

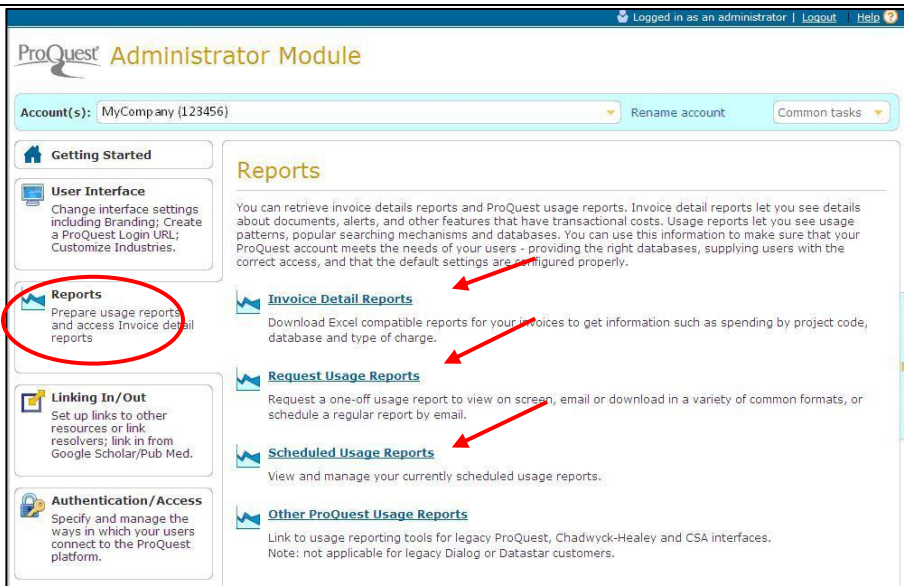
USING PROQUEST ADMINISTRATOR TOOLS

Set up and schedule usage reports with the ProQuest Administrator Module

TASK: The ProQuest Administrator Module (PAM) allows you to set up and schedule reports, including invoice and usage reports.

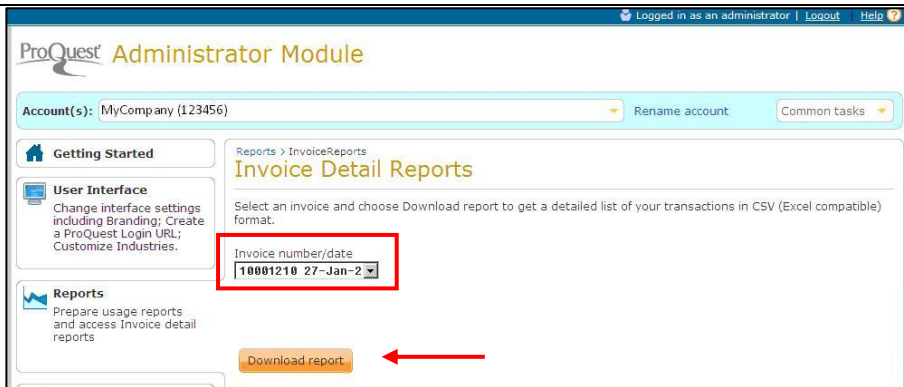
1. The administrator can log onto the ProQuest Administrator Module application at admin.proquest.com. Note: The Username and Password for PAM are NOT the same as the ProQuest Dialog™ Username and Password.

Click **Reports** to see types of reports.
Click **Invoice Detail Reports**.



2. From the drop-list, select the invoice number/date.

Click **Download Report**.

