• Your account
• Your settings
• Your holdings
• Your reports
• Adding administrators
Your Account

First time use:
• Your e-mail address is your username
• Create a new password by clicking ‘Forgot your password?’
• Follow instructions
Your Account

After you log in, you see:
- your institutions’ account
- your own personal account.

The institutions account contains the institutions’ holdings, reports and settings.

Note that you can also use your personal account to log in on brill.com
# Your settings: Quick Guide

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<th>Dashboard</th>
<th>Details</th>
<th>Subscriptions</th>
<th>Products</th>
<th>Users</th>
<th>Members</th>
<th>Access</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Account details and OpenURL settings</td>
<td>Your institutions' holdings: subscriptions and perpetual access for outright purchases</td>
<td>All products included in your holdings</td>
<td>Admin and member accounts connected to your institution</td>
<td>Your IP ranges, Shibboleth settings</td>
<td>Counter 4 Reports, SUSHI, Counter Archives ‘17, ‘18 (will follow)</td>
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</tbody>
</table>
The Dashboard tab is the home page. You may see updates or messages from Brill here.

Click ‘Account’ to see all the accounts you have on Brill.com

The Tabs ‘Metrics’ and ‘Settings’ have are not accessible and will be removed soon.
1. Edit this page

2. Enter or edit your OpenURL settings
<table>
<thead>
<tr>
<th>NAME</th>
<th>OFFER</th>
<th>START DATE</th>
<th>END DATE</th>
<th>GRACE PERIOD</th>
<th>NOTICE RECIPIENT NAME</th>
<th>NOTICE RECIPIENT EMAIL</th>
<th>EXTERNAL ID</th>
</tr>
</thead>
<tbody>
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<td>KupJournalInstitution</td>
<td>01 Jan 2014</td>
<td>31 Dec 2014</td>
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<td>7</td>
<td>3078</td>
<td></td>
<td>17696-100655</td>
</tr>
</tbody>
</table>
Subscriptions

- **Subscriptions** represents all your holdings:
  - Active subscriptions (to single journal titles and journal collections)
  - Expired subscriptions (to single journal titles and journal collections)
  - Perpetual access rights for past subscription years (to single titles and journal collections)
  - Perpetual access rights for outright purchases (to single titles and e-book collections, and journal archive collections)

- **Journals**
  - Active subscriptions have end date in the future (eg 31-12-2018)
  - Expired subscriptions have end date in the past and are marked with

    Note that all expired subscriptions have a ‘twin’ subscription line with no end date, indicating perpetual access rights for the subscribed year.
  - Journal collections are named ‘bundle (xx products)’.

    Brill is working on improved naming of journal bundles

- **E-books**
  - E-book collections and e-book licenses have no start or end date.
### Account products

The accounts products list provides an overview of all products that you have a license for.

<table>
<thead>
<tr>
<th>NAME</th>
<th>DESCRIPTION</th>
<th>PRODUCT TYPE</th>
<th>COUNTER TYPE</th>
<th>PRINT ISBN/ISSN</th>
<th>ONLINE ISBN/ISSN</th>
<th>DOI</th>
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<td>1569-2105</td>
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<td>1875-6719</td>
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<td>1872-5465</td>
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<td></td>
<td>View</td>
</tr>
</tbody>
</table>
Tips to get a quick overview of your library holdings

See all your e-book collections
Open ‘Products’ tab and sort order on column ‘URL’

See all journals you have active subscriptions to
Open ‘Subscriptions’ tab and sort order on Start Date

See your subscription history for a particular journal
Open Subscriptions Tab and sort order on Start Date
Open filters, add row, and select ‘Product name’
Copy the journal title from the list and past in ‘Product name’ filter

See the journal collections for which you have active subscriptions
Open Subscriptions Tab and open filter on Product Name
Type ‘journal’ to filter on
Journal collections will be visible as ‘Bundle (xx products)’
Brill is working on improved naming of journal bundles
This tab shows the various admin roles that can be attached to an account. Your administrator account is showing here. Please do never delete it. You can add colleagues in different roles.
Members

As the administrator you will be able to add extra users as ‘members’.
Access

This tab will show the IP ranges for your institution, as well as Referring URLs and Shibboleth settings. Please contact brillonline@brill.com to make changes.

Brill.com will not support Openathens
You will be able to draw your Counter 4 Reports here. When you make use of SUSHI, you will find your ID’s here. On the bottom of this page you will find the archived counter reports of our former platform. 2017 reports have already been added. 2018 reports will be added after the parallel run period.