EBSCOadmin

This page enables you to browse all of the available support documentation related to how administrators can customize EBSCO interfaces with EBSCOadmin.

EBSCOadmin provides the ability for the library administrator at the institutional level or the consortium level to customize your EBSCO interfaces in a variety of different ways. You can customize individual workstations with database access and software features. Search tools including search limiters and expanders, print options, linking options, local holdings information, and links to your library homepage can be modified.

- **EBSCOadmin - User Guide**

This user guide provides administrators with information on EBSCOadmin features including interface customization, branding, and reports and statistics.

- How can I access COUNTER reports using EBSCOadmin?
- Adding a new administrator and assigning roles for access to EBSCOadmin
- How do I add bottom branding to my profile?
- How do I add or update IP addresses in EBSCOadmin for authentication?
- What authentication methods are available for accessing EBSCO interfaces?
- Branding Color Recommendations
- Can I copy profiles in EBSCOadmin?
- How do I change administrator roles in EBSCOadmin?
- How can I change the user-defined column headings in EBSCOadmin?
- Can I use EBSCOadmin to control the limiters that appear in EBSCO interfaces?
- How do I copy a CustomLink in EBSCOadmin?
- How can I copy a User Group in EBSCOadmin?
- COUNTER Reports - Frequently Asked Questions
- How do I create a new Local Collection?
- How can I create embedded URLs for authenticating users?
- How to Create a New User Group in EBSCOadmin
- How do I create User Defined fields in EBSCOadmin?
- Creating an Inter-Library Loan (ILL) Form

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How do I customize how expanders appear using EBSCOadmin?
- How do I customize the login prompt for the Patron ID and CPID authentication types?
- Customizing Interface Colors in EBSCOadmin
- Customizing Your Select Service Screen - Frequently Asked Questions
- EBSCOadmin - Database Usage Analytics Report
- EBSCOadmin - Database Usage Report
- How do I display an Ask-A-Librarian link?
- Can I display EBSCOhost databases by subject area on the search screens?
- How can I download title lists for my databases in EBSCOadmin?
- EBSCOadmin - Top Search Terms Report
- EBSCOadmin Glossary
- EBSCOadmin Reports - Glossary of Terms
- EBSCOadmin - Standard Reports Column Definitions
- EBSCOhost SUSHI Web Service - FAQs
- How can I e-mail a list of sites in my consortium?
- How can I email a list of my institution's IP addresses to myself?
- How can I email a list of titles in a Local Collection?
- How can I e-mail a patron file list from EBSCOadmin?
- How do I enable (or disable) a database on a Profile?
- How do I enable the Suggest Subject Terms feature in EBSCOadmin?
- Enabling HTTPS authentication in EBSCOadmin
- How do I add a Proxy Server in EBSCOadmin and embed it in my EBSCOhost URL?
- How do I add Apps?
- How do I change my EBSCOadmin password?
- In EBSCOadmin, how do I change the order of my EBSCOhost profiles and databases?
- In EBSCOadmin, how do I create a local collection limiter?
- How do I customize my top toolbar?
- In EBSCOadmin, how do I set up Search Options on the basic search screen of EBSCO interfaces?
- How to Create a New Profile in EBSCOadmin
- EBSCOadmin - Interface Usage Analytics Report
- EBSCOadmin - Interface Usage Report
- EBSCOadmin - Link Activity Report
- Local Collections - Frequently Asked Questions (FAQs)
- EBSCOadmin - Login Usage Analytics Report
- EBSCOadmin - Login Usage Report
- Can I modify how subject facets appear on my institution's result list?

