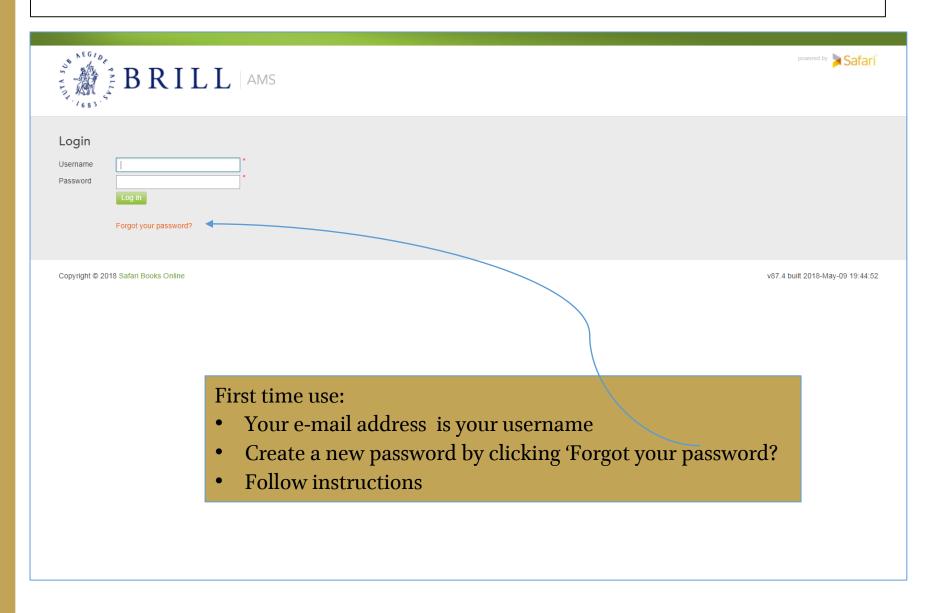
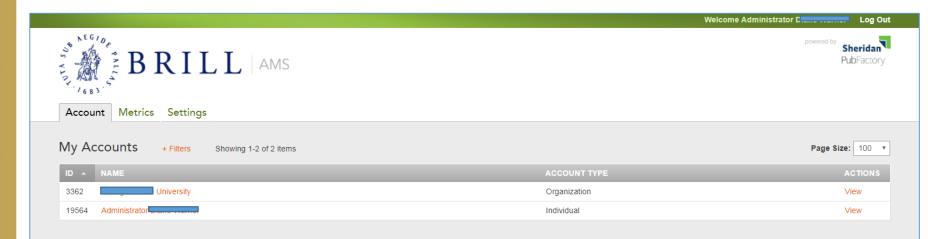
Ams.brill.com

- Your account
- Your settings
- Your holdings
- Your reports
- Adding administrators

Your Account



Your Account



My Accounts

After you log in, you see:

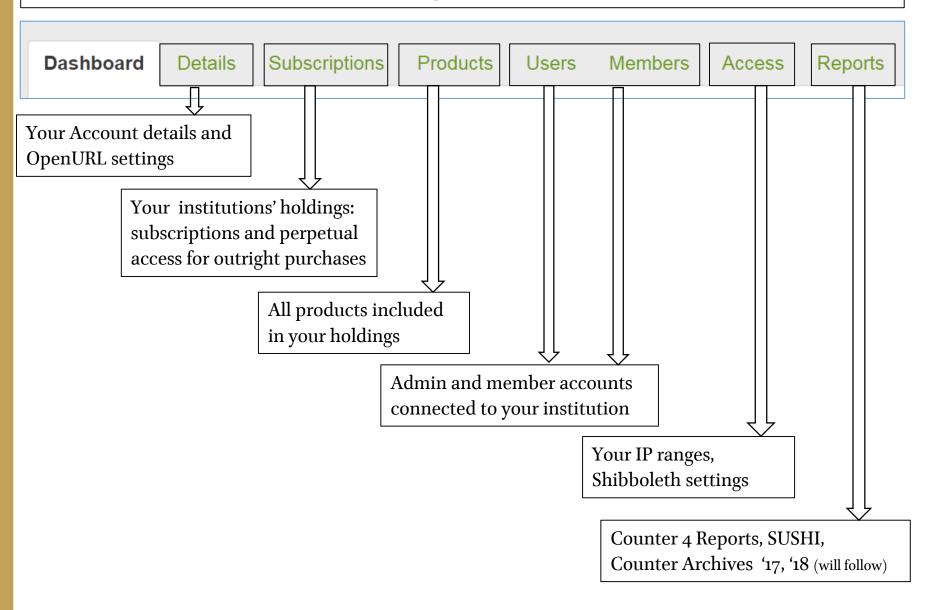
- your institutions' account
- your own personal account.

