

Introduction

The TDNet Administrator function allows customers to manage their holdings knowledgebase and customize the appearance and functionality of the TDNet Journal Manager and TOUR Full Text Resolver.

TDNet Statistics Report Generator / COUNTER Reports Generator


Create online & Excel usage reports {see the [Statistics Guide provided separately](#)}.

Add/Remove/Edit Journals

Add, Remove or Edit complete Collections or individual journals in Real-Time.

Customers can complete an order form to request the addition of titles or Collections that are not currently in TDNet's master knowledgebase. The Add Journals and Access Options interface will now display the default coverage for individual titles, making it easier for you to decide if adding "private" coverage information is necessary. The admin functions also have new options to let customers with EZ-Proxy add or remove their proxy prefix in Collections or individual titles.

Journal Notes

Attach messages to individual titles, or all titles from a database or publisher which are accessible to users by clicking an  icon or via a "Journal Notes" column in the A-Z title list display.

"Secondary Notes" will allow you to add a separate Notes column with a second set of Notes messages.

Change TDNet Main Page

Customize the text and appearance of the Journal Manager Home page.

Customize the text and colors of the menu bar buttons (About TDNet, Search TDNet, My TDNet, etc.).

Change A-Z List

Customize the content and appearance of the Journal Manager A-Z title list display.

Customize the number of journal titles included in each screen, and new options for customizing how Embargo periods are displayed in the A-Z list.

New! JCR links to ISI.

Customize Search Defaults

Set the search preferences for Quick Search and Advanced Search.

Several new options for customizing article search and article citation display options (for customers using the TDNet Table of Contents service):

- Add "Article Search" option to the Quick Search function;
- New "Short View" citation display option allows for faster article citation loading;
- Add an optional link to export article citations to EndNote or Reference Manager citation software;
- Add Journal Notes to the article citation display.

Edit "About TDNet" Page

Customize the text displayed in the "About TDNet" screen.

Rename the "About TDNet" button name to match your custom text via the "Change TDNet Main Page" function.

Edit Alerts (email texts)

Customize the text of email alerts received by users as part of the My TDNet personal profile and alerting function (for customers using the TDNet Table of Contents service).

Keyword Alert email messages will now automatically include the user's selected keyword terms in the subject line of the email message.

Edit DocDel Template

Customize the ILL/DocDel order form users are prompted to complete to process article order requests (For customers using the TDNet ILL/DocDel order processing function).

New option to allow users to manually complete the ILL/DocDel order form each time they order an article (in addition to the existing options to process orders based on a "My TDNet" profile or transmit orders to an OpenURL enabled form).

Change TOUR User Interfaces

Customize the TOURResolver user interface {see the TOURResolver Administrator Guide provided separately}.

Disable Services

Customize the activation of special features in Journal Manager and TOURResolver.

Customize the display of the ILL/DocDel template (choose between order processing based on a My TDNet username and password, or prompting the user to complete the ILL/DocDel order form each time an article is requested – for customers with the TDNet ILL/DocDel order processing function).

TOUR Targets Display

Customize how full text target links are displayed in TOURResolver {see the TOURResolver Administrator Guide provided separately}.

Document Delivery Settings

Setup ILL/DocDel order processing via email or via an OpenURL-based order form or OpenURL enabled commercial DocDel provider (For customers using the TDNet ILL/DocDel order processing function).

New option to allow users to manually complete the ILL/DocDel order form each time they order an article (in addition to the existing options to process orders based on a "My TDNet" profile or transmit orders to an OpenURL enabled form).

Add External Resolver

Customize Journal Manager article citations to include a link to TOURResolver or another OpenURL link resolver (for customers using the TDNet Table of Contents service).

Accessing the Administrator Function

The Administrator function is intended for use by the librarian or staff member in your organization that is responsible for TDNet maintenance. Access to these features is controlled by an Administrative Username & Password, which will be provided when your account is launched. Click the Administrator Login link that appears in the lower-right corner of your TDNet Journal Manager home page. Enter your Administrator username and password in the spaces provided, and click the Log-in button. Once you login you will see the Administrator Links menu (see below):

Administrator Links		
HOLDINGS & USAGE:	CHANGE TEMPLATES:	SERVICES:
Statistics:	EJM:	• Disable Services
• Statistics Reports Generator	• Change TDNet Main Page	• TOUR Targets Display
• COUNTER Reports Generator	• Change A-Z List	• Document Delivery Settings
Holdings:	• Customize Search Defaults	• Add External Resolver
• Remove / Edit Journals	• Edit "About TDNet" Page	
• Add Journals & Access Options	• Edit Alerts (email texts)	
• Journal Notes	• Edit Doc Del Template	
	TOUR:	
	• Change TOUR User Interfaces	

Please note that the options included in the "Administrator Links" menu will vary depending on the TDNet services you are using.

Guides for Statistics and the TOURResolver functions will be provided separately.

Remove/Edit Individual Journals

Remove/Edit Journals allows you to delete or update individual journals in your TDNet holdings knowledgebase. Click the [Remove / Edit Journals](#) link in the "Administrator Links" menu and you will be taken directly to a search screen, where you can search for titles by Journal Title, Publisher, ISSN, and Vendor, and browse/search by Subject (see below).

When you perform your search the "remove/Edit Access to Titles" screen will appear (see below). Titles are displayed alphabetically based on your search terms, and a blue alphabet bar is included at the top of the screen to help you browse the list of TDNet Titles.

	Journal Title [Vendor]	ISSN	Publisher
<input checked="" type="checkbox"/> Edit	American Journal of Medical Quality [Gale (Health and Wellness Resource Center)]	1062-8606	Sage Publications , Inc .
<input checked="" type="checkbox"/> Edit	American Journal of Medical Quality [Sage Online (HighWire)]	1062-8606	Sage Publications , Inc .
<input checked="" type="checkbox"/> Edit	American Journal of the Medical Sciences , The	0002-9629	Lippincott Williams and Wilkins
<input checked="" type="checkbox"/> Edit	JAMA - Journal of the American Medical Association	0098-7484	American Medical Association (AMA)
<input checked="" type="checkbox"/> Edit	JAMA - Journal of the American Medical Association [EBSCO (American Medical Association Collection)]	0098-7484	American Medical Association (AMA)
<input checked="" type="checkbox"/> Edit	JAMA - Journal of the American Medical Association [Free Medical Journals]	0098-7484	American Medical Association (AMA)
<input checked="" type="checkbox"/> Edit	JAMA - Journal of the American Medical Association [HighWire - Free Full Text]	0098-7484	American Medical Association (AMA)
<input checked="" type="checkbox"/> Edit	JAMA - Journal of the American Medical Association [Ovid (Journals @ Ovid)]	0098-7484	American Medical Association (AMA)
<input checked="" type="checkbox"/> Edit	JAMIA - Journal of the American Medical Informatics Association [Free Medical Journals]	1067-5027	Hanley and Belfus , Inc .
<input checked="" type="checkbox"/> Edit	JAMIA - Journal of the American Medical Informatics Association [PubMed Central]	1067-5027	Hanley and Belfus , Inc .
<input checked="" type="checkbox"/> Edit	Journal of the American Medical Directors Association [ScienceDirect - Freedom Collection]	1525-8610	Elsevier Science

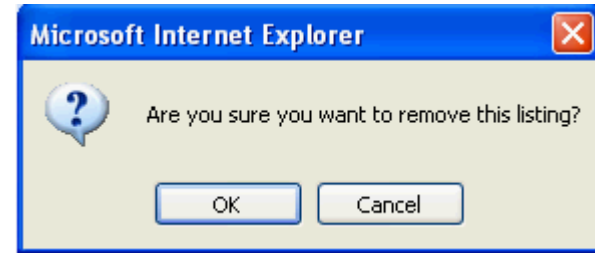
Delete a Title

To remove a title from your TDNet collection, simply un-check the box next to the journal name.

<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	JAMA - Journal of the American Medical Association [Ovid (Journals @ Ovid)]	0098-7484	American Medical Association (AMA)
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You will be prompted to confirm that you want to remove the listing by clicking an OK button to confirm the deletion.

A "Remove Journals – Please Wait" splash screen will briefly appear while the deletion is being processed, then the Review/Edit Journals title list will refresh and the change will be complete.



I tried to delete a title and I received this error message:




Many customers have journal titles that are provided as part of a complete Collection by a vendor or publisher, such as Ebsco Academic Search Premier, IEEE Xplore, etc. TDNet uses an internal system to automatically update the contents of complete Collections to ensure that content, coverage and link changes are automatically reflected in each customer's knowledgebase during the TDNet weekly updates.

Because we are updating the content of these complete Collections automatically, the Administrator function does not allow the deletion of titles from a complete Collection: if you attempt to delete one of these titles, you will be presented with the message above. This is to prevent situations where you might remove a title, but TDNet might restore it to the list automatically in a subsequent automatic weekly update if our information from the provider indicates that it is still a valid title.

If you believe a title from a complete Collection should be removed, contact TDNet customer support or use the offline changes option to report the problem (see "Edit a Title" below).

Edit a Title

The "Remove/Edit Access to Titles" function will allow you to update journal and full text access information. To Edit a title, click the EDIT button and you will be taken to the "Remove/Edit Access to Titles" screen where you can make your changes. The following data fields can be edited:

Journal Title	Customize the wording of the journal title;
ISSN	Change the ISSN assigned to the title;
Proxy	Add/Remove your default proxy server prefix in the Journal URL (for customers with EZ-Proxy or other proxy server using a proxy prefix);
Print Holdings	Add/Remove a print holdings checkmark & link to your catalog to the title list display;
Username & Password	Add username & password access information that users can access by clicking a  icon in the "Full Text Access" column of the title list display;
Online Coverage	Displays the default online coverage period provided by TDNet (display only – no editing allowed). If you don't see this field, this means that you have already defined a Private online coverage period (see below); NEW! Volume and issue data are now updated regularly and added to the TDNet Coverage metadata.
Private Coverage	Online Define a private online coverage period that is unique to your library by setting the Start month/year and End month/year;
Journal URL	Change the link used to connect to the full text journal;
System Number	Add a unique record number (bib record number) to the title, for use in creating the print holdings link to your catalog, and in TDNet data files provided as part of our Holdings Manager data services;

**Remarks
(Offline Changes Only)**

If you have a question or specific change request that you would like the TDNet title staff to address, un-check the "Online Changes" box then enter your request in the Remarks box. *You must un-check the "Online Changes" box in order for TDNet to see your Remarks message.*

Remove / Edit Access to Titles

Please update information relating to your journals and full-text access arrangements.
Click on "Click to Remove this Listing" if you just wish to remove access from this Collection / Publisher.

