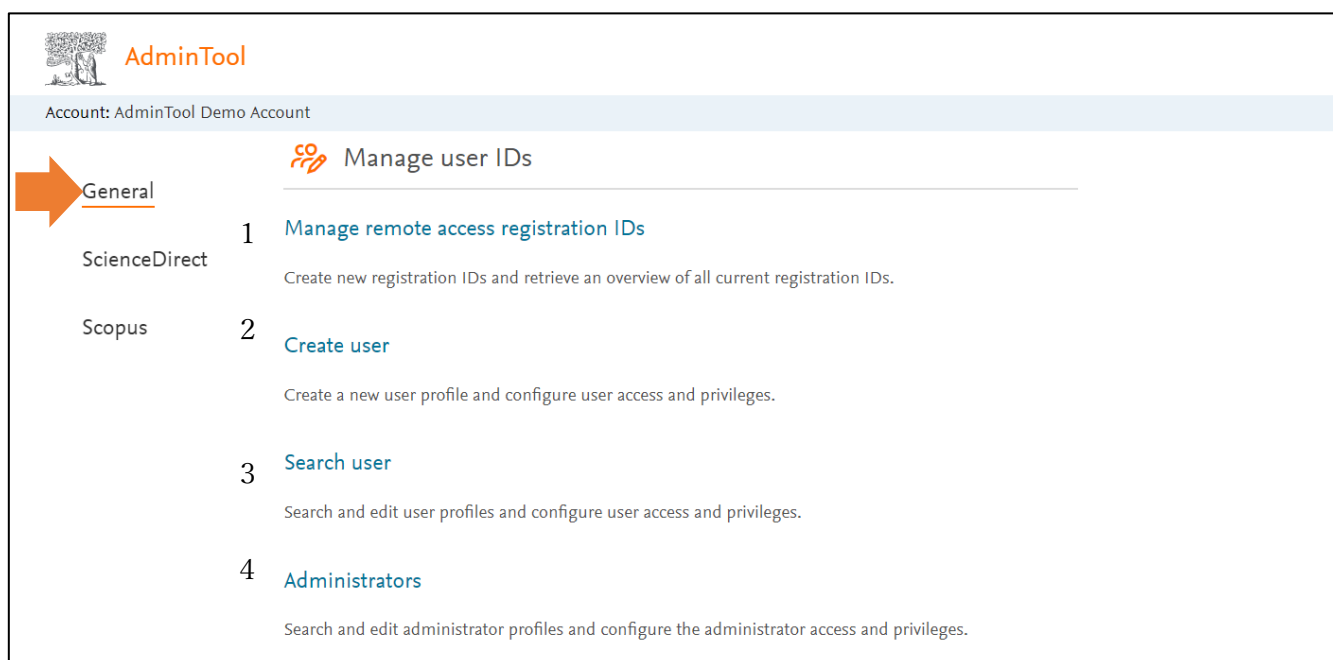


新レイアウト・AdminTool サイト下における Manage User IDs について。

改訂 2020 年 4 月

[General] タブから[Manage user IDs]の項目を確認します。

1. Manage remote access registration IDs : Admin Tool から複数のユーザーにリモートアクセス登録用 ID/PW を電子メールで送信することができます。
2. Create user : 管理者権限からユーザーを新たに追加する。
3. Search user : 登録ユーザーを検索する
4. Administrators : 管理者権限の付与・変更



The screenshot displays the AdminTool web interface. At the top left is the AdminTool logo and the text 'AdminTool'. Below it, the account information 'Account: AdminTool Demo Account' is shown. A navigation menu on the left includes 'General' (highlighted with an orange arrow), 'ScienceDirect', and 'Scopus'. The main content area is titled 'Manage user IDs' and contains a numbered list of four items:

- 1 [Manage remote access registration IDs](#)
Create new registration IDs and retrieve an overview of all current registration IDs.
- 2 [Create user](#)
Create a new user profile and configure user access and privileges.
- 3 [Search user](#)
Search and edit user profiles and configure user access and privileges.
- 4 [Administrators](#)
Search and edit administrator profiles and configure the administrator access and privileges.