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EBSCO
How do I modify Search Modes in EBSCOadmin?
◦ How do librarians/EBSCOhost administrators modify the language of the EBSCOhost login screens?
◦ How do I modify the settings for a User Group in EBSCOadmin?
◦ New EBSCOadmin Standard Usage Reports - FAQs
◦ OpenAthens Authentication - FAQs
◦ Referring URL Authentication - FAQs
◦ How do I replace the EBSCOhost logo with my institution’s logo?
◦ How do I run Usage Analytics Reports in EBSCOadmin?
◦ How do I run Usage Reports in EBSCOadmin?
◦ How do I schedule reports in EBSCOadmin?
◦ EBSCOadmin: Settings on the Delivery Options Sub-Tab
◦ EBSCOadmin: Settings on the Linking Sub-Tab
◦ EBSCOadmin: Settings on the Searching Sub-Tab
◦ EBSCOadmin: Settings on the Viewing Results Sub-Tab
◦ Setting up EBSCO CustomLinks in EBSCOadmin
◦ Setting Up Translation Features
◦ How do I set up Traditional or Enhanced Branding using EBSCOadmin?
◦ In EBSCOadmin, how do I set up Browse Options on the basic search screen of EBSCO interfaces?
◦ How do I set up Cookie Authentication?
◦ How do I set up CPID (Patterned ID) Authentication?
◦ How do I set up EBSCOhost Connection?
◦ How do I set up Patron ID Authentication?
◦ How do I set up Personal User Authentication in EBSCOadmin?
◦ How do I set up Shibboleth/SAML Authentication?
◦ How do I set up User ID/Password Authentication?
◦ Single Sign-On Authentication - Frequently Asked Questions
◦ Single Sign-On Authentication - An Overview
◦ EBSCOadmin - Title Usage Report
◦ How do I upload a User Defined field list in EBSCOadmin?
◦ How can I upload a list of my institution’s IP addresses to EBSCOadmin?
◦ How do I upload a MARC file as a Local Collection?
◦ How do I upload Patron Files in EBSCOadmin?
◦ What is the "Field Encoding" field when I upload a Local Collection in EBSCOadmin?
◦ When running Standard Usage Reports, why is the reporting period end date behind the current date?
EBSCOadmin - Frequently Asked Questions (FAQs)

This guide features the available administrator-focused Frequently Asked Questions related to customizing EBSCO interfaces with EBSCOadmin.

- How are abstract views counted in EBSCO Reports and Statistics?
- How do I access ConsumerReports.org through my proxy server?
- How do I activate EBSCO SmartLinks in EBSCOadmin?
- Can I add my Proxy URL to the Persistent Links that are sent via RSS Alerts?
- Add to LibGuides CustomLink
- How do I change the default language of my EBSCOhost interface when creating a new profile?
- In EBSCOadmin, how do I change my EBSCOhost password?
- How can I change the default EBSCOhost start page in EBSCOadmin?
- Why does my COUNTER Journal Report 1 contain titles that do not have any full-text article requests?
- How do I customize which limiters appear under Refine my Results on my result list?
- CustomLinks - Frequently Asked Questions
- What custom linking services are available with the EBSCOhost databases?
- What is the difference between EBSCO CustomLinks and SmartLinks?
- What is the difference between a profile and a group in EBSCOadmin?
- What is the difference between sessions and logins in the EBSCOhost Usage Statistics generated in EBSCOadmin?
- How do I disable the iPhone and Android authentication link with EBSCOadmin?
- How can I download MARC title lists from EBSCOadmin?
- Do COUNTER-compliant reports cover activity under all interfaces?
- Once I am in the EBSCOadmin interface, it does not respond to anything I do.
- EBSCOadmin Options for Medical Librarians
- Why doesn't EBSCO automatically append my Proxy settings for Persistent Links to EBSCO RSS Alerts?
- What does "EBSCO Citations" refer to on the Database Usage Report?
- How do I enable Multilingual Options for EBSCOhost in EBSCOadmin?
- How do I enable or disable the Auto Correct Search Terms setting in EBSCOadmin?
- How do I enable and configure Text-to-Speech for EBSCO interfaces?
- Which federations does EBSCO support for Shibboleth authentication?
- How to find the values needed in EBSCOadmin for the Shibboleth Affiliation & Entitlement fields
- How can I gather statistics on the browsers and mobile devices being used to access EBSCO interfaces?
- Grouping EBSCO Databases by Subject Area - Best Practices

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How do I enable Direct Export?

