Using the Institutional Administration Dashboard

A quick introduction to BioOne Complete’s institutional administration features
Institutional Administration Dashboard

The institutional administration dashboard allows you to easily manage several key features of your institution’s subscription.

1. Sign In - To access the institutional administration dashboard, log in to your account by clicking the Sign In link in the black bar at the top of the page at www.BioOne.org.

2. Navigate to the institutional administration dashboard - Once logged in, click the arrow next to your name.

3. Institutional Administration
Select Institutional Administration from the drop down menu that appears. If this option does not appear, please contact helpdesk@BioOne.org.

The institutional administration dashboard has four tabs, each of which contains different functions: Account Details, Counter Reports, Access, and Abuse Log. Note that you can access your account details (email, password, name on the account) by clicking on the grey button titled My Account (4).
Account Details

This tab is where you can edit basic account information and access details for your institution.

1. **Account Information** - View the name and email associated with the account, as well as the other administrators associated with your institution. To remove or add administrative privileges to a user, contact helpdesk@BioOne.org.

2. **Institutional Logo** - Upload your institution’s logo.

3. **KBART and Title Lists** - Access various formats of BioOne Complete’s title list.

4. **Consortia Information** - If you are a member of a consortia, your consortial details will appear here.

5. **Access Details** - Manage and view the settings for various access methods:
   - **Master Username** - Set up an institutional username and passcode for access to content without IP authentication.
   - **Shibboleth** - Edit your institution’s EntityID and Federation.
   - **OpenURL** - Edit the Base URL, link text, and button image.
   - **IP Addresses** - Manage your institution’s IP addresses.
   - **LOCKSS** - The registered LOCKSS IP for your institution will appear here. To update it, please contact helpdesk@BioOne.org.
COUNTER Reports

Access the COUNTER reports for your institution by clicking on the COUNTER tab (1) and then View COUNTER Reports (2).

Institutional Administration

This dashboard allows you to view your account and access information, and generate reports for your institution. If you are a consortium/group master, you may also view the dashboard(s) for member institutions.

Access

View the license associated with your institution, its expiration date, and the content accessible to your institution.

Institutional Administration

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Current Licenses

<table>
<thead>
<tr>
<th>Access Type</th>
<th>Expiration Date</th>
<th>Access to Papers Published Until</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full DL Institutional Access — BioOne Office</td>
<td>1/1/1999</td>
<td>--</td>
</tr>
</tbody>
</table>

View titles included with this access
Abuse Logs

View any abuse reports generated from your institution.

Institutional Administration

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Abuse Log
There have been no abuses.

More Information

BioOne’s Library Resources page and Help Section offer you and your users in-depth tutorials for many of the site’s features.

1. Library Resources - At the bottom of each page are a series of footer links. Click Library Resources to access a page devoted to support documentation specifically for institutional administrators.

2. Help - The Help section is primarily for users, and has detailed information on the site’s tools and features, as well as general troubleshooting.

Please contact helpdesk@BioOne.org with any questions about the institutional administration dashboard.

For questions regarding renewing your institution’s subscription or invoicing, please contact library.services@BioOne.org.