



**BRISTOL UNIVERSITY PRESS
DIGITAL**

**Books and journals with global
and social impact**

Welcome to our user guide for librarians and administrators

This user guide will get you started on Bristol University Press Digital and our Account Management System (AMS).

You can access our platform via: bristoluniversitypressdigital.com

You can access our Access Management System via: ams.bristoluniversitypressdigital.com

In these pages, you will find information about:

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Introducing our Access Management System (AMS)

Librarians of subscribing institutions and their administrators can manage their accounts and subscriptions online via the Bristol University Press Digital AMS, which has a clear design and user-friendly interface.

To access your AMS site, visit <https://ams.bristoluniversitypressdigital.com>

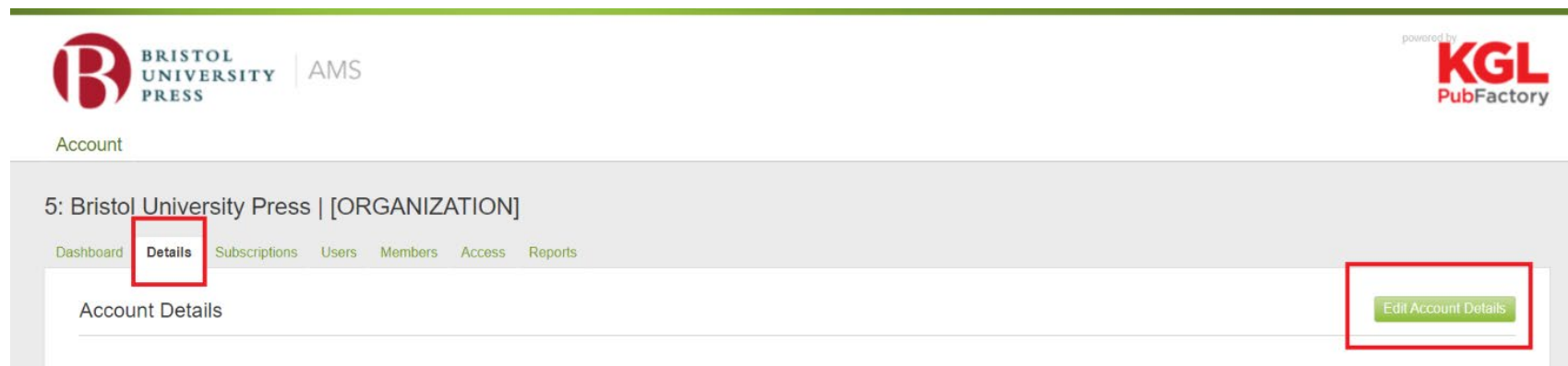
Customers who previously had active accounts with IngentaConnect should have been supplied with username and instructions to access the new AMS from Turpin Distribution on 10 May.

All new accounts will be provided with a username and password instructions upon receipt of a paid order. If you have not received any instructions or have any problems logging in, please contact us at bup-digital@bristol.ac.uk.

How can I view or update my account details?

The Details tab

You can review or update your account details via the 'Details' tab in the menu:



This includes your institution's address details, URLs, logo, institution name and OpenURL information

How can I manage my content?

The Subscriptions tab

You can view and manage your subscriptions via the 'Subscriptions' tab in the menu. Here you can find details of all your lapsed and current subscriptions, including the start and end dates and details of any grace periods we offer.

Account

5: Bristol University Press | [ORGANIZATION]

Dashboard Details **Subscriptions** Users Members Access Reports

Account Subscriptions Add Subscription Export Results

Filters Subscription Ends Within: **After 28 Mar 2022** [Modify Filters](#)

