ProQuest Usage Training for CARLI

March - 2016

PAM Login / ProQuest Admin Module

JRL: http://admin.proquest.com/login

Username –

Password –

CAPTCHA

Help with login information or problems logging in:

hyllis Johnson phyllis.johnson@proquest.com or

echnical Support Email.technicalsupport@proquest.com or 1-800-889-3358

Agenda

The **ProQuest Administrator Module (PAM)** is a tool that enables local ProQuest resource administrators to obtain usage statistics and other administrative functions. Join an online session with Phyllis Johnson to get an introductory overview of usage reporting. This course covers using the **ProQuest Administrator Module** to schedule or generate usage reports and the types of reports available. I will try to answer any questions and show you how to access support, including tutorials, help pages and documentation. The session is scheduled for 75 minutes to cover:

Adding Administrators or Vendors

ProQuest Usage reports

Additional Training and Resources

Questions?

PAM — ProQuest Admin Module / Administration

Jsage or Vendor Administrators

Update your PAM contact information and password

Set up access for other administrators or provide a login for a vendor



ProOuest: Customized



User Interface

Change interface settings including Branding; Create a ProQuest Login URL; Customize Subject Areas.



Usage Reports

Prepare statistical reports and/or schedule email delivery of reports.



Linking In/Out

Set up links to other resources or link resolvers; link in from Google Scholar/Pub Med.



Authentication/Access

Specify and manage the ways in which your users connect to the ProQuest platform.



Title Lists/MARC Records

View/Download Title Lists or request MARC record delivery.



Administrator Settings

Edit your profile for accessing the administrator module or to create assistant administrator profiles.

ProQuest: Customized your way, for your users

As a site administrator, you can use the ProQuest Administrator Module to customize ProQuest for your institution. For example, you can:

- Specify interface settings
- Define and customize link resolvers
- Request usage reports

See the "Special Considerations" sections below for some product-based exclusions to ProQuest Administrator Module features.

NOTE: Primary Administrators have access to all of the functional areas described below. Assistant Administrators can access only those areas allowed to them by the Primary Administrator.

If you are new to the ProQuest Administrator Module, here are two basic steps we recommend.

Step 1: Change your administrator password

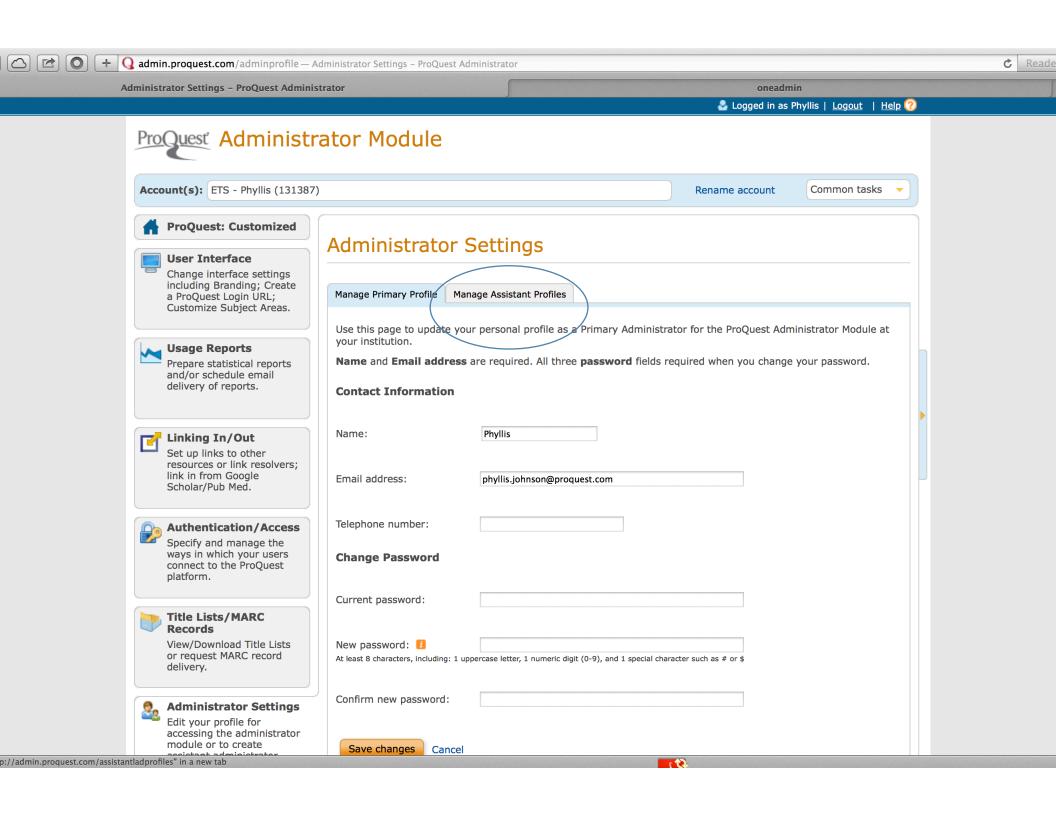
Go to the Administrator Settings page. Change your password. The password security requirements shown beneath the **New password** box are enforced for the security of the entire ProQuest community.