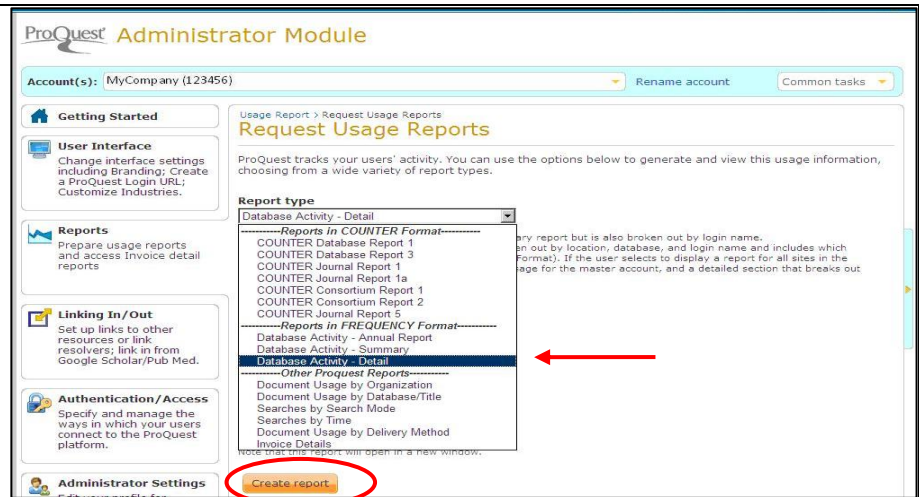


3. Follow the Web browser dialog box to save or open an invoice in CSV format.

Invoice Number	Invoice Date	Tax Amount	Invoice Amount	Currency Code	My Research/Project C#	Transaction Date	Product Name	Billing Co/Doc Form	Unit Price	Quantity	Discount	Net Amount
10001369	27-JAN-2012	0.00	-42.45	USD								
						27-Jan-12	Current Contents, A* Search; 1998 to date	Alert Prof Monthly	0	2	0	0
						27-Jan-12	Embase, A* 1947 to date	Alert Prof Monthly	0	24	0	0
						27-Jan-12	Embase, A* 1947 to date	Alert Prof Weekly	0	2	0	0
						27-Jan-12	Gale Group PROMTA, A* 1972 to date	Alert Prof Monthly	0	4	0	0
						27-Jan-12	MEDLINE, A* 1950 to date	Alert Prof Daily	0	2	0	0
						27-Jan-12	MEDLINE, A* 1950 to date	Alert Prof Weekly	0	2	0	0
						27-Jan-12	MEDLINE, A* 1950 to date	Alert Prof Monthly	0	52	0	0
						27-Jan-12	PASCAL; 1984 to date	Alert Prof Monthly	0	2	0	0
						27-Jan-12	PASCAL; 1984 to date	Alert Prof Monthly	0	2	0	0
						27-Jan-12	SciSearch, A* a Cited Reference Science Database; 1980 to date	Alert Prof Monthly	0	2	0	0
						27-Jan-12		Saved Search	3	2	0	6
						27-Jan-12		Saved Search	3	2	0	6
						27-Jan-12		Saved Search	3	14	0	42
						27-Jan-12		Saved Search	3	2	0	6
						27-Jan-12		Saved Search	3	2	0	6
						27-Jan-12		Saved Search	3	2	0	6
						27-Jan-12		Saved Search	3	2	0	6
						27-Jan-12		Access Fee	623.19	1	0	623.19
						27-Jan-12		Saved Search	3	2	0	6
						27-Jan-12		Output - Abstract	3	12	0	36

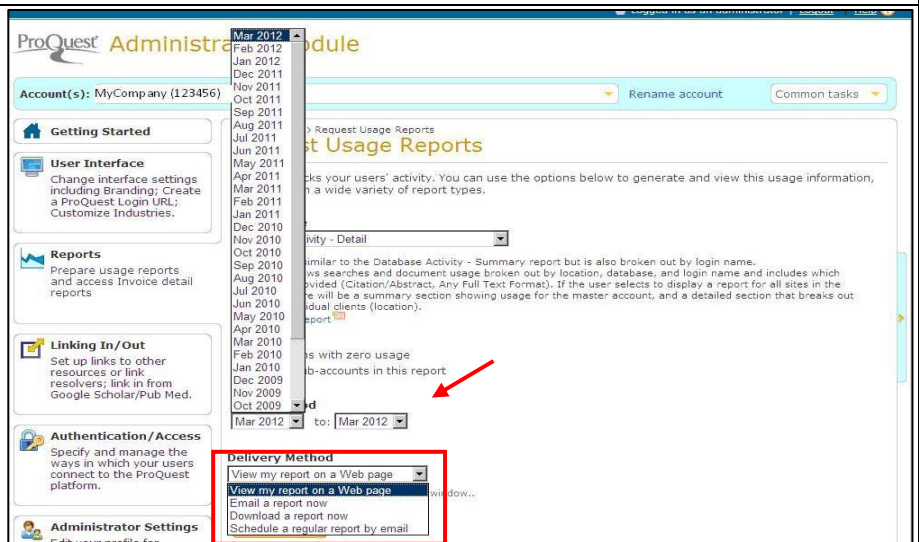
4. Choose the report type, such as Database Activity – Detail, which provides an overview of database activity. The Counter reports show the total number of searches run, broken down by month and service, database or journal or group. As you choose a report type, a description appears below the drop-list, and you can view a sample report.