Change Online

Optional Custom Data:
Free texts are allowed in all text boxes

Journal Title: JAMA - Journal of the American Medical Association

ISSN: 0098-7484

Publisher: American Medical Association (AMA)

Access From: Publisher

Proxy:

Print Holdings:

UserName: Password:

Online Coverage: 11/1962 - /

Private Online Coverage: Start: Month Year End: Month Year

Journal URL: http://proxy.mylibrary.edu/login?url=http://jama.ama-assn.org/

System Number: Enter here internal/catalog number.

Note that free text remarks will be ignored if "Change Online" is checked.

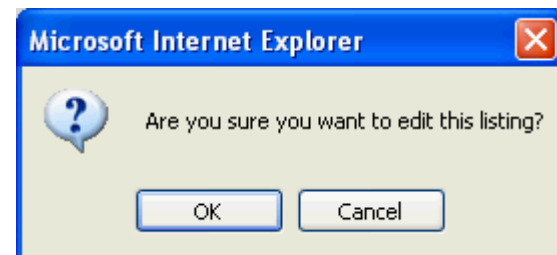
Remarks:

To add or edit user notes, choose "Edit Journal Notes" from the main administrator menu screen.

Click to Edit **Remove this Listing**

Once you have entered all your updates, click the "Click to Edit" button to process the changes. You can also delete this specific online provider by clicking the "Remove this Listing" button (access via the full text provider displayed in the "access from" line will be removed, but the title will remain listed if you have online access via another provider, or if you have print holdings for the selected title). If the title has only one online provider in place, you will also see a "Remove this Title" button that will allow you to completely remove the title.

When you click "Click to Edit" you will be prompted to confirm that you want to edit this listing by clicking an OK button to confirm the change. An "Edit Journals - Please Wait" splash screen will briefly appear while the change is being processed, then the Review/Edit Journals title list will refresh and the change will be complete.

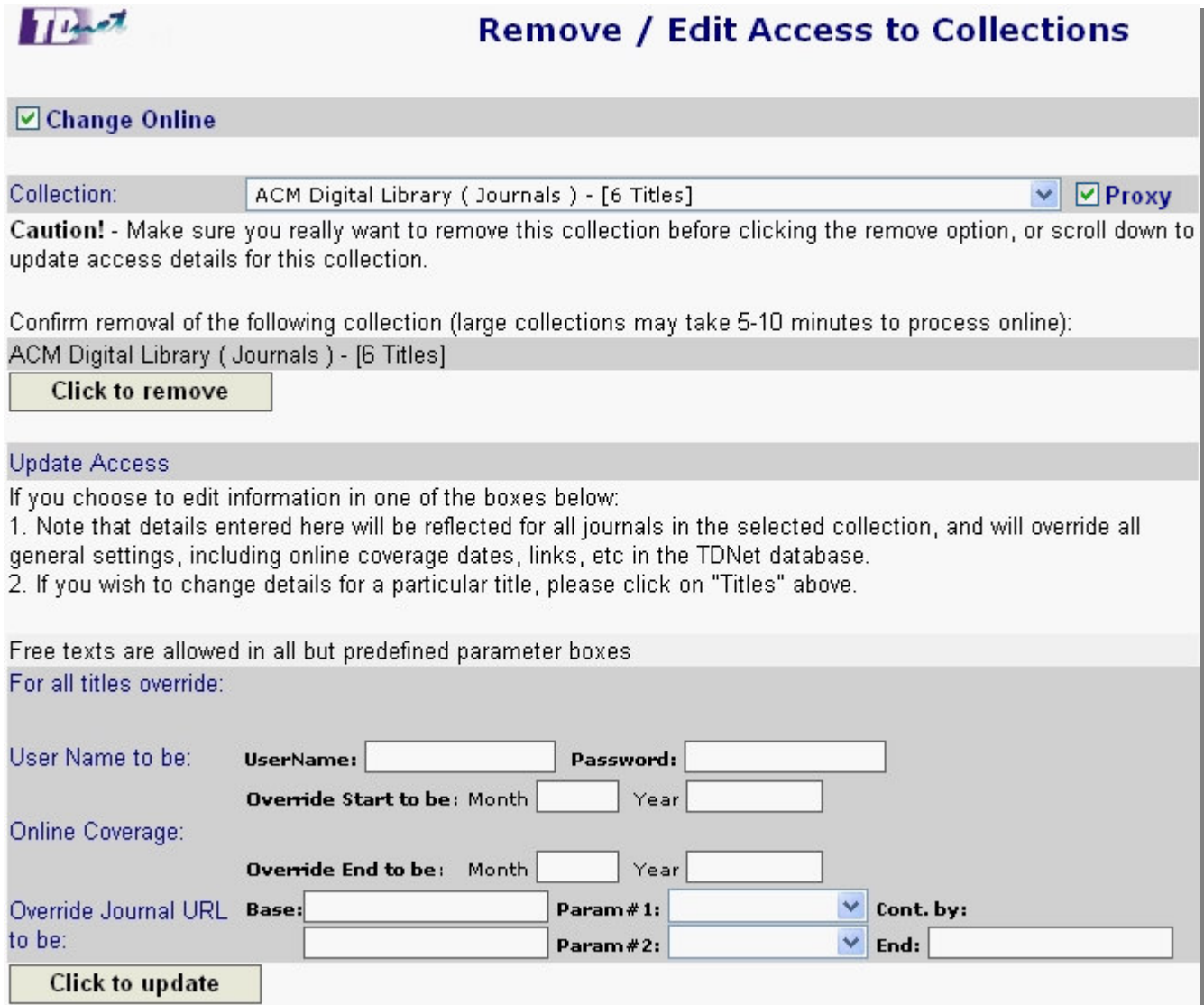


What is the "Change Online" checkbox for?

At the top of the "Remove/Edit Access to Titles" screen you will see a checkbox marked "Change Online." When you process a change with the Online Changes box checked, the change takes effect immediately and will not be overwritten by any future change or update made by TDNet during our automatic update process. If you want the TDNet title staff to implement a change for you, un-check the "Online Changes" box and enter any special instructions in the Remarks field, and TDNet will implement the change in the next weekly update.

Remove/Edit Complete Collections

This function allows you to edit or remove complete Collections, such as aggregator databases and complete publisher packages. To access this option, click the [Remove / Edit Journals](#) link from the "Administrator Links menu, then click the orange "Collections" tab at the top of the page and you will be taken to the "Remove/Edit Access to Collections" screen.



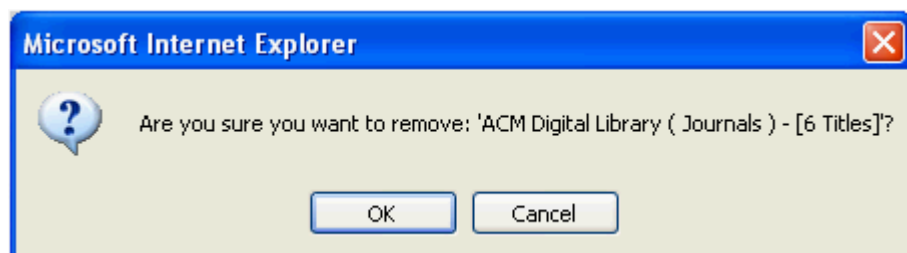
The screenshot shows a web interface titled "Remove / Edit Access to Collections". At the top left is the TDNet logo. Below the title, there is a checked checkbox labeled "Change Online". A dropdown menu shows "Collection: ACM Digital Library (Journals) - [6 Titles]" with a "Proxy" checkbox checked. A "Caution!" message states: "Make sure you really want to remove this collection before clicking the remove option, or scroll down to update access details for this collection." Below this, it says "Confirm removal of the following collection (large collections may take 5-10 minutes to process online): ACM Digital Library (Journals) - [6 Titles]" and a "Click to remove" button. The "Update Access" section includes instructions: "If you choose to edit information in one of the boxes below: 1. Note that details entered here will be reflected for all journals in the selected collection, and will override all general settings, including online coverage dates, links, etc in the TDNet database. 2. If you wish to change details for a particular title, please click on 'Titles' above." It also notes "Free texts are allowed in all but predefined parameter boxes" and "For all titles override:". The form includes fields for "User Name to be:" (UserName and Password), "Override Start to be:" (Month and Year), "Online Coverage:" (Override End to be: Month and Year), and "Override Journal URL to be:" (Base, Param # 1, Param # 2, Cont. by, and End). A "Click to update" button is at the bottom.

Delete a Collection

To delete a collection, click the Collection drop-down menu and scroll through the list (sorted by provider name, then collection name) and select the collection you want to remove. After the screen refreshes and displays the Collection name and title count, click the "Click to Remove" button to delete the collection.

You will be prompted to confirm that you want to delete the selected Collection.

When you click OK you will see a screen that will display the progress of the Collection removal. You will see a confirmation screen when the deletion is complete.




Edit a Collection

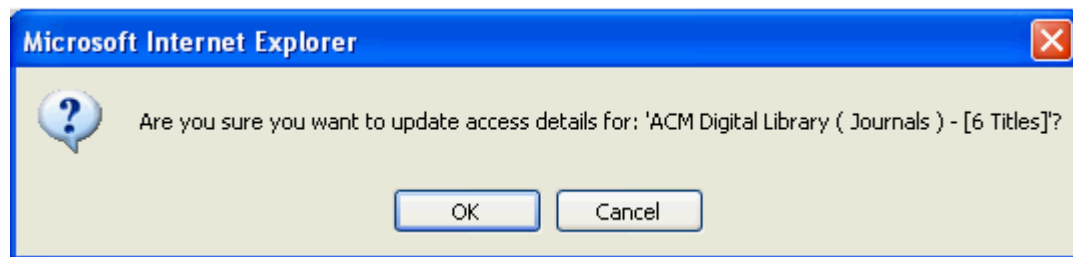
Next to the collection drop-down menu you will see a Proxy check box. Customers with EZ-Proxy (or other proxy using a prefix) can add or remove their proxy prefix for all titles in a collection by checking or un-checking the Proxy check box.