Showing 2 results Page Size: 100

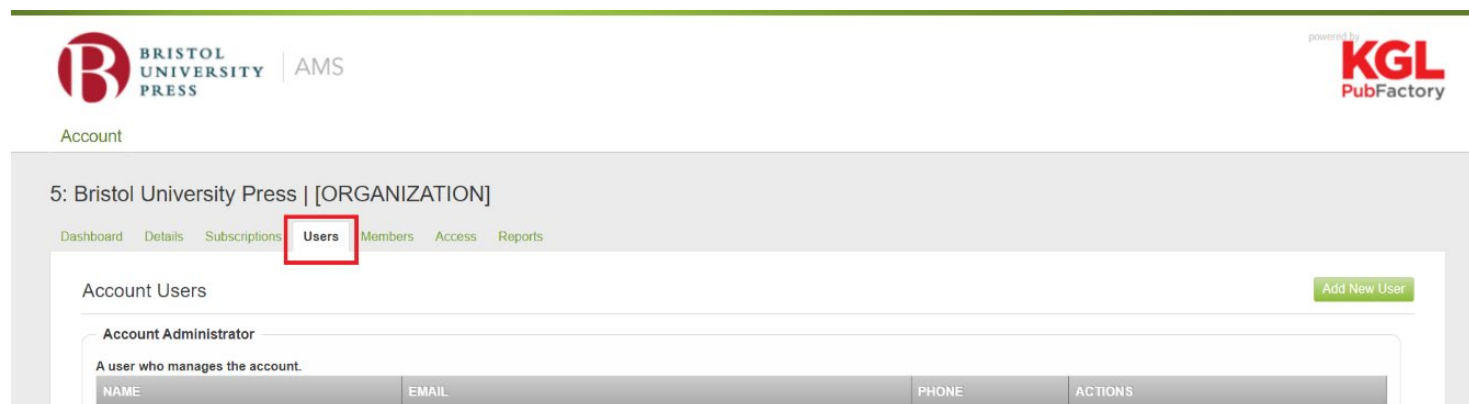
NAME	OFFER	START DATE	END DATE	GRACE PERIOD	NOTICE RECIPIENT NAME	NOTICE RECIPIENT EMAIL	EXTERNAL ID
All BUP content	All BUP content	01 Jun 2021		0			
All BUP content	All BUP content	08 Dec 2021		0			

The 'notice recipient' is the person at your organisation who will be contacted when a subscription is due to lapse. When starting a new subscription, you can determine the recipient of this communication. If you would like to add a notice recipient after you activate your subscription simply email us at bup-digital@bristol.ac.uk.

Please note, all subscriptions with '-INST' will give access to the current year's journal content as well as access to the journal's backfile.

The Users tab

If you have more than one administrator who requires access to the AMS, click the 'Users' tab to add, view and edit users with different roles:



You can add the following users:

- Account administrator: A user who manages the account
- Primary contact: A person to contact if there is a reason to contact the account holder
- Librarian: The role for those who should be notified when the 'Request from librarian' feature is used
- Member: Basic association to an account

IMPORTANT NOTE: You will need to add a username and password for all new users and ensure that you give the password to the appropriate user before saving, as the password cannot be viewed once it has been saved.

Within this tab you can also change your user password. You can change your password by clicking 'Edit' next to the user you would like to amend and then entering your new password within the 'Login' section and clicking save.'

A screenshot of the 'Login' form. It has a title 'Login' and three input fields: 'Username' with a red asterisk and the text 'bristoluniversitypress', 'Password', and 'Confirm Password'. Below the form is a green 'Save' button.

