

USING PROQUEST ADMINISTRATOR TOOLS

Customize a user interface with the ProQuest Administrator Module

TASK: An administrator is created when an organization's account is set up. The ProQuest Administrator Module (PAM) allows the administrator to complete tasks such as customizing the user interface. Options are shown here.

<p>1. The administrator can log onto the ProQuest Administrator Module application at admin.proquest.com. Note: The Username and Password for PAM is NOT the same as the ProQuest Dialog™ Username/Password.</p> <p>Getting Started is the opening view in PAM. To customize the user interface, click User Interface.</p>	<p>Getting Started</p> <p>Welcome to the ProQuest Administrator Module! As a site administrator, you will be able to use the new ProQuest Administrator Module to customize the new ProQuest platform to reflect your institution's needs. This includes a number of interface settings, the ability to add link resolver parameters, request usage reports, and more. Note that customers with ProQuest Congressional, Statistical Insight, Legislative Insight, History Vault, and Government Periodicals Index should refer to the "Special Considerations" section below for information specific to those products. Some sections of the ProQuest Administrator Module are not supported by these products at this time.</p> <p>In order for your institution to get started exploring the new platform, there are a few steps you should follow first:</p>
<p>2. Administrators can tailor the search and results pages to the needs of their searchers.</p> <p>Check radio buttons and use drop-down menus to customize defaults for interface language, date format, start page and other options for what you want your searchers to see.</p>	<p>Interface Settings</p> <p>Use the options below to update your preferences. Click the Save changes button to apply your changes or the Cancel link to restore your previously saved settings.</p> <p>Searching, Display, Citations and Email RefWorks Trial databases</p> <p>General Settings</p> <p>Interface Language: <input type="text" value="Let Browser Choose"/></p> <p>Date format: <input type="radio"/> day month year (DDMMYYYY) <input checked="" type="radio"/> month day year (MMDYYYY) <input type="radio"/> year month day (YYMMDD)</p> <p>Start users on: <input type="text" value="Basic Search page"/></p> <p>Default select databases view: <input checked="" type="radio"/> Brief view <input type="radio"/> Detailed view</p> <p>Search pages</p> <p>Search handling</p> <p>Search by default for terms in: <input checked="" type="radio"/> All fields + text <input type="radio"/> All fields (no full text)</p> <p>Customize search results to include: US and UK spellings: <input checked="" type="checkbox"/> Plurals and adjectives: <input checked="" type="checkbox"/></p> <p>Control the display of search limiters and their default state.</p> <p>Full text: <input type="checkbox"/> Show checkbox unchecked by default</p> <p>Peer reviewed: <input type="checkbox"/> Show checkbox unchecked by default</p>

3. You can specify level of document display, number of items per page and sort order from drop lists.

Set other parameters including display of the Translate option for abstracts and full text.

Select preferred citation style from the drop list.

Results, Document Display, Linking

Choose the level of detail you want to display for your results: Brief view Detailed view

Number of items to display per page:

Default sort order: ⓘ

Specify a different default sort order for individual products:

Database name	Custom sort order	Action
---------------	-------------------	--------

Include duplicate documents in results: ⓘ

Include a "Translate" option for document abstracts and full text: ⓘ

Custom "Find a copy" link text: ⓘ

Enable links to order a copy of dissertations/theses: ⓘ

Custom "Order a copy" link text:

Citation

Default citation style:

Citation Styles to Include

Uncheck an item to remove it from the list of available citation styles in the ProQuest platform.

- APA 6th - American Psychological Association, 6th Edition
- APA 5th - American Psychological Association, 5th Edition
- APA 6th - Annotated with Abstracts - American Psychological Association, 6th Edition

4. You can choose to allow emailing of documents, and for transactional accounts, you can enable project code tracking and limit spending per session.

Then **Save changes**.

Alerts & RSS

Require My Research sign in before creating alerts and RSS feeds: ⓘ

Email

Allow users to email documents from within ProQuest.

Allow documents to be emailed

File format: HTML Text only (images and styling are not included in this format)

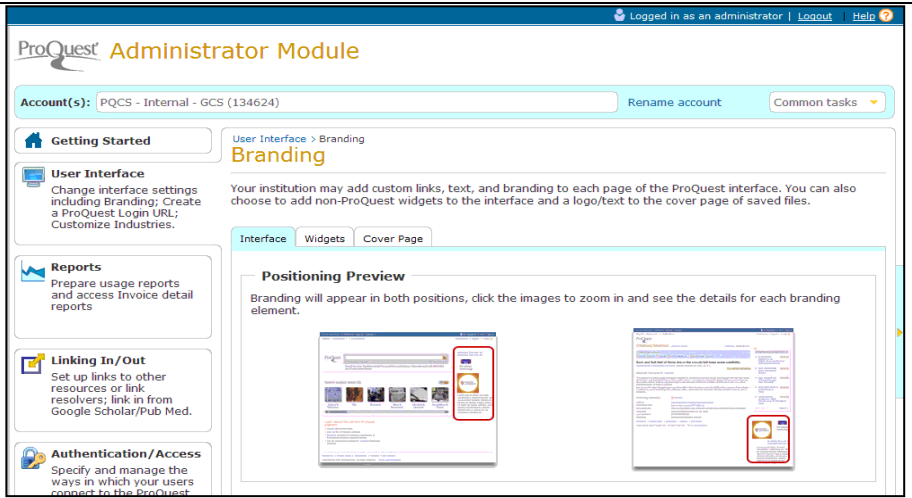
Transactional Account Settings

Enable project code tracking:

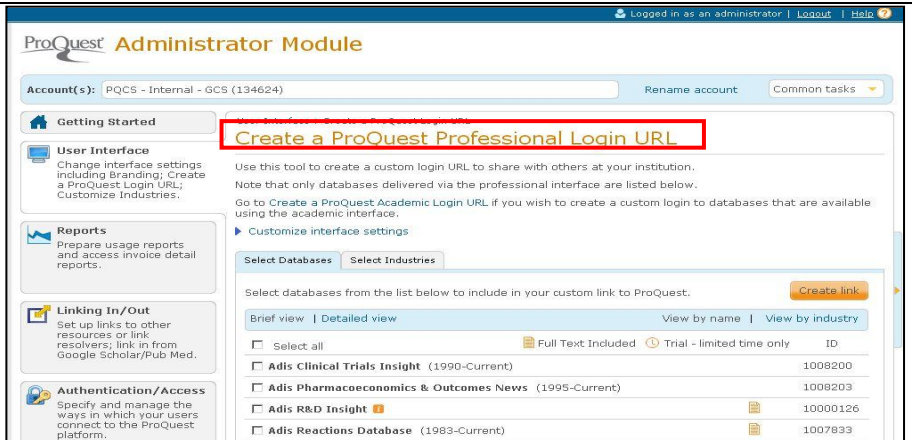
Limit transactional spending per session:

Maximum (USD): \$

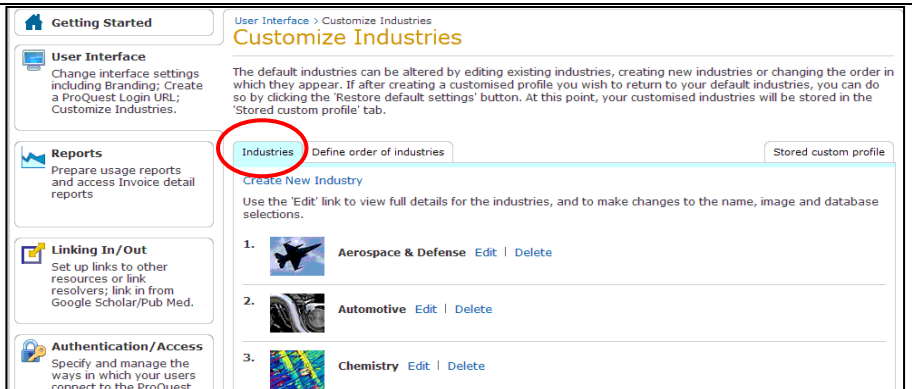
5. Under User Interface you can add custom links, text and branding.
 Note: The logo must be housed on a public server such as www.dialog.com, NOT behind a firewall.



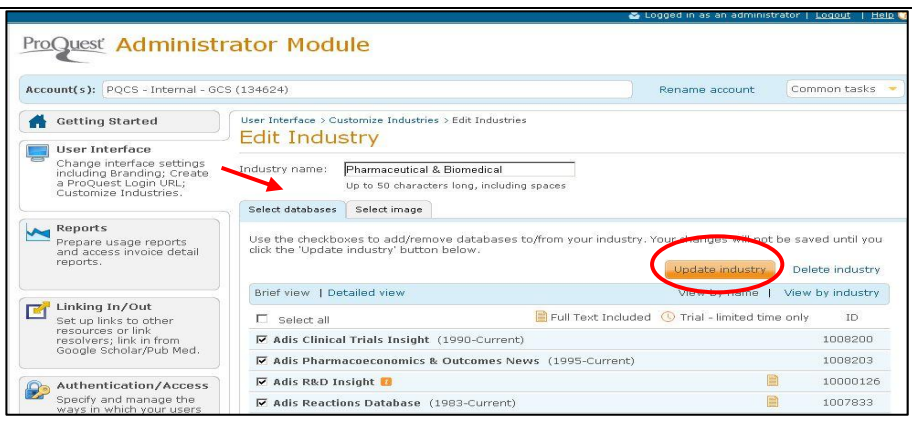
6. Create a custom URL to limit a set of databases to a certain group of users.



7. Click **industries** to create a customized subject vertical to eliminate certain databases within a subject area outside a group's requirements, or to create a new grouping of databases other than the defaults.
 You can also change the order industries display by clicking the **Define order of industries** tab.



8. Under **Edit Industry**, set up database access for your search teams. Click **Select databases**. Check the databases you wish to allow and click the **Update industry** button.



9. To customize the industry icon, choose an image in the **Select image** tab.

ProQuest Administrator Module

Account(s): PQCS - Internal - GCS (134624) Rename account Common tasks

Getting Started

User Interface

Reports

Linking In/Out

Authentication/Access

User Interface > Customize Industries > Edit Industries

Edit Industry

Industry name:

Up to 100 characters long, including spaces

Select databases **Select image**

To change the Industry image, select from the list below (click to select). Changes will not be saved until you click the 'Update industry' button below.

NEED HELP?

To learn more about ProQuest Dialog™, visit us online or contact our Global Customer Support team

Web: www.dialog.com/proquestdialog

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

Email: customer@dialog.com