Beneath the "Click to Remove" option you will see options for updating the access details for all titles in the collection:

For all titles override...

- | | |
|-----------------------------|---|
| Username | Add username & password access information to all titles in the Collection. Users can access the login information by clicking a  icon in the "Full Text Access" column of the title list display. |
| Online Coverage | Set a coverage Start month/year or End month/year that will be applied to all titles in the Collection |
| Override Journal URL | Enter a specific URL structure to be used by all titles in the Collection. The URL can be split into a base link, a variable parameter (like an ISSN), a second URL section, a second variable parameter, and an end section |

Once you have completed your changes, click the "Click to update" button. You will be prompted to confirm that you want to update the selected Collection. When you click OK you will see a screen that will display the progress of the Collection update. You will see a confirmation screen when the update is complete.



What is the "Change Online" checkbox for?

At the top of the "Remove/Edit Access to Collections" screen you will see a checkbox marked "Change Online."

When you process a change with the Online Changes box checked, the change takes effect immediately and will not be overwritten by any future change or update made by TDNet during our automatic update process. However, if you are editing ore removing a very large Collection the change may take several minutes to complete. As an alternative, the TDNet title staff can process the change for you if you un-check the "Online Changes" box before you click the Remove Collection or Edit Collection button. TDNet will implement the change in the next weekly update.

Collection changes are set with the "Change Online" box set un-checked as the default. If you want to make changes in Real-Time, make sure you check the box before proceeding with your Collection changes.

Add Journals & Access – Individual Titles

Add Journals & Access Options allows you to delete or update individual journals in your TDNet holdings knowledgebase. Click the [Add Journals & Access Options](#) link in the "Administrator Links" menu and you will be taken directly to a search screen, where you can search for titles by Journal Title, Publisher, ISSN, and Vendor, and browse/search by Subject (see below). You can also search by Access; for example, search for "No Restrictions" to view free open access titles (see below).

When you perform your search the "Add Journals & Access Options" screen will appear (see below). Available titles are displayed alphabetically based on your search terms, and a blue alphabet bar is included at the top of the screen to help you browse the list of TDNet Titles.

Click Add to choose an additional access option for existing journal or to add a new journal from our knowledge base selection. If you can not find the correct journal or access option Click for [Blank Form](#) to add it to the knowledge base. Blank Form requests will be sent to the TDNet Customers Service team.


	Journal Title	Access	E-ISSN	ISSN	Publisher
Add	JAMA - Journal of the American Medical Association	Free For Print Holders	1538-3598	0098-7484	American Medical Association (AMA)
Add	JAMA CareerNet	Partial Full Text Free			American Medical Association (AMA)
Add	JAMA Contraception Information Center	Partial Full Text Free			American Medical Association (AMA)
Add	JAMA HIV/ AIDS RESOURCE CENTER	Paid Subscription Only			American Medical Association (AMA)
Add	JAMA MIGRAINE INFORMATION CENTER	Paid Subscription Only			American Medical Association (AMA)
Add	JAMA Patient Page	No Restrictions			American Medical Association (AMA)
Add	JAMA SEXUALLY TRANSMITTED DISEASE INFORMATION CENTER	Paid Subscription Only			American Medical Association (AMA)
Add	JAMA WOMENS HEALTH INFORMATION CENTER	Paid Subscription Only			American Medical Association (AMA)
Add	JAMAICA (ADVENTURE GUIDE)	Paid Subscription Only			
Add	JAMAICA : A TASTE OF THE ISLAND	Paid Subscription Only			
Add	JAMAICA : THE CULTURE	Paid Subscription Only			

Jump To Page:
 Prev | [Next >>]

TDNet retrieved 33 record(s) for this search.

Add an Individual Title

Once you have found the title you want by browsing alphabetically or using the Search Site function, click the red Add button next to the journal title and you will be taken to the "Add Journals & Access Options" screen (see below). To add titles in Real-Time, make sure the "Change Online" box is checked.



Add Journals & Access Options

Add new journals and/or new access options on this page. Check the print holdings box if applicable, and do not choose an access option if this title is held in print only.
Optional Custom Data enter only for new listings and for one source of your choice.

Add Online

Free texts are allowed in all text boxes

Journal Title:

ISSN:

Publisher:
Press and hold Ctrl for multi-choice preferences or to deselect. Existing sources, if any, are highlighted.

Access From {Coverage}:

Optional Custom Data:

Proxy:

Print Holdings:

UserName: Password:

Private Online Coverage: Start: Month Year End: Month Year

Journal URL:

System Number: Enter here internal/catalog number.

Note that free text remarks will be ignored if "Add Online" is checked.


Remarks:

To add or edit user notes, choose "Edit Journal Notes" from the main administrator menu screen.

The "Access From:" menu will show a list of full text providers available for the specific title. If online access is already in place, those providers will be highlighted in yellow. Click a provider or Ctrl-Click multiple providers to add online access.

The "Add Journals and Access Options" function allows you to customize the following options:

Journal Title	Customize the wording of the journal title
ISSN	Change the ISSN assigned to the title
Access From	Select your online provider(s) for the title you are adding (default online coverage is displayed in brackets)
Proxy	Include or Exclude your default proxy server prefix in the Journal URL (for customers with EZ-Proxy or other proxy server using a proxy prefix);

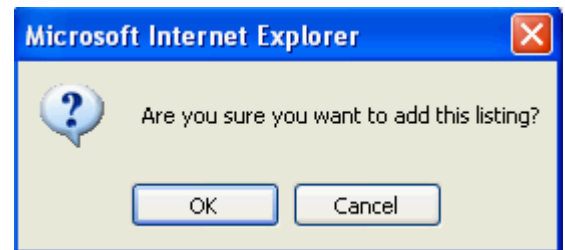
Print Holdings	Add/Remove a print holdings checkmark & link to your catalog to the title list display
Username & Password	Add username & password access information that users can access by clicking a  icon in the "Full Text Access" column of the title list display;
Private Coverage	Online Set the Start month/year and End month/year that is specific to your library's subscription or license terms.
Journal URL	Choose a specific URL to be used to access full text via the selected provider Note: TDNet will automatically provide a link when the title is added. You only need to enter a URL if you want to connect to the full text title via a specific link.
System Number	Add a unique record number (bib record number) to the title, for use in creating the print holdings link to your catalog, and in TDNet data files provided as part of our Holdings Manager data services.
Remarks (Offline Changes Only)	If you have a question or specific request regarding adding a title that you want the TDNet title staff to address, un-check the "Add Online" box then enter your request in the Remarks box. You must un-check the "Online Changes" box in order for TDNet to see your Remarks message.

What are the dates that appear next to the provider name in the "Access from" box?

The "Access From" box will display a context-sensitive list of full text providers for the selected title. The default online coverage for the selected title/provider will usually appear in brackets next to the provider name. When you add the title, this is the online coverage that will be displayed to users in the Journal Manager A-Z list, and used for resolving citations via TOURresolver.

If the default online coverage does not accurately reflect your library's online coverage for this title/provider, you can record your own coverage start/end date in the "private online coverage" section.

Once you have entered all your settings, click the "Click to Add" button to process the changes. The "Reset Form" button will let you clear any changes you have made to the form so you can start over.



When you click "Click to Add" you will be prompted to confirm that you want to add this listing by clicking an OK button to confirm the change. An "Add Journals - Please Wait" splash screen will briefly appear while the change is being processed, then the Review/Edit Journals title list will refresh and the change will be complete.

Adding a Print-Only Title

To add a print-only journal, simply click the print holdings checkmark, then click the "Click to Add" button without selecting any options in the "Access From:" box.

Adding Access from more than one provider

If you select more than one provider in the "Access From:" box, please note that any online coverage or link options you select in the Optional Custom Data section of the "Add Journals & Access" screen will be applied to all titles. If you want to enter specific coverage or URLs, we recommend you add access via different providers individually.

The Title or Access Option I want to add isn't listed. What do I do?

The "Add Journals & Access Options" title list represents the full holdings of TDNet's master knowledgebase of over 142,000 unique titles (and counting!). However, occasionally TDNet does not have a record in our master knowledgebase for the title or title/access provider you need.

You now have the option to request unknown titles/access options via the Administrator function. At the top of the "Add Journals & Access Options" A-Z title list display you will see the message:


If you can not find the correct journal or access option Click [Blank Form](#) to add it to the knowledge base. Blank Form requests will be sent to the TDNet Customer Support team.

Click the [Blank Form](#) link and fill out the order form as completely as possible, then click the "Click to Order" link and you will be returned to the "Add Journals & Access Options" A-Z title list display. The title will be added in the next weekly update,

or the TDNet support staff will contact you if there is a problem with the addition request, or if additional information is required.

Add a Complete Collection

You can now add complete collections in Real-Time, including aggregator databases and publisher collections. Click the "Add Journals & Access Options" then click the orange Collections button at the top of the page and you will be taken to the "Add Collections" screen (see below).



Add Collections

Add Online

Collection:

Note that large collections may take 5-10 minutes to process online.
[Collections already held](#)

Optional Custom Data:

Caution! - If you choose to enter information in one of the boxes below:

- Note that details entered here will be reflected for all journals in this collection, and will override all general settings, including online coverage dates, links, etc in the TDNet database.
- The system will filter out duplications.

Free texts are allowed in all but predefined parameter boxes

For all titles override:

User Name to be: **UserName:** **Password:**

Override Start to be: Month Year

Online Coverage: **Override End to be:** Month Year

Override Journal **Base:** **Param # 1:** **Cont. by:**

URL to be: **Param # 2:** **End:**

To select a collection, click the Collection drop-down menu and scroll through the list (sorted by provider name, then collection name) and select the collection you want to add.