1. Manage remote access registration IDs

1-1. Create new registration IDs

: Admin Tool から複数のユーザーに**リモートアクセス登録用 ID/PW を電子メールで送信することが**できます。各ユーザーは、電子メールに記載されている登録用 ID/PW を使ってユーザー登録を行います。

AdminTool
Account: AdminTool Demo Account

General [Create new registration IDs](#) | [Search registration IDs](#)

ScienceDire... ① Create Registration IDs

Scopus * Required fields

Registration IDs allow end users to create their own profiles so that they can use ScienceDirect and Scopus outside their set IP address ranges. IDs and instructions on how to create a profile will be sent directly to your end users, using the email address provided. If you wish to have a list of registration IDs that are not pre-assigned using the email address provided, please email the [Elsevier support team](#).
Providing remote access to existing users can be done within their user profile.

② [Select Group]

③ Type or paste a list of e-mail addresses separated by line breaks, commas, spaces, or semi-colons. *

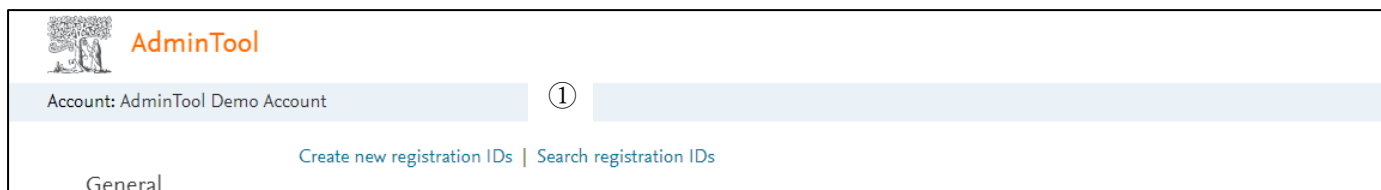
④ User's product access dates
Dates can be left blank to indicate no restriction.
Group Membership Dates
Membership begin date
10-Aug-2019
 Fixed End Trial period
Membership end date
09-Aug-2020
End access
days after user registers

⑤

(手順)

- ① [Create new registration IDs]を選択します。
- ② [Select Group] プルダウンリストからグループを選択します。
- ③ リモートアクセス登録用 ID/PW を送信するユーザーの電子メールアドレスをボックスに入力します。
複数のアドレスは、改行、コンマ、スペース、セミコロンいずれかで区切ってください。
- ④ [User's Product Access Dates] 欄で製品へのアクセス有効期限を設定することができます。
Group Membership Dates (グループ・メンバーシップの有効期限)
Membership Begin Date アクセス開始日
Membership End Date アクセス終了日
Trial Period / End access に日数を入力 -> ユーザーが登録してから n 日後に終了
- ⑤ [Submit] ボタンをクリックします。

