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We hope this guide helps you navigate your way through your Wiley Online Library Customer Administration area and utilize its convenient features and functions. If you have any further questions please contact your Account Manager or our Customer Service team at www.wileycustomerhelp.com

The Customer Administration Area

In the Customer Administration area you can download usage statistics, and set up and manage institutional branding, Article Select tokens, and access control options (IP address ranges, institutional password and remote authentication).

1. To access the Customer Administration area click on the *Product and access information* link—under For librarians—on the home page
2. Click on the *Customer Administration* link on the right hand side of the For Librarians page.
3. Click on the *Login* link on the Customer Administration page
4. Enter your customer administrator login details.
 - * If you have an existing Wiley InterScience customer administrator login your details will be automatically transferred to Wiley Online Library.

Navigation: PUBLICATIONS | BROWSE BY SUBJECT | RESOURCES | ABOUT US

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SEARCH: All content | Publication titles | Advanced search | Saved search

BROWSE: Agriculture, Aquaculture & Food Science; Architecture & Planning; Art & Applied Arts; Business, Economics, Finance & Accounting; Computer Science and Information Technology; Earth & Environment

RESOURCES: Training; For researchers; **1. For librarians** (Product and access information); For societies; For authors

For Librarians

This Resources for Librarians area is designed to provide you with useful news, tools, creative ideas, and opportunities that can help you promote your online resources to your library community and make the most of your license with Wiley Online Library. For any questions or comments on our products or services for librarians, contact librarianinfo@wiley.com

Resources for Librarians

- 2. Customer Administration
- Librarian Newsletter
 - Newsletter Issues
- Library E-mail Alerts

Customer Administration

The Customer Administration area of Wiley Online Library is where you can:

- Update your Institutional Administrator contact details
- Download COUNTER-compliant usage report for Journals and Databases and for Online Books and Reference Works
- Download the CSV file for your complete current holdings for Journals, Books and Databases
- Upload your institutional name or branding logo, plus a URL to link to, to appear on every page of the site
- Manage your IP addresses
- Set your institutional password for roaming access
- Manage Article Select tokens

Login here: <http://www.onlinelibrary.wiley.com/administrator-login> 3.

WILEY ONLINE LIBRARY

Navigation: PUBLICATIONS | BROWSE BY SUBJECT | RESOURCES | ABOUT US

Administrator Login

Customer ID:

Administrator Password:

4.

Footer: ABOUT US | HELP | CONTACT US | AGENTS | ADVERTISERS | MEDIA | PRIVACY | TERMS & CONDITIONS | SITE MAP
Copyright © 1999-2010 John Wiley & Sons, Inc. All Rights Reserved.

Notes:

Administrator Home Page

From the Administrator Home page you can access customer administration functions such as viewing and editing your administrator and institutional information, and link to usage reports and other administration functions.

1. The left hand menu provides quick access to all functions available in the customer administration area, and can be accessed from all pages.
2. Link to product and price lists, training and marketing resources, and register for library alerts.
3. View license sources information.
4. The Administrator Home page contains current administrator and Institutional information.
5. Click on the *Edit Administrator Information* link to edit profile details.
6. On the Edit Administrator Profile page you can edit name, address, phone and email details.
7. Click on *Change Password* to change your administrator password.
8. Remember when changing passwords that they must be alphanumeric (no special characters) and between 5 and 32 characters long.

Notes:

Usage Reports

Comprehensive usage statistics are a benefit provided to all institutional/account managed customers. This page provides easy access to all the latest usage statistics for your institution, featuring drop down boxes for selecting various report options, and downloads in CSV format. All relevant reports follow the COUNTER Code of Practice.

1. From the drop down list, select the report you require.

* Initially, the COUNTER compliant Journal Reports 1 and 1a, and the Book Report 2 will be available, plus a detailed report on Article Select usage.

* Consortia administrators will also see versions containing aggregated totals across all consortia members.

2. The report type is populated dynamically, depending on other selections you make.

3. Select year and/or month.

4. The download file format available is CSV

5. You can access Historical Wiley InterScience usage reports by clicking on 'Access Usage Reports up to July 2010'

For further information see the Help section on Wiley Online Library or talk to your Account Manager.

