

## SAE's DIGITAL LIBRARY ADMINISTRATOR ROLES

You have been assigned administrator to your company's/university's subscription to SAE's Digital Library.

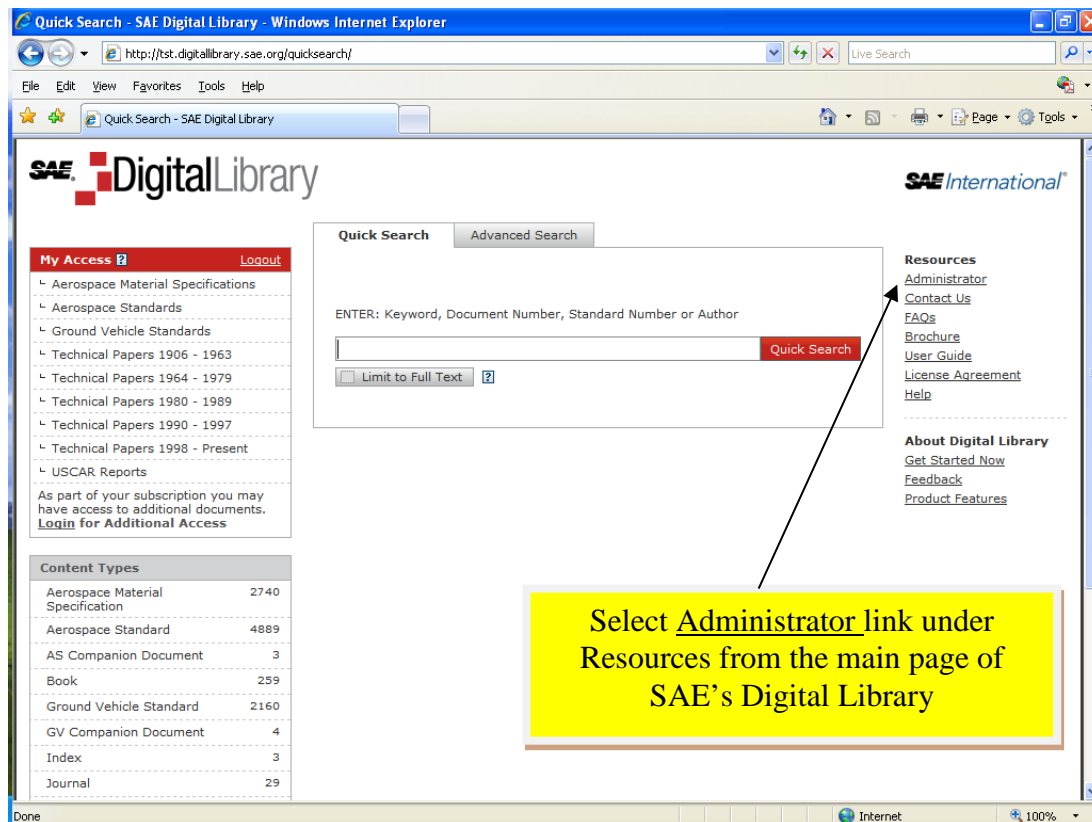
The features of this administrator position: 1) obtain usage reports and 2) receive alert emails regarding any unusual usage.

### USAGE REPORTS:

COUNTER formatted usage reports are available to monitor SAE Digital Library usage for the account. This information will be updated monthly, cumulative to the timeframe of the subscription.

To monitor usage click on "Administrators" located under Resources on the right hand side of the main page of SAE's Digital Library.

NOTE: If you have not been set up as administrator for your account by SAE, you will not be able to access this information.



The screenshot shows the SAE Digital Library website in a Windows Internet Explorer browser window. The page features a search bar, a navigation menu, and a list of content types. A yellow callout box with a black border points to the 'Administrator' link in the 'Resources' section. The callout text reads: "Select Administrator link under Resources from the main page of SAE's Digital Library".

