Quick reference guide

Elsevier Admin Tool

ScienceDirect is Elsevier's peer-reviewed, full-text database of over 39,000 book titles and more than 2,500 journal titles. In addition to sophisticated search and retrieval tools, ScienceDirect includes content integrated from a variety of external sources in the form of audio, video, and datasets.
The Elsevier Admin Tool helps you manage and customize your ScienceDirect subscription. Access to the Admin Tool is granted during account set up. If you need to request access to the Admin Tool or identify the ScienceDirect administrator(s) for your institution or organization; please contact the Elsevier Support Team located closest to you.

Tip: As access to Usage Reports is granted by the same team, you can save time by requesting access to both tools (if needed) in the same message. Log in to Admin Tool at https://admintool.elsevier.com. Note: For security purposes, you need to be within the IP range of your institution to be able to access the Admin Tool. If you attempt to log in to Admin Tool from outside your IP range, it will fail to launch without warning.
Account Structure:
Organize your account by groups in order to specify settings for different user groups. For example, control access rights, track the usage and set start and end dates for a particular group (i.e., a particular department).

Use Create/Edit a Group to create or modify a group, and then use Account IP Ranges to select IP ranges from the list of ranges assigned to your account. Note: you cannot create new IP ranges through Admin Tool, but you can submit a request to Elsevier Support Team to create new ranges.

The general information page provides both consortium and account details, access to account settings and a list of groups associated with the account. A Group Administrator may access the Account General Information page, but in view mode only.

Manage User IDs:
View and manage individual users to your account. For example, assign specific users to groups, manage access rights, reset passwords and create registration IDs.

Run a search for a user’s individual profile and then modify their account details as necessary (such as prompting a user to change their password at first log in).

Create and/or specify configuration and access information for a new user. Please use the individual’s email address for the username. Note: If you wish to delete a user profile, please contact Elsevier Support Team.

Create and send remote access registration IDs to an individual or group of users by supplying their email addresses. You can also designate start and end dates for user access. Creating remote registration IDs will prompt invited users to create their profile in order to access ScienceDirect and/or Scopus.

Note: Elsevier supports a range of options for your users to have secure remote access to your organization’s subscribed ScienceDirect content. Consult the information provided on the ScienceDirect info site, and/or contact Elsevier Support Team to select the best choice for your organization. Access a list of account administrators, or search for a specific administrator.

Library Integration:
Account level administrators can set Interlibrary Loan/Document Delivery settings for a specific account or group; including the email address to which document requests are delivered and special instructions for the document delivery form. Note: Account level settings are not available for editing by Group Administrators and are view only.

Usage Statistics:
Access our usage reporting site.
Account general information

Account: AdminTool Demo Account

Account structure

Edit IP range
Manage and edit your IP ranges. Request new IP ranges.

Create group
Create new groups within your account and edit existing groups.

Manage user IDs

Manage remote access registration IDs
Create new registration IDs and retrieve an overview of all current registration IDs.

Create user
Create a new user profile and configure user access and privileges.

Note: Instead of viewing a list of all groups associated with the account, a group level administrator viewing the Account General Information page will see only their group in the list.
The ScienceDirect Account Information page provides access entitlement details and settings for using ScienceDirect; including adding your own library branding, customizing external linking and displaying personalized messages on certain ScienceDirect pages.

- View and manage non-subscribed article purchasing options cost codes, balances and transactional history.
- Purchase options allows you to prevent transactional access, allow anonymous transactional access, require end users to enter a cost code for transactional access and/or document delivery, prevent document delivery and control credit card purchasing options. You can also allow users to bypass the purchase screen in ScienceDirect. **Note: it is recommended that you only modify these settings if you do not intend to use the default settings. Click on the help button within Admin Tool to access more detailed information and instructions.**
- Access links to ScienceDirect and to the ScienceDirect info site.
- External linking can be configured by using link resolvers arranged by you or Elsevier Customer Service, or by using ScienceDirect predefined linking partners. Open the ‘External Linking Settings’ page to select from a list of available link resolvers or from one of ScienceDirect’s predefined linking partners. If desired, you can also choose to edit your dynamic link resolver (how your external linking displays). Only use the Product Linking Settings page if you do not wish to use the default setting. The default setting allows author and citing article information and links provided by Scopus to be displayed in ScienceDirect articles (when information is available).
- Customize the ScienceDirect interface by adding your organization’s logo or name and providing text to be used for the full-text access message. Go to the ScienceDirect Branding page to add your logo or institution’s name. Enter your institution’s name or header image URL, and specify the URL you want the text or image to link to.
- Find and download content coverage and entitlement reports for your account. Download electronic holdings reports which specify the titles and dates of coverage included in a library’s subscription package and comply with the KBART Phase II draft recommendation. Use Journal/Book Entitlement Search to find a list of products and journal, book series or handbook packages in which a specific journal or book series title is included in your institution’s subscription.
### Branding

**Link resolvers**

Display your institution's personalized message and logo in ScienceDirect.

### Linking

#### Link resolvers

Enable and configure links from full-text articles to your library link resolvers and/or predefined linking partners. Customize other external links to use within ScienceDirect.

**Product linking settings**

Enable and configure your product linking settings within ScienceDirect. Allow Scopus citing articles to
Configure standard or an image based link resolver

You can configure your standard or image based link resolver to display the default image, a text link of your choosing or a custom linking image to which you can specify the URL.

Click on Link Resolver, then specify your settings.
Scopus

The Scopus Account Information page provides access entitlement details and settings for using Scopus; including adding your own library branding, customizing external linking and displaying personalized messages on certain Scopus pages, including remote access.

• Customize the Scopus interface by uploading your organization’s logo or name, reminding your users that access is provided by your organization. Go to the Scopus Branding page to add your logo or ‘brought to you by’ text.

• External linking can be configured by first selecting the category, followed by the link you intend to change. You can then sort the priority, adjusting the order in which the link appears. Note that the Abstract + Refs and the View at publisher links sort priority cannot be modified.

• Access links to Scopus, the Scopus info site, Scopus coverage report and Scopus support and training materials.
Account: AdminTool Demo Account

General

Branding

In product messaging and branding
Display your institution's personalized message on pages in Scopus.

Linking

External link settings
Enable and configure your link resolver service and customize other external links to use within Scopus.

Pre-defined links
Activate or deactivate Scopus linking options.

Patent links
Enable patent links on the Scopus search results page.
ScienceDirect

Online Help is available for the various tasks you perform in Admin Tool. For instructions or information please visit the AdminTool support centre.

https://service.elsevier.com/app/home/supporthub/admin-tool/

For more information about Admin Tool, please visit
https://service.elsevier.com/app/home/supporthub/sciencedirect/