The Members tab

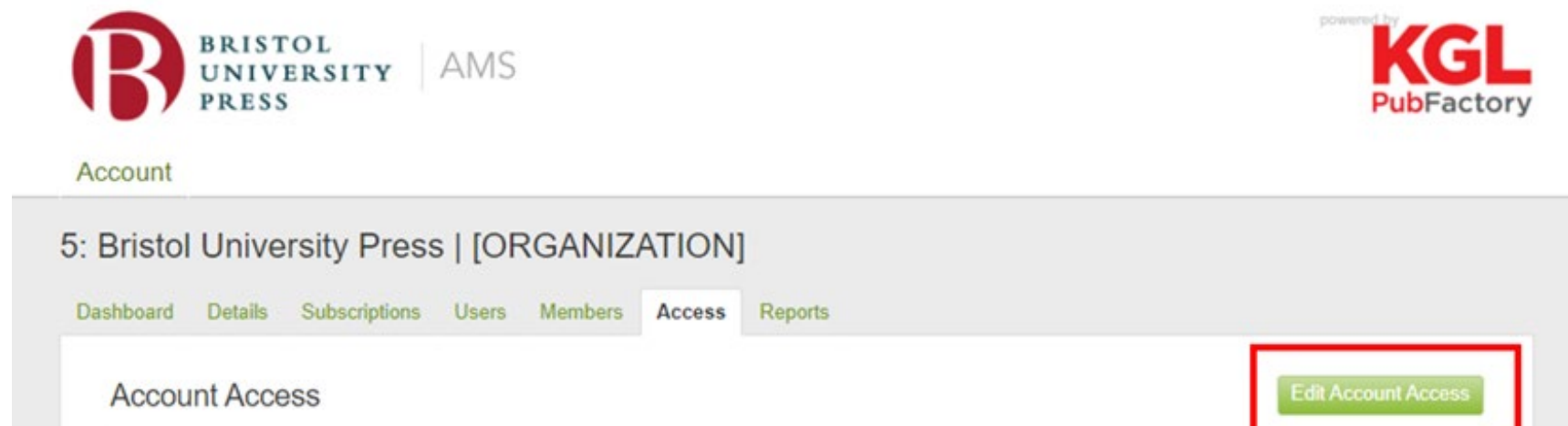
The 'Members' tab shows all the users who have a basic association with the account – this could be accounts set up via Shibboleth, or accounts created within the registered IP addresses for your organisation. For more information about how to manage user access, please see the next section of this user guide, entitled 'User access':

The screenshot shows the 'Members' tab selected in the navigation menu. The page title is '5: Bristol University Press | [ORGANIZATION]'. The navigation menu includes 'Dashboard', 'Details', 'Subscriptions', 'Users', 'Members', 'Access', and 'Reports'. The 'Members' tab is highlighted with a red box. The main content area is titled 'Account Members' and contains two sections: 'Member' and 'Institutional Access Tokens'. The 'Member' section has a search box labeled 'Find Individual...' and an 'Add Member' button. Below the search box, it states 'There are currently no Member associations in this account.' The 'Institutional Access Tokens' section has a label 'Available Tokens', a text input field containing '0', and a 'Save' button.

How can I manage user access?

The Access tab

With Bristol University Press AMS, you can manage how your users can access your content. To view your current access settings, choose the 'Access' tab:



To change any of the information visible in this screen, choose the 'Edit Account Access' button.

IMPORTANT NOTE: Please do not forget to review your IP addresses and contact us to change it if it is incorrect by emailing bup-digital@bristol.ac.uk. This will ensure that if there are updates to your subscriptions, any changes you have made will not be overwritten with previous information on our subscription system.

You can also add in your Shibboleth Entity ID in this section.

