



ELSEVIER



**AdminTool**



Diciembre 2018

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# ¿ En qué me puede ayudar Admin Tool ?

- Organizar, crear y editar grupos de usuarios asociados a nuestra cuenta
- Gestionar los privilegios de los usuarios basándonos en rangos de IP
- Gestionar accesos remotos
- Gestionar perfiles de usuarios
- Configurar sistemas de entrega de documentos
- Poner el logo de nuestra biblioteca, texto o crear un link a nuestra biblioteca desde Scopus
- Obtener acceso a estadísticas de uso
- Scopus linking

## 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

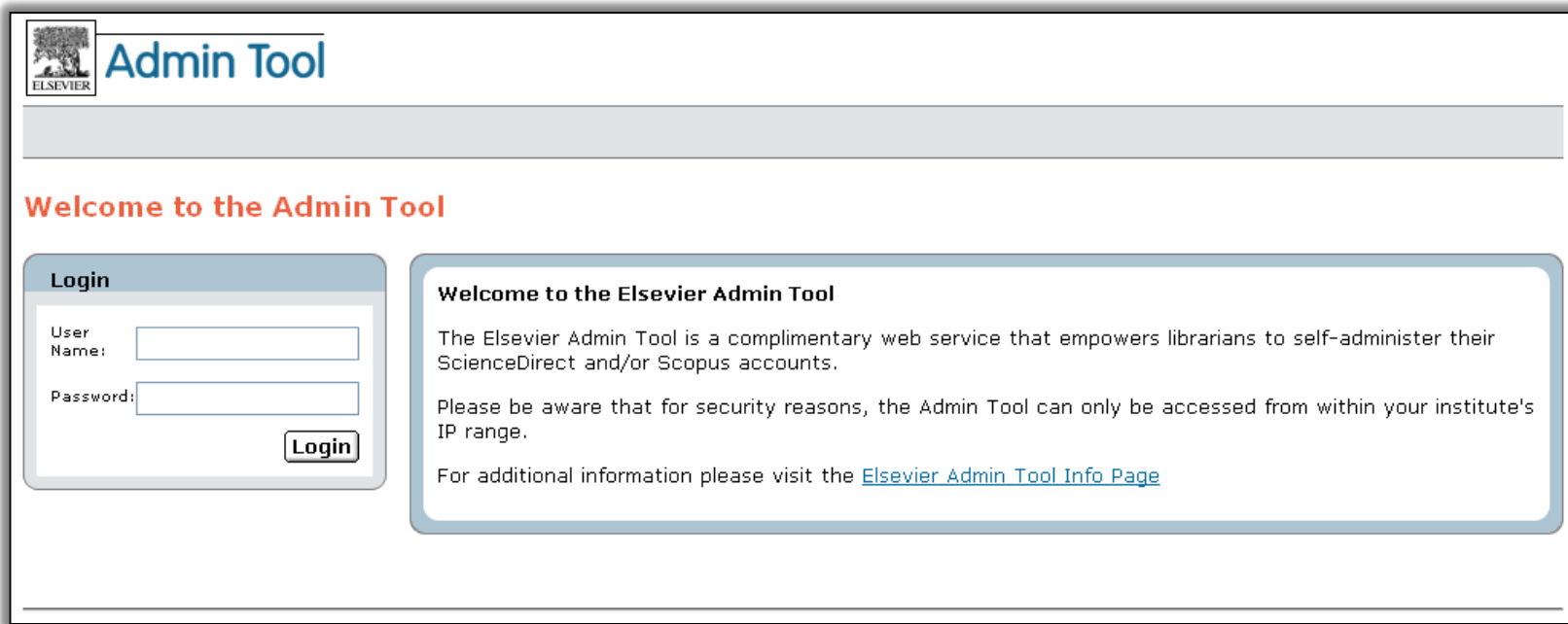
### Scopus linking **SCOPUS**



- 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

# ¿ Cómo accedemos a Admin Tool ?

<https://admintool.elsevier.com>

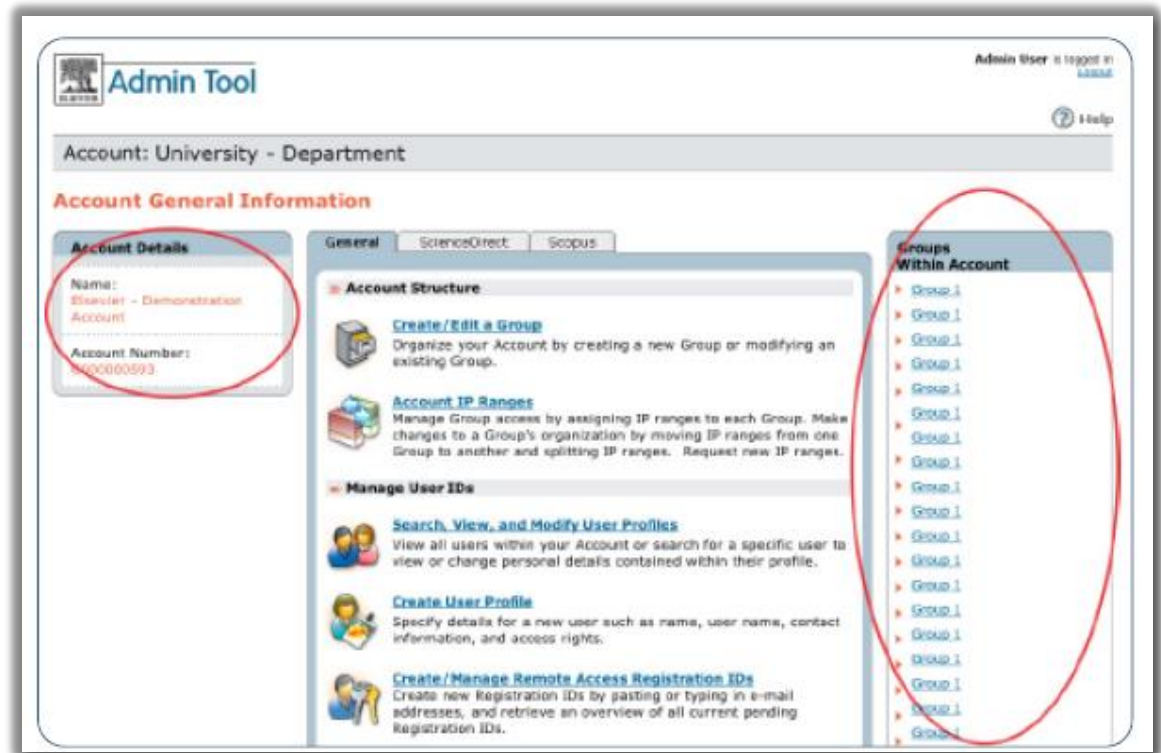


The screenshot shows the Elsevier Admin Tool login interface. At the top left is the Elsevier logo and the text "Admin Tool". Below this is a grey horizontal bar. The main content area has a heading "Welcome to the Admin Tool" in red. On the left is a "Login" box with two input fields: "User Name:" and "Password:", and a "Login" button. On the right is a larger box with the heading "Welcome to the Elsevier Admin Tool" and the following text: "The Elsevier Admin Tool is a complimentary web service that empowers librarians to self-administer their ScienceDirect and/or Scopus accounts. Please be aware that for security reasons, the Admin Tool can only be accessed from within your institute's IP range. For additional information please visit the [Elsevier Admin Tool Info Page](#)".