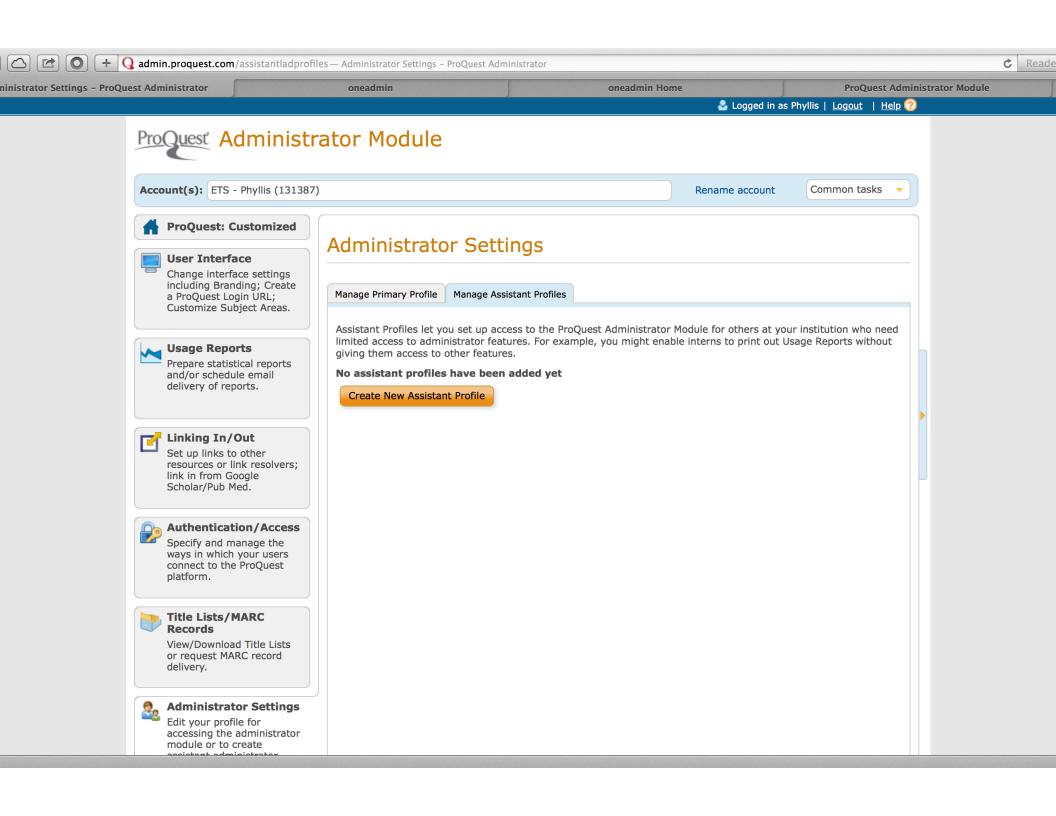
Step 2: Review your institutional ProQuest account settings

Use the optional checkboxes below to keep track of what you've reviewed—and updated, as applicable.

