

## Institutional Users - AAO eLibrary

Customer Support - 2017-09-23 - Comments (0) - AAO

# Institutional Users

There are two types of users under an institutional account.

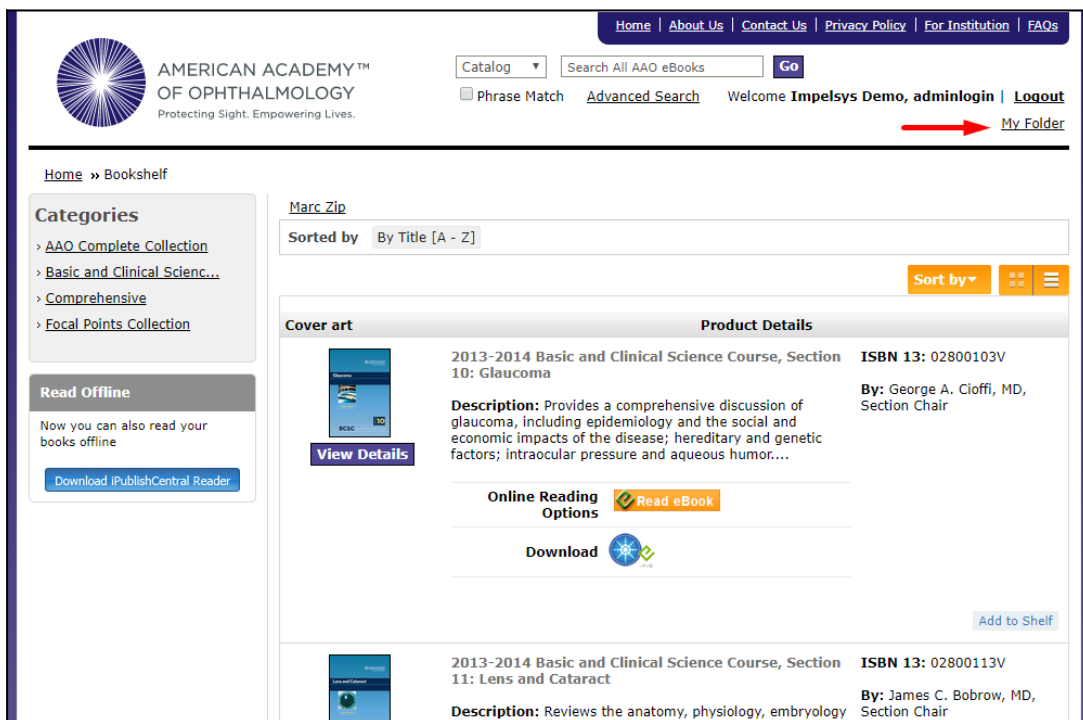
1. Admin user
2. Regular user

Once the users are authenticated under an institutional account, they will have the option to login and access the eBooks and personalize their subscription.

Personalisation data can be found under the **My Folder** Option.

**As an Admin User , you will have additional rights to manage the institution**

Click on **My Folder** option once you are logged in as an Admin User



The screenshot shows the AAO eLibrary website. At the top, there is a navigation bar with links for Home, About Us, Contact Us, Privacy Policy, For Institution, and FAQs. Below this is a search bar with a dropdown menu set to 'Catalog' and a search box containing 'Search All AAO eBooks'. A 'Go' button is next to the search box. To the right of the search bar, it says 'Welcome Impelsys Demo, adminlogin | Logout'. A red arrow points to a 'My Folder' link in the top right corner. The main content area is divided into a left sidebar and a main content area. The sidebar has a 'Categories' section with links to 'AAO Complete Collection', 'Basic and Clinical Scienc...', 'Comprehensive', and 'Focal Points Collection'. Below this is a 'Read Offline' section with a 'Download iPublishCentral Reader' button. The main content area shows a list of eBooks. The first eBook is '2013-2014 Basic and Clinical Science Course, Section 10: Glaucoma' by George A. Cioffi, MD, Section Chair. It has a 'View Details' button and 'Online Reading Options' including 'Read eBook' and 'Download'. The second eBook is '2013-2014 Basic and Clinical Science Course, Section 11: Lens and Cataract' by James C. Bobrow, MD, Section Chair. It also has a 'View Details' button and 'Online Reading Options' including 'Read eBook' and 'Download'. An 'Add to Shelf' button is visible at the bottom right of the eBook list.

