

## USING PROQUEST ADMINISTRATOR TOOLS

### Set up linking options with the ProQuest Administrator Module

**TASK:** The ProQuest Administrator Module (PAM) provides several options for setting up outbound links. The ones most highly used include custom resource linking, document retrieval and One Click™.


<p>1. The administrator can log onto the ProQuest Administrator Module application at <a href="http://admin.proquest.com">admin.proquest.com</a>. Note: The Username and Password for PAM is NOT the same as the ProQuest Dialog™ Username/Password.</p> <p>To set up Link Resolvers, click <b>Custom Resource Linking</b>.</p>	<p>ProQuest Administrator Module</p> <p>Account(s): PQCS - Internal - GCS (134624) <a href="#">Rename account</a> <a href="#">Common tasks</a></p> <p><b>Linking In/Out</b></p> <p>You can use the options below to configure access to full text in other resources from the ProQuest platform. You can also enable access to ProQuest full text resources from other services.</p> <ul style="list-style-type: none"> <li><b>Resource Linking with One Click™</b> This feature conveniently links from ProQuest citations directly to the full text in your library's other resources. When full text is available in one of your other resources, your patrons will see a link to the full text within ProQuest.</li> <li><b>Custom Resource Linking (including Link Resolvers)</b> ←</li> <li><b>Request This Item</b> Set up a form in ProQuest for patrons to fill out in order to ask your staff for help in finding a local copy of a resource.</li> </ul>									
<p>2. To create a custom link, click one of the links in the Link Resolver list. Click <b>Add a new custom link</b> to create a link not in the list.</p> <p>To create a 360 Link, click <b>360 Link</b>.</p>	<p>ProQuest Administrator Module</p> <p>Account(s): PQCS - Internal - GCS (134624) <a href="#">Rename account</a> <a href="#">Common tasks</a></p> <p><b>Custom Resource Linking (including Link Resolvers)</b></p> <p>Quickly create cross links to connect your ProQuest account to external resources such as link resolvers, ejournals, document retrieval/ILL solutions, and your libraries OPAC.</p> <p>These links appear in the <b>Find a copy</b> area on the Citation/Abstract format view for an item. You may choose one of these links to appear within the Search Results page.</p> <p>Click a link below to set up a new outbound link.</p> <p><b>Create Your Own Custom Link</b> <a href="#">Add a new custom link</a></p> <table border="1"> <thead> <tr> <th>Link Resolver</th> </tr> </thead> <tbody> <tr> <td>360 Link</td> ←</tr> <tr> <td>SFX</td> </tr> <tr> <td>WebBridge</td> </tr> <tr> <td>1Cate</td> </tr> <tr> <td>Tour</td> </tr> <tr> <td>LinkSource</td> </tr> <tr> <td>Ovid LinkSolver</td> </tr> <tr> <td>Journal Finder</td> </tr> </tbody> </table> <p><a href="#">A-Z List</a></p>	Link Resolver	360 Link	SFX	WebBridge	1Cate	Tour	LinkSource	Ovid LinkSolver	Journal Finder
Link Resolver										
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3. Paste in your base URL to 360 Link. Under Link display options, click radio buttons to set up the look and feel of the link that will appear on the Results and Documents pages. **Save changes.**

4. To create a document request form for your library, click **Request This Item Settings** link from **Linking In/Out**.

Under the **Request form settings** tab, enter an email address and instructions for the users to follow when requesting an article. **Save changes.**

Note: You can also create your own customized form by clicking the radio button and completing the form that opens below.

 Customize "Request this item" form.

5. Activate document delivery through **Infotrieve** under **Custom Resource Linking**.

Scroll down to Document Delivery and click **Infotrieve Gateway**.

6. On the **Infotrieve settings** page, click the check box to enable the custom link and specify link display options. **Save changes**.

7. To link with One Click™, check the box to enable the feature and save changes.

8. On the Results page, click **Detailed view** and click the One-Click **Link to full text**.

## NEED HELP?

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

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