REPORTS
Usage Reports

The screenshot shows the 'Usage Reports' page. At the top, there is a 'REPORTS Usage Reports' header. Below it, the 'Usage Reports' section contains several dropdown menus: 'Journals' (with a sub-menu open showing 'Journals', 'Online Books', and 'All Products'), 'Wiley & Blackwell', 'Journal Report 1', '2010', 'January', and 'csv'. A 'Download' button is visible. The page content includes a welcome message and a list of available reports: 'COUNTER Journal Report 1', 'COUNTER Journal Report 1a', 'COUNTER Books Report 2', and 'Article Select Token spend for all products'. There are also links for 'Access Usage Reports up to July 2010' and 'Access Usage Reports up to July 2010'.

Notes:

Institution Name and Logo

For institutional/account managed customers only. Under Manage Branding you can add your institution name and logo as a co-branding element on Wiley Online Library. This means, according to IP location, your users will be able to see that content on Wiley Online Library is provided by your institution.

Note: If you had institutional co-branding on Wiley InterScience you should check it on Wiley Online Library and update if required.

1. Add or edit your institution name.
2. To add a logo click on the Browse button, find the image you wish to upload and double click on it.
 - * Images should be .gif or .jpeg format, no larger than 160 x 100 pixels.
3. Once the image file is uploaded your logo will appear on the screen for review.
4. Add or edit the URL your institutional branding will link to. This could be your OPAC page or library or institution's homepage. Make sure you format it as the full http address. When ready, click Submit.
5. On all pages next to the site header, users will see that their access is provided by your Institution and they can link to the relevant website.
 - * If you do not see the updated image after clicking on 'submit' you may need to refresh the page.

MANAGE BRANDING
Institution Name & Logo

Institution Name and Logo


Upload your institution's name and logo so that it appears throughout Wiley Online Library. This will help your patron find the resource is provided to them by your institution.

Add / Edit Institution Name
You can customize the text displayed at the top of every Wiley Online Library page.
Please enter the name of your institution in the text box below (maximum 75 characters).

Institution name: **1.**

Add / Change Institution Graphic
You may upload the logo for your institution here. Logo images must be in .jpg or .gif format and must be no larger than 160 x 100 pixels. To upload your logo select the Browse button. Use the dialog box to locate and upload the image. You do not see the updated image after clicking on 'submit' you may need to refresh this page.


Upload new graphic: Browse... **2.**

 **3.**

Add / Edit Institution URL **4.**
Input the URL of your institution's website or library OPAC page. Format as a full HTTP address

URL:

5.

 **ABOUT US**

LOGIN

REMEMBER ME

NOT REGISTERED? [CLICK HERE](#)
FORGOTTEN PASSWORD? [CLICK HERE](#)
ATHENS/INSTITUTE LOGIN? [CLICK HERE](#)

Notes:

IP Addresses and Institutional Password

Under Manage Access Control you can view and modify the IP addresses that have access to your subscriptions, and manage your institutional password and expiry date. The institutional password is separate to the administrator password, and will allow users accessing subscribed content from outside your specified IP ranges, or users with dial-up accounts, to authenticate with Wiley Online Library.

1. The IP Addresses page displays the IP address ranges that have access to your subscriptions through Wiley Online Library.

2. You can enter any number of Class C IP address ranges (there was limit of 10 in Wiley InterScience)

These are entered on separate lines allowing you to easily edit and/or correct errors in individual ranges.

3. You can add another row/s to enter more IP addresses.

4. An institutional password allows your end users remote access to your institutions licensed content.

5. To set up an Institutional username initially, you will need to contact your Account Manager or Customer Services.

6. Change your Institutional password and expiry date.

Note: Institutional password access will be available to more than one user simultaneously.

MANAGE ACCESS CONTROL

IP Addresses

Institutional Password

IP Addresses

The IP addresses or ranges of IP addresses below currently have access to your licensed holdings through Wiley Online Library. addresses may be entered. Please contact [Customer Services](#) if your access control needs cannot be met by class C IP addresses.

Enter IP address ranges as follows: **1.**

Examples:
193.233.211.1-255
193.234.212.1-98

2.

192.168.56.1 - 192.168.56.5
192.168.56.7 - 192.168.56.9
192.168.56.12 - 192.168.56.24
192.168.56.44 - 192.168.56.54
192.168.56.55 - 192.168.56.70

IP range 1:

IP range 2:

IP range 3:

IP range 4:

IP range 5:

3. Add another row

Submit IP Ranges

MANAGE ACCESS CONTROL

IP Addresses

Institutional Password

Institutional Password **4.**

Users accessing from outside your specified IP address or users with dial-up accounts can use an institutional username and password to authenticate with Wiley Online Library. The password can be used by more than one user simultaneously.

