

Инструкции для Администраторов организации www.springerlink.com

### **SPRINGER NATURE**

### ОБЪЯВЛЕНИЕ www.springerlink.com По Соглашению о подписке у более 400 организаций Казахстана есть полнотекстовый доступ ко всем статьям и журналам издательства Springer, опубликованным с 1997 по 2016 гг.

## Всего более 3000 журналов.

**SPRINGER NATURE** 



### Журналы Springer

ВСЕГО: у Springer более 3000 журналов включая журналы открытого доступа (Open access journals)

Из них:

- ✓ <u>1713</u> индексируются Thomson Reuters (Journal Citation Reports )
   и имеют импакт-фактор.
- ✓ 2247 журналов индексируются в Scopus
- ✓ 652 индексируются в PubMed





### Что может делать администратор?

- 1. С территории Вашей организации, с ваших компьютеров, пройти по ссылке <u>www.springerlink.com</u>
- 2. Проверить есть ли полный доступ.
- 3. Искать статьи и журналы (см. Инструкция для пользователей).
- 4. Зарегистрироваться как Админ (см. данную Инструкцию)
- 5. Дать ППС и сотрудникам организации доступ на использование платформы из дома. (*см. данную Инструкцию*)
- 6. Загружать статистику организации: количество скачиваний и др. (см. данную Инструкцию)

### Как проверить есть ли доступ?

1. Войти на платформу www.springerlink.com

2. Нет доступа цвет – оранжевый и висят замки. Есть доступ цвет – малиновый, замков нет.

3. Нет доступа связаться с НЦНТИ или с Александровой И. – Springer



### Как стать Администратором организации?

Активация учетной записи администратора на SpringerLink.

- 1. После подписания Договора с НЦНТИ Вы получите/или уже получили письмо от OnlineService@springer.com с ссылкой для активации вашей учетной записи.
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2. Перейдя по ссылке в письме Вы на англ.яз. вводите Ваше имя, ваш адрес электронной почты и создаёте себе пароль.

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|   | Sign up / Log in ▼ English ▼ Ac  | demic  |
| Springer Link   |  |        |
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| Create your account to from anywhere Creating an account is easy, and helps us give yo All fields are required First Name Email Address   | to access your content<br>rou a more personalised experience.<br>Email<br>Password<br>Forgotten password<br>Log in |        |
| Create your account t<br>from anywhere Creating an account is easy, and helps us give yo All fields are required First Name Email Address Your email address will be kept private   | to access your content<br>rou a more personalised experience.<br>Email<br>Password<br>Forgotten password<br>Log in |        |
| Create your account t<br>from anywhere Creating an account is easy, and helps us give yo All fields are required First Name Email Address Your email address will be kept private Password  | to access your content<br>rou a more personalised experience.<br>Email<br>Password<br>Forgotten password<br>Log in |        |
| Create your account t<br>from anywhere<br>Creating an account is easy, and helps us give yo<br>All fields are required<br>First Name Last Name<br>Email Address<br>Your email address will be kept private<br>Password<br>Minimum 6 characters including at least 1 letter and 1  | to access your content<br>rou a more personalised experience.  |        |
| Create your account t<br>from anywhere Creating an account is easy, and helps us give yo All fields are required First Name Email Address Tour email address will be kept private Password Minimum 6 characters including at least 1 letter and 1 Password Confirmation           | to access your content<br>nou a more personalised experience.  |        |
| Create your account t<br>from anywhere Creating an account is easy, and helps us give yo All fields are required First Name Last Name Email Address Your email address will be kept private Password Minimum 6 characters including at least 1 letter and 1 Password Confirmation | to access your content<br>rou a more personalised experience.  |        |

3. После регистрации открывая сайт <u>www.springerlink.com</u> в правом верхнем углу: 1. Вы нажимаете кнопку Log in 2. Вводите ваш адрес электронной почты и ваш пароль.

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4. Если Вы забыли пароль. Нажмите кнопку «забыл/а пароль» и вам на почту будет отправлена новая ссылка для его восстановления.