The institutions account contains the institutions' holdings, reports and settings.

Note that you can also use your personal account to log in on brill.com

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Your settings: Quick Guide



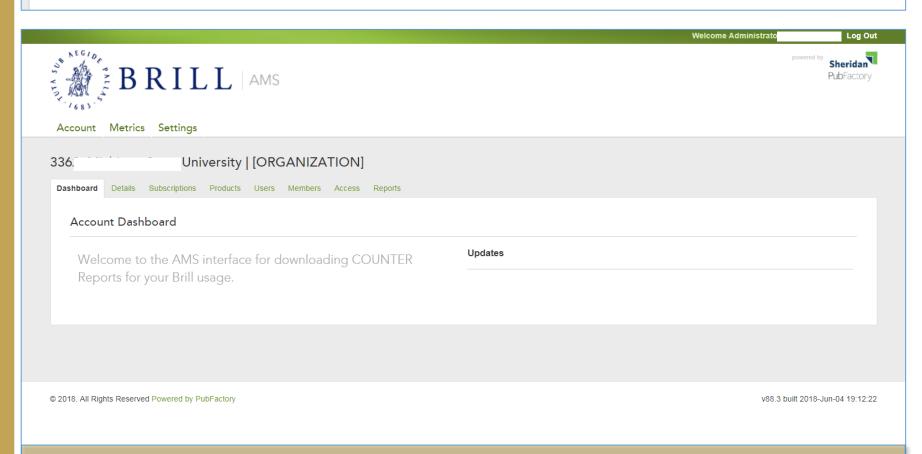
Dashboard

Details Subscriptions

Products Users Members

Access

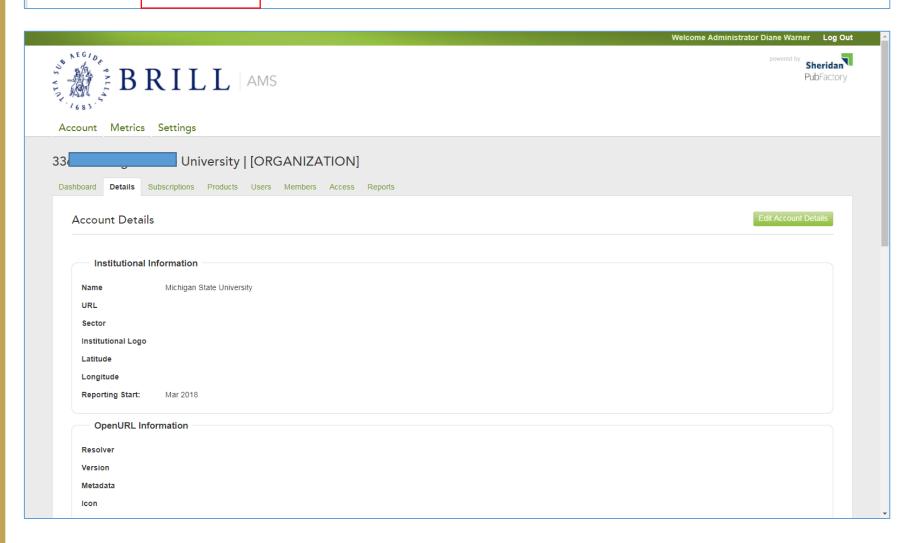
Reports



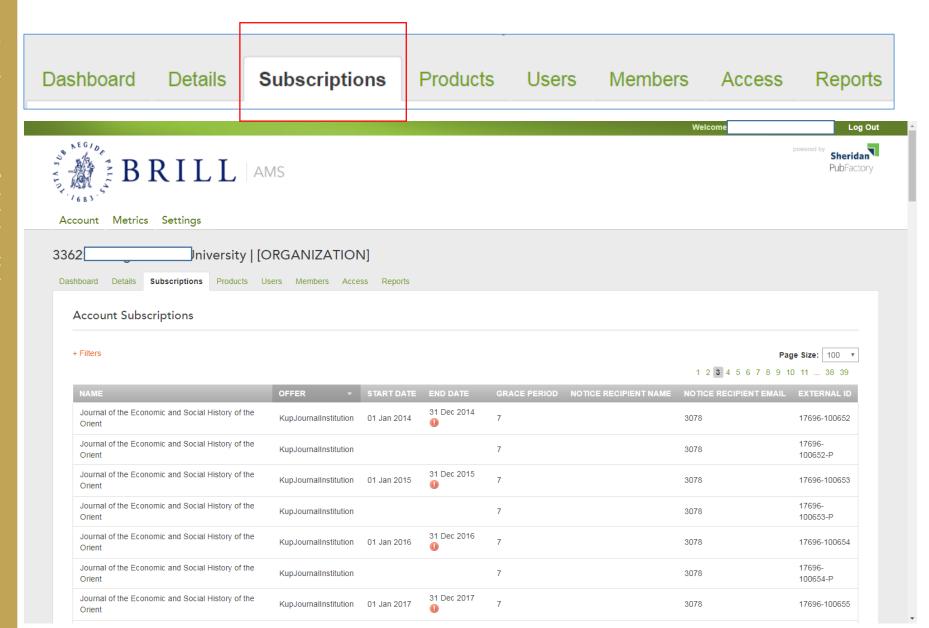
Dashboard institutional account

The Dashboard tab is the home page. You may see updates or messages from Brill here. Click 'Account' to see all the accounts you have on Brill.com

The Tabs 'Metrics' 'and 'Settings' have are not accessible and will be removed soon.