1-2. Search Registration IDs : 既に登録済ユーザの検索



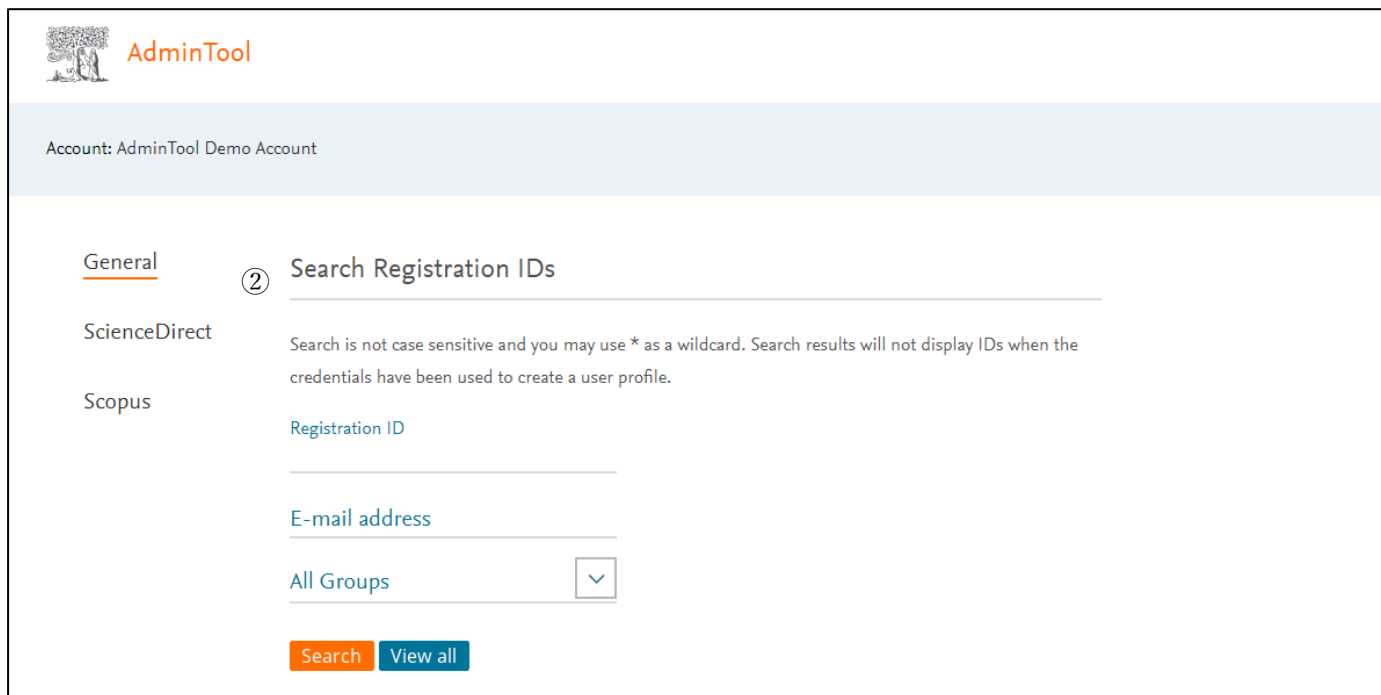
AdminTool

Account: AdminTool Demo Account

①

Create new registration IDs | Search registration IDs

General



AdminTool

Account: AdminTool Demo Account

General

② Search Registration IDs

ScienceDirect

Scopus

Search is not case sensitive and you may use * as a wildcard. Search results will not display IDs when the credentials have been used to create a user profile.

Registration ID

E-mail address

All Groups

Search View all

(手順)

- ① [Search registration IDs]を選択します。
- ② 以下のいずれかの項目を入力し、[Search] ボタンをクリックします。ワイルドカード (*) を使用することもできます。登録されている全ユーザーを表示したい場合には、[View All] ボタンをクリックします。

5. Registration ID

6. E-mail address

7. All Groups (対象グループを設定)

2. Create User

: Admin Tool を使って新規にユーザーを作成すると、作成されたユーザーID には自動的にリモートアクセスの権限が与えられます。

The screenshot shows the 'AdminTool' user creation interface. At the top left is the AdminTool logo and 'Account: AdminTool Demo Account'. A yellow callout box on the right lists the input items: ① e-mail address, ② Password, and ③ Confirm Password. The main form has two tabs: 'General' (selected) and 'Sign in'. Under 'Sign in', there is a note: '* Required fields' and 'Creating a user profile will automatically entitle the user to remote access. Enabling a strong password subjects the user to stronger password guidelines, for administrators this is automatically enabled.' The form fields are: ① Email* (with a dropdown arrow), ② Password* (with a strength indicator), and ③ Confirm password* (with a note: 'The user will automatically be prompted to change their password at login.'). There is also a 'Strong Password' section with a 'No' option.