User Interface

- ☐ Interface Settings: Review and adjust interface settings such as the default citation style, and whether to display a Full text limiter checkbox. If your institution is already a RefWorks subscriber, you can also enter your institution's RefWorks Group Code to link My Research accounts at your institution to your RefWorks subscription.
- Branding: Customize ProQuest to display logos, text, and links including email links that reflect your institutional branding.
- Add a Widget: Add a third-party widget, like a chat feature, to ProQuest.
- Create a ProQuest Login URL: Set up custom Login URLs that let users search and explore selected databases in your ProQuest subscription.
- Customize Subject Areas: Change the labels, images, and components of the default Subject Areas. Create and add your own custom subject areas.





PAM – ProQuest Admin Module / USAGE REPORTS

Jsage Reports

You can retrieve ProQuest usage reports that provide:

• Account-specific details such as usage summaries by account, site/usage group, search type, time or database.

equest Usage Reports

Request a one-off usage report to view on screen, email or download in a variety of common formats, or schedule a regular report by email.

Reade

🕹 Logged in as David Hamilton | Logout | Help 🕜







Account(s): CARLI - CONSORTIUM OF ACADEMIC AND RESEARCH LIBRARIES IN ILLINOIS (42551)

Rename account

Common tasks



ProQuest: Customized



User Interface

Change interface settings including Branding; Create a ProQuest Login URL; Customize Subject Areas.



Usage Reports

Prepare statistical reports and/or schedule email delivery of reports.



Linking In/Out

Set up links to other resources or link resolvers; link in from Google Scholar/Pub Med.



Authentication/Access

Specify and manage the ways in which your users connect to the ProQuest platform.



Title Lists/MARC Records

View/Download Title Lists or request MARC record delivery.



Administrator Settings

Edit your profile for accessing the administrator module or to create

Usage Reports

You can retrieve ProQuest usage reports that provide account-specific details such as usage summaries by account, site/usage group, search type, time or database. This information lets you see usage patterns, popular searching mechanisms and databases. You can use this information to make sure that your ProQuest account meets the needs of your users - providing the right databases, supplying users with the correct access, and that the default settings are configured properly.



Request Usage Reports

Request a one-off usage report to view on screen, email or download in a variety of common formats, or schedule a regular report by email.



Scheduled Usage Reports

View and manage your currently scheduled usage reports.



Other ProQuest Usage Reports

Link to usage reporting tools for legacy ProQuest, Chadwyck-Healey and CSA interfaces.

General Report Samples

Database Summary

- This report provides an overview of database activity
 - It includes:
 - Searches and document usage
 - Broken out by location and database
 - Also Includes which format was provided (Citation / Abstract, Any full text Format).
 - Note If the user selects to display a report for all sites in the hierarchy, there will be a summary section showing usage for the master account, and a detailed section that breaks out usage by individual account (location).