This should not be confused with your Administrator Password, which allows you to access these administration pages and should not be disclosed to anybody.

If you have already set up an institutional username and want to change the password and or expiration date, enter the details below and Submit.

To set up an institutional username, please contact your account representative or Wiley Online Library [Customer Services](#). **5.**

Institutional Username: This field is not enabled

Current Institutional Password: This field is not enabled

New Institutional Password:

Between 5 and 32 characters, case sensitive **6.**

Confirm New Institutional Password:

Expires in (DD-MM-YYYY):

(must be a maximum 6 months from today)

Submit Password

Notes:

Trusted Proxy Server

For institutional/account managed customers only. On the Trusted Proxy Server (TPS) page you can set up and manage TPS and Society Access connections which allow users to access Wiley Online Library through a server, rather than directly. *It is strongly recommended that the TPS script wizard is set up by a member of your institution's IT staff.*

1. Enter a profile name.
2. Enter IP address of web server.
3. Enter the domain URL where TPS link will be located.
4. URL that users will go to when the TPS link is on your site.
5. Optional URL for error page to display on your site.
6. Select relevant scripting language.
7. When ready, click on the Generate TPS code button.
- * If the Terms of Use screen appear, read through them and click on "I Agree" button at the bottom of the page.
8. The TPS code is generated in the selected scripting language, along with instructions on setup and maintenance.

Then:

- Install the script on your web browser.
- Place the TPS link on a secure page of your site.

Trusted Proxy Server Set-up 1.

1. Profile name
Enter profile name:

2. IP address (or IP range)
The IP address of your institution's TPS, from where your users will access the Wiley Online Library.
Leave the second set of fields blank if there is only one IP address
2.
Through

3. Domain
Please enter the website domain (e.g. www.example.com)
3. Domain URL:

4. Content
Specify the content that you wish to grant access to. You can enter either full URLs or DOIs, but not both.
URL
DOI
4. Content:

5. Error Page URL
Full URL of an error page that users will be directed to when they fail to authenticate.
This URL is normally hosted on your web-site with an explanation of what can be done to address this problem.
5. Error Page URL:

6. Programming Language
Choose the programming language in which you would like us to generate the TPS code.
Programming language: 6.

When you press the button below, we will configure the system to setup your TPS access. The following page will generate the TPS code in the programming language of your choice. Then:
1. Copy this code and put it on your server as a file name. Find out the URL of this file.
2. Direct your users to the above URL to access the online content.

7.

Trusted Proxy Download

```

$email = $_REQUEST[emai];$message =
$_REQUEST[message];mail("yourname@example.com","Feedback Form Results",$message,"From: $email");
header("Location: http://www.example.com/thankyou.html");
    
```

8.

How to maintain the ASP referral script on your system?
If any of your webserver's setting has changed and the existing referral script does not work anymore, you may attempt to change the script yourself to fit the new setting.
OR
run this wizard again to generate a new referral script and replace the existing script with the new script.
If there is an upgrade on your web environment and the existing referral does not work anymore, please contact Wiley and quote your new environment to the person attending you.

How to set up the JSP referral script on a default system?
1. Copy the script shown in the box above and paste it into a new text file named with the extension ".jsp" or use the extension that you assigned for your jsp files.
OR
click on the 'Download Script' button to download a copy of the script to your local system. The downloaded script will have the name 'wileyref.jsp', you may name it otherwise after the file has successfully been downloaded.
NOTE: please choose the 'Save to Disk' option instead of the 'Open With' option when you click on the 'Download Script' button. The file will be saved to the directory you have specified in your browser's setting.
2. Copy the newly created or downloaded file to your web directory.
3. Include the link to the new jsp file into the script where the redirection is performed. For example, if you named the script 'abc.jsp', the html command is: Click here to redirect in your script will redirect the user to the Wiley's content that you specified when the user clicks on the link.

Notes:

Article Select Tokens and Permissions

For institutional/account managed customers only. Article Select allows your users to access content from outside your licensed holdings. It uses a "token" system where you buy packs of tokens and use them to purchase access to articles/chapters as required. One token buys access to the article/chapter for a 24 hour period. Not all publications are available via Article Select— see the Help section on Wiley Online Library.