The screenshot shows the 'AdminTool' user creation interface, step 2 of 3. The 'General' tab is selected. The 'User details' section includes a dropdown menu for '敬称選択' (Title selection) and a 'Title' field. The 'Scopus' section has ④ First name* and Last name* fields. The 'Group membership' section includes a note: 'The begin and end dates indicate how long a user's profile will be associated with a group but dates can also be left blank to indicate no restrictions. Default group membership dates can be adjusted by editing the group's dates. Please contact the Elsevier support team for help with managing group membership dates for groups that you do not have permission to edit. To remove a user completely, remove all their group memberships.' Below this is ⑤ Add a new group membership with a note: 'Note: This membership will give a user remote access for the selected Group.' and a '[Select Group]' dropdown menu. At the bottom, there is a toggle for 'Turn on access dates'.

ScienceDirect	⑥	Elsevier Open Access Platform (EOAP) ⑩ <input type="checkbox"/> Grant EOAP user access.	<p>(入力項目 3/3)</p> <p>⑥ <Grant EOAP user access> : 準備中.</p> <p>⑦ <Grant E-PIC User access> : E-PIC (Product Insight for Customers)アクセス権限付与</p> <p>⑩ <Personal Contact Information>. : 必要情報を入力します。</p>
Scopus	⑦	Elsevier Product Insights for Customers (E-PIC) Access ⑩ <input type="checkbox"/> Grant E-PIC User Access.	
	⑧	Personal Contact Information	
		Phone <small>(Including Country Code)</small>	
		FAX <small>(Including Country Code)</small>	
		Job Title	
		Street Address 1 9595 springboro pike	
		Street Address 2	
		Street Address 3	
		City miamisburg	

※ グループへの追加・グループからの削除
(Add a new group membership/ Remove Membership)

Group membership ⑩

General

ScienceDirect

Scopus

The begin and end dates indicate how long a user's profile will be associated with a group but dates can also be left blank to indicate no restrictions. Default group membership dates can be adjusted by editing the group's dates. Please contact the [Elsevier support team](#) for help with managing group membership dates for groups that you do not have permission to edit. To remove a user completely, remove all their group memberships.

On-campus access Membership [Remove this Membership](#)

Note: This user has remote access to this group.

Customer Service Created:

From _____ To 05-Oct-2020

Add a new group membership

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

[Select Group]

