

ScienceDirect®

Quick Reference Guide

Activate automatic updating of your library knowledge base with your KBART-compliant holdings reports

*Follow this process to create or view data
exchange token via the Admin Tool*



ELSEVIER



Activate automatic updating of your library knowledge base with your KBART-compliant holdings reports

- 1 Go to admintool.elsevier.com
Enter your email address and password and sign in (**Fig. 1**).

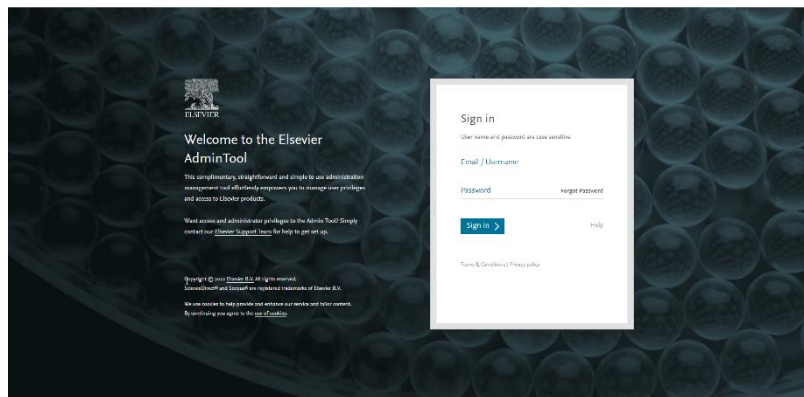


Figure 1. Sign in screen

- 2 Select your department from the “Groups within the Account list” on the left (**Fig. 2**).

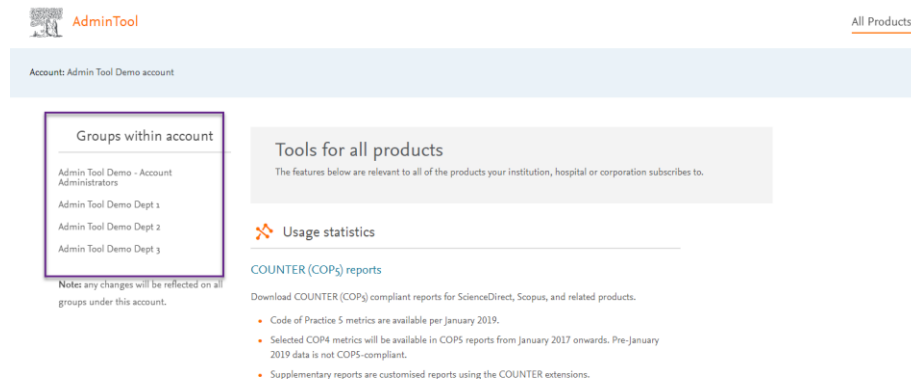
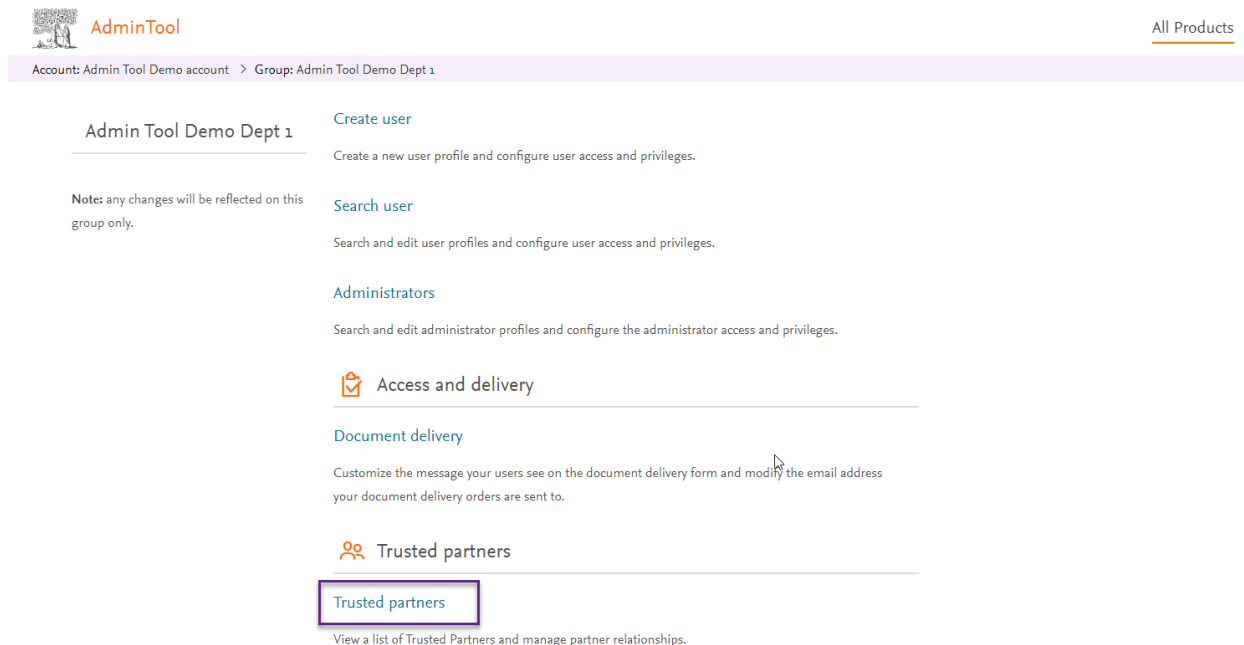


Figure 2. Groups within account / department listing

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- 3 Scroll to the bottom of the page and click on the “Trusted Partners” link (**Fig. 3**).