Collections already held

- [ACM Digital Library \(Affiliated Organizations \)](#)
- [ACM Digital Library \(Magazines \)](#)
- [BioMed Central - Open Access](#)
- [DOAJ - Directory of Open Access Journals](#)
- [EBSCO \(Academic Search Premier \)](#)


Do I have this collection already?

You can quickly view a list of the Collections already in your TDNet page by clicking the "Collections already held" link, which will display your current collections in a pop-up window.

Collection Add Options

You can customize the following options when you add a new Collection:

For all titles override...

Username	Add username & password access information to all titles in the Collection. Users can access the login information by clicking a  icon in the "Full Text Access" column of the title list display.
Online Coverage	Set a coverage Start month/year or End month/year that will be applied to all titles in the Collection
Override URL	Journal Enter a specific URL structure to be used by all titles in the Collection. The URL can be split into a base link, a variable parameter (like an ISSN), a second URL section, a second variable parameter, and an end section

Once you have entered all your settings, click the "Click to Add" button to add the Collection.

When you click the "Click to Add" button, you will be prompted to confirm that you want to add the selected Collection.

When you click OK you will receive a message indicating that the collection will be added in the next available weekly TDNet update.



What is the "Add Online" checkbox for?

At the top of the "Add Collections" screen you will see a checkbox marked "Add Online."

When you add a Collection with the Online Changes box checked, the change takes effect immediately as soon as the addition processing is complete. However, if you are adding a very large Collection, the process may take several minutes to complete. As an alternative, the TDNet title staff can process the addition for you if you un-check the "Online Changes" box before you click the Add Collection button. TDNet will implement the addition in the next weekly update.

Collection additions are set with the "Change Online" box set un-checked as the default. If you want to make changes in Real-Time, make sure you check the box before proceeding with your Collection additions.

Common Questions about Holdings Changes

The title hasn't changed but now I get online access from a different provider. How do I switch access to the new provider?

A provider change can come as the result of a commercial change (such as a publisher merger), or a provider change may simply be based on the library's decision to switch from one provider to another. When provider changes come as the result of a commercial change such as the takeover or merger of a publisher, TDNet will frequently update the provider and link information automatically. For example, when Kluwer was merged into Springer, the Kluwer titles were changed to Springer titles and the links updated automatically. If you are aware of a pending commercial change that will result in a transition to a new provider, you can report this to TDNet and we will confirm any plans for automatically processing the transition.

If the provider change is simply the result of a decision by the library to switch to a different provider, you can process the change via the Administrator function. Use the "Add Journals and Access" function to add the journal with online access via the new Access provider. If the former Access provider no longer offers full text content for the selected title, use the "Remove/Edit Journals" function to delete the entry for the former Access provider.

How do I turn off online access but keep a print-only entry in TDNet?

Go to the "Remove/Edit Journals" function, find the title and click the EDIT button. At the bottom of the page is a "Remove this Listing" button. Click the button and online access will be removed, but a print-only entry will be retained. Please note that you will only see the "Remove this Listing" button when there is only a single print & online listing for a title.

How do I add a print-only title entry?

To add a print-only title to your page, do the following:

1. Go to the "Add Journals & Access Options" function, find the title and click the Add button.
2. Check the print holdings check box, but do not select any of the full text providers listed in the "Access" box.
3. Click the Add Title button to add the title, and a print-only entry will be added.

I wanted to turn off online access for a specific title, so I unchecked the "Add Online" box and clicked the "Click to Edit" button but nothing happened. What went wrong?

The "Add Online" and "Change Online" check boxes that are found at the top of the add & edit functions have nothing to do with adding or removing online access for a specific journal title. Checking or un-checking this box determines if the changes you want to make are processed automatically in Real-Time, or are sent to the TDNet staff to be processed during the next weekly update.

We recommend that you un-check the "Add Online" box and send your request to the TDNet staff in the following instances:

- You want to add online access for a provider that isn't listed in the "Access:" box;
- You want to add a title/collection without your usual proxy prefix but you don't know the correct URL for the title/access provider;

You have other special instructions that you want us to follow to add or edit the title/collection (add these in the "Remarks" box).

New! Proxy Configuration

Manage your Global and unique proxy for each vendor or publisher at the Journal level links or the article Full Text level links.

See new option at the [Proxy Configuration](#) link in the "Administrator Links" menu .

Add your "Global Proxy URL" and choose the Global Proxy Type i.e. EZProxy or WAM.

There is no need to use the Aggregator / Publisher selection list in order to apply Global Proxy to all outgoing links.

For customers using **WAM Proxy**, check the "EJM View" option if you wish to add WAM proxy configuration to E-journal manager Internet view .

In order to Remove Global Proxy URL from a certain Aggregator or Publisher, or to set a unique proxy for each, please use the Aggregator / Publisher selection.

Unique Proxy can be set for a certain Aggregator or Publisher at the Journal level links or the article Full Text level links.

Check the "Change Online" option if you wish to apply changes immediately in Real-Time .

Click the Add/Edit button for submission.

Change Online

Aggregator Name:

Publisher Name:

Global Proxy URL:

Global Proxy Type:

EJM View (WAM Only):

Add / Edit

All your previous Proxy specifications will be reflected via the new **Proxy Configuration screen**.

You can still use the **Proxy** check box at the "Add Journals & Access Options" and "Remove/Edit Journals" functions in order to control unique title level Proxy, as follows:


When Global Proxy is removed from a certain Aggregator / Publisher level, there is no option to add it for a unique title within this collection.

When Proxy is added to a certain Aggregator / Publisher level it is still possible to remove it from a unique title within this collection.

View Log File

To review a log of previously processed changes, click the orange "View Log File" tab in the "Add Journals & Access Options" function or the "Remove/Edit Journals" function and the "Changes Log File" screen will appear (see below). You will be prompted to choose "View Online Changes," which are changes processed immediately in Real-Time, and "View Offline Changes," which are changes submitted via the Administrator function when the "Add Online" or "Change Online" check mark has been de-selected in order to transmit the change request to the TDNet title staff for processing.

Titles	Collections	View Log File	Search Site	Admin Menu Screen	LogOut
------------------------	-----------------------------	--------------------------------------	-----------------------------	-----------------------------------	------------------------



Changes Log File

Please note that log files data is accumulated for 24 rolling months only, and then removed from the server. If you need this data for longer periods, please make sure you save it somewhere else.

[View Online Changes](#) [View Offline Changes](#)

Once you make your selection, you will be presented with links to specific reports on removed, added and updated titles or Collections. You can also view a report showing All Changes.


Clicking the report you want to see a Log of changes processed within the last 24 months (see "All Changes" example below).

 rd

Online Changes Log File

Click to view. All custom data is recorded in the Update Files.

Removed Titles	Removed Collections	All Changes
Added Titles	Added Collections	
Title Updates	Collection Updates	

 rd

Online Changes Log File

Click to view. All custom data is recorded in the Update Files.

Removed Titles	Removed Collections	All Changes
Added Titles	Added Collections	
Title Updates	Collection Updates	

Removed Titles			
Date	Journal Title	ISSN	Aggregator
2006/07/06	A - Clue . Com		
2006/06/16	Research in Nondestructive Evaluation	0934-9847	MetaPress
2006/01/30	A AND G INFORMATION SERVICES		Gale (General Business File ASAP International)

Added Titles				Back to Top
Date	Journal Title	ISSN	Aggregator	
2006/07/07	JAMA - Journal of the American Medical Association	0098-7484	EBSCOhost EJS	
2006/07/06	A - Clue . Com			

Important Note:

The change log data is accumulated for 24 rolling months only, and then removed from the server. If you need this data for longer periods, we recommend you backup the Log data locally.

Journal Notes

The Journal Notes function allows you to attach Notes messages to individual titles, or all titles from a database or publisher, which are accessible to users by clicking an **i** icon or by activating the "Journal Notes" column in the A-Z title list display. You can also add a separate "Secondary Notes" column to the A-Z title list display to show a second set of Notes messages.

To add custom notes to your TDNet page, click the [Journal Notes](#) link in the "Administrator Links" menu and you will see the "Journal Notes" screen. You will see the alphabetical list of your titles with an **N** notes icon next to the Journal Title, Vendor Access, and Publisher information (see below).

Please click on **N** to edit or on **N** to add notes.
 A note by an aggregator / publisher, will show on all titles in their collection. To remove such a note:
 - For all titles, please re-enter aggregator / publisher notes page.
 - For a particular title, edit the notes page of that title.

Journal Title	Vendor Access	ISSN	Publisher
N Journal of American Association for Pediatric Ophthalmology and Strabismus (Journal of AAPOS)	N ScienceDirect	1091-8531	N Mosby , Inc .
N Journal of American College Health	N EBSCO (Academic Search Premier)	0744-8481	N Heldref Publications
N Journal of American College Health	N EBSCO (MasterFILE Premier)	0744-8481	N Heldref Publications
N Journal of American College Health	N EBSCO (Professional Development Collection)	0744-8481	N Heldref Publications
N Journal of American College Health	N LEXIS - NEXIS (Academic)	0744-8481	N Heldref Publications

Click on the **N** icon to add a new Journal Note, or click on the **N** icon to edit an existing Journal Note. You will be taken to the "Add/Edit Journal Notes" screen (see below).

You can enter a plain text note, or use HTML to customize the text appearance or setup a hyperlink.

After entering your Journal Note, you can use the orange menu buttons to return to the title list, Submit your changes, Preview your message, or Remove the Journal Note.

When you submit your Note it will be added immediately to the user interface, and you will be taken back to the "Journal Notes" title list screen.

Journal Title: A AND G INFORMATION SERVICES
Vendor: Gale (General Business File ASAP International)
Publisher: Comtex


Please insert notes here.
 Use html tags for facade changes and links.
 You may Preview your notes at any time during Edit.

[Back to List](#) [Submit](#) [Preview](#)

[Add / Edit note entered via Journal page](#) [Remove Note for this journal](#)

`TDNet`

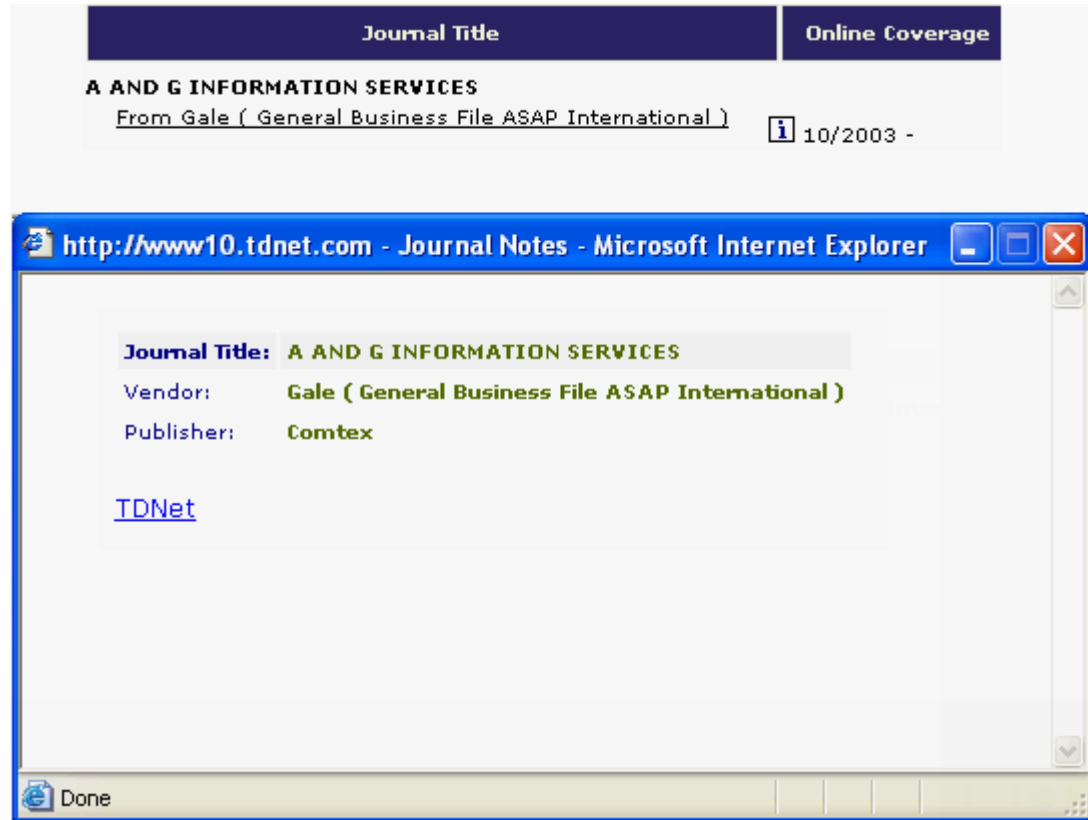
Notes Display Options

Once you assign a Journal Note, an  icon will appear next to the title name in the user interface (see example to the right).

When a user clicks the icon, the Journal Note window will appear (see example to the right). If a Journal Note and a Vendor Note has been assigned to the same title, both messages will appear distinctly in the Journal Notes window.



Activate a Journal Notes column

Journal Notes can also be setup to display as a separate data column in the TDNet A-Z title list. To activate the Journal Notes column, check the Journal Notes box in the "Headers" section of the Administrator "Change A-Z List" function (see page 23 for instructions).



Secondary Notes

You can also setup a second set of Secondary Journal Notes messages that will appear in a separate data column in the TDNet A-Z title list. To use Secondary Notes, you must first activate the column via the "Headers" section of the Administrator "Change A-Z List" function (see page 23 for instructions).

Once this step is completed, you can add Secondary Notes to your TDNet page via the "Journal Notes" screen described on the previous page. You will see the alphabetical list of your titles with an  notes icon next to the Journal Title, Vendor Access, and Publisher information. Existing Secondary Notes can be edited by clicking the  icon.

Once the Secondary Notes are submitted, the User interface will be updated to display the note in the A-Z title list display (see example below).

Journal Title	Online Coverage	Journal Notes	New! Secondary Notes
A AND G INFORMATION SERVICES <u>From Gale (General Business File ASAP International)</u>	10/2003 -	<u>TDNet</u>	This is an example of a Secondary Journal Note.


In the "Journal Notes" Administrator screen, I only see  and  icons, not the Secondary  and  icons. How do I setup Secondary Notes?

You won't see the icons for Secondary Notes until you first activate the Secondary Notes column in the A-Z list via the "Headers" section of the Administrator "Change A-Z List" function (see page 23 for instructions).

Change TDNet Main Page

The "Change TDNet Main Page" function gives you control over the appearance of your Journal Manager Home page. You can add or change your organization logo, add customized buttons/links, select background and button color schemes, and add customized text in several parts of the page. Most changes will be "live," so you will immediately see the change in your TDNet page.

To customize your TDNet Main Page, click the [Change TDNet Main Page](#) link in the "Change Templates" section of the "Administrator Links" menu, and the Main Page Template Map will be displayed (see below).



Main Page Template Map

Admin Menu Screen
LogOut

Please note changes are being done "live" on your TDNet page. It is, therefore, advisable that you try out your changes in relatively "quiet" times. Please Click on the appropriate links to edit. To change [Background Color](#) click [here](#).

Page Title			
Customer Logo		Top Banner	
Top Left Button 1	Top Left Button 2	Banner Buttons	
Optional Text Above Alphabet		<div style="text-align: center; font-weight: bold; font-size: 1.2em;">TDNet Logo</div> <div style="padding: 5px;">Text Right Side - Header</div> <div style="padding: 5px;">Text Right Side - Body Text</div> <div style="padding: 5px;">Text Right Side - Footer</div> <div style="padding: 5px; font-weight: bold;">Copyright</div> <div style="padding: 5px;">Administrator Login</div> <div style="padding: 5px;">Browser Definitions</div>	
Quick Search Text Quick Search Button Text			
Line Above Alphabet			
<div style="font-size: 1.5em; font-weight: bold;">Alphabet</div> Alphabet Font Size			
Text Below Alphabet			
Optional Customer Banner			
Bottom Button 1			

Roll your mouse around the template map and you will notice that different sections of the page will be highlighted, each of which can be customized. The Template Map options can be broken down into two categories: Text Editing, and Banner/Button/Color Editing.

Text Editing

There are several places on the Main Page Template where you can change existing text, or add new text messages. Text can include customized fonts, colors and links by using HTML coding in the text boxes. Simply click the blue link on the [name](#) of the section you wish to edit and you will be taken to the Text Editing screen (see the following page).

Page Title

Customize the title of the TDNet page that will appear at the top of the browser window.

Page Title

Edit: [Restore Default](#)

Optional Text Above Alphabet

Add a custom message above the Alphabet bar.

Optional Text Above Alphabet

Edit:

[Restore Default](#)

Use html tags for facade changes and links.

Quick Search Text

Change the text describing the Quick Search Function, and the Quick Search "Go" button.

Quick Search Text

Edit Text: [Restore Default](#)

Use html tags for facade changes and links.

Edit Button Text: [Restore Default](#)

Line Above Alphabet

Change the text describing the Alphabet bar links.

Line Above Alphabet

Edit: [Restore Default](#)

Use html tags for facade changes and links.

Alphabet Font Size

Make the Alphabet bar buttons larger or smaller.

Alphabet Font Size

Edit: [Restore Default](#)

Text Below Alphabet

Replace the text describing access permissions with your own text. Frequently used to describe access conditions or instructions.

Text Below Alphabet

Edit:

Text Right Side

The right side of your Home page includes bulleted points describing TDNet features. You can customize the bullet points, or create Body Text without bullets. You can also include your own Header and Footer text (see screenshot on the following page).

Text Right Side

Edit Header: [Restore Default](#)
 Use html tags for facade changes and links.

Please choose either Bullets Option or Free Text:

Edit Body Text: (Bullets Option)

-
-
- [Restore Default](#)
-
-

Edit Body Text: (Free Text)

[Restore Default](#)
 Use html tags for facade changes and links.

Edit Footer: [Restore Default](#)
 Use html tags for facade changes and links.

Administrator Login

Change the text of the link that connects to the Administrator function.

Administrator Login

Edit: [Restore Default](#)
 Use html tags for facade changes and links.

Browser Definitions

Change the text that describes the type of browser recommended for use with TDNet.

Browser Definitions

Edit: [Restore Default](#)
 Use html tags for facade changes and links.

Scroll to the bottom of the screen and click the SUBMIT button to implement your changes. The changes are implemented immediately, and a new browser window will automatically load your TDNet Home page so you can see the changes.

Banner Buttons

The banner buttons that appear at the top of each Journal Manager screen can be customized via the Banner Buttons function (see below). Options include:

Colors: Define two default colors for the banner buttons: the default color when viewing the buttons, and the default color that will appear when you place your mouse cursor over the button. You can select a color by choosing a default from a drop-down menu, by defining an HTML color number, or by choosing a color from the palette icon;

Button Text: Customize the text of the default banner buttons by clicking in the box and entering new text;

Optional Buttons: Add one or two custom buttons to the menu bar by entering button text and entering a URL in the link box.

Banner Buttons

Default View Color		Change to:	<input type="text" value=""/>	Or:	<input type="text" value="#00A6DE"/>		Restore Default
"Cursor on" View Color		Change to:	<input type="text" value=""/>		<input type="text" value="#0085B0"/>		Restore Default
Edit Button 1 Text	About TDNet						Restore Default
Edit Button 2 Text	Search TDNet						Restore Default
Edit Button 3 Text	Terms Of Use						Restore Default
Edit Button 4 Text	My TDNet						Restore Default
Edit Button 5 Text	Home						Restore Default
Edit Optional Button 1 Text	<input type="text" value=""/>	Link to URL	<input type="text" value="http://"/>				Restore Default
Edit Optional Button 2 Text	<input type="text" value=""/>	Link to URL	<input type="text" value="http://"/>				Restore Default

Bullet/Background Colors

Scroll down the page to select the Bullet color (for bulleted text on the right side of the page), and the background color displayed on the right side of the page.

