

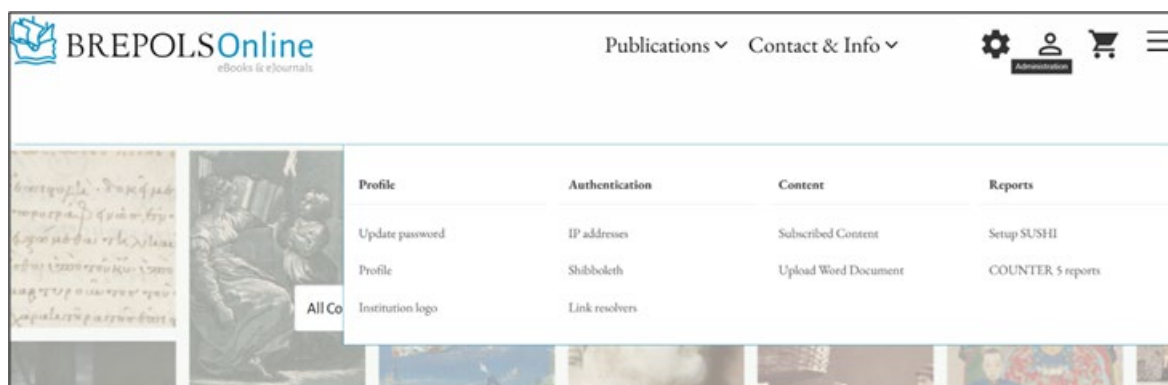
## Table of Contents

Introduction .....	1
How to activate your account? .....	1
How to update your institution's details? .....	1
How to set up your institution's logo for display to users of your institution? .....	2
How to change my administrator password?.....	3
How to add or remove IP addresses for your institution?.....	3
How to set up EZProxy? .....	3

## Introduction

**BrepolsOnline** provides institutional administrators and librarians with powerful tools to manage their institutional profile and branding, manage IP addresses and ranges, shared institutional username/password, Shibboleth profile, get information about access rights and usage and download COUNTER 5 compliant usage statistics.

The screenshot below shows the library administrator dashboard. You can access it by logging in with your institutional administrator credentials and hovering over an administration cog icon in the top navigation.



## How to activate your account?

You will receive an email with an activation link when your institutional account is set up in [www.brepolsonline.net](http://www.brepolsonline.net). Please click on the link in the email and set up your institutional administration username/password. You can administer your institution's account in the site by logging in with these credentials.

Admin users within your institution will automatically get access to your institution's subscriptions once your institution's authentication information has been set up e.g. IP addresses, or Shibboleth.

## How to update your institution's details?

Click on the "Profile" link within the "Profile" section in your administrator dashboard. The screenshot below shows the form where you can view and update your institutional profile.

Home / My Profile / Update institution details

### Update institution details

Please fill out all required fields marked with a red star \*.

#### Registration Details

Name *	<input type="text"/>
Administrator name *	<input type="text"/>
Email Address *	<input type="text"/>
Country *	Select Country <input type="button" value="v"/>
Street Address	Address Line 1 <input type="text"/>
	Address Line 2 <input type="text"/>
City/Town	City / Town <input type="text"/>
County/State/Region	County / State / Region <input type="text"/>
Postal Code	Postal Code <input type="text"/>
VAT Number	vatNumber <input type="text"/>
IP Registry ID	IP Registry ID <input type="text"/>

## How to set up your institution's logo for display to users of your institution?

Click on the "Institutional logo" link within the "Profile" section in your administrator dashboard. The screenshot below shows the form for managing institutional branding on the site. The configured branding will be displayed on the site to all users authenticated as your institution.

Home / Upload your logo

### Upload your logo

Use the form below to upload a logo that will be shown in the header of every page when users belonging to your institution log in. Logos will be scaled to fit the maximum height and width available for display. You may specify some alternative text that will appear when the image is not shown and you may specify a URL to which the logo will be linked when the user clicks on it. Changes to this information will not be apparent until you begin a new authenticated session by logging out and back in again.

**Alt text for logo:**

**URL link for logo:**

**Logo file:**  
  
No File selected.

## How to change your administrator password?

Click on the "Update password" link within the "Profile" section in your administrator dashboard. It will take you to a form where you can update your administrator password.

## How to add or remove IP addresses for your institution?

Click on the "IP addresses" link within the "Authentication" section in your administrator dashboard. It will take you to a page which lists the IP addresses currently set up for your institution. You can update this list and click on the Submit button to save your updates.

## How to set up EZProxy?

Click on the "IP addresses" link within the "Authentication" section in your administrator dashboard. It will take you to a page which lists the IP addresses currently set up for your institution. You can add the IP address(es) of your proxy server to the list. You will need to set up the following stanza in your EZProxy configuration file.

- T **BrepolsOnline**
- H <https://www.brepolsonline.net>
- NeverProxy instance.metastore.ingenta.com
- NeverProxy pub2web.metastore.ingenta.com

## How to set up a shared username/password for your institution?

Click on the "Usernames" link within the "Authentication" section in your administrator dashboard. It will take you to a page where you can set up a shared username/password for your institution or update the shared password if you have already set up a shared username/password.

## How to enable Shibboleth for your institution?

Click on the Shibboleth link within the "Authentication" section in your administrator dashboard. It will take you to a form for setting up your Shibboleth profile. You can select their institution through the institutions drop-down below and click on the "Change institution" button at the bottom of the form to save your profile.

## How to view your institution's subscriptions?

Click on the "View Subscriptions" link within the "Content" section in your administrator dashboard. It will take you to a page listing your currently active subscriptions as well as expired subscriptions granting perpetual access.

## How to set up outbound OpenURL for your institution?

Click on the "Link Resolvers" link in the administration dashboard. It will take you to a form where you can set up your institution's link resolver. After setting up the link resolver, you will need to log out and log back in to see outbound OpenURL links for references within the References tab for content.

Home / OpenURL Details

### OpenURL Details

**Link Server URL:**

**Link Server Description:**

**Version:**

**Transport:**

**Send requester e-mail address:**

**Save Settings**

### How to access MARC records?

Click on the MARC records link within the "Content" section in your administrator dashboard. It will take you to a page where you can access month by month as well as complete MARC records for books and journals.

### How to access KBART-compliant holdings files?

You can download KBART-compliant files for journals shortly after migration.

### How to access COUNTER compliant usage statistics?

Click on the "COUNTER 5 reports" link within the "Reports" section in your administrator dashboard. It will take you to a page where you can first select the report type you want to download - Platform Report, Title Report or Item Report. You can then download one of the Standard Reports for that report type or create a Master Report. Under Setup SUSHI you can enable SUSHI reports. Instructions on connecting to our COUNTER 5 SUSHI service are available on the same page.

Select

Select

**Platform reports**

- PR - Platform Report
- PR\_P1 - Platform Usage

**Title Reports**

- TR - Title Report
- TR\_B1 - Book Requests (Controlled)
- TR\_B2 - Book Access Denied
- TR\_B3 - Book Usage by Access Type
- TR\_J1 - Journal Requests (Controlled)
- TR\_J2 - Journal Access Denied
- TR\_J3 - Journal Usage by Access Type
- TR\_J4 - Journal Requests by YOP (Controlled)

**Item reports**

- IR - Item Report
- IR\_A1 - Journal Article Requests

For additional technical questions, please contact [migrationsupport@brepols.net](mailto:migrationsupport@brepols.net)