|--|

Subscriptions

- *Subscriptions* represents all your holdings:
 - Active subscriptions (to single journal titles and journal collections)
 - Expired subscriptions (to single journal titles and journal collections)
 - Perpetual access rights for past subscription years (to single titles and journal collections)
 - Perpetual access rights for outright purchases (to single titles and e-book collections, and journal archive collections)

Journals

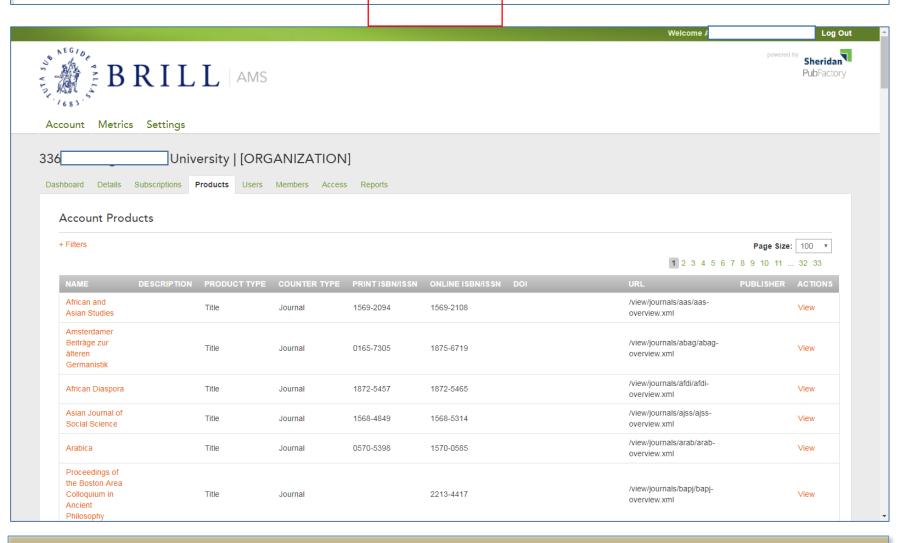
- Active subscriptions have end date in the future (eg 31-12-2018)
- Expired subscriptions have end date in the past and are marked with