Bullet

<input checked="" type="radio"/> Orange (Default)		<input type="radio"/> Purple	
<input type="radio"/> Red		<input type="radio"/> Yellow	
<input type="radio"/> Green		<input type="radio"/> Blue	
<input type="radio"/> LightBlue			

Background Color

<input type="radio"/> Orange (Default)	
<input checked="" type="radio"/> Yellow	
<input type="radio"/> Red	
<input type="radio"/> Light Blue	
<input type="radio"/> Blue	
<input type="radio"/> Purple	
<input type="radio"/> Green	
<input type="radio"/> Without BackGround	

Top Banner

Orange (Default)
 Yellow
 Red
 Light Blue
 Blue
 Purple
 Green
 My Top Banner

if you choose to use your own image, please save 2 (two) images in " " directory:
 - The main image, under the name: " /images/My_Top_Pic_c_218.jpg" Or
 " /images/My_Top_Pic_c_218.gif"
 - A second image, which can be a mirror reflection of the main image, and
 which is to cover space for high resolution monitors, under the name: "My_Top_Pic_Opp_c_218.jpg"
 Or "My_Top_Pic_Opp_c_218.gif".

Image size should be: 589 x 71 pixels.

TDNet hosted customers - please forward all images, named as above, to TDNet Customer Service and allow 24-48 hours for new view.

Link to URL (Optional):

Top Banner

The top of your TDNet page will display a default banner image next to your logo, or a custom banner that you select. To change the color of the default banner, just click the radio button next to your color selection.

If your TDNet page is hosted by TDNet and you want to change the banner, send your banner image file (589 pixels wide by 71 pixels high) to your TDNet service representative.

If you are hosting TDNet locally, follow the instructions for saving the new banner image.

If you want the banner to serve as a link to a website, enter the URL in the box provided.

Customer Logo

The Main Page Template allows you to add or update your organization logo, and also designate a URL so that the logo serves as a link to your organization's homepage. To change your logo, click the blue [Customer Logo](#) link on the Template Map, and you will be taken to the editing page.

Customer Logo

Default Logo
 My Logo

if you choose to use another logo please save your logo in "RD"
 Directory under the name: "RD/images/My_Logo_c_523.jpg" or "RD/images/My_Logo_c_523.gif".
 Image size should be maximum: 71 pixels high.

TDNet hosted customers - please forward all images, named as above, to TDNet Customer Service and allow 24-48 hours for new view.

Link to URL (Optional):

If your TDNet page is hosted by TDNet, send the new logo image file (175 pixels wide by 71 pixels high) to your TDNet service representative. If you are hosting TDNet locally, follow the instructions for saving the logo image. If you want the logo to serve as a link to a website, enter the URL in the box provided.

Customer Banner & Optional Additional Buttons

The "Optional Customer banner" function allows you to add a custom banner image to the Journal Manager home page, and the "Optional Additional Buttons" function allows you to add one or two custom buttons.

If your Journal Manager page is hosted by TDNet, send your banner and button image files (banner image maximum size should be 290 pixels wide by 40 pixels high) to your TDNet service representative. If you are hosting TDNet locally, follow the instructions for saving the banner image.

Once you have provided the image files to your TDNet service representative (or loaded them into your locally hosted TDNet system), check the box to activate the button, and specify the URL in the box provided (see below):

Optional Customer Banner (Bottom)

My Banner

if you choose to add a banner please save your image in "RD" Directory under the name: "RD/images/My_Banner_c_523.jpg" or "RD/images/My_Banner_c_523.gif".
Image max size should be: 290x40 pixels
TDNet hosted customers - please forward all images, named as above, to TDNet Customer Service and allow 24-48 hours for new view.

Link to URL (Optional):

Optional Additional Buttons (Bottom)

Bottom Button 1

if you choose to add a button please save your image in "RD" Directory under the name: "RD/images/Bottom_Button_1_c_523.jpg" or "RD/images/Bottom_Button_1_c_523.gif".
TDNet hosted customers - please forward all images, named as above, to TDNet Customer Service and allow 24-48 hours for new view.

Link to URL:

Bottom Button 2

if you choose to add a button please save your image in "RD" Directory under the name: "RD/images/Bottom_Button_2_c_523.jpg" or "RD/images/Bottom_Button_2_c_523.gif".
TDNet hosted customers - please forward all images, named as above, to TDNet Customer Service and allow 24-48 hours for new view.

Link to URL:

Scroll to the bottom of the screen and click the **SUBMIT** button to implement your changes.

All text and color changes will immediately be updated, and a new browser window will automatically load your TDNet page so you can see the changes.

New images (logos/banners/custom buttons) will be loaded immediately for customers hosting their own page; customers hosted by TDNet will have new images loaded in 24-48 hours of our receipt of the image files.

Change A – Z List


This function allows you to customize the Title List display in your TDNet page. There are two menus: “Table Headers” and “A-Z Color changes.”


Table Headers

From this menu you can select the data columns that will be included in your TDNet page. Simply check or uncheck the boxes to add or remove the column.

You can also Change the name of the column that appears in the header of each title list page. Just enter the new text in the boxes provided.

Notes column

When Journal Notes are added to your TDNet page, the default setting is to show the Notes under an  icon. To display Journal Notes in a column of the A-Z title list, check the “Notes” box in the Table Headers function.

Note: this option is best suited for brief Journal Notes message. If you have created long Notes messages, we recommend that you continue to display this information using the  icon.


Secondary Notes column

You can also create a separate Secondary Notes column. See page 15 for instructions on setting up Journal Notes and Secondary Notes.

Table Headers		
Please check/uncheck desired columns. Edit to change header names.		
<input checked="" type="checkbox"/>	Journal Title	Journal Title Restore Default
<input type="checkbox"/>	Vendor Access	Vendor Restore Default
<input type="checkbox"/>	Publisher	Publisher Restore Default
<input checked="" type="checkbox"/>	Online Coverage	Online Coverage Restore Default
<input checked="" type="checkbox"/>	Notes	Journal Notes Restore Default
<input checked="" type="checkbox"/>	Secondary Notes	New! Secondary Notes Restore Default
<input type="checkbox"/>	Full Text Access	Full Text Access Restore Default
<input checked="" type="checkbox"/>	Print Holdings	Catalog Restore Default
Table of Contents		Table of Contents Restore Default
<input checked="" type="checkbox"/>	View Local	Current Restore Default
<input checked="" type="checkbox"/>	Archive	Publisher Info Restore Default

A – Z Color Changes

This function allows you to customize the background colors that produce the “stripes” in the Journal Manager title list display. You can select the three colors by clicking the palette icon and picking a color from the palette menu, or you can enter an HTML color number. You can also customize the font colors and styles used in the title list display.

A-Z color changes			
Backgrounds:			
	Change to	#292163 	Restore Default
	Change to	White 	Restore Default
	Change to	#FFFFCC 	Restore Default
Fonts:			
Headers Fonts	Change to	#F7F7DE  <input checked="" type="radio"/> Bold <input type="radio"/> Regular <input type="radio"/> <i>Italic</i>	Restore Default
Titles Fonts	Change to	Black  <input checked="" type="radio"/> Bold <input type="radio"/> Regular <input type="radio"/> <i>Italic</i>	Restore Default
Sources Fonts	Change to	Black  <input type="radio"/> Bold <input checked="" type="radio"/> Regular <input type="radio"/> <i>Italic</i>	Restore Default

The "Letter Boxes" option lets you customize the color and style of the alphabet button boxes that appear at the top of each title list page. Check the box at the bottom to set the same colors for the alphabet bar on the Home page (see below).

Letter Boxes:				
Default view	Change to	<input type="text" value="#292163"/>		<input checked="" type="radio"/> Bold <input type="radio"/> Regular <input type="radio"/> <i>Italic</i> Restore Default
Cursor On	Change to	<input type="text" value="#2B6A7D"/>		<input checked="" type="radio"/> Bold <input type="radio"/> Regular <input type="radio"/> <i>Italic</i> Restore Default
Text color	Change to	<input type="text" value="#FFFFFF"/>		Restore Default
<input type="checkbox"/> Apply color changes to A-Z on main page as well				

Number of Journals & Embargo Settings

You can now define the number of titles that will appear in each page of the A-Z title list. Simply enter a new number (from 1 to 150) in the box provided (please note that this change will affect page loading speeds).

Number of journals per page: <input type="text" value="20"/> (1 to 150) Restore Default
--

Embargo Periods

TDNet currently tracks online embargo periods for aggregator databases that have a "blackout" period where full text access is unavailable for the most recent issues. We currently display the Embargo information in one of two ways: as a "Text Note Embargo" that appears underneath the online coverage dates, or as a "Calculated Embargo.". For calculated embargos we add a "moving" coverage end date based on the embargo conditions. For example:

About Campus From EBSCO (Academic Search Premier)	01/1997 - Embargo: 12 months	Text Note Embargo
About Campus From EBSCO (Academic Search Premier)	01/1997 - 5/2005	Calculated Embargo

The "Change A-Z List" administrator function now has new options for customizing the embargo display (see below). If you prefer the Text Note Embargo but are concerned that users won't understand what embargo means, the text of the Embargo Note can be customized in the "Edit Embargo text" box.

If you prefer calculated Embargos but want to include an icon to identify coverage end dates that are "moving" end dates due to an embargo, you can setup an **E** icon with a custom note to explain that the end date is related to an embargo period.

Edit "Embargo" text (Journals, TOC, TOUR): <input type="text" value="Embargo"/> Restore Default
Edit text on E Icon when the Embargo Date is Calculated (Journals, TOC) (For example: Calculated Embargo date): <input type="text"/> Restore Default

New! Add Volume / Issue details to your Coverage info

Volume and issue data are now updated regularly and added to the TDNet Coverage metadata. Choosing this option will add volume and issue metadata to your "Online Coverage" column, whenever it is available and updated in TDNet Knowledgebase.