**Para acceder a Admin Tool necesitamos estar dentro del rango de direcciones IP de nuestra institución. Utilizaremos nuestro número de usuario y password de Administrador.**

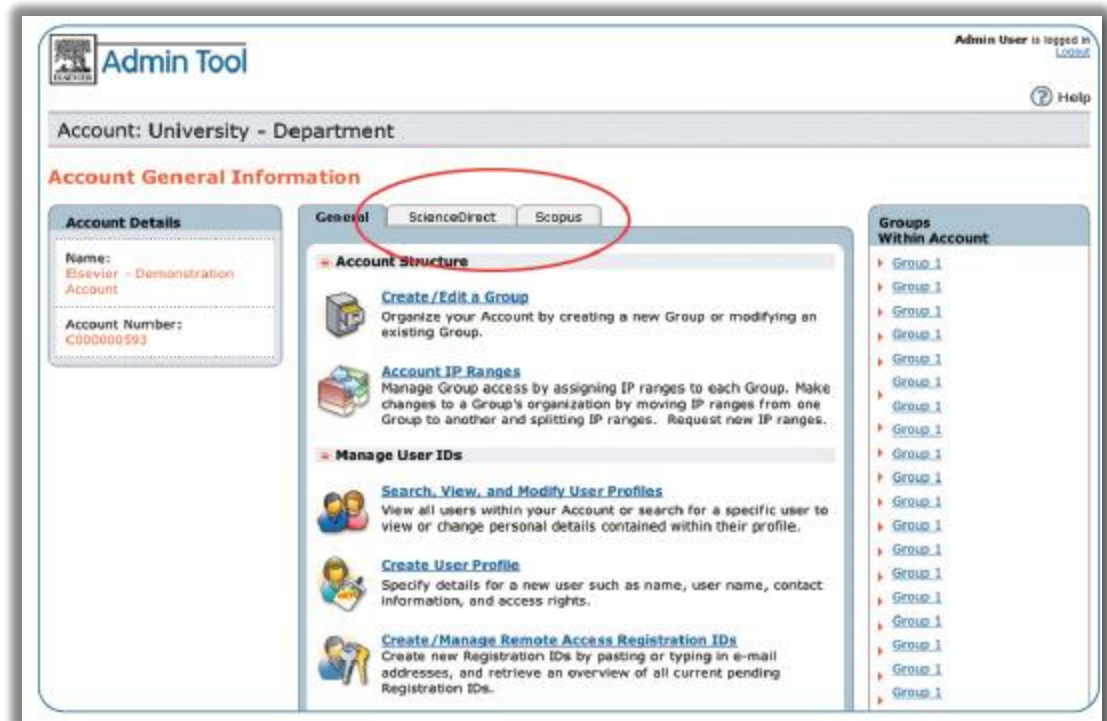
# Pantalla de Información general

- En la parte izquierda de la pantalla se nos muestran los detalles de nuestra cuenta
- En la parte derecha de la pantalla nos aparecerán los grupos asociados a nuestra cuenta de administrador



# Pantalla de Información general

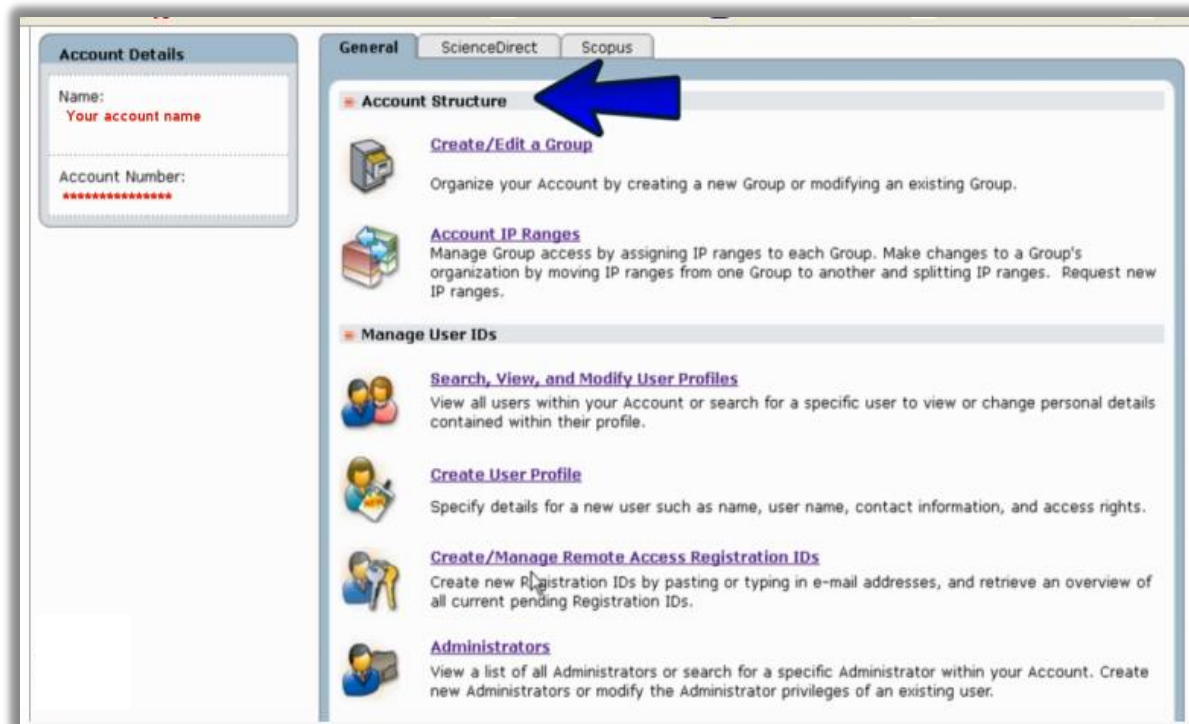
- Al lado de la pestaña General nos aparecerá la pestaña de Scopus, para su administración.



# Pantalla de Información general

Desde la pestaña general vamos a poder gestionar :

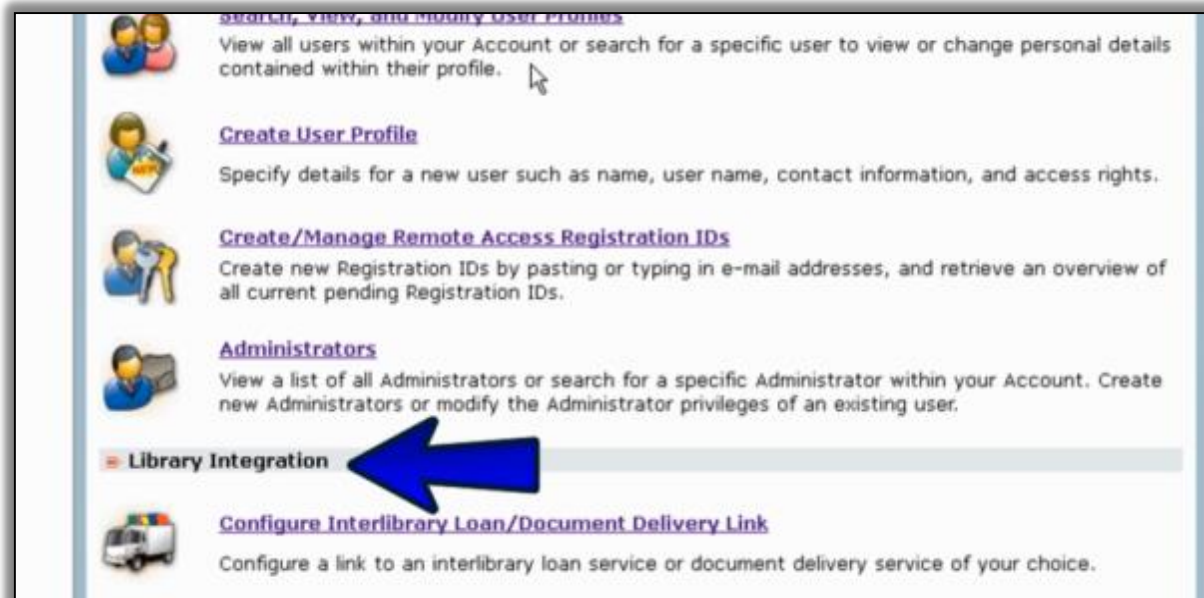
- La estructura de nuestra cuenta:  
Creando o editando grupos, organizando las IP
- Gestionando nuestros usuarios