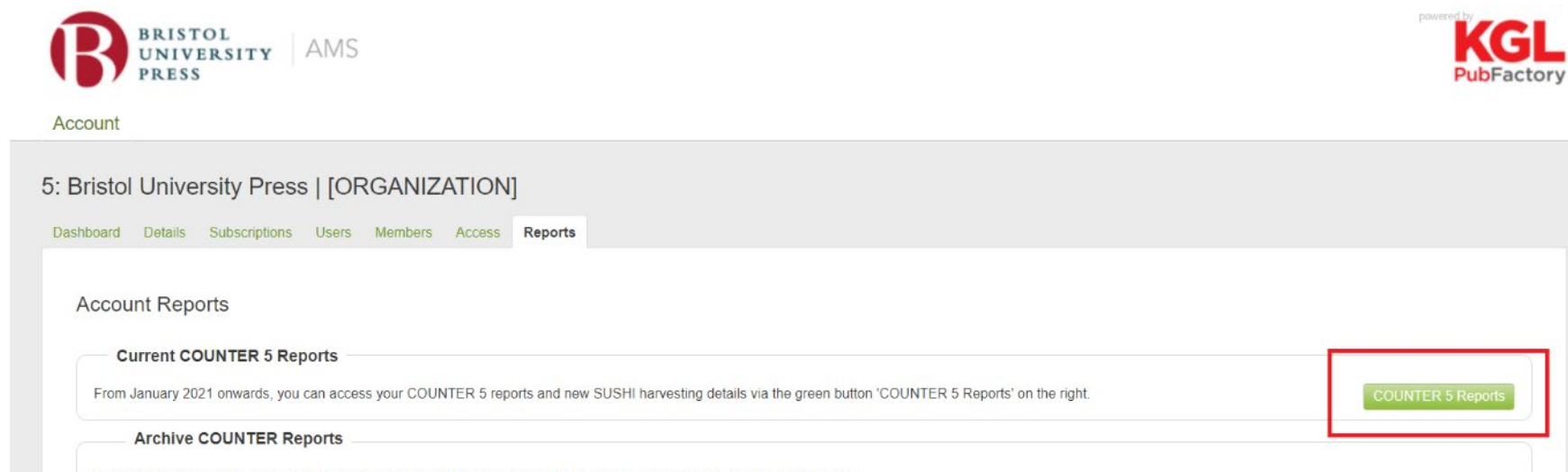
Where can I find COUNTER reports and usage statistics?

The Reports tab

Bristol University Press Digital offers the reports listed below for you to download, in addition to the NISO SUSHI service information:

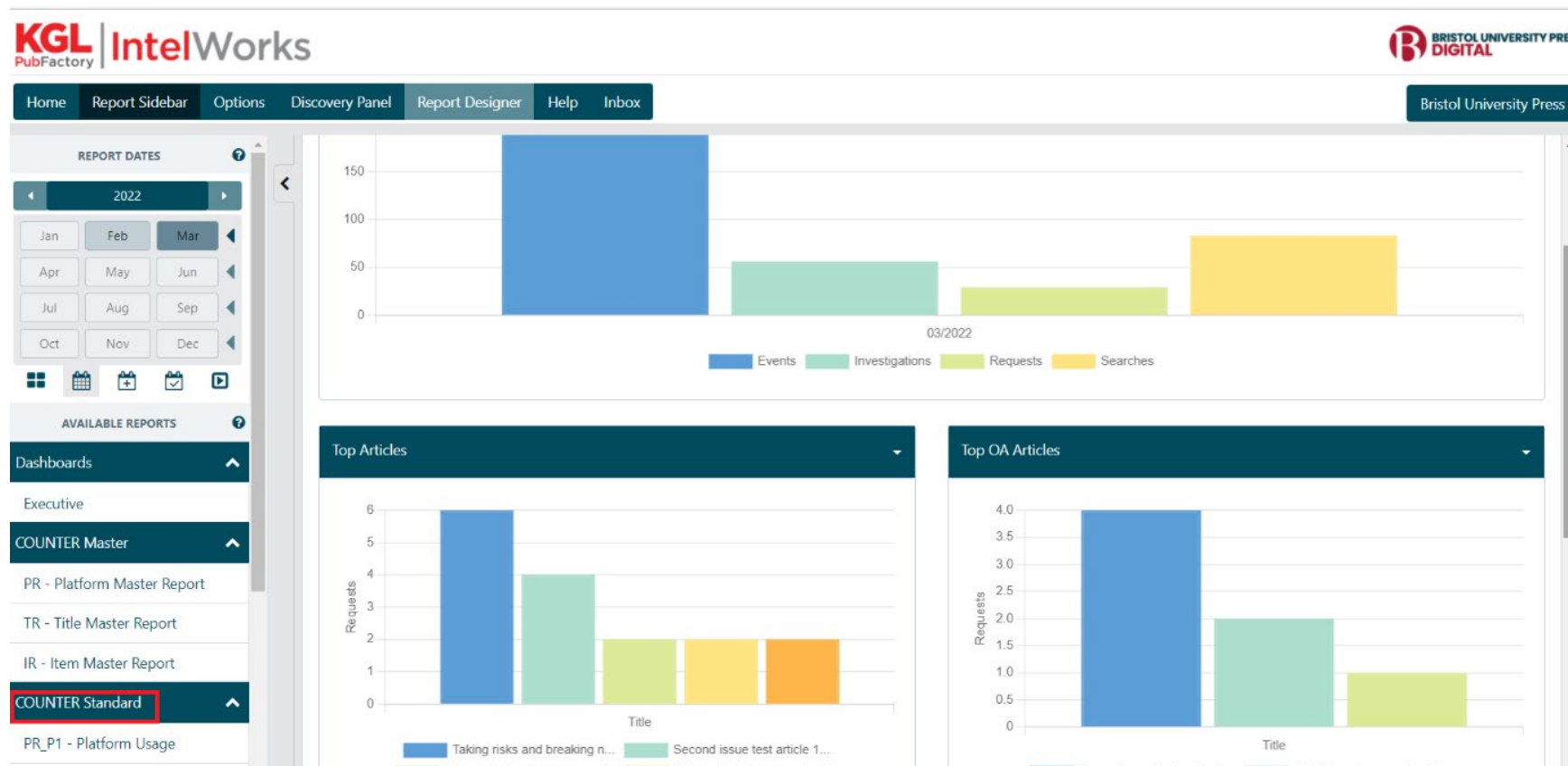
- Platform Usage
- Title Master
- Book Requests
- Book Access Denied
- Book Usage by Access Type
- Journal Requests
- Journal Access Denied
- Journal Usage by Access Type

