

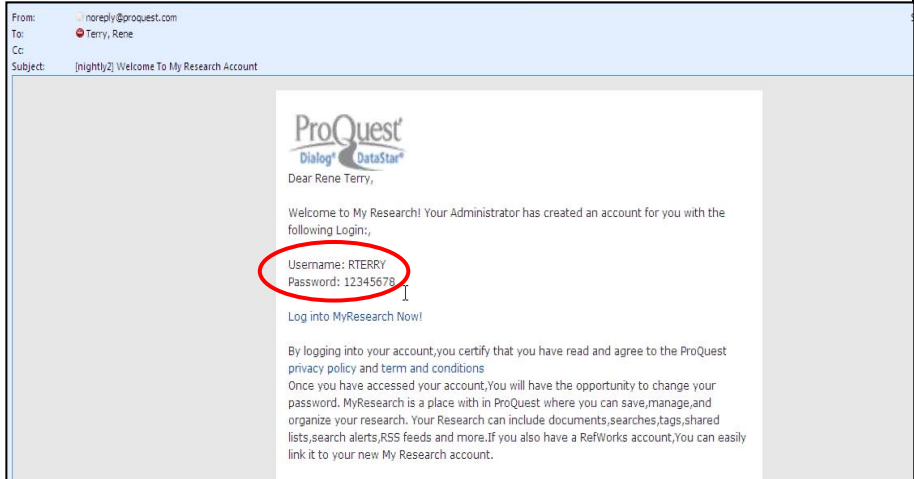
## USING PROQUEST ADMINISTRATOR TOOLS

### Set up individual My Research accounts

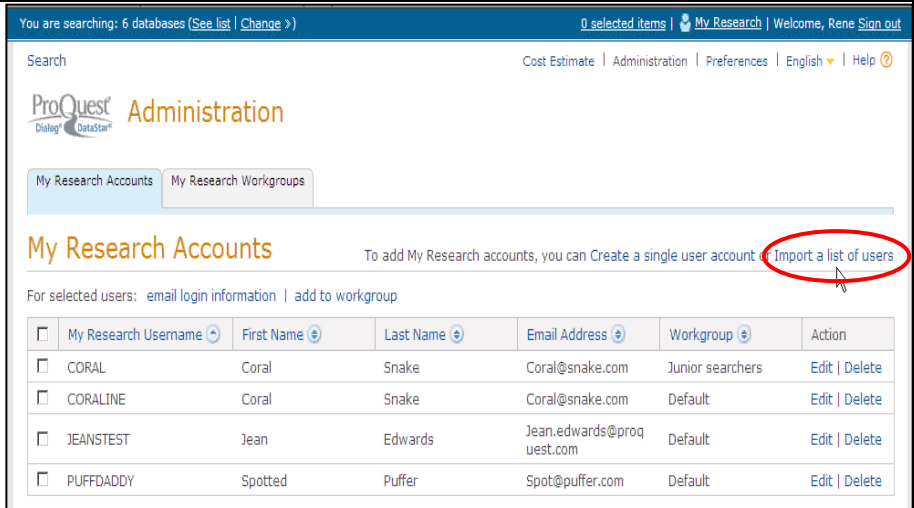
**TASK:** The My Research Administrator tool is designed for use by the designated Administrator at an organization's site. You can set up and edit individual accounts.

