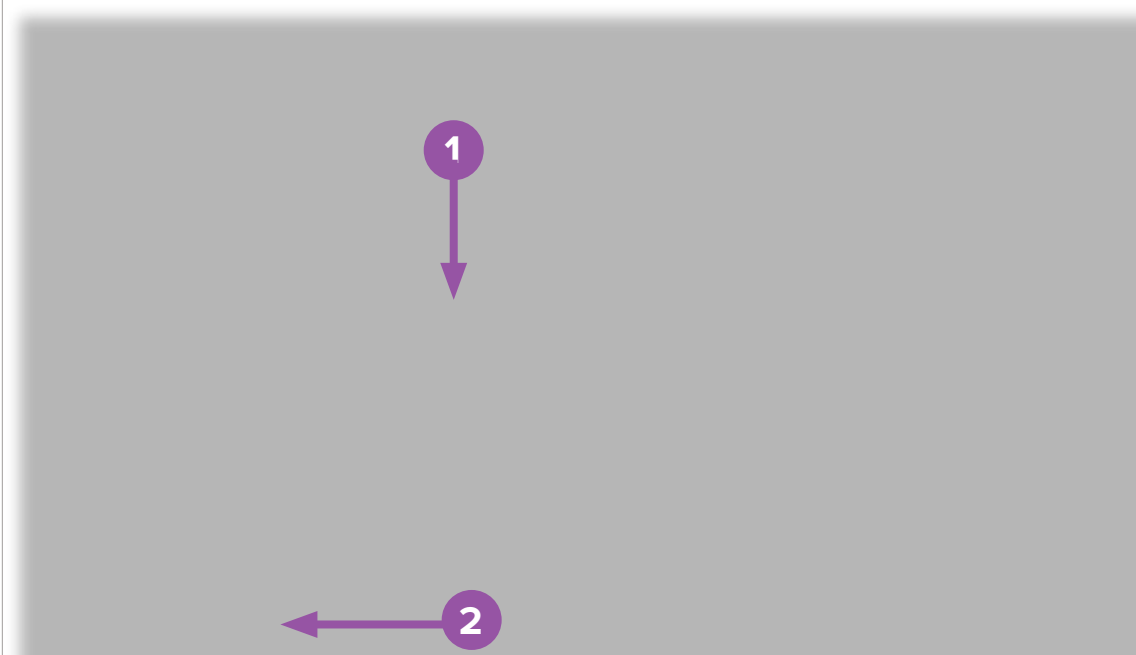
OpenURL - Edit the Base URL, link text, and button image.

IP Addresses - Manage your institution's IP addresses.

LOCKSS - The registered LOCKSS IP for your institution will appear here. To update it, please contact helpdesk@BioOne.org.

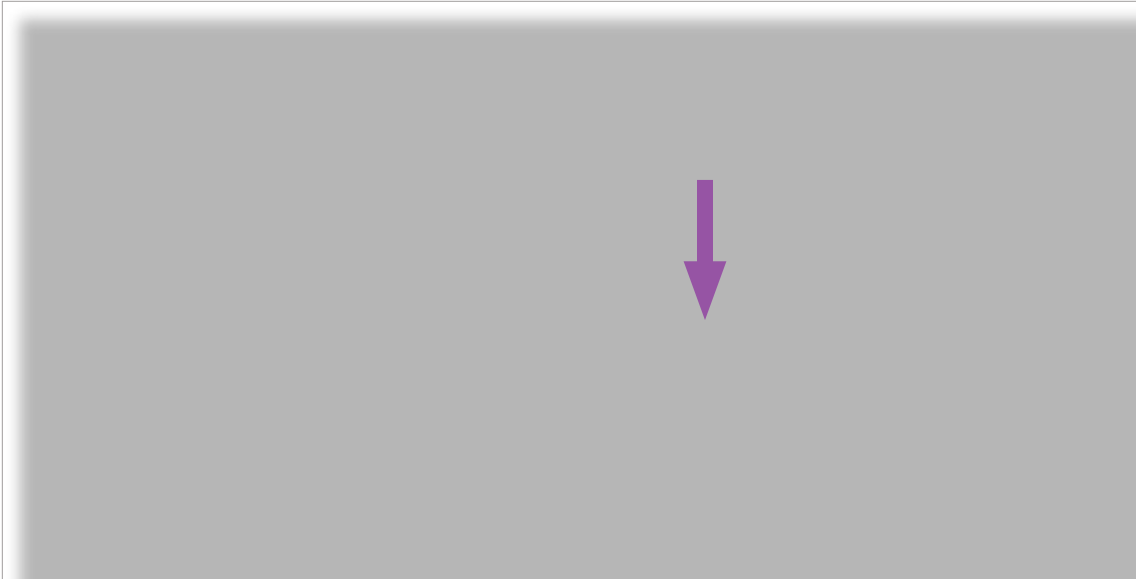
COUNTER Reports

Access the COUNTER reports for your institution by clicking on the COUNTER tab (1) and then **View COUNTER Reports** (2).



Access

View the license associated with your institution, its expiration date, and the content accessible to your institution.



Abuse Logs

View any abuse reports generated from your institution.

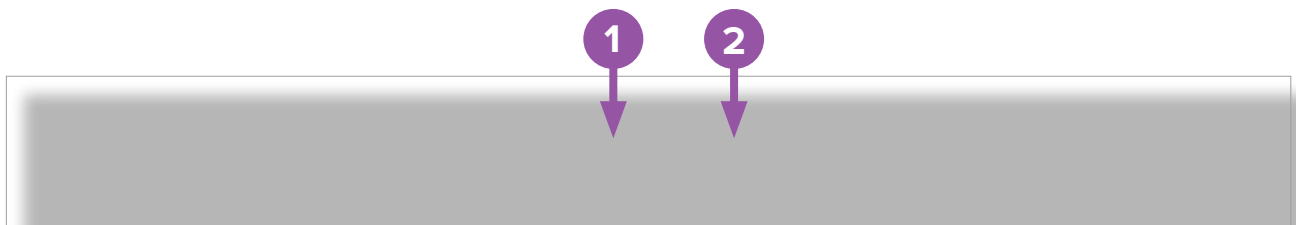


More Information

BioOne's Library Resources page and Help Section offer you and your users in-depth tutorials for many of the site's features.

1. Library Resources - At the bottom of each page are a series of footer links. Click **Library Resources** to access a page devoted to support documentation specifically for institutional administrators.

2. Help - The **Help** section is primarily for users, and has detailed information on the site's tools and features, as well as general troubleshooting.



Please contact helpdesk@BioOne.org with any questions about the institutional administration dashboard.

For questions regarding renewing your institution's subscription or invoicing, please contact library.services@BioOne.org.