# Доступ к Панели администратора (AdminDashboard)

**1.** После входа, в правом верхнем углу. Нажав на свою фамилию: **1.** Вы можете получить доступ к панели Администратора, **2.** нажав на кнопку **AdminDashboard** вы входите в систему.



**2.** Вкладка **My organization** (2я вкладка в панели) позволяет посмотреть данные об организации:

- 1. Проверить ІР диапазоны.
- 2. Загрузить или изменить логотип вашей организации.
- 3. Посмотреть пользователей и пригласить ППС и сотрудников вашей

организации для использования платформы не только с работы, но и из дома: дать им доступ. Статистика будет идти на организацию.



4. Пользователи вашей организации могут зарегистрироваться самостоятельно. Создав себе аккаунт.

5. Для открытия им доступа к полным текстам из дома Вам необходимо разослать всем пользователям на их электронные почты автоматическое письмо приглашение использовать платформу. Для этого нажимаете кнопку «Users», нажимаете кнопку «+Associate User» и включаете адреса эл.почты всех сотрудников. Нажимаете синюю кнопку «Send invites» и Ваше письмо отправлено. Они получают письмо приглашение и пройдя по ссылке получают доступ к полным текстам уже из дома/смартфонов/кафе и т.д.

| tanket My Organisation • Usage • Entitlements • Settings  | Description Springer Admin  |   |
|---|---|---|
| Springer Affiliates   3000093925 - Valid IP ranges Organisation logo Users Users + Associate User + Associate User + Associate users with this organisation enter their e-mail address and we will such them a link which they should click to complete the process. Associate User  Associate User  Page 1 of 13   associate users with this organisation enter their e-mail address and we will such them a link which they should click to complete the process.  Associate User  Associate User  Page 1 of 13   | Home • My Organisation • Usage • Entitlements • Settings  |   |
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| Your email invitation has been sent   | o associate users with this organisation enter their e-mail address and we will send them a lin | k which they should click to complete the process   |
| Your email invitation has been sent   |   |   |
|   | Your email invitation has been sent   |   |

### Статистика организации (Usage)

Третья закладка на панели администратора позволяет вам скачивать все виды статистики вашей организации в формате EXCEL за любой период. Данные за прошедший месяц система подсчитывает до 15 числа следующего месяца.



### Статистика организации (Usage): варианты отчётов

| Journal Report 1 | Number of Successful Full-Text      | Количество полнотекстовых статей   |  |
|------------------|-------------------------------------|--|--|
|                  | Article Requests by Month and       | скачанных Вашими пользователями за   |  |
|                  | Journal                             | указанный период   |  |
| Journal Report 1 | Number of Successful Gold Open      | Количество полнотекстовых статей из  |  |
| GOA              | Access Full-Text Article Requests   | журналов «Открытого доступа», скачанных  |  |
|                  | by Month and Journal                | Вашими пользователями за указанный   |  |
|                  |                                     | период   |  |
| Journal Report 2 | Access Denied to Full-Text Articles | Количество отказов в скачивании статей, в  |  |
|                  | by Month, Journal and Category      | связи с отсутствием доступа. (У Казахстана<br>нет доступа к статьям позже 1997г) |  |
| Journal Report 5 | Number of Successful Full-Text      | Количество полнотекстовых скачиваний в   |  |
|                  | Article Requests by Year-of-        | разрезе по датам их опубликования (по  |  |
|                  | Publication (YOP) and Journal       | годам)   |  |
| Book Report 2    | Number of Successful Section        | Количество полнотекстовых книг/глав книг,  |  |
|                  | Requests by Month and Title         | скачанных Вашими пользователями за   |  |
|                  |                                     | указанный период   |  |
| Book Report 3    | Access Denied to Content Items by   | Количество отказов в скачивании книг, в  |  |
|                  | Month, Title and Category           | связи с отсутствием доступа.   |  |

# Спасибо за использование платформы!

По вопросам статистики и доступа обращайтесь :

- 1. В НЦНТИ email: <u>laila\_a@inti.kz</u>
- 2. Springer Казахстан email: irina.alexandrova@springer.com

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### Springer Nature

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