| <p>1. Designated administrators will see an <b>Administration</b> link at the top right of the ProQuest Dialog™ Home Page when they log on. Click the link to use the features of the My Research Administrator module.</p>                                |  |                          |                      |                           |                  |               |           |        |                          |       |       |       |                 |                  |               |                          |          |       |       |                 |         |               |                          |           |      |         |                           |         |               |                          |           |         |        |                 |         |               |
|--|--|--------------------------|----------------------|---------------------------|------------------|---------------|-----------|--------|--------------------------|-------|-------|-------|-----------------|------------------|---------------|--------------------------|----------|-------|-------|-----------------|---------|---------------|--------------------------|-----------|------|---------|---------------------------|---------|---------------|--------------------------|-----------|---------|--------|-----------------|---------|---------------|
| <p>2. Click the <b>My Research Accounts</b> tab to set up individual accounts. If you have already set up accounts, you will see a list of those individual users. Click <b>Create a single user account</b> to set up additional individual accounts.</p> | <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>My Research Username</th> <th>First Name</th> <th>Last Name</th> <th>Email Address</th> <th>Workgroup</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>CORAL</td> <td>Coral</td> <td>Snake</td> <td>Coral@snake.com</td> <td>Junior searchers</td> <td>Edit   Delete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CORALINE</td> <td>Coral</td> <td>Snake</td> <td>Coral@snake.com</td> <td>Default</td> <td>Edit   Delete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>JEANSTEST</td> <td>Jean</td> <td>Edwards</td> <td>Jean.edwards@proquest.com</td> <td>Default</td> <td>Edit   Delete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>PUFFDADDY</td> <td>Spotted</td> <td>Puffer</td> <td>Spot@puffer.com</td> <td>Default</td> <td>Edit   Delete</td> </tr> </tbody> </table>  | <input type="checkbox"/> | My Research Username | First Name                | Last Name        | Email Address | Workgroup | Action | <input type="checkbox"/> | CORAL | Coral | Snake | Coral@snake.com | Junior searchers | Edit   Delete | <input type="checkbox"/> | CORALINE | Coral | Snake | Coral@snake.com | Default | Edit   Delete | <input type="checkbox"/> | JEANSTEST | Jean | Edwards | Jean.edwards@proquest.com | Default | Edit   Delete | <input type="checkbox"/> | PUFFDADDY | Spotted | Puffer | Spot@puffer.com | Default | Edit   Delete |
| <input type="checkbox"/>   | My Research Username   | First Name               | Last Name            | Email Address             | Workgroup        | Action        |           |        |                          |       |       |       |                 |                  |               |                          |          |       |       |                 |         |               |                          |           |      |         |                           |         |               |                          |           |         |        |                 |         |               |
| <input type="checkbox"/>   | CORAL  | Coral                    | Snake                | Coral@snake.com           | Junior searchers | Edit   Delete |           |        |                          |       |       |       |                 |                  |               |                          |          |       |       |                 |         |               |                          |           |      |         |                           |         |               |                          |           |         |        |                 |         |               |
| <input type="checkbox"/>   | CORALINE   | Coral                    | Snake                | Coral@snake.com           | Default          | Edit   Delete |           |        |                          |       |       |       |                 |                  |               |                          |          |       |       |                 |         |               |                          |           |      |         |                           |         |               |                          |           |         |        |                 |         |               |
| <input type="checkbox"/>   | JEANSTEST  | Jean                     | Edwards              | Jean.edwards@proquest.com | Default          | Edit   Delete |           |        |                          |       |       |       |                 |                  |               |                          |          |       |       |                 |         |               |                          |           |      |         |                           |         |               |                          |           |         |        |                 |         |               |
| <input type="checkbox"/>   | PUFFDADDY  | Spotted                  | Puffer               | Spot@puffer.com           | Default          | Edit   Delete |           |        |                          |       |       |       |                 |                  |               |                          |          |       |       |                 |         |               |                          |           |      |         |                           |         |               |                          |           |         |        |                 |         |               |
| <p>3. Complete the information in the pop-up box, including username, password, first and last name, email address and workgroup name. Check the box below the Email address box to email the My Research login information to the user.</p>               | <div style="border: 1px solid black; padding: 5px;"> <p><b>Create a My Research account</b></p> <p>All fields are required.</p> <p>Username <input type="text"/><br/><small>Used to sign into your account.</small></p> <p>Password <input type="password"/><br/><small>Use 6 or more letters and numbers.</small></p> <p>Retype password <input type="password"/></p> <p>First name <input type="text"/><br/><small>Displays on screen when you are signed in.</small></p> <p>Last name <input type="text"/><br/><small>Displays in emails sent from your account.</small></p> <p>Email address <input type="text"/><br/><small>Used for account confirmation, forgotten password reminders, and alerts.</small></p> <p><input checked="" type="checkbox"/> Email My Research login information to user</p> <p>Workgroup <input type="text" value="Default"/><br/> <input type="text" value="Default"/> <input type="text" value="junior searchers"/> <input type="text" value="Sr Searcher"/></p> </div> |                          |                      |                           |                  |               |           |        |                          |       |       |       |                 |                  |               |                          |          |       |       |                 |         |               |                          |           |      |         |                           |         |               |                          |           |         |        |                 |         |               |

4. An email is automatically generated and sent to users you have set up in My Research. The email provides the username and password. The password can be changed by the user.