**My Access** [Logout](#)

- ↳ Aerospace Material Specifications
- ↳ Aerospace Standards
- ↳ Ground Vehicle Standards
- ↳ Technical Papers 1906 - 1963
- ↳ Technical Papers 1964 - 1979
- ↳ Technical Papers 1980 - 1989
- ↳ Technical Papers 1990 - 1997
- ↳ Technical Papers 1998 - Present
- ↳ USCAR Reports

As part of your subscription you may have access to additional documents. [Login for Additional Access](#)

Content Types	
Aerospace Material Specification	2740
Aerospace Standard	4889
AS Companion Document	3
Book	259
Ground Vehicle Standard	2160
GV Companion Document	4
Index	3
Journal	29

**Resources**

- [Administrator](#)
- [Contact Us](#)
- [FAQs](#)
- [Brochure](#)
- [User Guide](#)
- [License Agreement](#)
- [Help](#)

**About Digital Library**

- [Get Started Now](#)
- [Feedback](#)
- [Product Features](#)

**Quick Search** [Advanced Search](#)

ENTER: Keyword, Document Number, Standard Number or Author

 [Limit to Full Text](#) [?](#)

**Select Administrator link under Resources from the main page of SAE's Digital Library**

This will bring up the SAE Website Login screen. As Administrator and to obtain the usage reports, you are required to setup a MySAE account. If you do not have a MySAE account, please choose the Sign Up/Get Started Now to register.

Your User ID (email address) and Password (which you created) can then be used at the MySAE log in screen.

The screenshot shows the SAE International website login page in Internet Explorer. The browser window title is "Login to SAE International - Windows Internet Explorer" and the address bar shows "https://tst.sae.org/servlets/login/". The page features the SAE International logo at the top left and a navigation menu with links for "Login | Sign Up!", "My SAE / Library", "Contact Us", "Shopping Cart (0)", and "Home". Below the navigation menu is a horizontal menu with categories: "MEMBERSHIP", "STANDARDS", "PUBLICATIONS / AUTHORS", "EVENTS / MEETINGS", "TRAINING / EDUCATION", "NEWS / COMMUNITY", "CAREERS", "ABOUT SAE", and "MARKETPLACE". The main content area is titled "SAE Home" and includes a news item dated April 28, 2011, titled "New Login Procedure for SAE International Website Visitors". To the right of the news item is a search box with "SEARCH SITE" and "SEARCH STANDARDS" tabs, and a "SEARCH" button. Below the search box is a "SAE Professional Development" sidebar with links to "Seminars", "Engineering Academies", "SAE Learning", "In House Training", and "Customized Training Solutions". The central "MySAE Login" section contains a "User Id:" field, a "Password:" field, a "Login" button, and a "Remember me! (What's this?)" checkbox. Below the login fields is a note: "Your User Id may be an Email address. The password field is case sensitive." and a link "Forgot your User ID or Password?". To the right of the login section is a "New to MySAE?" section with a "Sign Up / Get Started Now" button. At the bottom right is a "SAE Digital Library" advertisement with the text "Over 150,000 of the most current technical papers, standards, and related publications" and a "Read More" button. The browser status bar at the bottom shows "Done", "Internet", and "100%".

Select "View" to view your subscription:

The screenshot shows the SAE Digital Library Administrator interface in a Windows Internet Explorer browser. The page title is "Administrator - SAE Digital Library". The URL is "http://digitalibrary.sae.org/admin/?limited\_view=true". The page features the SAE Digital Library logo and the SAE International logo. On the left, there is a sidebar with "Digital Library Administrators" and buttons for "Subscriptions" and "Access Check". The main content area is titled "Subscriptions" and contains a table with the following data:

	Description	Subscription End Date	Authentication Type	Owner
<a href="#">View</a>	Alcoa 4	01/01/2012	IP OR UN/PW	SAE
<a href="#">View</a>	Coventry University	07/30/2012	IP OR UN/PW	IHS
<a href="#">View</a>	Coventry University	07/30/2011	IP OR UN/PW	IHS
<a href="#">View</a>	Daimler AG - Germany	02/22/2012	IP OR UN/PW	IHS
<a href="#">View</a>	Karadeniz Technical Univ	03/06/2012	IP OR UN/PW	IHS
<a href="#">View</a>	National Taipei University of Technolo	11/28/2011	IP OR UN/PW	IHS
<a href="#">View</a>	PACCAR			
<a href="#">View</a>	Brought to you by the SAE International [Sales Team]	10/27/2011	IP OR UN/PW	SAE
<a href="#">View</a>	SAE Lighting Standards	01/01/2091	IP OR UN/PW	SAE
<a href="#">View</a>	SAE Sales Historical Standards	01/01/2091	IP OR UN/PW	SAE
<a href="#">View</a>	Scania CV AB	07/19/2012	IP OR UN/PW	IHS
<a href="#">View</a>	Scania CV AB	07/19/2011	IP OR UN/PW	IHS

A yellow callout box with the text "Select the View button" points to the "View" button in the first row of the table. On the right side of the page, there are links for "Resources" (Contact Us, FAQs, Brochure, User Guide, License Agreement) and "About Digital Library" (Get Started Now, Feedback, Product Features, Product List).

Information regarding your subscription will be shown:

The screenshot shows the SAE Digital Library Administrator interface in a Windows Internet Explorer browser. The page title is "Administrator - SAE Digital Library". The URL is "http://digitalibrary.sae.org/admin/?method=getSubscrip&id=100627". The page features the SAE Digital Library logo and the SAE International logo. On the left, there is a sidebar with "Digital Library Administrators" and buttons for "Subscriptions" and "Access Check". The main content area is titled "Subscription" and contains a tabbed interface with "Details", "Reports", "Collections", and "Administrators" tabs. The "Details" tab is selected and shows the following information:

<b>Name:</b>	SAE
<b>Description:</b>	Brought to you by the SAE International [Sales Team]
<b>Subscription Start Date:</b>	10/28/2010
<b>Subscription End Date:</b>	10/27/2011

An arrow points to the "Details" tab. On the right side of the page, there are links for "Resources" (Contact Us, FAQs, Brochure, User Guide, License Agreement) and "About Digital Library" (Get Started Now, Feedback, Product Features, Product List).

**Details:** name, company, subscription start and end dates

## COUNTER Format Summary Reports:

### Select hyperlink under the Report Files

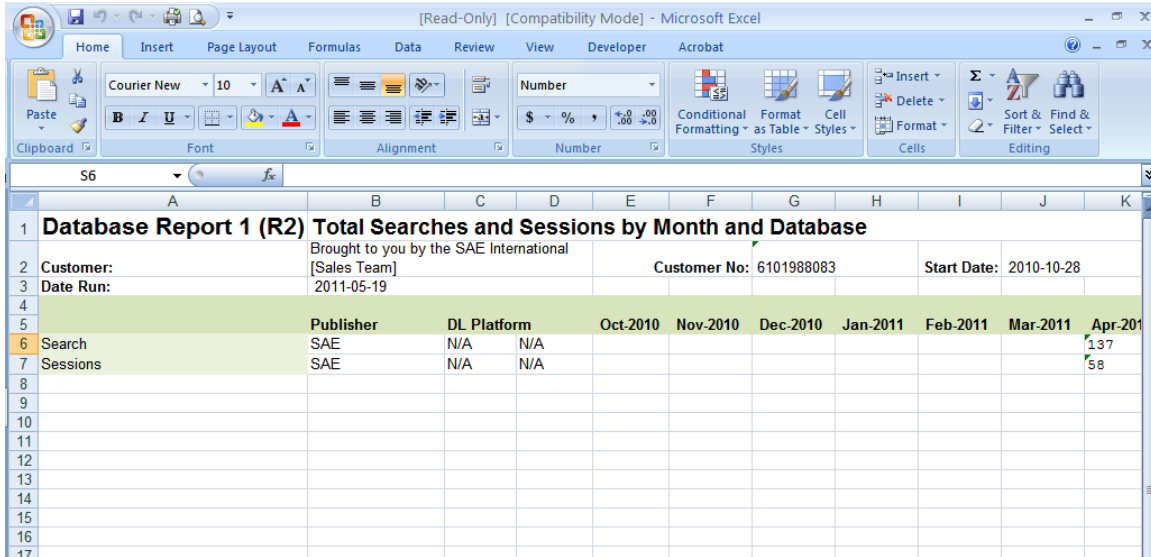
The screenshot shows the SAE Digital Library Administrator interface in a Windows Internet Explorer browser. The page title is "Administrator - SAE Digital Library". The URL is "http://digitallibrary.sae.org/admin/?method=getReports&id=100627". The page features the SAE Digital Library logo and the SAE International logo. On the left, there are navigation buttons for "Subscriptions" and "Access Check". The main content area is titled "Subscription" and has tabs for "Details", "Reports", "Collections", and "Administrators". The "Reports" tab is active, displaying "COUNTER Format Summary Reports". A table lists reports for two subscription periods: "October, 2010 - October, 2011" and "October, 2010 - October, 2011". The first report is a "Database Report" with a file name "6101988083.R2.2010-10-28-2011-10-27.xls". The second report is a "Journal Report" with a file name "6101988083.R1.2010-10-28-2011-10-27.xls". A black arrow points to the first file name. Below the table is a "More Info..." section with a link to a document. On the right, there are links for "Resources" (Contact Us, FAQs, Brochure, User Guide, License Agreement) and "About Digital Library" (Get Started Now, Feedback, Product Features, Product List). The footer contains copyright information and various links.