Click on **Profile Settings** option as shown below.

AMERICAN ACADEMY™ OF OPHTHALMOLOGY  
Protecting Sight. Empowering Lives.

Home | About Us | Contact Us | Privacy Policy | For Institution | FAQs

Catalog Search All AAO eBooks Go

Phrase Match Advanced Search Welcome Impelsys Demo, adminlogin | Logout Bookshelf

Home » Dashboard

Last login on: 27-Jun-2017

**My Bookshelf**

Categories on My Bookshelf:

No. of Titles	Categories
63	AAO Complete Collection
18	Cataract/Anterior Segment
4	Comprehensive
--	Cornea/External

**New Books on my shelf:**

- Pediatric Uveitis
- Ectropion and Entropion
- Strategies for Complicated Lens Surgery, Part 1
- Strategies for Complicated Lens Surgery, Part 2
- Nasolacrimal Duct Obstruction in Children

My Bookshelf

**My Activities**

Comments | Notes By Title | Bookmarks By Title

No Product Comments added.

Profile Settings

- Edit Profile Details
- Change Password
- My Notes
- My Bookmarks
- My Highlights
- Edit Institution
- Manage Institutional Users
- Add Institutional User
- Manage IP Range
- Add IP Range
- Manage HTTP Referer
- Add HTTP Referer
- Manage Common Users

Home | About Us | Contact Us | ipc.text\_links.forinstitution © Copyright 2017

**Edit Institution: Admin user can edit the details of the institution and save them.**

AMERICAN ACADEMY™ OF OPHTHALMOLOGY  
Protecting Sight. Empowering Lives.

Home | About Us | Contact Us | Privacy Policy | For Institution | FAQs

Catalog Search All AAO eBooks Go

Phrase Match Advanced Search Welcome Impelsys Demo, adminlogin | Logout Bookshelf | My Folder

Home » My Folder » Edit Institution

**Edit Institution**

Institution Details \*fields are mandatory

- \* Institution Name
- \* Contact Person Name
- \* Contact Person Email
- Contact Person Mobile

**Institution Address**

- \* Address Line 1
- Address Line 2
- \* City
- \* State
- \* Country
- \* ZIP/Postal code
- \* Off-Phone 1
- Off-Phone 2
- Fax

Update Reset

Home | About Us | Contact Us | ipc.text\_links.forinstitution © Copyright 2017

Created on iPublishCentral

**Admin user has the additional rights to manage the regular user accounts for the institution.**

**Manage Institutional User: Admin user can edit and manage the existing users under the institution as well as add new sub-users.**

## Manage Common Users and Add Common Users

AMERICAN ACADEMY™ OF OPHTHALMOLOGY  
Protecting Sight. Empowering Lives.

Home | About Us | Contact Us | Privacy Policy | For Institution | FAQs

Catalog Search All AAO eBooks Go  
Phrase Match Advanced Search Welcome adminlogin | Logout  
Bookshelf | My Folder

Home » My Folder » Manage Institutional Users

**Manage Institutional Users**

Search All AAO eBooks Username Go Showing ALL

[Add User](#) [Edit User](#) [Active User](#) [Deactive User](#) [Change Password](#) [Delete User](#)

	Username	Name	Type	Is Trial	Status
<input type="checkbox"/>			ADMIN	NO	ACTIVE
<input type="checkbox"/>	adminlogin	admin	ADMIN	NO	ACTIVE
<input type="checkbox"/>			ADMIN	NO	ACTIVE
<input type="checkbox"/>			ADMIN	NO	ACTIVE
<input type="checkbox"/>			REGULAR	NO	ACTIVE
<input type="checkbox"/>			REGULAR	NO	ACTIVE

AMERICAN ACADEMY™ OF OPHTHALMOLOGY  
Protecting Sight. Empowering Lives.