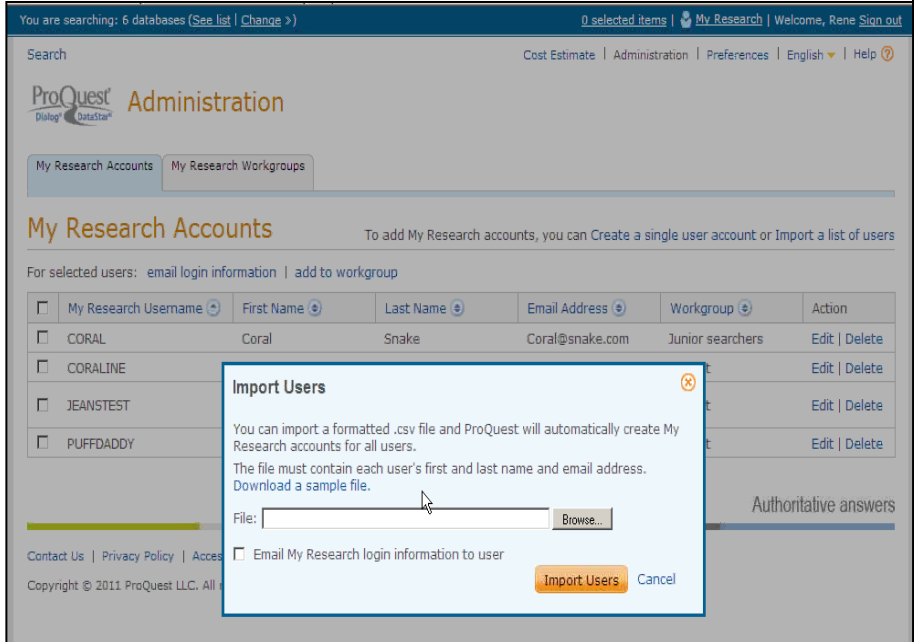


5. Administrators may also import a list of users.



6. You can import a list of users in a formatted .csv file and ProQuest Dialog will automatically create My Research accounts for all the users. The file must contain each user's first and last name and email address. Browse to find the file.

Click the checkbox to email the login information to each user. Then click **Import Users**.



7. Note the system automatically changed the username on one user to differentiate it from another user with the same name.

You are searching: 6 databases (See list | Change >) 0 selected items | My Research | Welcome, Rene Sign out

Search Cost Estimate | Administration | Preferences | English | Help

ProQuest Administration

My Research Accounts My Research Workgroups

We have encountered a problem with the import file. Some of the accounts had an invalid username. Those accounts have been given a new username as shown in the table below.

My Research Accounts To add My Research accounts, you can Create a single user account or Import a list of users

For selected users: email login information | add to workgroup

| <input type="checkbox"/>            | My Research Username | First Name | Last Name | Email Address             | Workgroup        | Action        |
|-------------------------------------|----------------------|------------|-----------|---------------------------|------------------|---------------|
| <input type="checkbox"/>            | CALLMESUZ            | Silly      | Suzie     | Silly@suz.com             | Default          | Edit   Delete |
| <input type="checkbox"/>            | CORAL                | Coral      | Snake     | Coral@snake.com           | Junior searchers | Edit   Delete |
| <input type="checkbox"/>            | CORALINE             | Coral      | Snake     | Coral@snake.com           | Default          | Edit   Delete |
| <input type="checkbox"/>            | JEANSTEST            | Jean       | Edwards   | Jean.edwards@proquest.com | Default          | Edit   Delete |
| <input checked="" type="checkbox"/> | MDONUT               | Mo         | Donut     | Mo@doe.com                | Default          | Edit   Delete |
| <input checked="" type="checkbox"/> | MDONUT1              | Mary       | Donut     | Mary@doe.com              | Default          | Edit   Delete |
| <input type="checkbox"/>            | PUFFDADDY            | Spotted    | Puffer    | Spot@puffer.com           | Default          | Edit   Delete |

8. You can also edit accounts. For example, you can set a date for an account to expire. If you want to provide a contractor with a user ID, this is a good option.

You are searching: 6 databases (See list | Change >) 0 selected items | My Research | Welcome, Rene Sign out

Search Cost Estimate | Administration | Preferences | English | Help

ProQuest Administration

My Research Accounts My Research Workgroups

My Research Accounts To add My Research accounts, you can Create a single user account or Import a list of users

For selected users: email login information | add to workgroup

| <input type="checkbox"/> | My Research Username | First Name | Last Name | Email Address             | Workgroup        | Action        |
|--------------------------|----------------------|------------|-----------|---------------------------|------------------|---------------|
| <input type="checkbox"/> | CALLMESUZ            | Silly      | Suzie     | Silly@suz.com             | Default          | Edit   Delete |
| <input type="checkbox"/> | CORAL                | Coral      | Snake     | Coral@snake.com           | Junior searchers | Edit   Delete |
| <input type="checkbox"/> | CORALINE             | Coral      | Snake     | Coral@snake.com           | Default          | Edit   Delete |
| <input type="checkbox"/> | JEANSTEST            | Jean       | Edwards   | Jean.edwards@proquest.com | Default          | Edit   Delete |
| <input type="checkbox"/> | MDONUT               | Mo         | Donut     | Mo@doe.com                | Default          | Edit   Delete |
| <input type="checkbox"/> | MDONUT1              | Mary       | Donut     | Mary@doe.com              | Default          | Edit   Delete |
| <input type="checkbox"/> | PUFFDADDY            | Spotted    | Puffer    | Spot@puffer.com           | Default          | Edit   Delete |

**Edit My Research account**

All fields are required.

Username: CALLMESUZ  
Used to sign into your account.

First name: Silly  
Displays on screen when you are signed in.

Last name: Suzie  
Displays in emails sent from your account.

Email address: Silly@suz.com  
Used for account confirmation, forgotten password reminders, and alerts.

Email My Research login information to user

Workgroup: Sr Searchers

Expire account on: Month | Day | Year (YYYY)

Month: 

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

Save Cancel

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+00 800 33 34 2564 (outside North America)

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