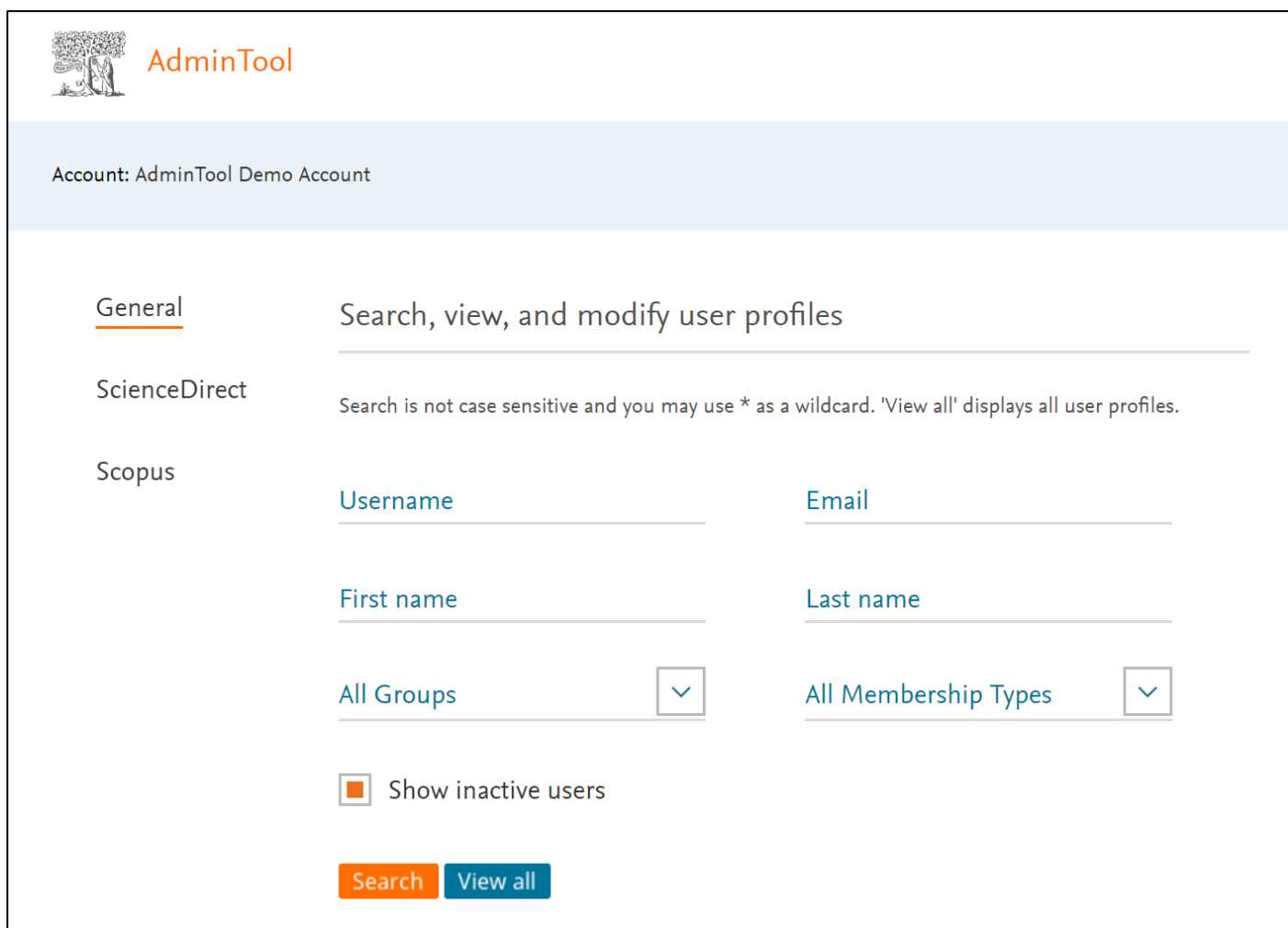
Turn on access dates

Elsevier Open Access Platform (EOAP) ⑩

※ グループからの削除
(Remove Membership)

※ グループへの追加
(Add a new Membership)