"Private Coverage" templates are not changed and do not include the extra fields for volume and issue metadata yet. To add, just tick the check box.

<input type="checkbox"/> Show Vol / Issue enumeration data in "Online Coverage" column Restore Default
--

New! JCR Links

This option is available for customers that are also JCR subscribers. With activation, JCR links will be added as an image next to each relevant journal. Relevant journals are those that are included both under your TDNet A-Z holdings and the JCR listing. To add, just tick the check box.

<input type="checkbox"/> Add links to JCR [ISI Impact Factor] for relevant journals (available for JCR subscribers)	Restore Default
---	---------------------------------

Scroll to the bottom of the screen and click the **SUBMIT** button to implement your changes. The changes are implemented immediately, and a new browser window will automatically load your TDNet Home page so you can see the changes.

Can I choose between "Text Embargos" and "Calculated Embargos" via the Administrator function?

The administrator function described above will only allow you to customize the type of embargo display that is already active in your Journal Manager account. If you want to change your Embargo display type, contact your TDNet customer service representative.

Customize Search Defaults

The "Customize Search Defaults" function allows you to set search and citation display preferences (see below):

QUICK SEARCH OPTIONS	
Set "Quick Search" default:	Partial Words <input type="button" value="v"/> Restore Default
Add Article Search in "Quick Search":	<input checked="" type="checkbox"/> Restore Default
SEARCH TDNET OPTIONS	
Set Find Articles default:	Partial Words <input type="button" value="v"/> Restore Default
Set Find Journals default:	Partial Words <input type="button" value="v"/> Restore Default
Open "Search TDNet" in:	<input checked="" type="radio"/> Simple Search <input type="radio"/> Advanced Search Restore Default
Set condensed display for Simple Search:	<input type="checkbox"/> Restore Default
Remove subject search from:	<input type="checkbox"/> Simple Search <input type="checkbox"/> Advanced Search Restore Default
ARTICLE CITATION DISPLAY OPTIONS	
Display article search results in:	<input type="radio"/> Short View (Quickly page load) <input checked="" type="radio"/> Long View Restore Default
Add links to article search results to allow citation exporting to EndNote/Ref Manager:	<input type="checkbox"/> Restore Default
Show Journal Notes in article search results:	<input type="checkbox"/> Restore Default
<input type="button" value="Submit"/>	

- **Set "Quick Search" default:** set the default search type used for article and journal searching via the "Quick Search" function. You can choose from the following default search types:

Partial Words is the broadest search, finding every instance of your search terms. For example, if you search for "**biolog**" you will get titles that include "**biology**, **biological**, neuro**biology**, etc.

Exact Words allows you to be more precise by finding journals that include the complete word you entered into the search box. For example, if you search for "chemistry" you will find all titles with chemistry in the title, but it will exclude titles like "neurochemistry" from the journal search results.

Partial Words <input type="button" value="v"/>
Partial Words
Exact Words
Exact String
Exact Phrase

Exact String allows you to find a sequence of exact words. For example, if you search for "Annual Review of" you will find titles like "Annual Review of Chemistry," or "Annual Review of Biochemistry," but titles like "Review of Annual Statistics" will not appear because the words did not appear in the correct sequence.

Exact Phrase searching is the most specific search option, allowing you to search for the exact journal name, which is especially useful for finding one-word journal titles. For example, if you search for "Cancer" it will only display the single journal called "Cancer."

- **Add Article Search in "Quick Search":** when checked, the option to perform an Article Title search will be added to the "Quick Search" function (for customer's with the TDNet Table of Contents service);
- **Set "Find Articles" and "Find Journals" default:** set the default search type used for article and journal searching via the "Search TDNet" function. You can choose from the default search types described above.
- **Open "Search TDNet in:** Set the "Search TDNet function to open with the "Simple Search" or "Advanced Search" screen;
- **Set condensed display for Simple Search:** check the box to choose a simplified version of the Simple Search interface;
- **Remove Subject Search from:** Turn off the subject search option in the "Simple Search" or the "Advanced Search screen";
- **Display article results in:** choose the new "short view" article citation display for faster loading, or choose the "long view" with full citation information;
- **Citation exporting links:** Add links to article citations to export citations for EndNote or Reference Manager citation software;
- **Show Journal Notes in article search results:** Display Journal Notes messages in article search results and in TDNet TOCs.

**Scroll to the bottom of the screen and click the SUBMIT button to implement your changes.
You will be returned to the "Administrator Links" menu screen.**

Edit "About TDNet" Page

The "About TDNet" function appears in the menu bar on the TDNet Home page. The page displays several paragraphs of information about TDNet and the TDNet service.

You can customize all the information that appears in the "About TDNet" display. Simply click inside the paragraph box, then re-write the Title and Paragraph text. To turn off paragraphs of text that you don't need, simply un-check the title and paragraph boxes.

TDNet **About TDNet** **Admin Menu Screen** **LogOut**

Please check/uncheck to show paragraphs. Edit to change texts.

Paragraph 1

<input checked="" type="checkbox"/> Title:	<input type="text" value="About TDNet"/>	Restore Default
<input checked="" type="checkbox"/> Paragraph:	<div style="border: 1px solid gray; padding: 5px;">TDNet is a unique leading electronic journals management system produced by TDNet Ltd, a subsidiary of Teldan Information Systems. TDNet was primarily designed as an <u>Intranet</u> system to serve information customers within organizations, but can also be accessed and searched on remotely. TDNet is free to all users within purchasing organizations. Table Of Contents (TOC) access and usage is strictly forbidden to any use originated from or targeted to audiences out of purchasing organizations.</div>	Restore Default

Use html tags for facade changes and links.

Paragraph 2

<input checked="" type="checkbox"/> Title:	<input type="text" value="How to use TDNet"/>	Restore Default
<input checked="" type="checkbox"/> Paragraph:	<div style="border: 1px solid gray; padding: 5px;"><code>TDNet comprises of two inter linked files:

TDNet main site where you can browse a list of e-journal titles which were chosen by your organization to be included in the TDNet service.
Each record on TDNet main site includes the following information:
<u>Journal Title</u> (linked to the journal site).
<u>Vendor Access</u><i> </i>(linked to journals at aggregators sites) (where applicable).
<u>Publisher</u> (linked to the publisher's site).
<font</code></div>	Restore Default

Use html tags for facade changes and links.


Scroll to the bottom of the screen and click the **SUBMIT** button to implement your changes. The changes are implemented immediately, and a new browser window will automatically display the "About TDNet" page so you can see the changes.

Edit Alerts (email texts)

The "Edit Alerts" function allows you to customize the text of the email Alert messages sent to My TDNet users (for customers with TDNet's Table of Contents services). You can use HTML coding to customize the font, color and style of the text fields. Each text element also has green check boxes for enabling or disabling specific text fields.

The "Emails" section allows you to customize the "From" email address, the message subject, and the general text of the message body. You can also specify the Subject line of Journal and Keyword Alert messages. A new feature allows Keyword Alerts to automatically contain the search keywords in the Subject line.

The "Alerts" section allows you to customize the content of the Alerts themselves by adding custom messages at the top or bottom of the Alert.



Alerts Texts Editing

[Admin Menu Screen](#) [LogOut](#)

Please check/uncheck to show text. Enter alternative text in textboxes.
The "From" Line must be an email address.

Emails

<input checked="" type="checkbox"/> "From" Line:	<input type="text" value="alerts@tdnet.teldan.com"/>	Restore Default
Edit Subject Line:		
<input checked="" type="checkbox"/> Alerts by Journal Title:	Replace <Journal Title> with: <input type="text"/>	Restore Default
<input checked="" type="checkbox"/> Alerts by keyword:	<input type="text" value="Keyword Alert"/>	Restore Default
<input checked="" type="checkbox"/> Show keywords in subject line		
Edit Email Texts:		
<input checked="" type="checkbox"/>	<input type="text" value="Dear <User Name>, attached are TDNet email alerts for this week:"/>	Restore Default

Alerts

Edit text at the top of the alerts page:

<input checked="" type="checkbox"/>	<input type="text" value="Important Note: In some cases the Tables of Contents and article citation information may be available
via TDNet before the journal issue or article is available from the full text providers.
In these instances, you may not find the article or issue described in the TDNet Alert when you click to view the article.
"/> Use html tags for facade changes and links.	Restore Default
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Edit text at the bottom of the alerts page:

<input checked="" type="checkbox"/>	<input type="text" value="Dear Reader,
Please note that we do our best to alert you on new articles as soon as they become available,
and therefore occasional gaps in journal issues may occur.
If this happened in the present mailing, you will be alerted on the missing articles next week.<P>Note also that occasional article duplications may occur, because of inconsistent data we get
from journals, publishers and"/> Use html tags for facade changes and links.	Restore Default
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Scroll to the bottom of the screen and click the **SUBMIT** button to implement your changes. You will be returned to the "Administrator Links" menu screen.

Edit DocDel Template

TDNet's optional Document Delivery order processing function allows users to submit article requests to the library staff or directly to a document delivery provider. Orders can be processed in two ways:

Article orders sent to an OpenURL-enabled order form

The ILL/DocDel order processing function can be configured to send article requests to OpenURL-enabled providers such as Illiad, or to a library-designed OpenURL-enabled order form.

Article orders processed via the TDNet Document Delivery Template

For customers who want to send article requests to library staff or non-OpenURL enabled providers via email, the Document Delivery Template allows you to customize a form for users to provide their contact information and order preferences. This information accompanies the article citation information each time an article order is processed.

The Document Delivery Template can be used in two ways:

- A "Document Delivery Account" can be setup and attached to a user's My TDNet username and password. After creating a My TDNet profile, a user can also complete a Document Delivery form (based on the DocDel Template) once and attach it to their My TDNet login. Each time the user processes an article request, they enter their My TDNet username and password so the information from the Document Delivery Template is transmitted with the article order.
- Users can be prompted to complete a Document Delivery form (based on the DocDel Template) each time they request an article, so users can place article requests without a My TDNet username & password.

The "Edit DocDel Template" function allows you to customize the form that new users are prompted to complete in order to process. The form includes the following sections:

Header: customize the instructions that will appear at the top of the Document Delivery form. You can also turn off this part of the form by checking the "Remove" check box.

