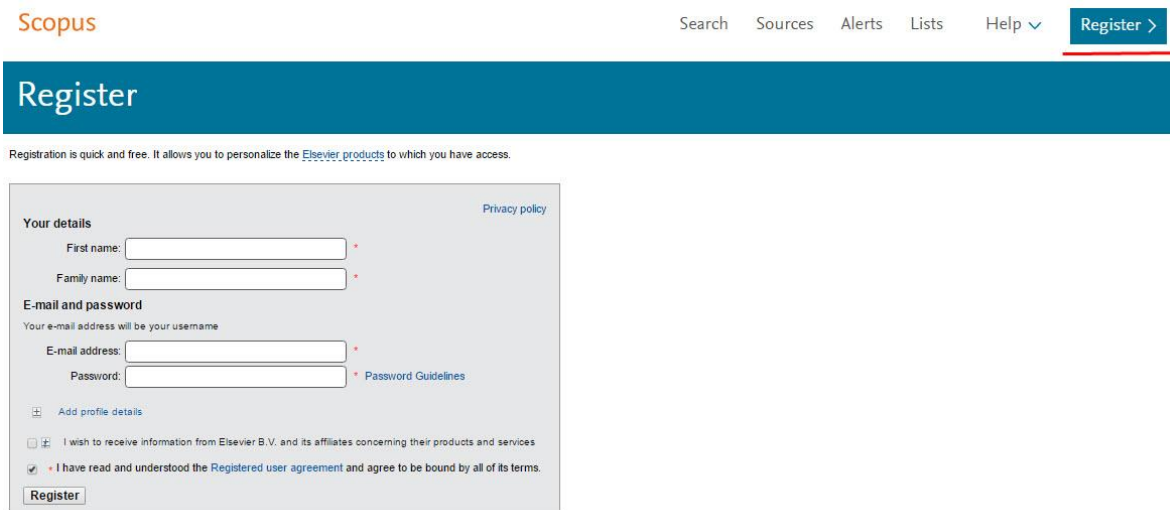


Для доступа к статистике использования Scopus:

1. Сформируйте персональные логин и пароль, зарегистрировавшись на сайте www.scopus.com с IP адресов вашей организации (имеющей доступ к Scopus)



The image shows the Scopus registration page. At the top, there is a navigation bar with links for Search, Sources, Alerts, Lists, Help, and a Register button. Below this is a large blue header with the word "Register". Underneath the header, there is a short introductory text: "Registration is quick and free. It allows you to personalize the Elsevier products to which you have access." The main part of the page is a registration form with the following fields and options:

- Your details:** First name and Family name (both required).
- E-mail and password:** E-mail address (required, note: "Your e-mail address will be your username") and Password (required, with a link to "Password Guidelines").
- Additional options:** "Add profile details" (checkbox), "I wish to receive information from Elsevier B.V. and its affiliates concerning their products and services" (checkbox), and "I have read and understood the Registered user agreement and agree to be bound by all of its terms." (checkbox).
- A "Register" button is located at the bottom left of the form.

2. Запросите администраторские права, отправив письмо электронной почтой на английском языке в службу поддержки Nlinfo на адрес nlinfo@elsevier.com, указав вашу организацию, сформированный логин (п.1 выше) и email. Напр.:

Dear nlinfo,

Please grant me (Mr. Alexander Ivanov) administrator rights to track usage statistics for Tomsk Polytechnic University with following details:

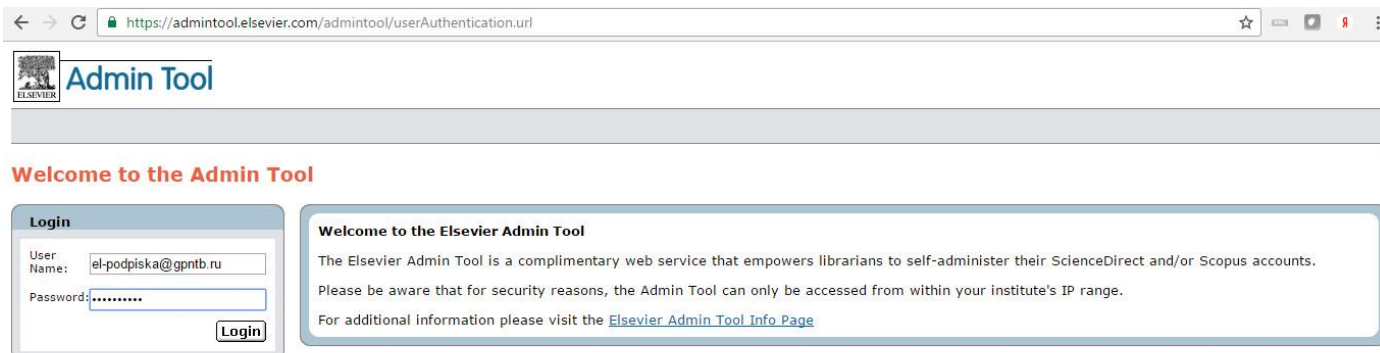
UN:....

Email:

Thank you,

Alexander Ivanov

3. После получения подтверждения от службы поддержки Nlinfo (nlinfo@elsevier.com), перейдите на сайт <https://admintool.elsevier.com> с IP адресов вашей организации и введите сформированные логин/пароль.