The screenshot displays the AdminTool interface. At the top left is the AdminTool logo. To its right is a navigation bar with 'All Products' and a breadcrumb trail: 'Account: Admin Tool Demo account > Group: Admin Tool Demo Dept 1'. Below the breadcrumb, the main content area is titled 'Admin Tool Demo Dept 1'. On the left side of this area is a 'Note: any changes will be reflected on this group only.' On the right side, there are several links: 'Create user' (with description 'Create a new user profile and configure user access and privileges.'), 'Search user' (with description 'Search and edit user profiles and configure user access and privileges.'), 'Administrators' (with description 'Search and edit administrator profiles and configure the administrator access and privileges.'), 'Access and delivery' (with a folder icon), 'Document delivery' (with description 'Customize the message your users see on the document delivery form and modify the email address your document delivery orders are sent to.'), and 'Trusted partners' (with a group of people icon). The 'Trusted partners' link is highlighted with a red rectangular box. Below this link is the text 'View a list of Trusted Partners and manage partner relationships.'

Figure 3. Trusted Partners section / link

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- 4 Find your service provider* in the “Electronic Holdings” section of the page. **(Fig. 4)**

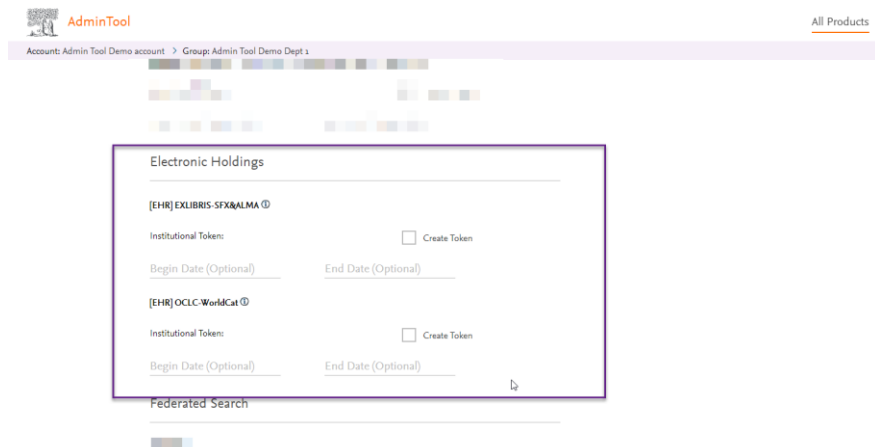


Figure 4. Electronic Holdings providers and tokens

* If your service provider is not listed, please refer back or contact your provider to find out when they will offer automated holdings report retrieval from ScienceDirect.

- 5 If no token is displayed for your provider, create a token by clicking on the Create Token checkbox. **(Fig. 5)**

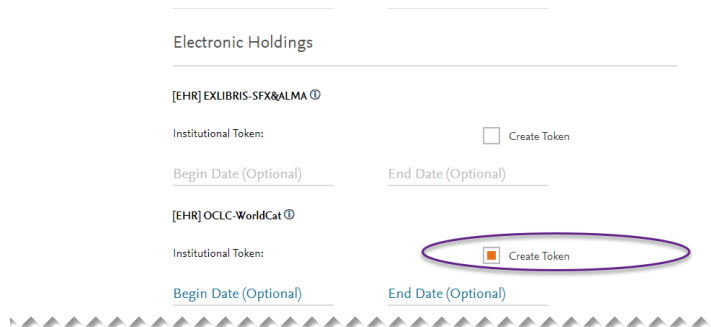


Figure 5. create token

- 6 Click Save at the bottom of the page. **(Fig. 6)**



Figure 6. Save button

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- 7 A confirmation message is displayed (Fig. 7)

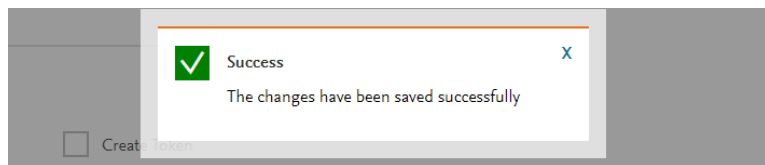


Figure 7

- 8 The token is created and displayed (Fig. 8)

Electronic Holdings

[EHR] EXLIBRIS-SFX&ALMA ©

Institutional Tokens: ☐ Create Token

Begin Date (Optional) End Date (Optional)

[EHR] OCLC-WorldCat ©

Institutional Tokens: ☐ Remove Token

Begin Date End Date

Figure 8

- 9 Check whether your service provider has more detailed steps that you must follow.

Note:

The token can be deleted by clicking the Remove Token checkbox and clicking the Save button at the bottom of the page.

If you remove the token, your service provider will no longer be able to receive data from Elsevier. Notify your service provider directly to have your current holdings reports deleted.