 Note that all expired subscriptions have a 'twin' subscription line with no end date, indicating perpetual access rights for the subscribed year.
- Journal collections are named 'bundle (xx products)'.

 Brill is working on improved naming of journal bundles

E-books

E-book collections and e-book licenses have no start or end date.



Account products

The accounts products list provides an overview of all products that you have a license for.

Tips to get a quick overview of your library holdings

Dashboard Details Subscriptions Products Users Members Access Reports

See all your e-book collections

Open 'Products' tab and sort order on column 'URL'

See all journals you have active subscriptions to

Open 'Subscriptions' tab and sort order on Start Date

See your subscription history for a particular journal

Open Subscriptions Tab and sort order on Start Date

Open filters, add row, and select 'Product name'

Copy the journal title from the list and past in 'Product name' filter

See the journal collections for which you have active subscriptions

Open Subscriptions Tab and open filter on Product Name

Type 'journal' to filter on

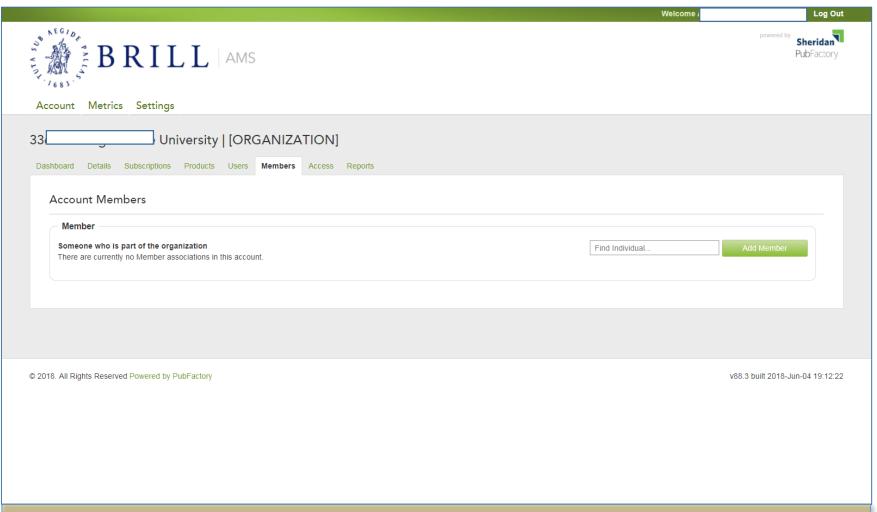
Journal collections will be visible as 'Bundle (xx products)'

Brill is working on improved naming of journal bundles

| Dashboard | Details | Subscriptions | Products | Users | Members | Access | Reports |
|-----------|---------|---------------|----------|-------|---------|--------|---------|
| | | | | | | | |