◦ In EBSCOadmin, how do I enable Language Translation?
◦ How do I request a Customized ILL Form?
◦ How do I set up a CustomLink to JSTOR?
◦ How do I use EBSCOadmin to set up linking from EBSCOhost to WorldCat?
◦ How long is an EBSCOhost session?
◦ EBSCOadmin - How to set up SFX Linking
◦ IP Address Authentication - Frequently Asked Questions
◦ Information for IT Departments Regarding Caching with Proxy Servers
◦ Can I link from an EBSCOhost database to full text content in the Cochrane Database of Systematic Reviews?
◦ How can I link to my e-journal publisher content using CrossRef?
◦ What information is needed to perform a bulk upload of Personal User Authentication accounts in EBSCOhost?
◦ What are the Precision Operator and Precision Distance options in the EBSCOadmin Search Modes settings?
◦ I use EZproxy and have also set up Primary Proxy for Persistent Links in EBSCOadmin. How do I prevent double proxy information from appearing on my URL?
◦ How can I proxy only the initial EBSCOhost login page?
◦ Why did I receive an error message when I tried to access a Report in EBSCOadmin?
◦ How do I remove the Plum Print from my EDS or EBSCOhost profile?
◦ What reports does EBSCO provide that are compliant with COUNTER Release 4?
◦ How do I request customized MARC21 Files?
◦ How do I reset administrator passwords from within EBSCOadmin?
◦ How do I reset an expired or forgotten EBSCOadmin password?
◦ Why am I seeing an “Error in HttpHandler” when trying to access EBSCOhost with Navigator interface?
◦ How do I select the style of Find field on EBSCOhost Advanced Search?
◦ How do I setup a CustomLink to Credo Reference?
◦ How do I setup a CustomLink to Serials Solutions 360 Link?
◦ How do I setup a CustomLink to TOUResolver (TDNet - article level link resolver)?
◦ How do I setup EZproxy to not proxy the RSS URL link?
◦ Can I set the default Citation format?
◦ How do I set a preferred sort order on the Result List?
◦ Can I set up a preferred authentication order that applies to persistent links created in EBSCOhost?
◦ How do I set up EBSCOhost in my EZproxy server?
◦ How do I set up Learning Express in my EZproxy server?
◦ How do I Set up a Link to my OCLC ILL on FirstSearch in EBSCOadmin?
Shibboleth Federations - Frequently Asked Questions

- What are SHIBBOLETH standard names for attributes?
- Should my institution choose IP authentication if we are using a proxy server?
- Troubleshooting Web Bridge CustomLinks for use in EBSCOhost
- How do I turn on/off access to video content on the History Reference Center?
- What is the URL to access EBSCOadmin?
- How do I use EBSCOadmin to set up linking from EBSCOhost to Innovative Interfaces?
- How do I use EBSCOadmin to set up linking from EBSCOhost to the Endeavor Voyager catalog?
- What are "Result Clicks" in COUNTER Release 4 reports?
- What do the fields on Link Activity Reports mean?
- What fields and parameters can my link resolver use?
- In EBSCOadmin Database Usage Reports, what is the difference between Currently Subscribed and All Accessed?
- What is EBSCOadmin Security?
- What is Personal User Authentication?
- In EBSCOadmin, what is a Profile ID and where do I find it?
- What is SFX Linking and how do I set it up in EBSCOadmin?
- In EBSCOadmin, what options are available to control when a CustomLink will display?
- If I enable grouping databases by subject area, which subject areas will appear in my database list?

See all »

• EBSCOadmin - Tutorials

This guide includes tutorials featuring step-by-step instructions on how administrators can use EBSCOadmin to customize EBSCO interfaces.

- Accessing Reports & Statistics in EBSCOadmin - Tutorial
- Adding a Proxy in EBSCOadmin and Applying it to Persistent Links - Tutorial
- Adding an IP Address in EBSCOadmin - Tutorial
- Adding a Referring URL in EBSCOadmin - Tutorial
- Branding EBSCO Interfaces with EBSCOadmin
- Copying User Profiles with EBSCOadmin - Tutorial
- Creating Direct URLs to EBSCO Products - Tutorial
- Creating Strong Passwords in EBSCOadmin - Tutorial
- Creating User Groups with EBSCOadmin - Tutorial

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Creating a User ID and Password in EBSCOadmin - Tutorial
Creating User Profiles with EBSCOadmin - Tutorial
Grouping EBSCOhost Databases by Subject in EBSCOadmin - Tutorial
Managing Database Limiters - Tutorial
Managing your EBSCOhost Databases - Tutorial
Overview of EBSCOadmin - Tutorial
Resetting Your EBSCOadmin Password - Tutorial
Scheduling Reports in EBSCOadmin - Tutorial

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• EBSCOadmin - Multilingual FAQs

This guide features the available Spanish-language versions of Frequently Asked Questions related to EBSCOadmin.

- ¿Cómo activo la Opción de Multi Idiomas para EBSCOhost en EBSCOadmin?
- ¿Cómo aplico la imagen institucional de mi biblioteca a EBSCOhost?
- En EBSCOadmin, ¿cómo cambio el idioma predefinido de mi interfaz de EBSCOhost para cuando cRe un nuevo perfil?
- ¿Cómo creo ligas directas a las bases de datos de EBSCOhost?
- ¿Cómo creo un nuevo Grupo de usuarios y un nuevo perfil en EBSCOadmin?
- ¿Cómo puedo crear una contraseña en EBSCOadmin de tal forma que pueda ser reestablecida?
- ¿Cómo puedo ver una colección local en EBSCOadmin?
- ¿Qué métodos de autentificación están disponibles para acceder a EBSCOhost?
- ¿Qué significan las columnas en los Reportes y Estadísticas de EBSCOadmin?

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