Database Summary – best view is html

er Group	Searches	Database	Cit/Abstract	Any FT Format	Total	
nmary Totals	26915	ProQuest Biological Science Collection	304	14	318	
nmary Totals	26915	MEDLINE®	304	14	318	
nmary Totals	36510	ProQuest Business Collection	3238	16045	19283	
nmary Totals	36160	ABI/INFORM Complete	2579	16028	18607	
nmary Totals	35682	ABI/INFORM Dateline	356	1822	2178	
nmary Totals	8947	ABI/INFORM Global	1775	11679	13454	
nmary Totals	35971	ABI/INFORM Trade & Industry	448	2527	2975	
mmary Totals	34251	International Bibliography of the Social Sciences (IBSS)	661	17	678	
mmary Totals	41268	ProQuest Social Sciences Premium Collection	3907	3936	7843	
mmary Totals	38600	Applied Social Sciences Index and Abstracts (ASSIA)	881	39	920	
mmary Totals	15	ERIC	0	0	0	
mmary Totals	26	Linguistics and Language Behavior Abstracts (LLBA)	0	0	0	
mmary Totals	20278	PAIS International	16	0	16	
mmary Totals	22134	ProQuest Criminal Justice	1171	3777	4948	
mmary Totals	38616	Social Services Abstracts	452	20	472	
mmary Totals	38744	Sociological Abstracts	1130	88	1218	
mmary Totals	38177	Worldwide Political Science Abstracts	257	12	269	
mmary Totals	2919	Congressional Publications	1157	2063	3220	
nmary Totals	2719	Congressional Base	812	2063	2875	
nmary Totals	2798	Congressional Indexes	345	0	345	
mmary Totals	78893	ERIC	6530	118	6648	
mmary Totals	42817	EconLit	1451	98	1549	
mmary Totals	153615	Environmental Sciences and Pollution Management	961	22	983	

Counter Report Samples

COUNTER 4 Database 1

- Total Searches, Result Clicks and Record Views by Month and Database.
 - (This report is in accordance with Release 4 of the Counter Code of Practice)
 - Provides information on the total searches performed broken down by database and month.
 - This report shows:
 - Total number of searches performed
 - Total federated and automated searches
 - Total number of result clicks
 - · Total number of record views
 - Broken down by month and database.

COUNTER 4 Journal 1

- Number of Successful Full-Text Article Requests by Month and Journal.
 - (This report is in accordance with Release 4 of the Counter Code of Practice)
 - Provides information on the total searches performed for each Journal Title.
 - This report shows:
 - Total number of print full-text articles retrieved
 - Total number of on-line full-text articles retrieved
 - Broken down by month and journal.

Counter 4 DB 1

COUNT 42551 - CAKLI - CUNSUKTIUM UF ACADEMIC AND KESEAKCH LIBKAKIES IN ILLINUIS TIEF (U)

count 42551 - CARLI - CONSORTION OF ACADEMIC AND RESEARCH EIDRARIES	II I I I I I I I I I I I I I I I I I I	715 11CI (U)						
te Run: 2016-03-08								
	Publisher	Platform		JAN-2015	FEB-2015	MAR-2015	APR-2015	MAY-20
I/INFORM Dateline	ProQuest	ProQuest	Total Searches run	984	2711	5023	3838	1160
I/INFORM Dateline	ProQuest	ProQuest	Searches-federated and automated	22	84	71	34	12
I/INFORM Dateline	ProQuest	ProQuest	Total Sessions	427	1101	1646	1321	425
I/INFORM Dateline	ProQuest	ProQuest	Sessions-federated and automated	22	84	71	34	12
I/INFORM Global	ProQuest	ProQuest	Total Searches run	7858	12926	14356	13560	4559
I/INFORM Global	ProQuest	ProQuest	Searches-federated and automated	22	84	72	34	22
I/INFORM Global	ProQuest	ProQuest	Total Sessions	2404	4516	4761	4969	1653
I/INFORM Global	ProQuest	ProQuest	Sessions-federated and automated	22	84	72	34	22
I/INFORM Trade & Industry	ProQuest	ProQuest	Total Searches run	987	2711	5030	3843	1168
I/INFORM Trade & Industry	ProQuest	ProQuest	Searches-federated and automated	48	174	133	68	12
I/INFORM Trade & Industry	ProQuest	ProQuest	Total Sessions	428	1100	1650	1321	426
I/INFORM Trade & Industry	ProQuest	ProQuest	Sessions-federated and automated	48	174	133	68	12
Tbibliographies Modern (ABM)	ProQuest	ProQuest	Total Searches run	3781	8502	12819	11769	4514
Tbibliographies Modern (ABM)	ProQuest	ProQuest	Searches-federated and automated	0	1	0	0	9
Tbibliographies Modern (ABM)	ProQuest	ProQuest	Total Sessions	1804	3445	4854	4512	1847
Tbibliographies Modern (ABM)	ProQuest	ProQuest	Sessions-federated and automated	0	1	0	0	9
counting & Tax	ProQuest	ProQuest	Total Searches run	833	2499	4818	3793	1142
counting & Tax	ProQuest	ProQuest	Searches-federated and automated	0	1	0	0	12
counting & Tax	ProQuest	ProQuest	Total Sessions	395	1032	1590	1305	415
counting & Tax	ProQuest	ProQuest	Sessions-federated and automated	0	1	0	0	12
gology Mycology and Protozoology Abstracts (Microbiology C)	ProQuest	ProQuest	Total Searches run	330	2169	4403	3541	1068
gology Mycology and Protozoology Abstracts (Microbiology C)	ProQuest	ProQuest	Searches-federated and automated	0	1	0	0	9

Counter 4 JN 1

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Year Colleges Get Strategic About Enrollment							
10 National Healthcare Quality Report							
12 Print Market Atlas: Data from U.S. Census Bureau and the County Business Patterns Database							
13 Annual Homeless Assessment Report to Congress: Part 1, Point-in-Time Estimates of Homelessness							
14 Annual Homeless Assessment Report to Congress							
14 Restaurant Industry Forecast							
R	Springer Science & Business Media						
Fine FACTA	Alberta Teachers Association						
B Insights	Academy of International Business (AIB)						
ACN Viewpoint	American Academy of Ambulatory Care						
CE International Transactions	AACE International, Inc.						
CN Nursing Scan In Critical Care	Nursecom, Inc.						
NA Journal	American Association of Nurse						
A Bank Compliance	American Bankers Association						
A Bank Marketing	American Bankers Association						
A Bankers News	American Bankers Association						
A Journal	American Bar Association						

Platform Usage

Guides – contain sections about usage

uest Product Usage Questions or Technical Assistance: Email.technicalsupport@proquest.com or +800-889-3358

oQuest - http://admin.proquest.com, Username/Password

ncestry - http://ancestrylibrary.proquest.com/alereports, IP Access

eritageQuest - http://persi.heritagequestonline.com/hqoreports, IP Access

adwyck Healey - http://myusage.chadwyck.com/stats/stats.cgi?UID=XXXXX, replace the XXX with your account username.

IltureGrams - http://tools.culturegrams.com/subscription_reports/, Username/Password.

gital Sanborn Maps - http://dvusage.umi.com/cgi-bin/awstats.pl?config=sanXXXX, replace the XXX with your customer ID located in 1a under Account link, you will ompted for u/p Username= CCSI ID # Password= password

ibrary - http://elibrary.bigchalk.com/reports, Username and password required

oQuest Obituaries - http://obituaries.proquest.com/obitsreports, IP Access

fari - https://secure.safaribooksonline.com/bo3, log into safari admin, click on account user then go to the account manager

storic Map Works - http://historicmapworks.proquest.com/hmwreports, IP Access

RS, http://stats.sirs.com/all-report.html, This only asks for a customer number no password If you have a Remote Customer number you will need that also and wave to request two separate reports

s Solutions Usage Questions or Technical Assistance: clients@proquest.com

rials Solutions - Login to the Client Center http://clientcenter.serialssolutions.com

y Usage Questions or Technical Assistance:

rary – ebrary.support.com

Training & Webinars

Custom Training – Contact Phyllis Johnson and she will coordinate Webinars and the main site LibGuides

Counter - Counting Online Usage of Networked Electronic Resources

Project Counter FAQ

Phyllis Johnson

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