# Pantalla de Información general

Desde la pestaña general vamos a poder :

- Integrar nuestra biblioteca (configurar un link a nuestro préstamo interbibliotecario)
- Obtención de estadísticas de uso



The screenshot displays a list of administrative options. A blue arrow points to the 'Library Integration' option, which is highlighted with a grey bar. The options listed are:

- Search, view, and modify user profiles**: View all users within your Account or search for a specific user to view or change personal details contained within their profile.
- Create User Profile**: Specify details for a new user such as name, user name, contact information, and access rights.
- Create/Manage Remote Access Registration IDs**: Create new Registration IDs by pasting or typing 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 Account. Create new Administrators or modify the Administrator privileges of an existing user.
- Library Integration**: **←** (highlighted)
- Configure Interlibrary Loan/Document Delivery Link**: Configure a link to an interlibrary loan service or document delivery service of your choice.



# Crear o Editar un grupo

**Ejemplo:** Supongamos que tenemos un grupo de usuarios de nuestra institución que queremos organizar en grupos para : comprobar el uso que hacen de Scopus, organizar la entrega de documentos, acceso transaccional y su tarjeta de crédito.

Para empezar vamos a hacer clic en **'Create/Edit a Group'**

The screenshot displays the Admin Tool interface. At the top left is the Elsevier logo and 'Admin Tool' text. At the top right, it says 'Admin Tool Support Kit: Please visit the Admin Tool Info Page' and 's logged in Logout'. Below this is a navigation bar with 'Consortium:' and 'Account'. The main content area is titled 'Account General Information' and has tabs for 'General', 'ScienceDirect', and 'Scopus'. The 'Scopus' tab is selected and highlighted with a yellow arrow. Under the 'Scopus' tab, there are several sections: 'Account Structure' with a 'Create/Edit a Group' link and description; 'Account IP Ranges' with a description; 'Manage User IDs' with sub-sections for 'Search, View, and Modify User Profiles', 'Create User Profile', and 'Create/Manage Remote Access Registration IDs'; and 'Administrators'. On the right side, there is a 'Groups Within Account' sidebar with links for 'Dept. Trans. allowances', 'library', 'test', and 'wok'. On the left side, there are sections for 'Account Details' (Name: ANDALUCIA University Sevilla - Fecyt A/C Mbr#25, Account Number: C000031118) and 'Consortium Details' (Name: Fundacion Espanola Para la Ciencia y la Tecnologia, Consortium Account Number: S000037513). A 'User Profile' section with a 'Profile Settings' link is also visible.

# Crear o Editar un grupo

Le daremos un nombre al grupo y si fuera necesario una fecha de inicio y de fin.

## Create Group

**Group Details** (\*\*=Required fields)  
Group Name:  \*

**Membership Dates** ⓘ  
**Note:** Dates can be left blank to indicate no restriction.  
**Parent Account -**  
Membership Dates: Begin:  End:   
(dd-mon-yyyy) (dd-mon-yyyy)

**User Profiles within this Group**  
Default Dates for User Profiles: Begin:  End:   
(dd-mon-yyyy) (dd-mon-yyyy)  
**Note:** These dates are used for Group Membership Dates when you create user profiles.

# Crear o Editar un grupo

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Nos interesará crear grupos para :

- Organizar las direcciones IP y los usuarios asociados a la cuenta de nuestro grupo o institución.
- Para especificar diferentes configuraciones para los distintos grupos, tal vez no todos los usuarios tienen acceso a todos los productos.
- Para obtener estadísticas de uso de los productos, separadas por grupo.
- Organizar nuestra cuenta en grupos nos permitirá controlar las descargas de documentos que se realizan.

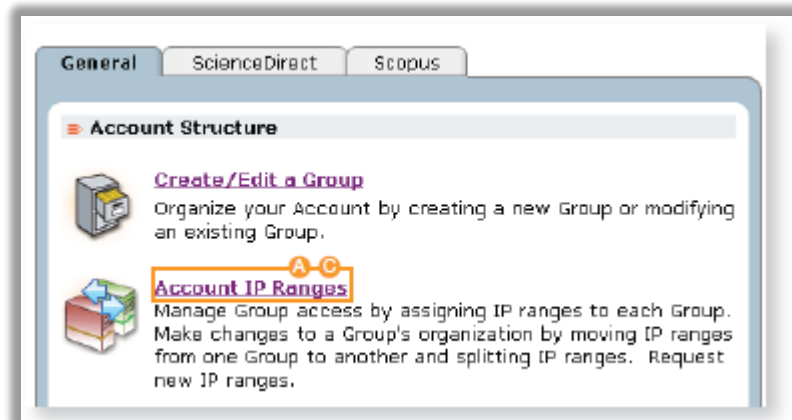
Si desea borrar algún grupo de su cuenta, póngase en contacto con su E-customer service

# Editar cuentas IP

Una vez hemos creado el grupo y le hemos dado un nombre vamos a organizar las IP's asociadas a este grupo.

Haremos 'clic' en el apartado **“Account IP Ranges”**

Veremos los rangos de direcciones IP asociadas a nuestra cuenta y podremos moverlas, borrarlas, etc.



## Edit Account IP Address Ranges

Select and:

**NOTE:** \* = (0-255)

Group: Library

Group: wok

# Creación de un grupo

Si hacemos clic en el grupo que hemos creado nos aparecerán los detalles asociados a éste grupo, tales como: permitir o no la petición de artículos cuando la institución no tenga suscrita la publicación, permitirle o no la compra utilizando una tarjeta de crédito, etc.

The screenshot displays the 'Account General Information' page for an 'Elsevier - Demonstration Account'. The 'Account Structure' section is active, showing options to 'Create/Edit a Group' and 'Account IP Ranges'. A blue arrow points to a group named 'Example Group Name' in the 'Groups Within Account' list on the right. A modal window titled 'Purchase Options - Account Settings' is overlaid, showing settings for 'Prevent Transactional Access', 'Allow Anonymous Transactional Access', 'Allow Cost Code', and 'Prevent Document Delivery'. Each setting has an 'Inherited Default' and an 'Account Setting' dropdown menu. The 'Prevent Document Delivery' setting is currently set to 'Yes'. Below the modal, there is a 'Credit Card Purchasing' section with an 'Allow Credit Card Purchasing' dropdown set to 'No'. The modal has 'Overview of Group Settings', 'Save', and 'Cancel' buttons.

# Gestión de usuarios

## Manage User IDs



### [Search, View, and Modify User Profiles](#)

View all users within your Account or search for a specific user to view or change personal details contained within their profile.



### [Create User Profile](#)

Specify details for a new user such as name, user name, contact information, and access rights.



### [Create/Manage Remote Access Registration IDs](#)

Create new Registration IDs by pasting or typing 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 Account. Create new Administrators or modify the Administrator privileges of an existing user.

# Gestión de usuarios

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Hacer clic en '**Search, View and Modify user Profiles**' para:

- Ver los usuarios registrados en nuestra cuenta
- Buscar un usuario específico
- Cambiar sus datos de contacto tales como el nombre, dirección y privilegios.

Para crear un nuevo perfil de usuario hacer clic en el botón '**Create User Profile**'.

Si deseamos borrar un perfil de usuarios contactar con el E-Customer service

Haremos 'clic' en '**Create/Manage Remote Acces Registration IDs**' para proporcionar accesos remotos .

Las instrucciones a seguir para conectarse de manera remota se envían directamente al correo electrónico de los usuarios que especifiquemos.

Podremos añadir nuevos administradores a nuestra cuenta haciendo clic en '**Administrators**'

# Buscar, ver o modificar perfiles de usuarios

Vamos a poder buscarlos por nombre, apellido, e-mail, o limitar nuestra búsqueda por :grupo, tipo de miembro o ver los usuarios inactivos.

## Search, View, and Modify User Profiles

### Search Users

Search is not case sensitive and you may use \* as a wildcard. Example: a\*behrens  
You must type in at least one search term.

User Name:

Given (First) Name:

Family (Last) Name:

E-mail Address:

### Limit Your Search:

By Group:

By Membership Type:

 ⓘ

Show Inactive Users:

Search

View All



# Crear un nuevo perfil de usuario

## Create User Profile

**User Information** (\*=Required fields)

**Login**

User Name:  \*

New Password:  \*

(Passwords are case sensitive and must be 5-20 characters) [Strong Password Guidelines](#)

Confirm Password:  \*

Prompt user to change password at login:

Strong Password:

**User Details**

Salutation:

Given (First) Name:  \*

Family (Last) Name:  \*

E-mail Address:  \*

Active:

**User's Group Membership Dates** (\*=Required fields)

Note: Dates can be left blank to indicate no restriction.

**Add a New Group Membership**

Note: This membership will give a user remote access for the selected Group.

Select a Group:

Access Dates: Begin:  End:

(dd-mon-yyyy) (dd-mon-yyyy)

Rellenaremos los campos marcados con un asterisco.

Incluso ponerle fechas de acceso

# Crear/gestionar accesos remotos

## Create/Manage Remote Access Registration IDs

[Return to Account General Page](#)

[Create New Registration IDs](#) | [Search Registration IDs](#)

### Create Registration IDs

(\* = Required fields)

Group:  \*

Type or paste a list of e-mail addresses separated by line breaks, commas, spaces, or semi-colons.

### User's Product Access Dates

**Notes:** Dates can be left blank to indicate no restriction.

#### Group Membership Dates

Membership Begin Date:  (dd-mon-yyyy)

Membership End Date:  
 Fixed End:  (dd-mon-yyyy)

Trial Period: End Access  days after user registers

### About Generating Registration IDs

Registration IDs allow end users to create their own profiles so that they can use ScienceDirect and Scopus outside their IP address ranges.

If you wish to grant an existing user Remote Access, go to Search, View and Modify Users and enable the Remote Access setting within their user profile.

IDs will be sent directly to the individual e-mail addresses you have specified with instructions on how to create a personal profile.

If you wish to have a list of Registration IDs to hand out that are not pre-assigned to an e-mail address, please e-mail [E-Helpdesk](#).

Al usuario se le envía un correo electrónico con las instrucciones a seguir.

## Scopus

### Scopus - Remote access request confirmation

Dear Customer,  
Thank you for choosing the remote access activation option. To confirm please click on the link below.

[Activate your remote access](#)

This confirmation link is only for [g.bartens@elsevier.com](mailto:g.bartens@elsevier.com), please do not forward this message.

Regards,  
The Scopus team.

### Registration ID Association

This registration ID allows you to associate with **Elsevier - Demonstration Account, Kent Test Department**. To continue with the redemption process, please revalidate your identity below by entering your ScienceDirect Username and Password.

Username:   
Password:

Remember me

|

[Athens/Institution login](#)  
[Forgotten your Username or Password?](#)

# Añadir más administradores

## Administrators - View All Administrators

[Return to Account Gen](#)

Administrators have access to this Admin Tool, as well as the Elsevier Usage Reporting site, and can modify settings at their level of access and below.

Create a New Administrator: [From a New User Profile](#) | [From an Existing User Profile](#)

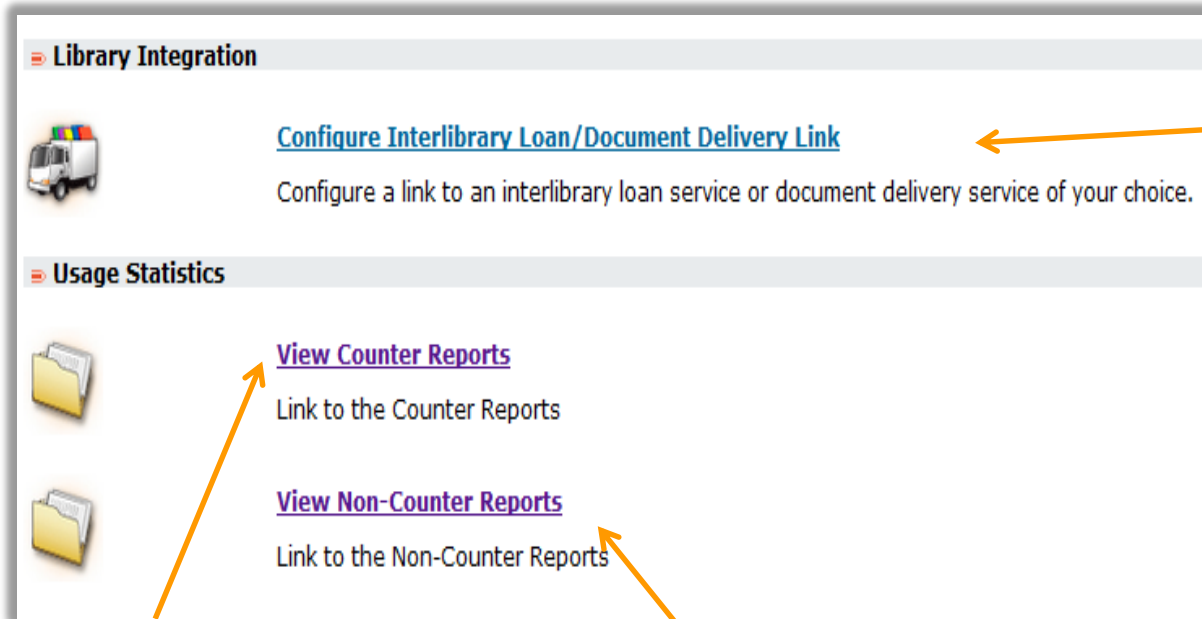
There are currently 5 administrators in this Account | [Run New Search](#) | [View All Administrators](#)

Showing 1-5 of 5.

Note: To change Administrator Privileges, click on the User Name and make changes in the user profile.

User Name	Family (Last) Name	Given (First) Name	Email Address	Administrator's Organization	Administrator Privileges
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# Integración de la biblioteca (Préstamo Interbibliotecario), Compras de artículo y Informes COUNTER y non-COUNTER



Desde aquí podremos configurar un link a nuestro préstamo interbibliotecario para la petición de artículos de publicaciones que no tengamos suscritas.

Haciendo clic en '**View Counter Reports**' podremos obtener informes de diferentes categorías

Haciendo clic en '**View Non-Counter Reports**' podremos obtener las estadísticas de uso y por usuarios

COUNTER es una iniciativa internacional que presta servicios a bibliotecarios, editores e intermediarios mediante el establecimiento de normas que faciliten el registro y la notificación de las estadísticas de uso en línea de una manera coherente, creíble y compatible. Elsevier es un participante activo en COUNTER.

# Integración de la biblioteca (Préstamo Interbibliotecario)

## Edit Interlibrary Loan/Document Delivery Settings

[Return to Account General Page](#)

### Interlibrary Loan/Document Delivery Settings

(\* =Required fields)

Send Document Delivery Orders to (E-mail Address):  \*

Special Instructions for Document Delivery Form: test

Save Cancel

### Related Links

- ▶ [Turn On/Off Interlibrary Loan or Document Delivery for ScienceDirect](#)
- ▶ [Turn On/Off Interlibrary Loan or Document Delivery for Scopus](#)
- ▶ [Edit Purchase Options for Non-Subscribed Content on ScienceDirect](#)
- ▶ [Edit ScienceDirect External Linking Settings](#)

**i About Interlibrary Loan and Document Delivery:**  
The "Order Document" link/button appears in ScienceDirect and Scopus record lists and abstracts. The "Order Document" link/button is not customizable.

You can customize the information message displayed to your users on the Document Delivery/Interlibrary Loan forms, and choose to which email address their request will be sent.

**General:**  
If you wish, you can specify different Interlibrary Loan/Document Delivery settings per Group. To do this, go to a Group's General Page and follow the Interlibrary Loan or Document Delivery link.

**Scopus:**  
Instead of using the Scopus Interlibrary loan or document delivery form, you may prefer to direct users to your own form. To do this, go to the Scopus [External Linking Settings](#) page.

**ScienceDirect:**  
You may choose to access non-subscribed full-text articles on ScienceDirect through Interlibrary Loan/Document Delivery links or through Transactional Access on ScienceDirect.

# Informes COUNTER

Admin Tool

Consortium: [Consortium BNF](#) → Account: [Bibliotheque Nationale de France\(Entitlement to be done At Super account - S000001507 \)](#)

**View COUNTER-Compliant Reports**

This is a test!

Report: SD\_JR1\_Number of Successfi ▾

View: Overview ▾

Begin Date (Month/Year): January ▾ 2016 ▾

End Date (Month/Year): June ▾ 2016 ▾

[COUNTER XML Export](#)    [COUNTER TXT Export](#)

Choose child account

Journal	Publisher	Platform	Journal DOI	Proprietary identifier	Print ISSN	Online ISSN	Reporting Period Total	Reporting Period HTML	Reporting Period PDF	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016
Academic Pediatrics	Elsevier	ScienceDirect.com		ACAP	1876-2859	1876-2867	0	0	0	0	0	0	0	0
Academic Radiology	Elsevier	ScienceDirect.com		XACRA	1076-6332	1878-4046	0	0	0	0	0	0	0	0
ACC Current Journal Review	Elsevier	ScienceDirect.com			1062-1458		0	0	0	0	0	0	0	0
Accident Analysis & Prevention	Elsevier	ScienceDirect.com		AAP	0001-4575		0	0	0	0	0	0	0	0
Accident and Emergency Nursing	Elsevier	ScienceDirect.com			0965-2302		0	0	0	0	0	0	0	0
Accounting Forum	Elsevier	ScienceDirect.com		ACCFOR	0155-9982	1467-6303	0	0	0	0	0	0	0	0
Accounting, Management and Information Technol.	Elsevier	ScienceDirect.com			0959-8022		0	0	0	0	0	0	0	0
Accounting, Organizations and Society	Elsevier	ScienceDirect.com		AOS	0361-3682		0	0	0	0	0	0	0	0
ACOG Clinical Review	Elsevier	ScienceDirect.com			1085-6862		0	0	0	0	0	0	0	0
Acta Agronomica Sinica	Elsevier	ScienceDirect.com			1875-2780		0	0	0	0	0	0	0	0
Acta Astronautica	Elsevier	ScienceDirect.com		AA	0094-5765		2	0	2	0	2	0	0	0
Acta Automatica Sinica	Elsevier	ScienceDirect.com		AAS	1874-1029		0	0	0	0	0	0	0	0
Acta Biomaterialia	Elsevier	ScienceDirect.com		ACTBIO	1742-7061	1878-7568	0	0	0	0	0	0	0	0
Acta Ecologica Sinica	Elsevier	ScienceDirect.com		CHNAES	1872-2032		0	0	0	0	0	0	0	0
Acta Genetica Sinica	Elsevier	ScienceDirect.com			0379-4172		0	0	0	0	0	0	0	0
Acta Histochemica	Elsevier	ScienceDirect.com		ACTHIS	0065-1281	1618-0372	0	0	0	0	0	0	0	0
Acta Materialia	Elsevier	ScienceDirect.com		AM	1359-6454		3	3	0	1	2	0	0	0
Acta Mathematica Scientia	Elsevier	ScienceDirect.com		AMASCI	0252-9602		0	0	0	0	0	0	0	0
Acta Metallurgica	Elsevier	ScienceDirect.com			0001-6160		0	0	0	0	0	0	0	0
Acta Metallurgica et Materialia	Elsevier	ScienceDirect.com			0956-7151		0	0	0	0	0	0	0	0
Acta Metallurgica Sinica (English Letters)	Elsevier	ScienceDirect.com			1006-7191	2194-1289	0	0	0	0	0	0	0	0

# Informes non-COUNTER



**Admin Tool Support Kit:**  
Please visit the [Admin Tool In](#)

Consortium: [Consortium BNF](#) → Account: [Bibliothèque Nationale de France\(Entitlement to be done At Super account -](#)

## View Non-COUNTER Reports

Welcome to the beta release of the new COUNTER and non-COUNTER reports.