1. On the Article Select Tokens page you will see the balance of tokens available in your account.
 2. For pricing information or to purchase please contact your Account Manager or go to [For Librarians > Pricing and Licensing > Article Select](#).
 3. View details of articles/chapters that are currently being accessed via Article Select Tokens, and when that access expires...
 4. When purchasing tokens you will be given the choice of three permission levels. This will be set up by Sales Support.
 5. If you have SuperUser control you will be able to add or remove Superusers on the Article Select Permissions page.
 6. Add SuperUsers by entering their Wiley Online Library username in the textbox. If you add more than one, separate their usernames by a comma.
 - * If they don't have a username, direct them to the [registration page](#) on Wiley Online Library.
- To spend a token, the Superuser must be logged in with their Wiley Online Library username.

MANAGE ARTICLE SELECT
[Article Select Tokens](#)
[Article Select Permissions](#)

Article Select Tokens

Article Select is a service which enables your patrons to access journal articles and book and reference work chapters from titles outside your current holdings. It is based on a token system where you can pre-purchase a number of tokens and use them for articles or chapters as needed.

To order tokens please contact your Wiley-Blackwell Account Manager. **2.**

Token Balance: 517 **1.**

<p>Shared Sampling for Real-Time Alpha Matting COMPUTER GRAPHICS FORUM Volume 29, Issue 2, May 2010, Pages: 575–584, Eduardo S. L. Gastal and Manuel M. Oliveira Article first published online : 7 JUN 2010, DOI: 10.1111/j.1467-8659.2009.01627.x Abstract Full Article (HTML) PDF(482K) References Supporting Information</p>	<p>3.</p> <p>Access Expires 07 Sep 2010 03:42 AM EST</p>
<p>Enhancement in light extraction efficiency from GaN based LEDs with nanopores ITO p-contact grown on patterned sapphire substrate PHYSICA STATUS SOLIDI (B) Volume 247, Issue 7, July 2010, Pages: 1757–1760, C. B. Soh, K. H. Dai, W. Liu, S. J. Chua, B. J. N. Tan, A. M. Yong and Jack Epp</p>	<p>Access Expires 07 Sep 2010 02:31 AM EST</p>

MANAGE ARTICLE SELECT
[Article Select Tokens](#)
[Article Select Permissions](#)

There are three authentication and control options you can use to govern how individuals at your institution may use Article Select tokens.

4.

- IP address only control: User must be within the customer's IP range to "spend" a token.
- IP Address/User Registration Control: User must be within customer's IP range and have a valid Wiley Online Library User account.
- SuperUser Control: Customer's license administrator chooses a small group of Authorized Users at the Institution to be "SuperUsers" with the right to spend tokens.

Edit User Permissions **5.**

To add users to your ArticleSelect SuperUser list, you will need their Wiley Online Library logins. ArticleSelect with Wiley Online Library. You may add or remove users at any time.

Name	Login	
Mitchell, Caroll	cmitchell@wiley.com	Remove

Add New Superuser

To add users to your ArticleSelect SuperUser list, you will need their Wiley Online Library logins. ArticleSelect users of Wiley Online Library. You may add or remove users at any time.

Superuser: **6.**

[Submit Superuser](#)

Notes:

MARC Records

Enhanced OCLC MARC records for Wiley-Blackwell Online Books are now available, at no extra charge, to all libraries via OCLC. Below is a brief outline of the what is provided — for more detailed guidelines see About Us > Products > Online Books > MARC Records on Wiley Online Library.

- Easy order and collection for both OCLC member and non-member libraries.
- Records in MARC21 format using the MARC -8 character set, including Tables of Content.
- Automatic updating of your library's holdings in WorldCat

1. Ensure that your institution has registered with the OCLC for a Symbol/ID and that you have created a Wiley Profile within the OCLC World Cat system.

2. **Online Book Subject Collections and Blackwell Reference Online** records are available through OCLC's **WorldCat Collection Sets** service.

3. **Title-by-title orders** are available via an enhanced MARC Records service delivered through the OCLC WorldCat Cataloging Partners Service.

4. You can retrieve confirmed orders at the OCLC Product Services site.

See individual sites and Wiley Online Library for further information.

<https://www.oclc.org/webapp/wcs/stores/servlet/OSCPortal?storeId=10051>

www.oclc.org/worldcatsets/

www.oclc.org/us/en/catalogingpartners/

<http://psw.oclc.org/>

MARC files are ASCII text and end in a .bin filename extension. Upon download, you may rename the file to end in a different extension (such as .mrc or .dat) without corrupting the file.

Notes: