Wiley Digital Archives

Administrative Guide

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Admin Home: Wiley Digital Archives (WDA) Admin pages. Please login using the admin name and password assigned to the institution

1. The first screen shows information about the institution, including the institution name and short name

2. Locations with access to the Wiley Digital Archives are also identified.

3. An institution may prefer to have only one main location listed or add multiple locations with quick click.

4. Each location can have a unique logo displayed in the top banner and a location-specific home URL for the WDA end user to click

5. Each location can have unique IP ranges for Authentication, location-specific usage reports, and a display of admin users for that location

6. User tools are at the top right. **The circle with silhouette** identifies the admin user, allows for a password change for that particular admin user, and allows the admin user to logout of the admin interface.
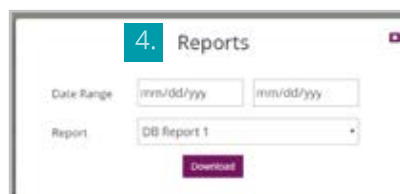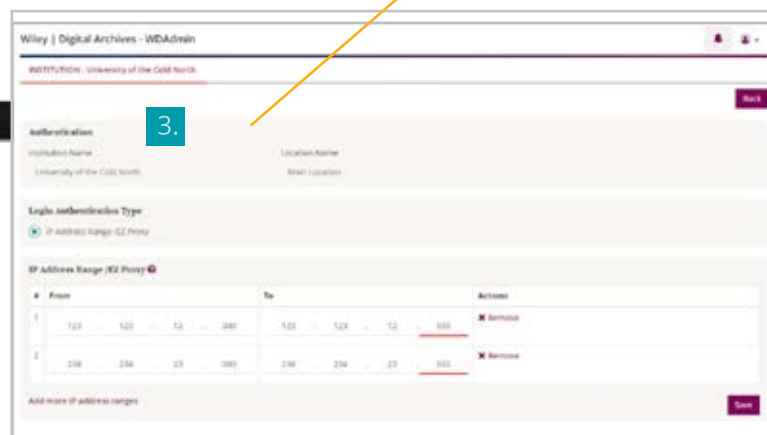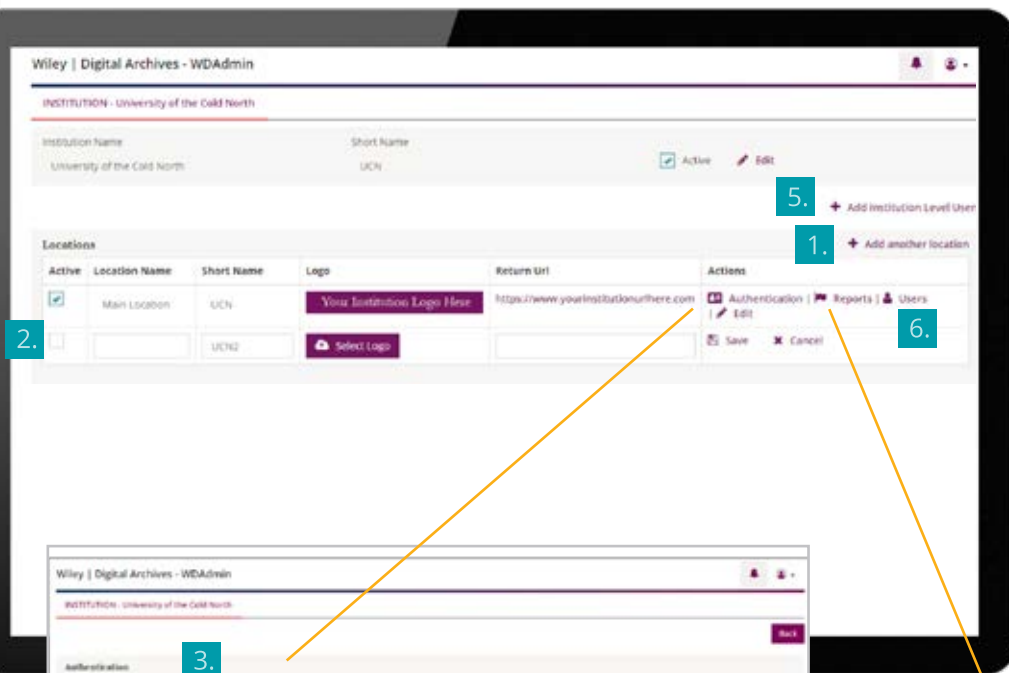
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Location Actions: Create several location sites for your institution

1. Click to add a row for a new institutional location
2. The additional row allows for each location to have a unique name, short name, logo and home URL. Click the Active box to turn the location "on" or unclick to remove a location.
3. Authentication can be completed by the institution level admin user - IP Address Range / EZ Proxy
4. Reports can be generated based on location, date range, and report type. Wiley Digital Archives supports the following:
   - COUNTER DB Report 1 - Total Searches, Result Clicks and Record Views by Month and Database
   - COUNTER DB Report 2 - Access Denied by Month, Database and Category

Administrative users can be added at 2 levels:

5. **Institution level user** with access to all the admin information.
6. **Location level user** with access to only that administrative information relevant to the location site, such as Return URL.
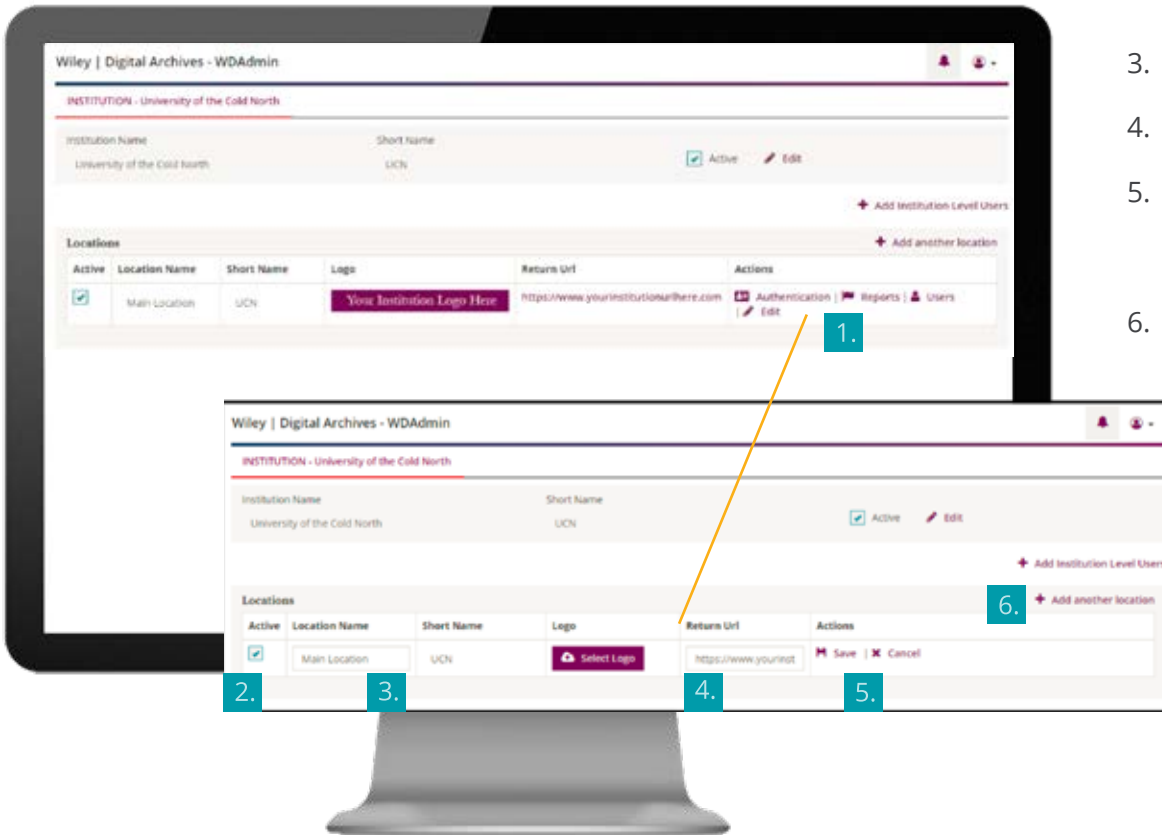
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Edit Locations: Update the information available for each of the institution's locations