For COUNTER reports, click on the Counter 5 Reports button in the Reports Tab, which will direct you to the IntelWorks System.



Navigating the IntelWorks System

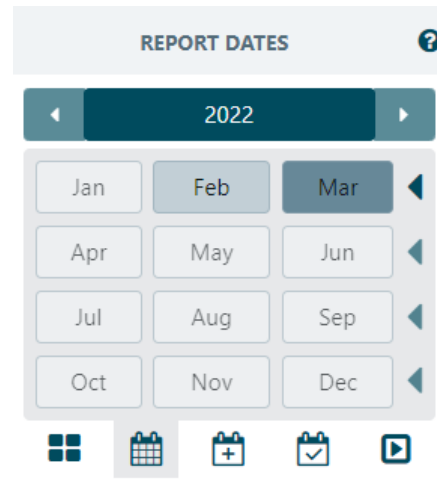
To run a COUNTER standard report, select the required report from COUNTER Standard folder on the left sidebar.



Use the settings drop down on the right hand side to export the report in .csv or .tsv formats.

Then select the required time frame. The buttons from left to right on the date selector are:

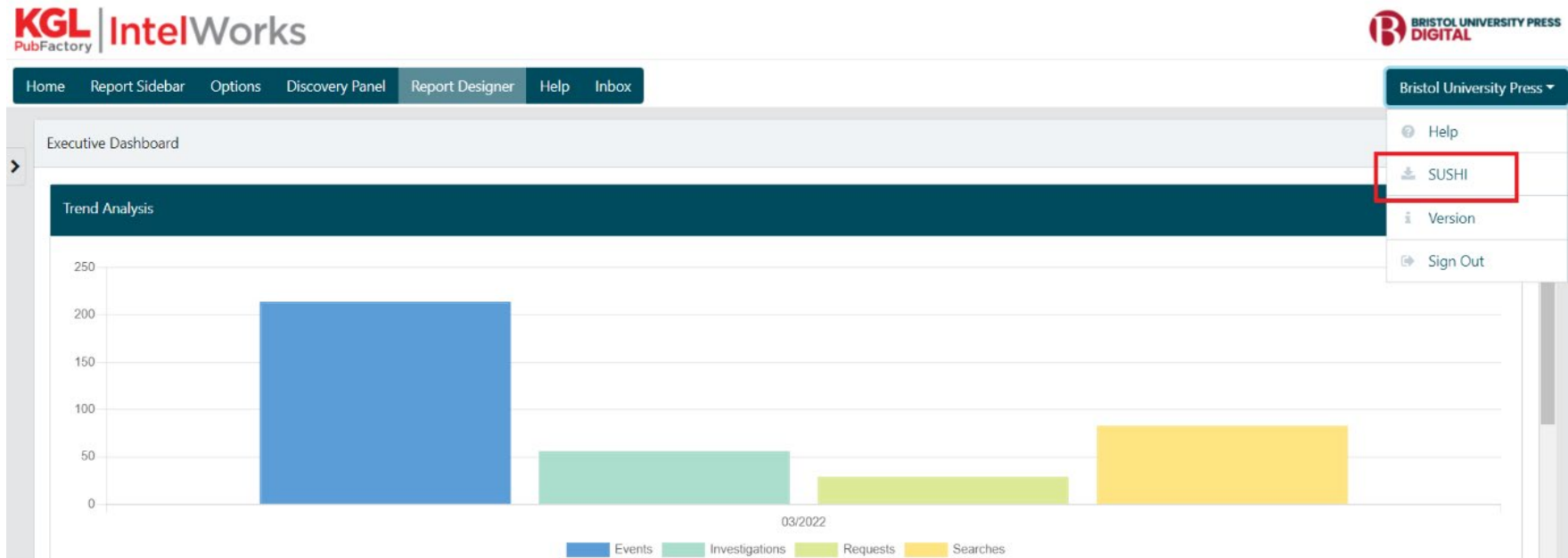
- a) View quarter
- b) View year
- c) View all
- d) View custom
- e) Apply calendar



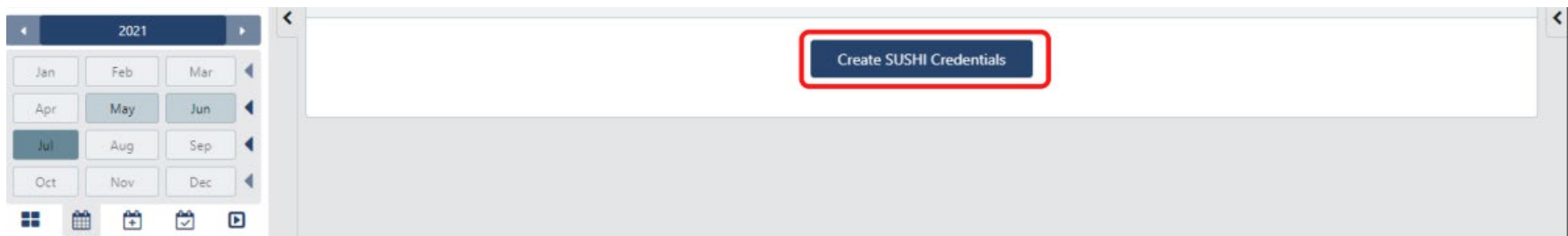
You must select the 'apply calendar' arrow icon to apply the dates selected. Then, use the settings drop down on the right-hand side to export the report in .csv or .tsv formats.

Setting up SUSHI

To set up SUSHI credentials use the account drop down on the right-hand side of the report.



Click create SUSHI credentials.



You will then be presented with your SUSHI credentials. They will also be emailed to you. You may also download a list of the authorized COUNTER reports supported by Bristol University Press Digital. The required SUSHI account credentials for your institution will include:

Requestor ID:

Institution ID/Customer ID:

To then access the Bristol University Press SUSHI web service, simply point your own SUSHI client or access software to the following service URL: <https://sushi5.scholarlyiq.com/counter/r5>

Your SUSHI Client application's 'Report Request' will require the supplied Requestor ID, Institution ID (Customer reference) as well as the report type, the report version and the usage ranges you wish to harvest.

Contact us

If you have any questions or need further assistance, please contact us at bup-digital@bristol.ac.uk.

Please refer to COUNTER for further information on harvesting: <https://www.projectcounter.org/code-of-practice-five-sections/8-sushiautomated-report-harvesting/>