



## Article Purchase Options in the Admin Tool

The Admin Tool empowers administrators to manage individual article purchase options such as transactional access, credit card purchasing and document delivery.

A Transactional Access allows users to access and download articles and chapters from all non-subscribed journals, Book Series and Handbooks at a fixed price per article/chapter. When Transactional Access has been set up for your account, it works by charging a fee for unsubscribed content directly to your institution's account.

Administrators can modify the Transactional Access options for their account via the Admin Tool (<https://admintool.elsevier.com>).

### Edit the Purchase Options settings of your account in six easy steps:

1. Select "Purchase Options" from the ScienceDirect tab of the Admin Tool.
2. To enable users to enjoy Transactional Access from your account, go to the Account Setting dropdown box next to "Prevent Transactional Access" and select "Set to No".
3. To enable Transactional Access for end users without requiring them to log in to ScienceDirect, go to the Account Setting dropdown box next to "Allow Anonymous Transactional Access" and select "Set to Yes".
4. To require end users to enter a cost code when requesting an article through Transactional Access, go to the Account Setting dropdown box next to "Allow Cost Code" select "Set to Yes".
5. To disable the option for users to make document delivery requests from ScienceDirect for unsubscribed content, go to the Account Setting dropdown box next to "Prevent Document Delivery" and select "Set to Yes".
6. To allow users to pay for non-subscribed articles with a credit card once all your transactional balances are depleted, go to the dropdown box next to "Allow Credit Card Purchasing" and select "Yes".

**Purchase Options - Account Settings**

**Prevent Transactional Access**  
Inherited Default: [No]  
Account Setting: Use Inherited Default

**Allow Anonymous Transactional Access**  
Inherited Default: [No]  
Account Setting: Use Inherited Default

**Allow Cost Code**  
Inherited Default: [No]  
Account Setting: Use Inherited Default

**Prevent Document Delivery**  
Inherited Default: [Yes]  
Account Setting: Use Inherited Default

Overview of Group Settings Save Cancel

**Credit Card Purchasing**

This will allow users to pay for non-subscribed articles with credit card once all your [transactional balances](#) are depleted.

Allow Credit Card Purchasing: No

Enabling Credit Card Purchasing will deactivate document delivery links for non-subscribed ScienceDirect articles.  
(Abstract Databases will still show document delivery links.)

Save Cancel

For further information please visit the Admin Tool Info Site [www.info.admintool.elsevier.com](http://www.info.admintool.elsevier.com)

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