1. Click on Edit in the Actions section of the Admin Home page.

2. Click the "Active" box to add or remove a location's ability to access the Wiley Digital Archives.

3. Change the location's name or short name.

4. Update the location's logo or return URL.

5. Make sure to save any changes (or cancel if the changes are not needed).

6. A new location can be added with a click.

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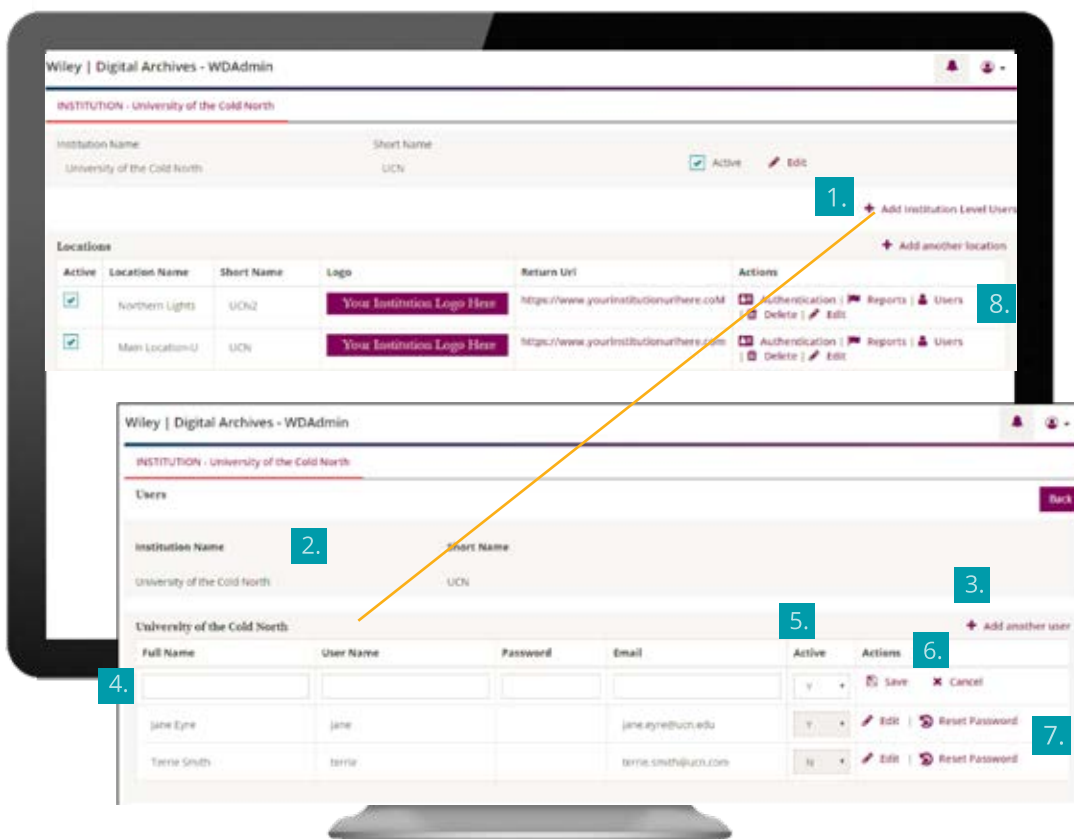**Institution Level Users:** Institution level admin users have access to all the administrative information and functionality for the entire site and all locations.

1. On the Admin Home page, click on "Add Institution Level Users."

2. The institution level admin users page shows the other admin users who have access to all the locations and administrative functionality.

3. Add a new admin user with institution level access by clicking "Add another user."

4. Complete the required information in the added row, including full name, user name, general password (the admin user can change it when they first login under their new user name).

5. The new admin user default for Active status is "Y" for Yes. To de-activate an admin user, simply toggle to "N" for No. That inactive admin user will no longer have administrative access to the Wiley Digital Archives.

