

Elsevier Admin Tool



<https://admintool.elsevier.com>



AdminTool

The best way to manage your ScienceDirect and Scopus accounts.

The Elsevier Admin Tool contains many services to help you get the most out of your ScienceDirect and Scopus accounts. It was developed in response to librarian feedback and was heavily user-tested to ensure that it helps administrators manage electronic resources. It gives you control over everyday tasks, allowing you to make the changes you want.

Access the Admin Tool via <https://admintool.elsevier.com>

Information can be found at <http://www.info.admintool.elsevier.com>

Admin Tool benefits:

- The Admin Tool is free of charge to all ScienceDirect and Scopus subscribers.
- The features and functionality of the tool will help you manage your ScienceDirect and Scopus accounts quickly and efficiently.
- The intuitive interface is easy-to-use. To help you get started, there are online tutorials and context-sensitive help to assist you once you're logged on to the Admin Tool.
- If you'd prefer a paper version of a step-by-step guide, the online Quick Reference Guide can be printed onsite.

The screenshot displays the Admin Tool interface for a user named 'London Consortium' with an account at 'University of East London' and a group named 'Chemistry'. The interface is divided into several sections:

- Group General Information:**
 - Group Details:** Name: Chemistry, Status: Active.
 - Account Details:** Name: University of East London, Account Number: 020002246.
 - Consortium Details:** Name: London Consortium, Consortium Account Number: 300002246.
- General Settings (Selected):**
 - Group Structure:** Includes 'Edit Group' (Modify specific settings) and 'Group IP Ranges' (Manage Group access by assigning IP ranges).
 - Manage User Profiles:** Includes 'Search, View, and Modify User Profiles' (View all users or search for a specific user) and 'Create User Profile' (Specify details for a new user).
 - Create/Manage Remote Access Registration IDs:** Create new Registration IDs by getting or copying in e-mail addresses, and retrieve an overview of all current pending Registration IDs.
 - Administrators:** View a list of all Administrators or search for a specific Administrator within your Group. Create new Administrators or modify the Administrator privileges of an existing user.
 - Library Integration:** 'Configure Interlibrary Loan/Document Delivery Link' (Configure a link to an interlibrary loan service or document delivery service).
 - Institutional Authentication:** 'Athens Access Configuration' (Allow access to ScienceDirect and Scopus using Athens. Note: If you wish to enable your account with unauthenticated access, please contact E-Customer Service).

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The Admin Tool can help you to:



Create or edit groups of users within an account

- Use specific IP address ranges for departments or sub-departments to organize groups of users, usage reports, document delivery settings, transactional access, credit card purchasing and more



Manage your users' access rights, based on IP ranges

- View the ranges of IP addresses currently assigned to your account
- Make changes to your institute's IP range by moving, removing or splitting ranges into subsets



Manage your users' profiles and IDs

- View all users currently registered to your account
- Create a new user profile
- Set up a username and password for one user, or a group of users, to gain remote access from outside their specified IP address(es)
- Add and change memberships



Configure interlibrary loan/document delivery

- Configure a link per group to an interlibrary loan service or document delivery service of your choice
- Customize the information message displayed to your users



Set up your own library branding

- Set up the display of your library logo and descriptive text to appear on every page within either ScienceDirect or Scopus
- Include a link from either ScienceDirect or Scopus to your library website



Access to usage reports

- Link directly to the usage reports site, with the same username and password



Scopus linking **SCOPUS**[™]

- Activate library links to collective catalogs, link resolvers, OPACs, interlibrary loan services, databases and web search engines
- Personalize the presentations of links and offer different links to different user groups



ScienceDirect linking **ScienceDirect**[™] makes sense.

- Enable and configure links from full-text articles and abstracts in abstract and citation databases to your library's link resolvers and/or predefined linking partners

For more information, please visit the Admin Tool Info Site
<http://info.admintool.elsevier.com>

or contact your nearest Elsevier Regional Sales Office:

*(please note that if you have both a ScienceDirect and Scopus account,
you can use either of the two e-mail addresses mentioned)*

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