These will serve as your official reports if you were notified as being part of the beta release. Otherwise, please go to the existing Elsevier COUNTER site for your re

Report:

View:

### SD\_General Overview

#### 4a General Overview

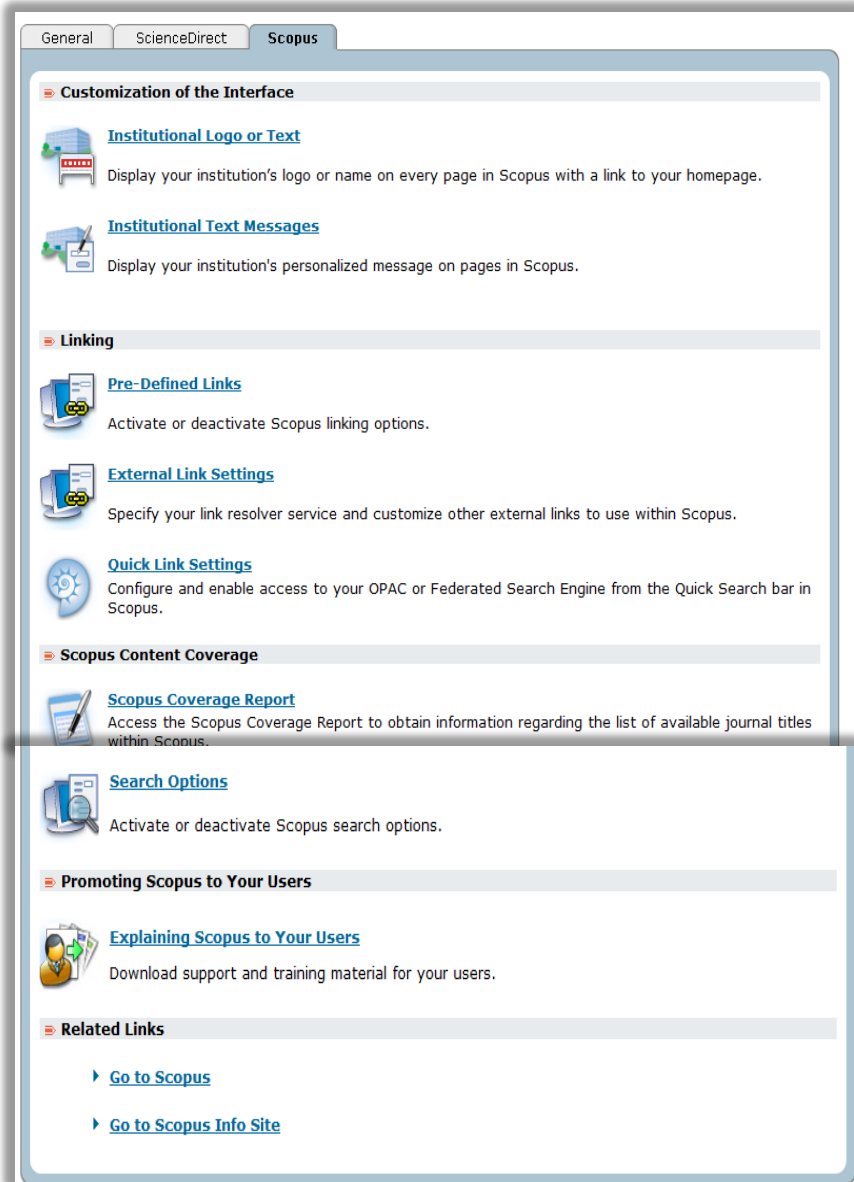
	Mar 2015	Apr 2015	Jul 2015	Aug 2015	Oct 2015	Dec 2015
Journal & Book Full Text Usage	5	37	6	2	11	1
Total Searches Run	391	631	313	499	189	189

#### 4b Users, IPs and Sessions

	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015
Number of users	194	226	196	241	161	211	174	185	214	228	275
Number of logged in users	0	0	0	0	0	0	0	0	0	0	2
Number of user sessions	217	262	266	313	205	269	240	245	282	265	314
Number of distinct IPs	6	6	6	4	4	4	4	3	4	4	4

#### 4c Usage per Day

# Administración de Scopus



Desde la pestaña de Scopus vamos a poder:

- Personalizar la interfaz
- Añadir links externos
- Extraer informes del listado de las revistas disponibles en Scopus
- Promocionar Scopus (descarga de material de ayuda )



# Personalizar nuestra interfaz: Añadir el logo de nuestra institución o un texto

Hacemos clic en ' **Institutional Logo or Text** '

Aquí escribiremos un texto

Aquí pondremos la URL de la imagen

Podemos poner un enlace (hipervínculo) tanto al texto como a la imagen para que nos lleve a nuestra biblioteca, por ejemplo

The screenshot shows the 'Edit Scopus Institutional Logo or Text' form. It includes the following fields and instructions:

- Header Logo or Text**: A section containing three input fields:
  - "Brought to you by" Text:** A text input field with a note: "Enter your institution's name. Example: Your Library. Note: Maximum text length is 100 characters." An arrow points to this field from the text "Aquí escribiremos un texto".
  - Header Image URL:** A text input field with a note: "Example: http://library.university.edu/images/banner.gif. Note: Maximum image size of 234 by 60 pixels." An arrow points to this field from the text "Aquí pondremos la URL de la imagen".
  - Header Link URL:** A text input field with a note: "You may also specify a URL which will link from the text or image. Example: http://library.university.edu/techlibrary." An arrow points to this field from the text "Podemos poner un enlace (hipervínculo) tanto al texto como a la imagen para que nos lleve a nuestra biblioteca, por ejemplo".
- Buttons:** "Copy Header from ScienceDirect", "Save", and "Cancel".
- Note:** "Scopus maintains the right to refuse the publishing of inappropriate messages."

On the right side of the form, there is an information box titled "About Institutional Logo or Text" and an "Example Scopus Header Logo or Text" preview. The preview shows a header with the text "Brought to you by" and a logo, which is circled in red. At the bottom right of the form, there is a "Return to Account Scopus Page" link.

# Personalizar nuestra interfaz: Mensajes institucionales

Hacemos clic en ‘ **Institutional Text Messages** ’

## Edit Scopus Institutional Text Messages

[Return to Account Scopus Page](#)

### Remote Access Text Message

#### Inherited Scopus Access Text Message

Enable Remote Access Text Message?  ▾

Inherited Remote Access Text Message: Please contact your library or administrator and ask for a free Username and Password. You will then be able to access Scopus anytime, anywhere.

Use Inherited Remote Access Text Message for Account?  ▾

#### Account Level

Remote Access Text Message:

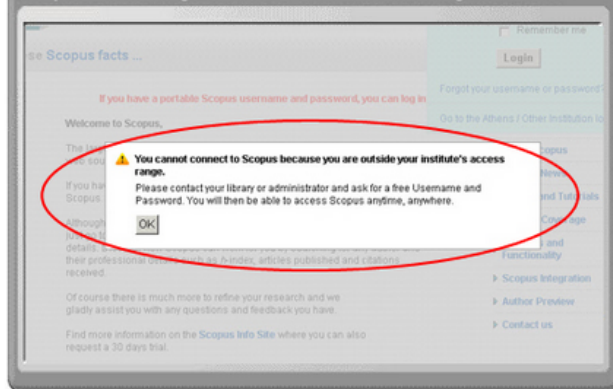
**Example:** If you need to login from home, please use your User Name And Password.  
**Note:** Maximum text length 400 characters.

### About Institutional Text Messages :

You can display your institution's personalized message on these pages in Scopus.

**The Remote Access Text Message** is displayed when users open Scopus outside of their normal authenticated area. This message can be used to prompt a user to request a username and password for logging into Scopus from outside their normal authenticated area, including HTML links for such a request.

