



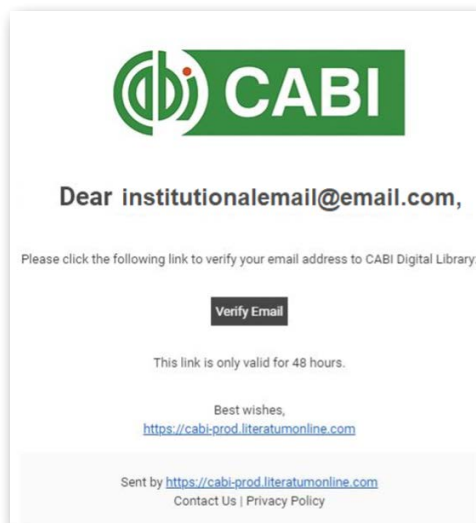
CABI DIGITAL LIBRARY

Administrator User Guide for Librarians

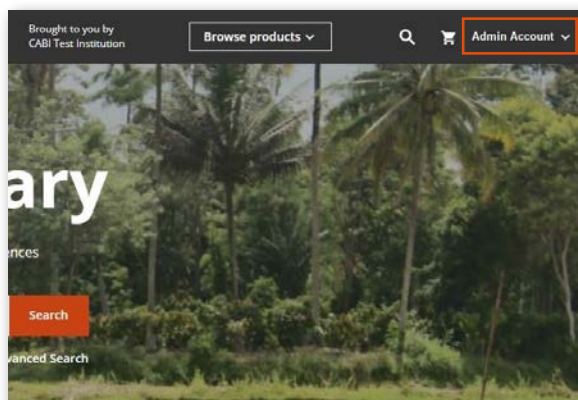
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KNOWLEDGE FOR LIFE

1. To request administrator access to your institution's account, please email support@cabi.org. One of our support team will process your request and create your institutional admin account.
2. Once your account has been created, you should receive a verification email which contains a verification link. Click on the 'Verify Email' button in the email.



3. Follow the instructions given to create a password and finish setting up your account.
4. To log into your account, visit the **CABI Digital Library**. You may already be logged in, but if not, click the orange Login button top right of the page.
5. To access your profile and the administrator functionality, click on your name in the top right of the page, and then click 'My Account'.



6. You will see your account details at the top of the page. This area relates to your own personal CABI Digital Library user account, where you can view the CABI resources you have access to (either personally or via your institution), redeem vouchers for access, view your content alerts and saved searched, and amend your profile details.

My Account

Personal Details

Access Entitlements

Redeem Voucher

Alerts

My Projects

Saved Searches

Institutional Account

Access Entitlements

Usage Reports

Personal Details

CONNECT
One account for all your research

Admin Account
institutionalemail@email.com [Dashboard](#)

[MY PROFILE](#) [SIGN IN & SECURITY](#) [ACCOUNT & PRIVACY](#)

Institutional Memberships [MY INSTITUTIONS](#)
View and manage the institutions that are linked to your profile

Sites & Applications [MY NETWORK](#)
Discover the scholarly publishing websites and applications that you can access with CONNECT

7. Underneath this, you will see the Institutional Account area. This area is where you can act on behalf of your institution and perform a number of administrator tasks.

Institutional Account

Access Entitlements

Usage Reports

Link Resolver

Trusted Proxy Server Setup

Manage Administrators

Co-Branding

Holdings

Sites & Applications [MY NETWORK](#)
Discover the scholarly publishing websites and applications that you can access with CONNECT

Contact Information

Short Name

First Name

Last Name

Access Entitlements

View your institutions CABI subscriptions, including links to the content pages, content coverage and when the access is due to expire. You can also view all the books your institution has access to, and any individual articles or chapters, if applicable.

Usage Reports

Generate your institutional COUNTER reports, set up scheduled reports and view SUSHI details.

Link Resolver

Set up and manage your institutional link resolvers, including uploading your link resolver logo.

Trusted Proxy Server Setup

Set up a trusted Proxy Server, specifying your institutional IPs, domain, banner text and access URLs. Please note this replaces the referrer URLs previously available on CAB Direct.

Manage Administrators

Add and remove administrator accounts for your institution.

Co-Branding

Add and amend your institutional banner text and logo. You can also specify a URL to link to when a user clicks on the banner or logo.

Holdings

Generate your KBART reports and MARC records. Note that MARC records are now available for all CABI book and journal content.

www.cabidigitallibrary.org