



Institutional Users - LexRead eLibrary

Customer Support - 2017-10-04 - 0 Comments - in Lexis Nexis South East Asia

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 **Admin Console** option once you are logged in as an Admin User

The screenshot displays the LexisNexis LexRead eLibrary interface. At the top, there is a navigation bar with links for Admin Console, FAQ, My Activity, Catalogue, Bookshelf, and imppadmin. A red arrow points to the Admin Console link. Below the navigation bar is a search bar with the text "Search for title in catalogue" and a "Go" button. To the right of the search bar is a "Download Reader" button. Below the search bar, it says "You are logged into [user] as [admin]". The main content area shows a list of eBooks. The first eBook is "A Guide to Termination of Employment in Singapore" by Deborah Barker, SC. It is available in eBook format and has "Read Online" and "Read Offline" options. The second eBook is "A Legal Guide to Strata Management" by Yong Yung Choy, also in eBook format with "Read Online" and "Read Offline" options. The interface includes a "Home > Bookshelf" breadcrumb, a category dropdown menu set to "All Categories", and a "All Books (11)" filter.

LexisNexis® LexRead™

Admin Console | FAQ | My Activity | Catalogue | Bookshelf | **impadmin** ▼

Search for title in catalogue

You are logged into **admin**

Home > Admin Console > Manage Institutional Users

Manage Institution | **Institutional Reports** ←

Manage Institutional User

Manage Institutional User | Search user

Modify user settings
testadmin12 (testadmin12@...:com)

Create New Institutional User

Username

User email

Password

* First Name

Admin User can 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

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Admin Console | FAQ | My Activity | Catalogue | Bookshelf | **impadmin** ▼

Search for title in catalogue

You are logged into **admin**

Manage Institution | **Institutional Reports** ←

Book Usage Report

Book Usage Report | Counter Reports Release 1 ↑

Product Type: ---All--- | Format: ---All--- | Date Range: Sep 04, 2017 to Oct 04, 2017

Product Name	Product Code	No of Online Book Views	No of Times Downloaded
A Guide to Termination of Employment in Singapore	9789814608831	0	1
Companies Act	9789814608886	0	1
Banking Law	9789674005061	0	1
A Practical Guide of Specific Performance	9789674004743	0	1
Choong on Real Property Gains Tax	9789674005597	0	2
Comparative Legal Systems	9789814753845	0	2

Search for title in catalogue

You are logged into as **admin**

Manage Institution **Institutional Reports**

Counter Reports Release 1

Book Usage Report
Counter Reports Release 1

Book Report 2 (R1):
Number of Successful Section Requests by Month and Title
Choose Year: [View Report](#) [Export to Excel](#)

Book Report 3 (R1):
Turnaways by Month and Title
Choose Year: [View Report](#) [Export to Excel](#)

Book Report 4 (R1):
Turnaways by Month and Service
Choose Year: [View Report](#) [Export to Excel](#)

Book Report 5 (R1):
Total Searches and Sessions by Month and Title
Choose Year: [View Report](#) [Export to Excel](#)