### Example Scopus Text Message for Remote Access Text Message



**Note:** Scopus maintains the right to refuse the publishing of inappropriate messages.

**Ejemplo de mensaje institucional:** “No te puedes conectar a Scopus porque estás fuera del rango de IPs de tu institución”

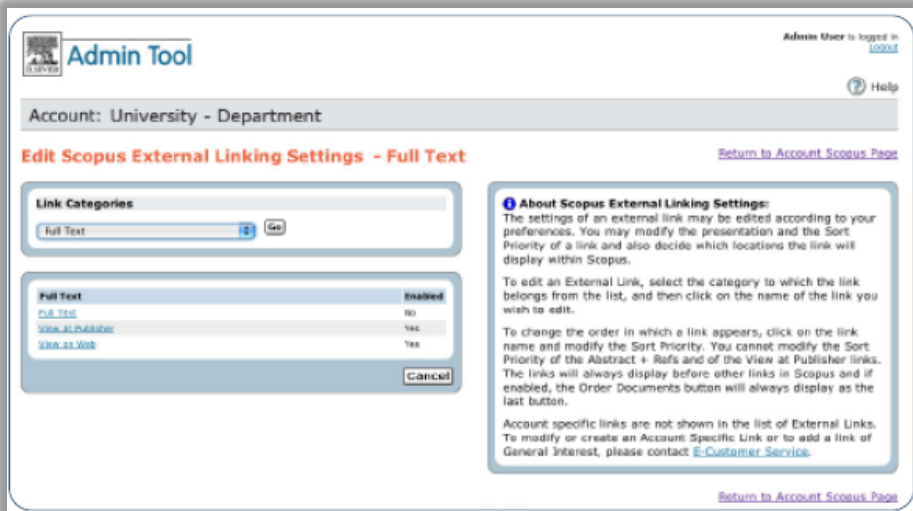
# Scopus linking: Añadir links

Desde la pestaña de Scopus, hacer clic en:

-'**Pre-Defined Links**': para configurar links a préstamo interbibliotecario y a donación de documentos servicios pre-definidos por mi cuenta

-'**External Linking Settings**': para especificar nuestro link resolver y personalizar otros links externos desde Scopus

-'**Quick Link Settings**': para configurar acceso a nuestra OPAC



The screenshot shows the 'Admin Tool' interface for editing Scopus External Linking Settings. The user is logged in as 'Admin User' and is viewing the 'Edit Scopus External Linking Settings - Full Text' page. The account is 'University - Department'. The page includes a 'Link Categories' section with a dropdown menu set to 'Full Text' and a 'Go' button. Below this is a table of external links with columns for 'Full Text', 'Enabled', and 'Link Name'. The table lists three links: 'Full Text' (Enabled: No), 'Link At Publisher' (Enabled: Yes), and 'Link At Web' (Enabled: Yes). A 'Cancel' button is located at the bottom right of the table. To the right of the table is an 'About Scopus External Linking Settings' section with a blue information icon. It explains that settings can be edited based on preferences and provides instructions on how to edit a link, change its order, and contact customer service for account-specific links. A 'Return to Account Scopus Page' link is visible at the bottom right of the page.

Full Text	Enabled	Link Name
Full Text	No	
Link At Publisher	Yes	
Link At Web	Yes	

Podremos establecer links externos desde Scopus según nuestras preferencias. Para editar un link externo, seleccionar la categoría de la lista a la que pertenece el link y luego hacer clic en el nombre del link a editar.

# Scopus linking: Pre-Defined Links

-'Pre-Defined Links': para configurar links a préstamo interbibliotecario y a donación de documentos, servicios pre-definidos por mi cuenta (pestaña general).

**Edit Scopus Pre-Defined Links** [Return to Account Scopus Page](#)

**Pre-Defined Links - Account Settings**

**Allow Interlibrary Loan/Document Delivery Service**

Inherited Default: [No]

Account Setting:

[Overview of Group Settings](#)

**Related Links**

► [Configure Interlibrary Loan/Document Delivery Settings](#)

**ⓘ About Pre-Defined Links:**  
It is recommended that you only modify Account Settings if you do not intend to use the Inherited Default settings.

Testing

# Scopus linking: Enlace a Préstamo Interbibliotecario

the home, 16,8% in the street, and 7.3% in schools. The most common accidents types were falls to the same level (40.4%) and use of cutting and sharp objects (22.7%). Conclusions: Most accidents took place within the home, on a working day and by falls. The most affected were the  $\leq 15$  and  $\geq 65$  years old age groups. © 2010 Elsevier España, S.L. All rights reserved.

## Author keywords

Domestic accident; Epidemiology; Leisure accident; Primary care

ISSN: 02126667 CODEN: ATEPE Source Type: Journal Original language: Spanish

DOI: 10.1016/j.aprim.2011.02.010 Document Type: Article

## References (24)

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Page  Export |  Print |  E-mail |  Create bibliography

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<http://ec.europa.eu/health>



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**Obesity in Castile and Leon, Spain: Epidemiology and association with other cardiovascular risk factors | Patrón epidemiológico de la obesidad en Castilla y León y su relación con otros factores de riesgo de enfermedad cardiovascular**

(2011) *Revista Espanola de Cardiologia*



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## More options

[Interlibrary Loan](#)

# Scopus linking: External Linking Settings

'External Linking Settings': para especificar nuestro link resolver (SFX por ejemplo) y personalizar otros links externos desde Scopus , para poder enlazar al texto completo, de lo que tengo suscrito.

**Edit Scopus External Linking Settings - Choose a Link Category** [Return to Account Scopus Page](#)

**Link Categories**

[select a link category]

**ⓘ About Scopus External Linking Settings:**  
The settings of an external link may be edited according to your preferences. You may modify the presentation and the Sort Priority of a link and also decide which locations the link will display within Scopus.

