

Managing your RDA Toolkit subscription

Log into your subscription account through the RDA Toolkit administrative system and you'll be able to manage your account in a variety of ways:

- Change username, password, and IP addresses
- Update User Profiles
- Extract usage reports

Log into the RDA Toolkit admin system at: <http://admin.rdatoolkit.org/> by using the username and password assigned to your subscription account.

When you log into the admin system, you'll be taken to a default "Add User" page. Click on the "Search User" button in the bar above it to search for your subscription account.

On the next page search for your account with username, institution name, e-mail address, or IP address.

Enter whatever criteria you want to search on and then click on the "Search" button in the upper left hand corner of the page. The quickest way would probably be to search with your username.

You'll be taken to the main page for your account. You'll see that you can make changes to nearly everything on the page except for the start and stop dates of your subscription and the number of users you purchased for your subscription (those elements are grayed out).

You can add/delete IP addresses, change the username and password, and change the e-mail attached to your account.

You can set both the Session Timeout and the Timeout Warning. The Session Timeout sets the period of inactivity required before the user is automatically logged out of RDA Toolkit. The time can be set to anywhere between 1 minutes to 60 minutes. The Timeout Warning allows you to set when a warning for timing out will appear. You can set the warning to appear between 1 to 5 minutes prior to the timeout.

The timeout settings here will apply for all users of an institutional account.

To access your usage statistics, click on the "Reports" tab in the top navigation bar in the upper right hand part of the page. That will take you to a page where you can choose from five different usage reports:

- *Session* – displays sessions, average session length, and total session length for each user
- *Page View* – displays pages viewed, number of times viewed, average view time, and number of user sessions for each page
- *Document* – displays number of hits for documents that were viewed by users
- *Search* – displays number of searches conducted by search, keyword, category, and document type
- *Access Violations* – displays the number of concurrent user violations, access expired, and no access sessions for each user

Click on the report you want. On the next page you can choose parameters for your usage report (day, week, month and summary, trend, detail).

Export your report by clicking on the button "Export Report."

Let us know if you have any questions about managing your subscription account.