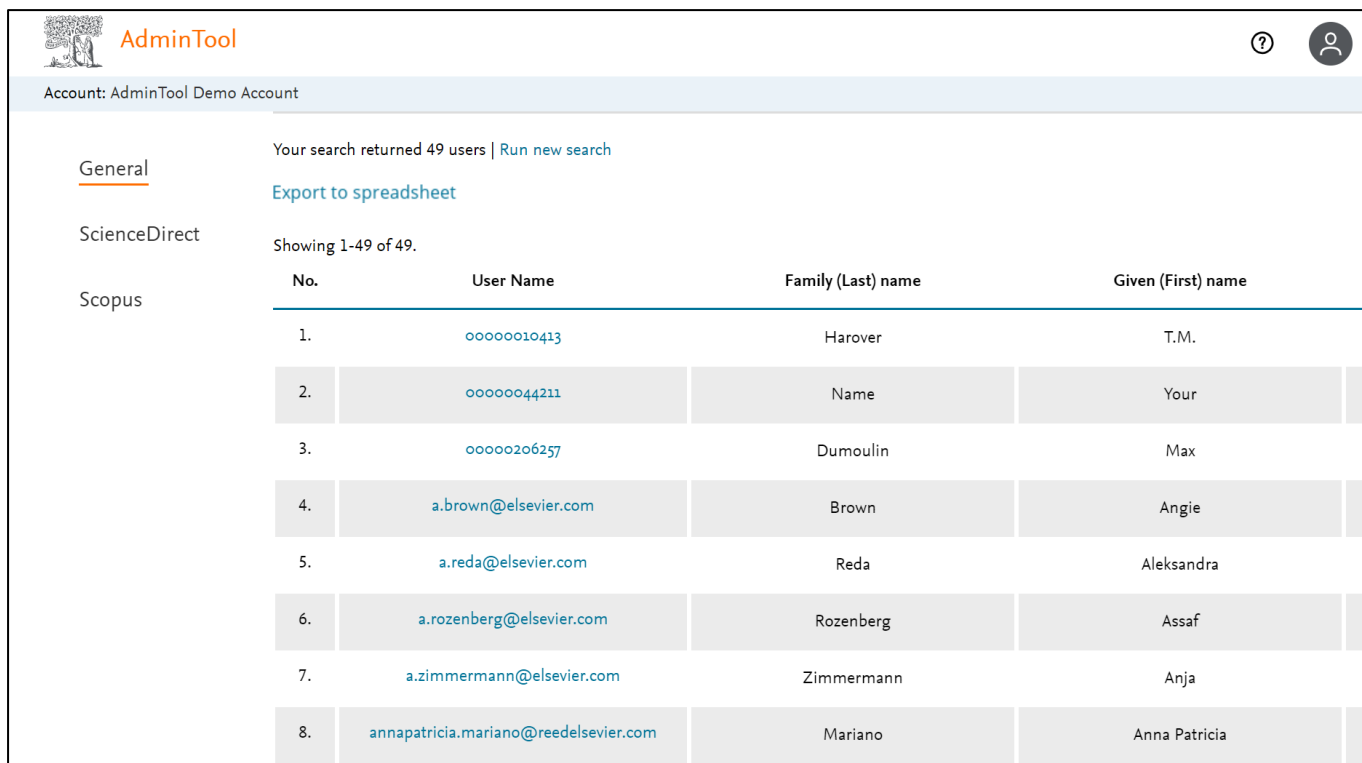
3. Search user : 登録ユーザーを検索する



The screenshot shows the AdminTool user search interface. At the top left is the AdminTool logo, which includes a tree icon and the text 'AdminTool'. Below the logo, the account name 'Account: AdminTool Demo Account' is displayed. The main content area is titled 'General' and 'Search, view, and modify user profiles'. Below this, there are sections for 'ScienceDirect' and 'Scopus'. The search criteria section includes input fields for 'Username', 'Email', 'First name', and 'Last name'. There are also dropdown menus for 'All Groups' and 'All Membership Types'. A checkbox labeled 'Show inactive users' is present. At the bottom, there are two buttons: 'Search' and 'View all'.

以下のいずれかの項目を入力し、[Search] ボタンをクリックします。ワイルドカード (*) を使用することもできます。登録されている全ユーザーを表示したい場合には、[View All] ボタンをクリックします。

検索を実行すると、登録済みのユーザーの一覧が表示されます。



AdminTool

Account: AdminTool Demo Account

General Your search returned 49 users | [Run new search](#)
[Export to spreadsheet](#)

ScienceDirect Showing 1-49 of 49.