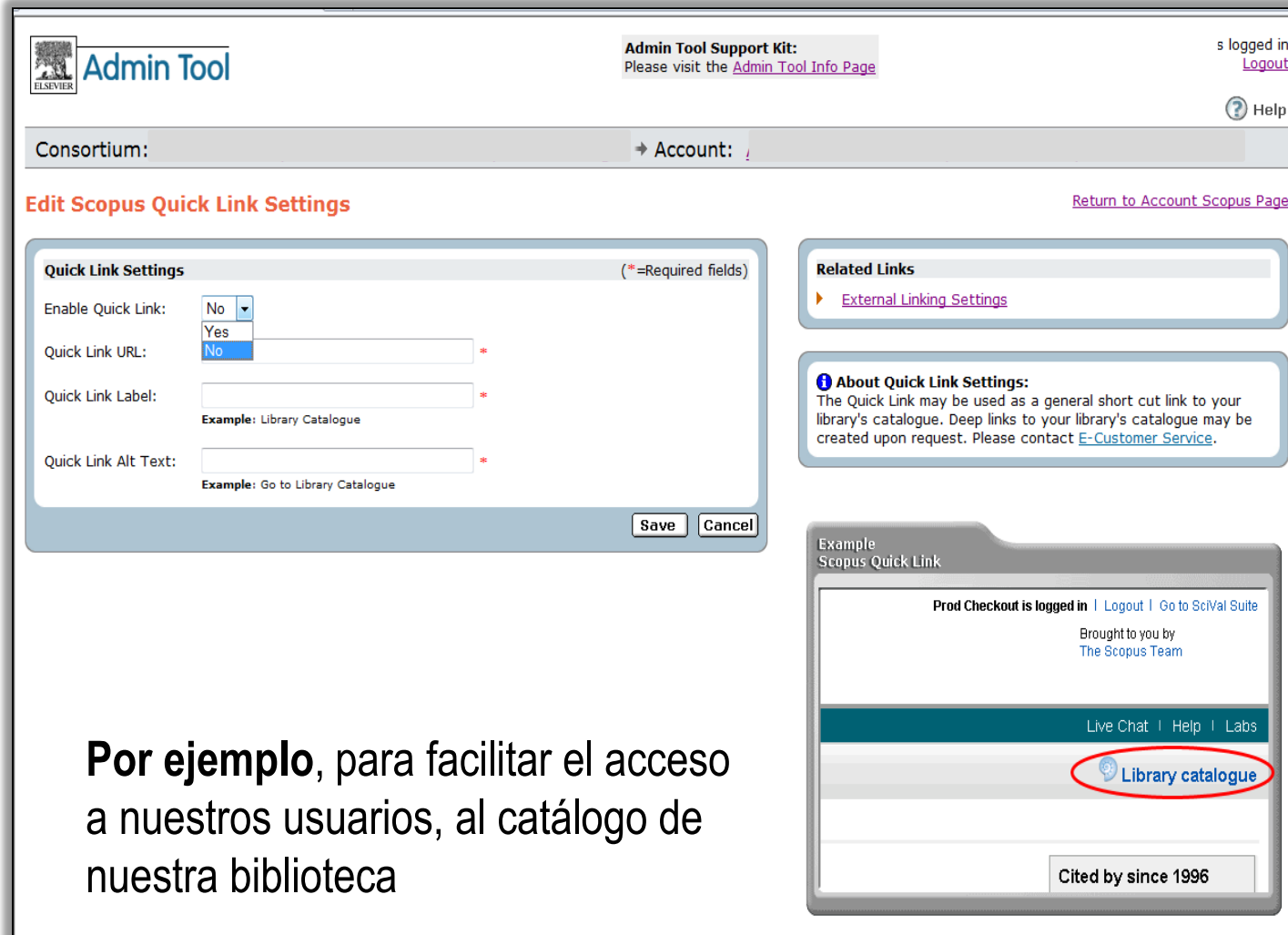
To edit an External Link, select the category to which the link belongs from the list, and then click on the name of the link you wish to edit.

To change the order in which a link appears, click on the link name and modify the Sort Priority. You cannot modify the Sort Priority of the Abstract + Refs and of the View at Publisher links. The links will always display before other links in Scopus and if enabled, the Order Documents button will always display as the last button.

Account specific links are not shown in the list of External Links. To modify or create an Account Specific Link or to add a link of General Interest, please contact [E-Customer Service](#).

# Scopus linking: Quick Link Settings

'Quick Link Settings': Se utiliza para configurar el acceso a nuestra OPAC



**Admin Tool** Admin Tool Support Kit: Please visit the [Admin Tool Info Page](#) s logged in [Logout](#) [Help](#)

Consortium: Account: !

### Edit Scopus Quick Link Settings

[Return to Account Scopus Page](#)

**Quick Link Settings** (\*=Required fields)

Enable Quick Link:

Quick Link URL:  \*

Quick Link Label:  \*  
Example: Library Catalogue

Quick Link Alt Text:  \*  
Example: Go to Library Catalogue

**Related Links**

[External Linking Settings](#)

**About Quick Link Settings:**  
The Quick Link may be used as a general short cut link to your library's catalogue. Deep links to your library's catalogue may be created upon request. Please contact [E-Customer Service](#).

**Example Scopus Quick Link**

Prod Checkout is logged in | [Logout](#) | [Go to SciVal Suite](#)

Brought to you by  
The Scopus Team

[Live Chat](#) | [Help](#) | [Labs](#)

[Library catalogue](#)

Cited by since 1996

Por ejemplo, para facilitar el acceso a nuestros usuarios, al catálogo de nuestra biblioteca

# Contenido de Scopus : Informe de cobertura

## Scopus Coverage Report

[Return to Account Scopus Page](#)

### Scopus Coverage Report

The Scopus Coverage Report is available as a spreadsheet from the Scopus Info site. Depending upon the speed of your Internet connection this file may take some time to download.

If you would like to download the Scopus Coverage Report, click on the link below.

[Download the Scopus Coverage Report](#)

Para la obtención de estadísticas de las publicaciones que recoge Scopus.



# Contenido de Scopus : Opciones de búsqueda

**Edit Scopus Search Options** [Return to Account Scopus Page](#)

**Search Options - Account Settings**

**Enable Patents Tab in Search Results**


Inherited Default: [Yes]

Account Setting:

**ⓘ About Search Options:**  
It is recommended that you only modify Account Settings if you do not intend to use the Inherited Default settings.

Editar las opciones de búsqueda en Scopus

# Contenido de Scopus : Opciones de búsqueda



**Admin Tool**

**Admin Tool Support Kit:**  
Please visit the [Admin Tool Info Page](#)

is logged in  
[Logout](#)

[? Help](#)

Consortium:

## Scopus Search Options - Overview of Account Settings

[Return to Consortium Scopus Page](#)


Enable Patents Tab in Search Results ⓘ	
<b>System Default:</b>	Yes
<b>Consortium Setting:</b>	[Yes]

Account Settings (Takes Precedence Over Higher Level Settings)	
Enable Patents Tab in Search Results ⓘ	
	[Yes]
	[Yes]
	[Yes]
	[Yes]
	[Yes]
	[Yes]
	[Yes]
	[Yes]
	[Yes]

**ⓘ About Overview:**  
This table provides an overview of Account settings within your Consortium. Items in brackets are inherited default settings.  
Example: [Yes]

To change settings for a particular Account, click the name of that Account. To change settings for the Consortium, click **Consortium Setting**.

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# Promoción de Scopus para sus usuarios

- Haciendo clic en 'Explaining Scopus to your users', encontraremos material informativo sobre Scopus.

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## Promote Scopus to your users

The newly updated Scopus Library Loop makes it easy for you to promote Scopus to your users on open monitors throughout your library. We have two versions available for you to download and use:

> Download MP4 version

> Download PPT version



# Promoción de Scopus para sus usuarios

<https://www.elsevier.com/solutions/scopus/support/promote>

## Scopus poster

Download, print and post in high traffic areas throughout your library.

↓ [Download A2](#) (pdf 236 kb) - ↓ [Download A4](#) (pdf 228 kb)



## Scopus logo

[Download the Scopus logo](#) (jpg 54.1 kb)

Scopus®

Scopus one-line product description for use in catalogs and websites:

*Scopus, the largest abstract and citation database of peer-reviewed literature, features smart tools to track, analyze and visualize scholarly research.*

# Guías de ayuda

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- **Admin Tool Quick Reference Guide**  
[https://www.elsevier.com/\\_data/assets/pdf\\_file/0005/97799/elsevier\\_admin\\_tool\\_sciencedirect\\_quick\\_reference\\_guide.pdf](https://www.elsevier.com/_data/assets/pdf_file/0005/97799/elsevier_admin_tool_sciencedirect_quick_reference_guide.pdf)
- **Admin Tool Scopus Quick Reference Guide:**  
[https://www.elsevier.com/\\_data/assets/pdf\\_file/0019/116065/4611-Elsevier-Scopus-Quick-Reference-Guide-v6-HI-with-hyperlinks.pdf](https://www.elsevier.com/_data/assets/pdf_file/0019/116065/4611-Elsevier-Scopus-Quick-Reference-Guide-v6-HI-with-hyperlinks.pdf)
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# ¡ Gracias !