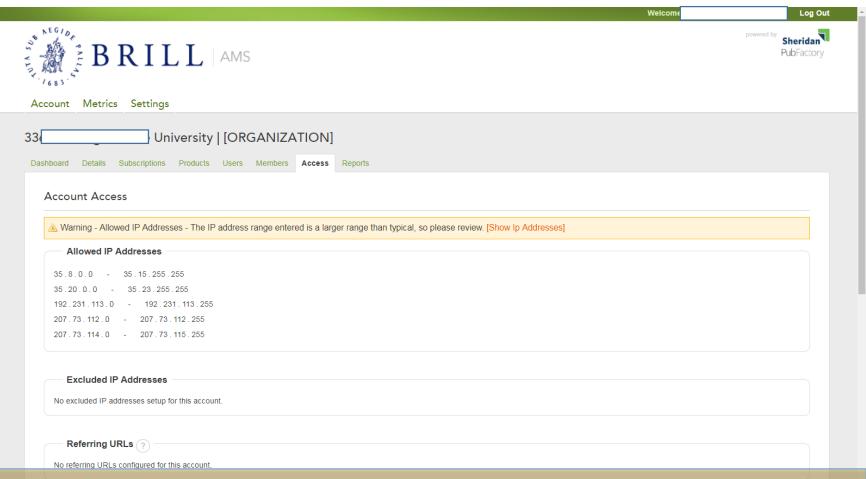
| | Welcome | Log O |
|--|---------|---|
| BRILL AMS | | powered by Sheridan PubFactory |
| count Metrics Settings | | |
| University [ORGANIZATION] | | |
| shboard Details Subscriptions Products Users Members Access Reports | | |
| Account Users | | Add New User |
| Account Administrator | | |
| Someone who manages the account | | |
| NAME EMAIL | PHONE | ACTIONS |
| Administrator [w | | View Remove |
| | | |
| Librarian | | |
| This is an account level role for setting a librarian There are currently no Librarian associations in this account. | | |
| Primary Contact | | |
| | | |
| The user who should be emailed when events occur There are currently no Primary Contact associations in this account. | | |
| Contact Person — | | |
| Secondary contact persons, who should be emailed in addition to the Primary Contact | | |
| S NAME EMAIL | | |

This tab shows the various admin roles that can be attached to an account. Your administrator account is showing here. Please do never delete it. You can add colleagues in different roles



Members

As the administrator you will be able to add extra users as 'members'.



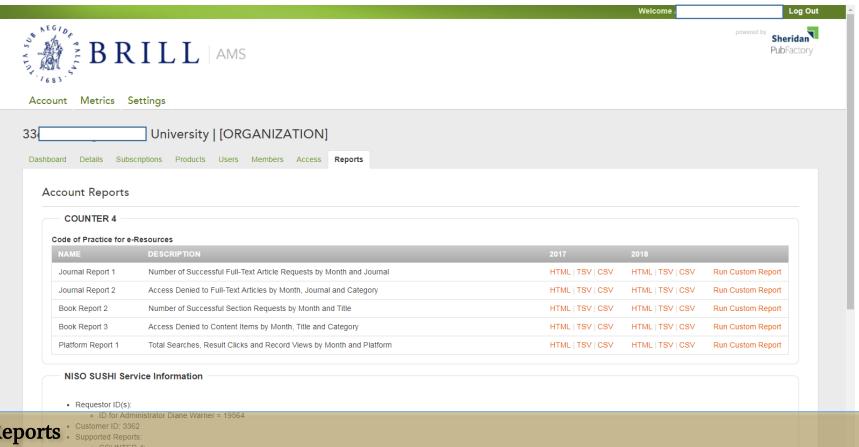
Access

This tab will show the IP ranges for your institution, as well as Referring URLs and Shibboleth settings. Please contact brillonline@brill.com to make changes.

Brill.com will not support Openathens

Dashboard Details Subscriptions **Products** Users Members Access





Reports:

You will be able to draw your Counter 4 Reports here. When you make use of SUSHI, you will find your ID's here. On te bottom of this page you will find the archived counter reports of our former platform. 2017 repors have already been added. 2018 reports will be added after the parallel run period.