Home | About Us | Contact Us | Privacy Policy | For Institution | FAQs

Catalog Search All AAO eBooks Go  
Phrase Match Advanced Search Welcome Demo, adminlogin | Logout  
Bookshelf | My Folder

Home » My Folder » Manage Common Users

**Manage Common Users**

Search All AAO eBooks Username Go Showing ALL

[Add User](#) [Edit User](#) [Active User](#) [Deactive User](#) [Change Password](#) [Delete User](#)

	Username	Is Trial	Status
<input type="checkbox"/>	testing	NO	ACTIVE
<input type="checkbox"/>		NO	ACTIVE
<input type="checkbox"/>		NO	ACTIVE
<input type="checkbox"/>		NO	ACTIVE
<input type="checkbox"/>		NO	ACTIVE
<input type="checkbox"/>		NO	ACTIVE
<input type="checkbox"/>		NO	ACTIVE

**Manage IP Range:** Admin user can manage and add the institution's IP range details if the institution is under IP range.

AMERICAN ACADEMY™ OF OPHTHALMOLOGY  
Protecting Sight. Empowering Lives.

Home | About Us | Contact Us | Privacy Policy | For Institution | FAQs

Catalog Search All AAO eBooks Go

Phrase Match Advanced Search Welcome Demo, adminlogin | Logout Bookshelf | My Folder

Home » My Folder » Manage IP Range

**Manage IP Ranges**

Showing ALL

Add IP Range
  Edit IP Range
  Active IP Range
  Deactive IP Range
  Delete IP Range

	Start IP Address	End IP Address	Status
<input type="checkbox"/>	1 3.4	1€ 4	ACTIVE

Home | About Us | Contact Us |

**Manage Referrer: Admin User can manage the referrer URL for the institution.**

AMERICAN ACADEMY™ OF OPHTHALMOLOGY  
Protecting Sight. Empowering Lives.

Home | About Us | Contact Us | Privacy Policy | For Institution | FAQs

Catalog Search All AAO eBooks Go

Phrase Match Advanced Search Welcome Demo, adminlogin | Logout Bookshelf | My Folder

Home » My Folder » Manage HTTP Referrer

**Manage HTTP Referrer**

Search All AAO eBooks Go Showing ALL

Add HTTP Referrer
  Edit HTTP Referrer
  Active HTTP Referrer
  Deactive HTTP Referrer
  Delete HTTP Referrer

	Referer URL	Referer Pattern	Status
<input type="checkbox"/>	https://€	.org	ACTIVE

**Admin User can also generate reports for the institution.**

**Login as Admin User, click on Admin Console and then select Institutional Reports option.**

Reports: Admin user can view the reports of the successful section requests by month and title of the eBooks



- Manage Notes
- Manage Bookmarks
- Manage Highlights
- Profile Settings
- Manage Institution
- Reports**
- Book Usage Report
- Counter Reports
- Counter Report Release 4

### Counter Reports

#### Book Report 2 (R1) Number of Successful Section Requests by Month and Title

Choose Year: 2017 ▾ [View Report](#) [Export to Excel](#)

#### Book Report 3 (R1) Turnaways by Month and Title

Choose Year: 2017 ▾ [View Report](#) [Export to Excel](#)

#### Book Report 4 (R1) Turnaways by Month and Service

Choose Year: 2017 ▾ [View Report](#) [Export to Excel](#)

#### Book Report 5 (R1) Total Searches and Sessions by Month and Title

Choose Year: 2017 ▾ [View Report](#) [Export to Excel](#)