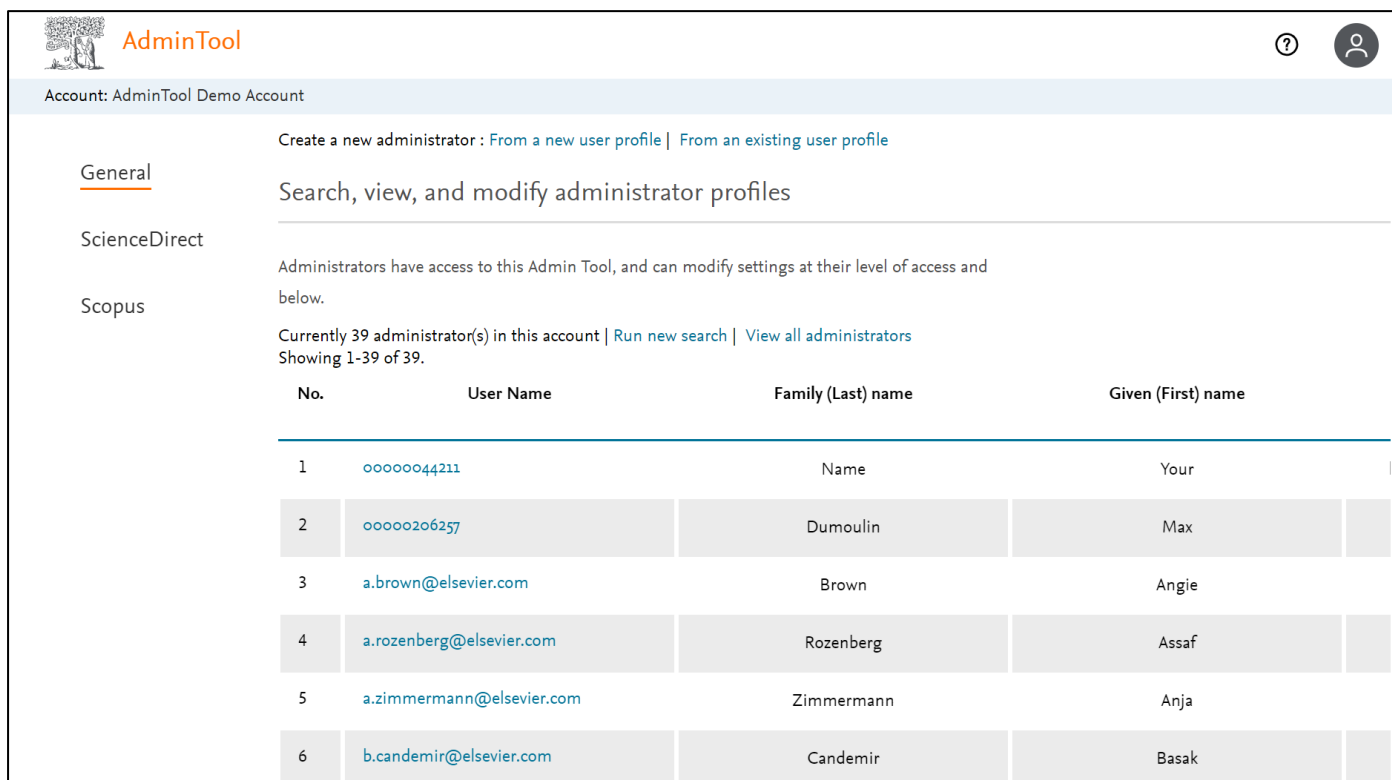
Scopus

No.	User Name	Family (Last) name	Given (First) name
1.	0000010413	Harover	T.M.
2.	0000044211	Name	Your
3.	0000206257	Dumoulin	Max
4.	a.brown@elsevier.com	Brown	Angie
5.	a.reda@elsevier.com	Reda	Aleksandra
6.	a.rozenberg@elsevier.com	Rozenberg	Assaf
7.	a.zimmermann@elsevier.com	Zimmermann	Anja
8.	annapatricia.mariano@reedelsevier.com	Mariano	Anna Patricia

: ユーザー名のリンクをクリックすると、そのユーザーの詳細情報が表示されます。

: ユーザー情報を Excel ファイル (CSV ファイル) に出力したい場合には、出力したいユーザーをチェックするか、[Select All] を選択してから、[export to spreadsheet] ボタンをクリックします。

4.Administrators : 登録済みの管理者を確認したり、他のユーザーに管理者権限を与えたりすることができます。



The screenshot shows the AdminTool interface. At the top left is the AdminTool logo. Below it, the account name 'AdminTool Demo Account' is displayed. On the right side, there are help and user icons. The main content area is titled 'Create a new administrator : From a new user profile | From an existing user profile' and 'Search, view, and modify administrator profiles'. Below this, there are sections for 'General', 'ScienceDirect', and 'Scopus'. The 'Scopus' section indicates that there are 39 administrators in the account and shows a table of the first six.

No.	User Name	Family (Last) name	Given (First) name
1	0000044211	Name	Your
2	0000206257	Dumoulin	Max
3	a.brown@elsevier.com	Brown	Angie
4	a.rozenberg@elsevier.com	Rozenberg	Assaf
5	a.zimmermann@elsevier.com	Zimmermann	Anja
6	b.candemir@elsevier.com	Candemir	Basak

<他のユーザーに管理者権限を与える>場合

: From a new user profile を選択すると、管理者となる新しいユーザーを作成することができます。From an existing user profile を選択すると、既存のユーザーに管理者権限を与えることができます。

(前画面を参照)