Subscription Period	Report Files
October, 2010 - October, 2011	Database Report <a href="#">6101988083.R2.2010-10-28-2011-10-27.xls</a>
October, 2010 - October, 2011	Journal Report <a href="#">6101988083.R1.2010-10-28-2011-10-27.xls</a>

The Database Report and Journal Reports are detailed on the next page  
Both of these reports are cumulative by month and reflect the current  
timeframe of your Digital Library subscription.

## 1) Database Report

This report lists “Total Searches and Sessions by Month and Database”



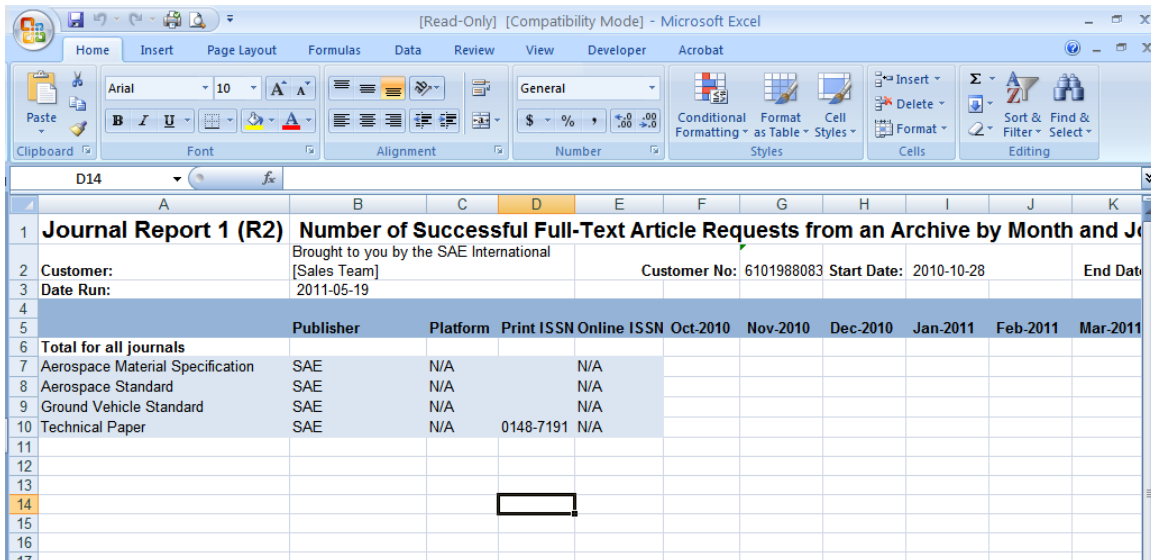
	Publisher	DL Platform	Oct-2010	Nov-2010	Dec-2010	Jan-2011	Feb-2011	Mar-2011	Apr-2011
Search	SAE	N/A							137
Sessions	SAE	N/A							58

## 2) Journal Report

This report lists “Number of Successful Full-Text Article Requests”.