Click **Create report**.



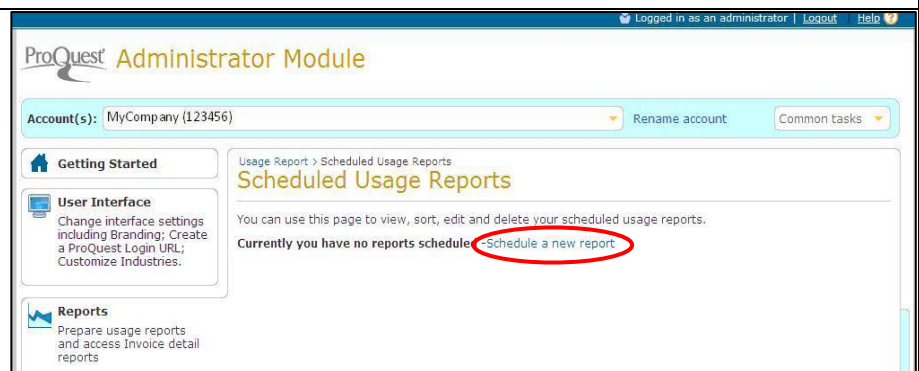
5. Select date ranges for your report using the pop-up lists under **Usage period**.

Choose the format to display the report or have it delivered. If you choose to email or download a report, options for delivery format, including HTML, CSV or Tilde (delimited file) appear (in the case of email, a prompt for your email address). You can enter up to 10 email addresses. This session shows the option to view a report on a Web page.



6. Use the **Scheduled Usage Reports** page to review reports you have scheduled for regular delivery. The first time you link to Scheduled Usage Reports, PAM indicates you have no reports.

Click **Schedule a new report** to set up a schedule for the report.



7. You can schedule delivery of reports on a regular basis. From the drop-lists set up the usage time period, delivery method and delivery format.

Click **Create Report**.

Report type
Database Activity - Detail

Linking In/Out
Set up links to other resources or link resolvers; link in from Google Scholar/Pub Med.

Authentication/Access
Specify and manage the ways in which your users connect to the ProQuest platform.

Administrator Settings
Edit your profile for accessing the administrator module or to create assistant administrator profiles.

Scheduled Delivery Options
Deliver on the 5th day of the month every 1 month(s) beginning Mar 2012

Delivery format
 HTML - display as a Web page
 CSV file (Excel compatible)
 Tilde (~) delimited file

Email
betty.bryn@mycompany.com
Note: you can enter multiple email addresses (10 max.) separated with a semi-colon.

Create report

8. Once you have scheduled usage reports, PAM will display your specifications on the **Scheduled Usage Reports** page. You can edit or delete them or schedule a new report.

ProQuest Administrator Module

Account(s): MyCompany (123456) Rename account Common tasks

Usage Report > Scheduled Usage Reports

Scheduled Usage Reports

Your report has been scheduled

You can use this page to view, sort, edit and delete your scheduled usage reports.

Schedule a new report

Client Account	Report Type	Format	Delivery Frequency	Next Delivery	Delivered To...	Edit/Delete
(123456)	Database Activity - Detail	HTML	Every month	03/2012/05	louise.dagit@dialog.com	Edit Delete

NEED HELP?

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Web: www.dialog.com/proquestdialog

Call: +1 800 334 2564 (North America)
+00 800 33 34 2564 (outside North America)

Email: customer@dialog.com