

BioOne Librarian Tip Sheet Series

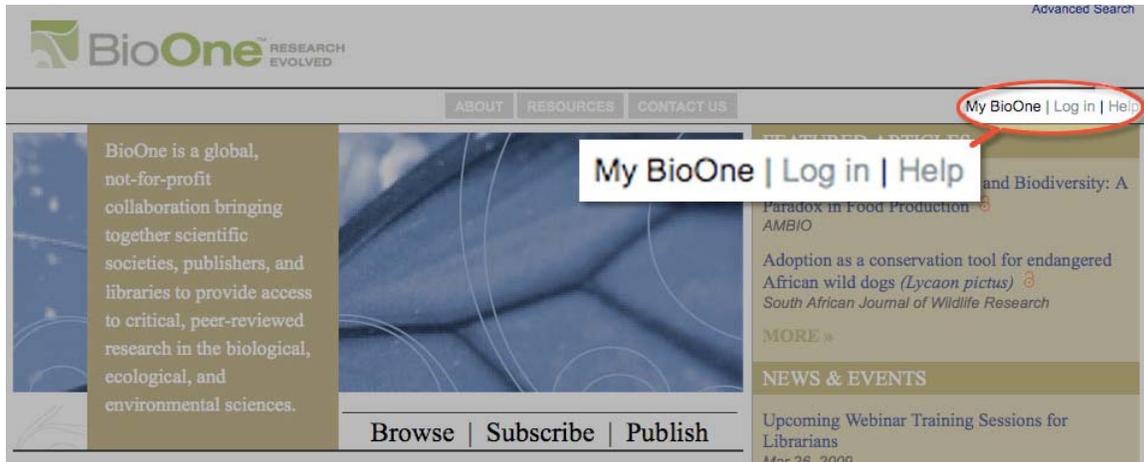
## Using the Administration Panel



## How to Access “My BioOne” User Profile

1. From the BioOne homepage (www.bioone.org), please click on the **Log in** link in the upper right-hand corner (Fig. 1)

FIGURE 1.



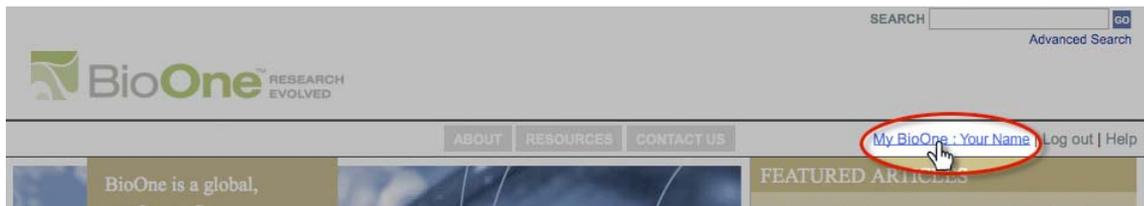
2. On the subsequent page, **enter your email address and password** (Fig. 2)  
*Please note that if you have never logged-on to the new (as of January 27, 2009) BioOne site, your password is the same as your previous institutional password for accessing usage statistics.*

FIGURE 2.



3. Upon successful log in, your full name will appear next to “**My BioOne.**” Click on your name to manage your account (Fig. 3)

FIGURE 3.



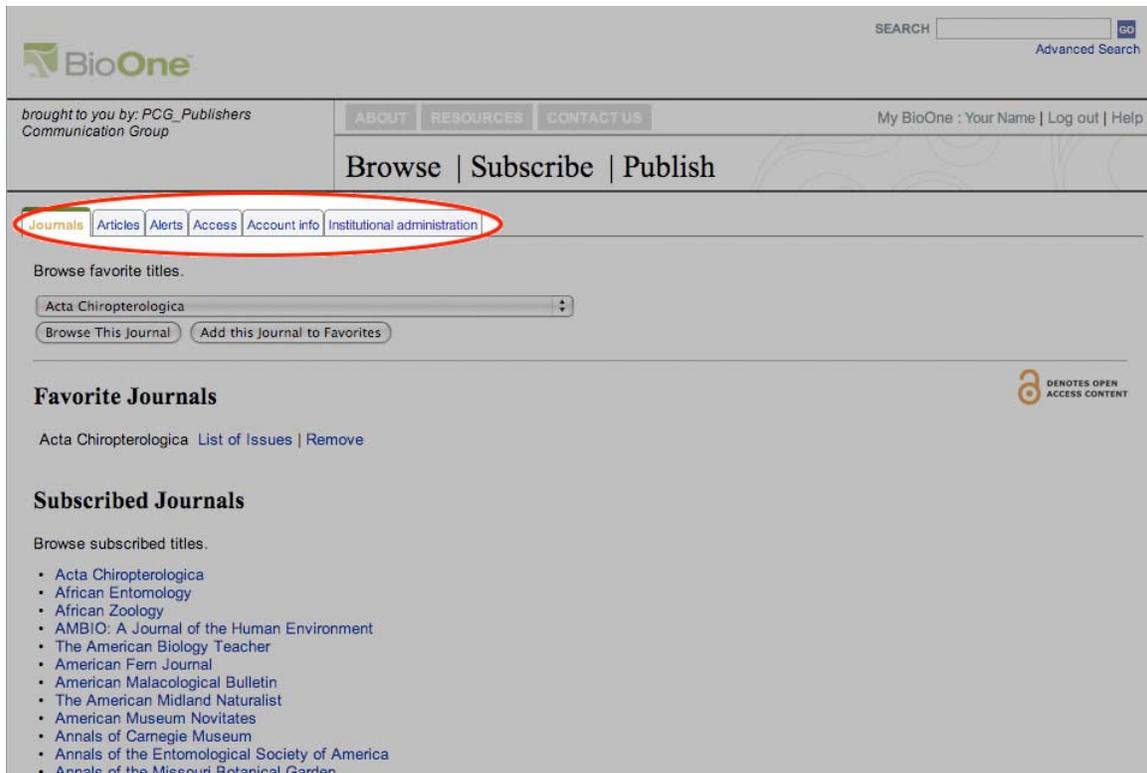
## Managing Your Account

You can make changes to your account by using the tabs at the top of your administration page (Fig. 4):

- **Journals**
- **Articles**
- **Alerts**
- **Access**
- **Account info**
- **Institutional administration**

*The Institutional administration tab is only available to users with administrative access. If you believe you should have administrative access, but do not, please contact BioOne customer service.*

FIGURE 4.



The screenshot shows the BioOne user administration interface. At the top right, there is a search bar with a 'GO' button and a link to 'Advanced Search'. Below the BioOne logo, it says 'brought to you by: PCG\_Publishers Communication Group'. Navigation links for 'ABOUT', 'RESOURCES', and 'CONTACT US' are present, along with 'My BioOne : Your Name | Log out | Help'. A main navigation bar contains 'Browse | Subscribe | Publish'. A secondary navigation bar features tabs for 'Journals', 'Articles', 'Alerts', 'Access', 'Account info', and 'Institutional administration', with 'Journals' highlighted and circled in red. The 'Journals' section includes a dropdown menu for 'Acta Chiropterologica' and buttons for 'Browse This Journal' and 'Add this Journal to Favorites'. Below this are sections for 'Favorite Journals' (listing 'Acta Chiropterologica' with 'List of Issues' and 'Remove' links) and 'Subscribed Journals' (listing various journals like 'Acta Chiropterologica', 'African Entomology', etc.). An 'OPEN ACCESS' logo is visible on the right side.

## Journal

Under the Journal tab, you can:

- Browse, add, or remove titles in your list of **Favorite Journals**
- Browse list of **Subscribed Journals** (journals that you have full access to, as a benefit of your institutional subscription to BioOne)

## Articles

Under the Articles tab, you can:

- Browse and manage your list of **Favorite Articles** (BioOne articles tagged by you using the "Add to Favorites" sidebar feature)
- You may sort and browse your favorite articles by:
  - Article title
  - Journal name
  - Date of article
- Browse and manage your **Subscribed Articles** (articles that you have purchased temporary access to via BioOne's pay-per-view feature)

## Alerts

Under the Alerts tab, you can:

- Register to receive email notifications (in plain text or HTML) when new content becomes available on BioOne, including:
  - **Table of Contents Alerts**, notifying users when new issues of selected Journals are published online
  - **Citation Alerts**, notifying users when a selected article is cited
  - **Special Alerts**, notifying users of BioOne-specific offers and notices

## Access

Under the Access tab, you can:

- **Submit Access Token** information to access associated content
  - Access Tokens are only necessary when you are out of IP Range
  - Access Tokens are only one way for users to be authenticated
  - Access Tokens must be issued by BioOne customer service  
*Please contact BioOne customer service for help in setting up remote access for your institution*

## Account Info

Under the Account Info tab, you can:

- View and update your email and, if desired, select a new password
- (Optional) Enter your personal information and areas of research/interest

## Institutional Administration

The Institutional administration tab is only available to users with administrative access. End users and librarians without administrative privileges do not have access to this tab.

Under the Institutional Administration tab (Fig. 5), administrators can access and manage the following information:

- **Subscription**
- **IP Ranges**
- **Administrators**
- **Banner**
- **Reference Linking**
- **TPS Setup**
- **Usage Data**
- **Holdings File**
- **Help Desk**
- **LOCKSS Server**
- **Content Suppression**

FIGURE 5.

SEARCH   [Advanced Search](#)

brought to you by: [PCG\\_Publishers Communication Group](#) [ABOUT](#) [RESOURCES](#) [CONTACT US](#) My BioOne : Your Name | [Log out](#) | [Help](#)

[Browse](#) | [Subscribe](#) | [Publish](#)

[Journals](#) | [Articles](#) | [Alerts](#) | [Access](#) | [Account info](#) | **Institutional administration**

[Subscription Desk](#) | [IP Ranges](#) | [LOCKSS Server](#) | [Administrators](#) | [Content Suppression](#) | [Banner](#) | [Reference Linking](#) | [TPS Setup](#) | [Usage Data](#) | [Holdings File](#) | [Help](#)

You are managing **PCG\_Publishers Communication Group**.

View your current subscriptions.

Your institution currently has access to the following titles:

| Journal title                                  | Coverage                                      | License Expiry | ISSN      |
|--|---|----------------|-----------|
| Acta Chiropterologica                          | All articles from Jan 1, 2005 to Dec 31, 2009 | Never          | 1508-1109 |
| African Entomology                             | All articles from Jan 1, 2007 to Dec 31, 2009 | Never          | 1021-3589 |
| African Zoology                                | All articles from Jan 1, 2006 to Dec 31, 2009 | Never          | 1562-7020 |
| AMBIO: A Journal of the Human Environment      | All articles from Jan 1, 2000 to Dec 31, 2009 | Never          | 0044-7447 |
| American Biology Teacher, The                  | All articles from Jan 1, 2000 to Dec 31, 2009 | Never          | 0002-7685 |
| American Fern Journal                          | All articles from Jan 1, 2001 to Dec 31, 2009 | Never          | 0002-8444 |
| American Malacological Bulletin                | All articles from Jan 1, 2007 to Dec 31, 2009 | Never          | 0740-2783 |
| American Midland Naturalist, The               | All articles from Jan 1, 1998 to Dec 31, 2009 | Never          | 0003-0031 |
| American Museum Novitates                      | All articles from Jan 1, 2000 to Dec 31, 2009 | Never          | 0003-0082 |
| Annals of Carnegie Museum                      | All articles from Jan 1, 2005 to Dec 31, 2009 | Never          | 0097-4463 |
| Annals of the Entomological Society of America | All articles from Jan 1, 2000 to Dec 31, 2009 | Never          | 0013-8746 |
| Annals of the Missouri Botanical Garden        | All articles from Jan 1, 2006 to Dec 31, 2009 | Never          | 0026-6493 |
| Applied Vegetation Science                     | All articles from Jan 1, 2002 to Dec 31, 2008 | Never          | 1402-2001 |
| Arctic, Antarctic, and Alpine Research         | All articles from Jan 1, 2003 to Dec 31, 2009 | Never          | 1523-0430 |
| Auk, The                                       | All articles from Jan 1, 2000 to Dec 31, 2009 | Never          | 0004-8038 |
| Avian Diseases                                 | All articles from Jan 1, 2002 to Dec 31, 2009 | Never          | 0005-2086 |
| Avian Diseases Digest                          | All articles from Jan 1, 2006 to Dec 31, 2009 | Never          |           |
| Biology of Reproduction                        | All articles from Jan 1, 2000 to Dec 31, 2006 | Never          | 0006-3363 |
| BIOS   | All articles from Jan 1, 2004 to Dec 31, 2009 | Never          | 0005-3155 |
| BioScience                                     | All articles from Jan 1, 2000 to Dec 31, 2009 | Never          | 0006-3568 |

## Subscription

In the Subscription section you can:

- View your BioOne collection subscription information by **Title**, including the **Coverage** (volumes included), **License expiry** (end date of your subscription) and **ISSN** for each title
- Download your list of subscribed titles as a tab separated text file for easy integration into cataloguing systems
- Download subscription information as a set of MARC records
- Submit **Access Token** (see *Access* section above for more information)

## IP Ranges

In the IP Ranges section you can:

- View, add, or delete your institution's list of **IP Addresses** and check for conflicts
- Send an email of your institution's IP addresses for your records

## Administrators

In the Administrators section you can:

- Add or remove **Administrators** to be assigned privileges to manage your institutional account
- Send an email of your current list of Administrators for your records

## Banner

In the Banner section you can:

- Manage your **institution's branding** (Fig. 6):
- Enter or update banner text, to appear in the upper left-hand corner of your patrons' view of the BioOne site
- Upload your institution's logo, to appear with text above (JPEG, GIF or PNG file type, maximum size 250x40 pixels)

FIGURE 6.

The screenshot shows the BioOne website administration interface. At the top left is the BioOne logo. A search bar is located at the top right. Below the logo, there are navigation tabs for 'ABOUT', 'RESOURCES', and 'CONTACT US'. A user profile section shows 'My BioOne : Your Name | Log out | Help'. A prominent red-bordered box on the left contains the text 'Banner text and institution logo appear here'. Below this, there are links for 'Browse | Subscribe | Publish'. The main content area displays the journal title 'AMBIO: A Journal of the Human Environment' and the article title 'Alien Species in Aquaculture and Biodiversity: A Paradox in Food Production'. On the right side, there are sections for 'Article Views' (with links for 'Abstract & References', 'Full Text', and 'PDF (303 KB)') and 'Article Tools' (with links for 'Email', 'Disable search highlighting').

## Reference Linking

In the Reference Linking section you can:

- Enable or disable **OpenURL linking**, allowing or disallowing patrons' view of Open URL reference links on the BioOne site
- Add a customized button to indicate OpenURL reference links  
(*button must be 85 pixels wide and 20 pixels high*)

## TPS Setup

In the TPS Setup section you can:

- Enable your **Trusted Proxy Server (TPS)** to setup access between a password-protected area of your institutional site where patrons can click through to the BioOne site and be authenticated, regardless of IP range. Please note that you must also contact BioOne Customer Service to activate this link.

## Usage Data

In the Usage Data section you can:

- View available **Month-by-month** and **Year-to-date Usage Data Reports** in HTML, XML, and tab delimited formats
- Email reports to yourself or to all administrators associated with your institution
- Learn about how to interpret reports and included data

## Holdings File

In the Holdings File section you can:

- Download the **BioOne Holdings file** in a tab-separated, Open URL-compatible file

## Help Desk

In the Help Desk section you can:

- Use the **Contact Form** to send feedback, comments, or inquiries to BioOne Customer Service
- Download the latest versions of **Firefox** and **Microsoft Internet Explorer browsers**
- Download **Acrobat Reader** to view PDF files

## LOCKSS Server

In the LOCKSS Server section you can:

- Submit your **LOCKSS** IP Address to enable BioOne site "crawling" for your LOCKSS server

## Content Suppression

In the Content Suppression section you can:

- Restrict your patrons' view to only subscribed and open access content
- The default view is for patrons to see all content in the **BioOne Collections**, regardless of subscription (including free access to abstracts and references for all content.)

*We hope you find this information helpful. For questions or technical assistance please contact us by email at [Jenny.byrnes@bioone.org](mailto:Jenny.byrnes@bioone.org) or by phone at 1-800-552-3084.*