6. Save any additions or changes made to the row. Or hit cancel to delete any updates.

7. Admin user access can be managed for the Wiley Digital Archives from the admin users pages, including editing information and resetting passwords.

8. Admin users can also be set up for location-only access if an institution has several satellites or access points. Go to the Admin Home page, Locations section, and select Users.

Location Level Users: Add location level administrative users to the Wiley Digital Archives.
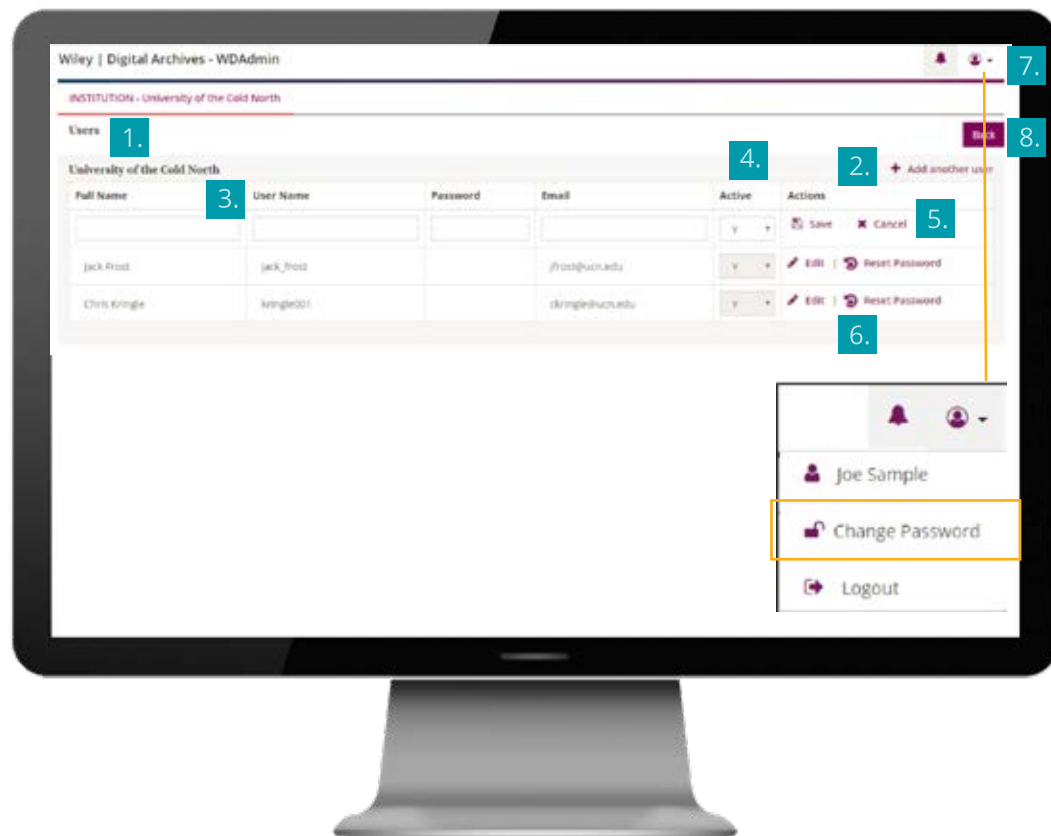
1. A list of admin users can be accessed from the main screen by clicking on "Users" under the Actions section.
2. On the right side, click on "Add Another User" to add a row for the new admin user's information.
3. To set up a new admin user, please have the following information available: User's full name, a user name (for logging into the admin site), a password (the new admin user will be able to change this password later), and email address.
4. Admin users can be activated or de-activated using the Active Y/N toggle. An admin user who has been de-activated loses the ability to access the admin site and to make administrative changes to the Wiley Digital Archives.
5. Please save the information that's been added. If a mistake has been made, click cancel to erase the unsaved information.
6. Admin user information can be edited and passwords reset from this screen.
7. In addition, the admin user can reset their own password if they login to a new session using the "Change Password" feature under the circle with silhouette.
8. To return to the main screen, click on the "Back" button near the upper right of the screen or the Internet browser's back arrow.