These are reported based upon the collections in your subscription i.e., Ground Vehicle Standard; Technical Papers

A Full-Text Article Request is logged when the user selects the “View Document” (or the “Save Target As” on the “View Document” button, and the document is served. The successful requests are then filtered using the COUNTER reporting rules.



	Publisher	Platform	Print ISSN	Online ISSN	Oct-2010	Nov-2010	Dec-2010	Jan-2011	Feb-2011	Mar-2011
<b>Total for all journals</b>										
Aerospace Material Specification	SAE	N/A		N/A						
Aerospace Standard	SAE	N/A		N/A						
Ground Vehicle Standard	SAE	N/A		N/A						
Technical Paper	SAE	N/A	0148-7191	N/A						

NOTE: More information on COUNTER formatted reporting is available at [www.projectcounter.org](http://www.projectcounter.org)

A Glossary of Terms for COUNTER formatted reporting is also available [www.projectcounter.org/code\\_practice.html](http://www.projectcounter.org/code_practice.html)

**Collections:** Details the collection of data that is available in your Digital Library Subscription

The screenshot shows the SAE Digital Library Administrator interface in a Windows Internet Explorer browser. The URL is <http://digitallibrary.sae.org/admin/?method=getCollections&id=100627>. The page features the SAE Digital Library logo and the SAE International logo. On the left, there is a sidebar with 'Digital Library Administrators' and buttons for 'Subscriptions' and 'Access Check'. The main content area is titled 'Subscription' and has tabs for 'Details', 'Reports', 'Collections', and 'Administrators'. The 'Collections' tab is selected, and an arrow points to it. Below the tabs is a table with the following data:

Description	Status
Aerospace Material Specifications	Active
Aerospace Standards	Active
Brakes	Active
Ground Vehicle Standards	Active
Historical Aerospace Material Specifications	Active
Historical Aerospace Standards	Active
Historical Ground Vehicle Standards	Active
SAE eBooks	Active
Safety	Active
Technical Papers	Active
Technical Papers 1906 - 1963	Active
Technical Papers 1964 - 1979	Active
Technical Papers 1980 - 1989	Active
Technical Papers 1990 - 1997	Active
Technical Papers 1998 - Present	Active
USCAR Reports	Active

On the right side, there are sections for 'Resources' (Contact Us, FAQs, Brochure, User Guide, License Agreement) and 'About Digital Library' (Get Started Now, Feedback, Product Features, Product List). The footer contains copyright information and various links.

**Administrators:** Persons assigned to access usage reports

The screenshot shows the SAE Digital Library Administrator interface in a Windows Internet Explorer browser. The URL is <http://digitallibrary.sae.org/admin/?method=getAdmins&id=100627>. The page features the SAE Digital Library logo and the SAE International logo. On the left, there is a sidebar with 'Digital Library Administrators' and buttons for 'Subscriptions' and 'Access Check'. The main content area is titled 'Subscription' and has tabs for 'Details', 'Reports', 'Collections', and 'Administrators'. The 'Administrators' tab is selected, and an arrow points to it. Below the tabs is a table with the following data:

First Name	Last Name	Email
Emily	Kroll	<a href="mailto:emily@sae.org">emily@sae.org</a>
Ajay Kumar	Malisetty	<a href="mailto:aj0915@gmail.com">aj0915@gmail.com</a>
Festo	Mutagaana	<a href="mailto:festom@sae.org">festom@sae.org</a>
James	Yauger	<a href="mailto:jyauger@sae.org">jyauger@sae.org</a>

On the right side, there are sections for 'Resources' (Contact Us, FAQs, Brochure, User Guide, License Agreement) and 'About Digital Library' (Get Started Now, Feedback, Product Features, Product List). The footer contains copyright information and various links.