Header		
Remove		
<input checked="" type="checkbox"/>	Document Delivery Account Manager	Restore Default
<input checked="" type="checkbox"/>	These details are necessary for proper registration	Restore Default

User Details: customize the user contact information the user will be prompted to enter in the Document Delivery form. Each line can be activated or deactivated by checking or un-checking the "Remove" check box. You can also specify lines that users are required to complete by checking the "Necessary" check box (see following page).

User Details			
Remove Necessary			
<input checked="" type="checkbox"/>	Personal Details:		Restore Default
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	First Name:	Restore Default
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Last Name:	Restore Default
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Email:	Restore Default
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Job Title:	Restore Default
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organization:	Restore Default
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Department:	Restore Default
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Address:	Restore Default
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Telephone:	Restore Default
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fax:	Restore Default

Shipping Details: Prompts the user to specify shipping details (if different from the "User Details" section). It displays the same field options as the "User Details" section.

Delivery options: customize the preset options article delivery, including options for specifying a preferred Document Format and preferred Delivery Method. You can also turn off sections in this part of the form by checking the "Remove" check box.

<input checked="" type="checkbox"/>	Delivery:			Restore Default				
<input checked="" type="checkbox"/>	Requested Document Format:			Restore Default				
<input checked="" type="checkbox"/>	Papercopy	<input checked="" type="checkbox"/>	Attached File	<input checked="" type="checkbox"/>	Ariel File	Restore Default		
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>				
<input checked="" type="checkbox"/>	Delivery Method Requested:			Restore Default				
<input checked="" type="checkbox"/>	Email	<input checked="" type="checkbox"/>	Fax	<input checked="" type="checkbox"/>	FTP	<input type="checkbox"/>	Forwarder	Restore Default
<input type="checkbox"/>	Fax	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>						

Confirmation: customize the message customers receive once they have completed a Document Delivery Account Manager form (Note: un-check the "Your 'My TDNet...'" line if you have decided to have users complete the DocDel form each time they order an article instead of attaching the form to a My TDNet login).

<input type="checkbox"/>	Your 'My TDNet' user name: <>; password: <>.	
<input type="checkbox"/>	Thank you for opening a document delivery account ! Orders will be accepted upon transmission of this registration form.	Restore Default

Scroll to the bottom of the screen and click the SUBMIT button to implement your changes. You will be returned to the "Administrator Links" menu screen.

Disable Services

The Disable Services Menu allows you to deactivate functions in the TDNet Journal Manager (EJM) website, and in TOURresolver Full Text Resolver.

Disable web search

When this service is enabled, "Search the Web" links will appear in the TOURresolver interface. Clicking the blue [article](#) or [author](#) links performs an automatic GOOGLE search on the article/author found in the citation. Journal Manager customers with TDNet's TOC service will also see "Search the Web" links in TOCs and article citations.

Checking the box will disable web search in TOURresolver and Journal Manager.

Disable TDNet search in Resolver

TOURresolver will display a link to your TDNet Journal Manager (EJM) website each time a citation is resolved. Checking the box will deactivate this feature in TOURresolver.

Disable OPAC link in TDNet EJM

If you have included print holdings in your TDNet holdings knowledgebase, the Journal Manager (EJM) website can be setup to include links to your library catalog via the "Print Holdings" column. This feature can be deactivated by checking this box. The checkmarks identifying titles with print holdings will remain, but they will no longer link to the catalog.

Disable OPAC link in Resolver

If you have included print holdings in your TDNet holdings knowledgebase, TOURresolver can be setup to include links to your library catalog. Each time a citation is resolved, TOURresolver will check your print holdings and either include a link to the catalog in the TOURresolver interface, or display a "item not found in catalog" message. This feature can be deactivated by checking this box.

Disable Document Delivery

Customers who have added the optional TDNet Document Delivery function can choose to disable the function by clicking the check box.

Disable Document Delivery Login

When the optional TDNet ILL/DocDel Order Processing function is activated, a Document Delivery Accounts Manager is added to the My TDNet system. The DocDel Accounts Manager allows users to setup a Document Delivery account (based on their My TDNet username and password) that includes contact information and document delivery preferences for individual users. The DocDel Accounts Manager allows the library staff to identify the user who placed the article request so the document can be forwarded to the correct person.

Some TDNet customers have setup the ILL/Document Delivery function to send article requests to an OpenURL enabled system, such as a commercial provider like Iliad, or an OpenURL-based order form created by the library. For these customers, the TDNet Document Delivery Accounts Manager may not be needed because most OpenURL-enabled providers or order forms have existing methods of user authentication. For these customers, the "Disable Document Delivery Login" function allows you to transmit order requests via the TDNet ILL/Document Delivery order processing function without authenticating the user.

Show Document Delivery Form In order page

As noted above, when the optional TDNet Document Delivery function is activated, a Document Delivery Accounts Manager is added to the My TDNet system. The DocDel Accounts Manager allows users to setup a Document Delivery account (based on their My TDNet username and password) that includes contact information and document delivery preferences for individual users.

A new feature allows users to process ILL/DocDel order requests without storing their account preferences in a Document Delivery Account. Instead, users are prompted to complete an order form (customizable via the Document Delivery Template admin function). Check this box if you want users to be prompted to complete an order form each time they submit an article order request.

The screenshot shows the 'Disable Services' configuration page. At the top left is the TDNet logo. The main heading is 'Disable Services'. To the right are two buttons: 'Admin Menu Screen' and 'LogOut'. Below this is a table of services with checkboxes:

<input checked="" type="checkbox"/>	Disable web search
<input type="checkbox"/>	Disable TDNet search in Resolver
<input type="checkbox"/>	Disable OPAC link in TDNet EJM
<input type="checkbox"/>	Disable OPAC link in Resolver
<input type="checkbox"/>	Disable Document Delivery
<input checked="" type="checkbox"/>	Disable Document Delivery Login (<input checked="" type="checkbox"/> Show Document Delivery Form In order page)

At the bottom center is a 'Submit' button.

Scroll to the bottom of the screen and click the **SUBMIT** button to implement your changes. You will be returned to the "Administrator Links" menu screen.

Document Delivery Settings

Customers who have added the optional TDNet Document Delivery function can customize the function and delivery of DocDel requests. They can choose to allow DocDel requests for any article citation, or limit requests to citations with no full text access, or no full text or print access.

The "List Document Delivery Suppliers" option lets you select three different methods for sending article requests:

Via E-Mail

Enter the name and email address where the requests are to be sent;

Format orders for Infotrieve

Transmit request to Infotrieve by entering your account ID and URL;

OpenURL Targets

Some ILL/DocDel systems like ILLiad allow you to send article requests via an OpenURL link, which populates a request form with citation details after the user is authenticated.

To use this option, enter the service name and the base URL where requests should be transmitted.

The screenshot shows the "Document Delivery Settings" page. At the top, there is a logo for TDNet and a title "Document Delivery Settings". To the right of the title are two buttons: "Admin Menu Screen" and "LogOut". The main content area is enclosed in a blue border and contains the following sections:

- Allow orders for:** Three radio button options: "All items" (selected), "Items with no full text access only", and "Items with no full text access and no print only".
- List Document Suppliers:** A note states "Note all options will be displayed to readers (e.g. Library, ILL Dept., The British Library, Infotrieve, etc)". Below this are two rows of input fields for "Name" and "Email". The first row has "ILL/DocDel Order Processing" in the name field and "docdel@whatsammatau.edu" in the email field.
- Format orders to comply with Infotrieve online:** A checkbox is present. To its right are input fields for "id:" and "URL:".
- Open URL targets:** A checkbox is present. Below it are four rows of input fields, each with a "Service Name:" label and a "Base URL:" label.

At the bottom of the form is a large orange "Submit" button.

Final ILL/DocDel Setup Procedures

If you are setting up DocDel using Infotrieve or OpenURL targets...

Go to the "Disable Services" administrator function and check the "Disable Document Delivery Login" box.

If you are setting up DocDel via email...

Go to the "Edit Document Delivery Template" administrator function to customize the document delivery order form that users will fill out when they create a Document Delivery Account via the My TDNet function.

If you are setting up DocDel via email, but want users to complete the DocDel form each time they place an order...

Customize the Document Delivery form as described above, then go to the "Disable Services" administrator function and check the "Show Document Delivery Form In order page" check box.

Scroll to the bottom of the screen and click the **SUBMIT** button to implement your changes. You will be returned to the "Administrator Links" menu screen.

Add External Resolver

Customers who have TDNet's optional Tables of Contents can customize the TOC and article citation interfaces to include a link to an external link resolver, such as TDNet's TOUR Full Text Resolver.

Click the "Add External Resolver" link in the Administrator Links menu and enter the following information:

- Resolver Name
- Resolver Base URL
- Image URL (a link to a logo/button image identifying the link resolver
Or...
- Link Text (hyperlinked text that will appear instead of a logo/button image)




Add External Resolver to EJM

Please enter:

Resolver Name:	<input type="text" value="TOUR"/>
Resolver Base URL: (necessary)	<input type="text" value="http://www2.tdnet.com/whatsammatau/resolver?"/>
<input checked="" type="radio"/> Image URL:	<input type="text" value="http://www.tdnet.com/images/TOUR/tour20.gif"/>
<input type="radio"/> Link Text:	<input type="text" value="Get Full Text"/>

To see the external resolver links, return to the TDNet user interface and perform an article search or view a current TDNet TOC to see the resolver link button or link text beneath each article citation.

<input type="checkbox"/> Article Title:	Huntsman forms "Green" chemistry unit
Journal Title:	Focus on Catalysts
Access:	i From ScienceDirect - Freedom Collection 2006; 2006 (6) [PDF]
Page:	4
ISSN:	Print: 1351-4180
BL Shelfmark:	3964.203885
Publisher Archive:	Enter



Click the **SUBMIT** button to implement your changes. You will be returned to the "Administrator Links" menu screen.

.....

If you have any questions about the Administrator functions, please contact your TDNet service representative.