The image shows the login page of the Elsevier Admin Tool. The browser address bar shows the URL: <https://admintool.elsevier.com/admintool/userAuthentication.url>. The page features the Elsevier logo and the title "Admin Tool". Below the title, there is a "Welcome to the Admin Tool" section. On the left, there is a "Login" form with fields for "User Name" (containing "el-podpiska@gpntb.ru") and "Password" (masked with dots), and a "Login" button. On the right, there is a "Welcome to the Elsevier Admin Tool" message: "The Elsevier Admin Tool is a complimentary web service that empowers librarians to self-administer their ScienceDirect and/or Scopus accounts. Please be aware that for security reasons, the Admin Tool can only be accessed from within your institute's IP range. For additional information please visit the [Elsevier Admin Tool Info Page](#)".

4. Статистические отчеты доступны в закладке General по ссылкам View Counter Reports и View Non-Counter Reports (описание различий этих двух видов отчетности можно найти здесь <https://www.elsevier.com/librarians/usage-reports>)



Admin Tool Support Kit:
Please visit the [Admin Tool Info Page](#)

Consortium: [Russian State Public Library for Science and Technology](#)

Consortium General Information

Consortium Details

Name:
Russian State Public Library for Science and Technology

Consortium Account Number:
5000094531

General | Scopus

General

There are no General Consortium settings to display at this time. If you wish to edit or view the settings for a specific Account, you may access the Account by using the list on the right.

Usage Statistics

[View COUNTER Reports](#)
View COUNTER-Compliant reports for ScienceDirect, Scopus and related products.

[View Non-COUNTER Reports](#)
View additional usage reports for ScienceDirect, Scopus and related products.

5. В разделе View Counter Reports выберите отчет SC_PR1_Total Searches, Results Clicks.. и отчетный период



Consortium: [Russian State Public Library for Science and Technology](#)

View COUNTER-Compliant Reports

Report: SC_PR1_Total Searches, Resu

View: Overview

Begin Date (Month/Year): January 2016

End Date (Month/Year): November 2016

[COUNTER XML Export](#) [COUNTER TXT](#)

← Undo → Redo ↶ Revert ↻ Refresh ⏸ Pause

Choose child account
(All)

	Platform	Publisher	январь 2016	февр. 2016	марта 2016	апр. 2016	мая 2016	июня 2016	июля 2016	авг. 2016	сентя. 2016
Regular Searches	Scopus.com	Elsevier	121 078	168 463	211 538	183 372	183 983	164 543	104 295	133 670	185 687
Searches - Federated and Automated	Scopus.com	Elsevier	51	38	2	3	6	0	0	0	0
Results Clicks	Scopus.com	Elsevier	211 290	168 647	231 506	162 807	183 276	152 431	94 935	111 626	162 199
Record Views	Scopus.com	Elsevier	235 935	189 408	254 287	184 927	196 336	168 556	107 541	137 883	182 701

6. В разделе View Non-Counter Reports выберите отчеты или SC_Usage Reports или SC-Daily Activity и один из доступных подотчетов (описание подотчетов можно найти по ссылке https://www.elsevier.com/_data/assets/pdf_file/0005/197897/Scopus-Usage-Report-Descriptions.pdf)



Admin Tool Support Kit:
Please visit the [Admin Tool Info Page](#)

Consortium: [Russian State Public Library for Science and Technology](#)

View Non-COUNTER Reports

Report: SC_Usage Reports

View: Overview

← Undo → Redo ↶ Revert ↻ Refresh ⏸ Pause

Choose child account
(All)

1a Overview report

1a Overview report

1b Total searches and sessions by month and service for Scopus

2a Searches by type

2b Search results by type

3a Inward linking

3b Outward links to document

4a Infometric use

5a Literature discovery

Reports_Sales

7. Если по какой-то причине вы не можете зайти в <https://admintool.elsevier.com> по подтвержденным администраторским логину и паролю, воспользуйтесь ссылкой [Forgotten your username or password](#) на сайте www.scopus.com и замените пароль.

The image shows two parts of the Scopus website interface. On the left is the registration page, and on the right is a login dialog box.

Register Page:

- Header: Scopus
- Section: Register
- Text: Registration is quick and free. It allows you to personalize the [Elsevier products](#) to which you have access.
- Form: "Your details" section with fields for "First name:" and "Family name:". Below it is the "E-mail and password" section.
- Link: "Privacy policy"

Login Dialog:

- Title: Login using your Elsevier credentials
- Fields: "Username:" and "Password:" (both marked with an asterisk *).
- Buttons: "Remember me" (checkbox), "Login" (button).
- Options: "OpenAthens login", "Login via your institution", "Other Institution login", "Apply for Remote Access".
- Links: "Not Registered?", "[Forgotten your username or password?](#)" (underlined).
- Footnote: *=required fields

8. Если по каким-то причинам, после смены пароля (п.7), вам не удастся зайти на сайт администратора, напишите письмо в службу поддержки Nlinfo (nlinfo@elsevier.com), на английском языке, с просьбой восстановить ваши администраторские логин и пароль для доступа к статистике.