Elsevier Admin Tool: Scopus Quick Reference Guide

The Elsevier Admin Tool helps you manage and customize your Scopus 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 Scopus administrator(s) for your institution or organization then please contact the Elsevier Customer Service 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](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 General Information

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.

1. **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 Customer Service to create new ranges.

2. **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.

   1. 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).

   2. 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 Customer Service.

3. **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 Scopus and/or ScienceDirect. **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 Scopus info site, and/or contact Elsevier Customer Service to select the best choice for your organization.

   1. Access a list of account administrators, or search for a specific administrator.

4. **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.

   1. Access a list of account administrators, or search for a specific administrator.
**Scopus**

1. **Customize the Scopus interface.** Add your organization’s logo or name, customize the text included in the message box of the Browse sources pages, and/or update the wording used for the remote access message seen by users. See page 5 for more information.

2. **Configure linking settings for your institution.** Enable interlibrary loan/document delivery service settings for specific groups using the Pre-Defined Links tool. Specify your link resolver service in External Link Settings to ensure users can access your institution’s subscribed content. Additionally, you can modify how and where the button appears in Scopus. See page 7 for more information. Use Quick Link Settings to create a short cut link to your library’s catalogue that is accessible from every Scopus page. Deep links to your library’s catalogue may be created upon request. Please contact E-Customer Service.

3. **Access the Scopus Coverage Report,** a spreadsheet containing the complete list of journal and book series titles currently indexed in Scopus.

4. **Promote Scopus to your users.** Help inform your users about Scopus, link to the Scopus Learn & Support info page and find promotional and training material.

5. **Access links to Scopus** and to the Scopus info site.
Customizing the Scopus Interface

You can customize the Scopus interface by adding your institution's logo or name on every page, and by including personalized messaging on some of the pages used for communicating with your users.

1. Go to the **Scopus Institutional Logo or Text** to add your logo or institution's name. Enter your institution's name or a header image URL, and specify the URL you want the text or image to link to. If you have already done this for ScienceDirect, you can click on Copy Header from ScienceDirect to apply the same Logo and Text changes to Scopus.
Customizing the Scopus Interface

2. Go to Scopus Product Zones to customize the text appearing in the message box on the Browse sources pages. Select ‘no’ under ‘Use Inherited Browse Sources Page Message for Account?’ and add your HTML text to the Browse Sources Page message box. Refer to figure 2 to see how this appears in Scopus.

3. You can use customize wording for the remote access message. First, turn off the inherited default messaging by selecting ‘no’ and then add your desired text to the box.
Customizing Scopus External Linking

Specify your link resolver service in **External Link Settings** to ensure users can access your institution’s subscribed content. Additionally, you can modify how and where the button appears in Scopus.

Open the **External Linking Settings** – from the list of **Link Categories** select **Link Resolver** and then find and click on your desired resolver.

Check or insert the Base URL (the main page of the external site) and select ‘Yes’ to enable the external link. If you wish to change the default settings for the link (i.e., use a custom image for the button, only enable the link on certain pages or change the sort priority), change the ‘Use Default Settings for this Link?’ option to ‘No,’ and make the desired changes. Click on the ‘Help’ icon to access more detailed instructions.

Specify your link resolver service in **External Link Settings** to ensure users can access your institution’s subscribed content. Additionally, you can modify how and where the button appears in Scopus.
Online Help is available for the various tasks you perform in Admin Tool. Click the Help icon (usually located in the top right hand corner of the application page) for instructions or information related to the page you are viewing in the Admin Tool.

For more information about Admin Tool, please visit elsevier.com/scopus/support/admin-tool

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