This is a printable version of the context-sensitive online help for the SilverLinker feature in WebAdmin.

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SilverLinker Overview

Use the WebAdmin SilverLinker feature to specify which of the SilverLinker Services, Sites, and Publications are available to your users. (They are "available" if users see links to them when they search for records in a SilverLinker-enabled database.) You do this by creating one or more filters, and applying the filters to all, or certain, user Accounts.

In the WebAdmin menu, access the WebAdmin SilverLinker feature by clicking **SilverLinker**.

These are the steps you go through:

Creating or Editing a Filter:

1. Decide which user account the filter will cover. (You can apply the filter to other users later.)

    •   Selecting Users to be Covered by the SilverLinker Filter

2. Specify which services (sometimes called "service providers" or "subscriptions agents") you want to include.

    •   Working with Services:

        •   Selecting Services

- Selecting Sites

- Editing Site Information

3. Specify which publications you want to make available from the services you have included.

  - Working with Publications:

    - Selecting Publications

    - Selecting Services by Publication

Using Filters:

Once you have created a filter you can apply it to other accounts.

  - Applying a Filter to Other Accounts

Editing a Publication List

You can download a list of publications, edit it, and then upload it back into WebAdmin.

  - Downloading and Uploading a List of Publications

Managing updated SilverLinker Databases

  - Specifying How to Handle Updated SilverLinker Information

Examples:

These are the sort of circumstances in which you might want to set filters.

- You do not want users with the user name "student" to have access to the full text of articles in the journal "The XYZ Journal".

- "The XYZ Journal" is available from the "ABC" service provider and from the "EFD" service provider. Your organization only has a contract with the "ABC" service provider, so you want to ensure that users with the user name "staff" only access this journal from the "ABC" service provider.

- The "ABC" service provider has web sites in the US and the UK. You want to ensure that users with the user name "staff" only access "The XYZ Journal" from the "ABC" service provider's UK site.

Related Topics:

Introduction to WebAdmin

Selecting Users to be Covered by the SilverLinker Filter

WebAdmin Menu > SilverLinker

Use the **Accounts** page to specify the account (username) you want to be covered by the filter.

• In the list of all the Accounts included in WebAdmin, click on the Account to which your filter will apply.

Choose the "ALL USERS" account if you want all your settings to apply to every user.

Note: If you exclude a publication, service, or site for ALL USERS that setting overrides any setting an individual user might have.

You can filter the list, (to show a selected part only) and use the paging controls to see other pages of this list.

Related Topics:

SilverLinker Overview   Accounts

Selecting Services

WebAdmin Menu > SilverLinker > Accounts > Services tab

Use the **Services** page to specify the service providers you want to exclude.

List items are colored according to the following system:

This color:	Means:
Red	This service is new in the last 30 days.
Dark blue	Information about this service has changed in the last 30 days.

Gray   This service has been deleted.

Black   No change in the last 30 days.

This page lists all the service providers included in the SilverLinker database.

- To exclude or include a service provider, click on the radio button next to its name.

  To select all the services, click **Exclude All** or **Include All**.

Note: All services are included unless you exclude them explicitly.

To specify the service site to use:

- If you want to specify which web site to link to from a record in the SPIRS client Retrieved Records area, and the text to use for that link, click **Sites**.

- If you are setting up a locally-installed mirror site for a service (a local publisher collection), click **Sites**. Then use the **New Site** button and enter the new site information in the **Information Settings** page.

Click **Save** to save your changes. (Save each page of service information before you move to the next page.)

You can filter the list, (to show a selected part only) and use the paging controls to see other pages of this list.

Click **SilverLinker Accounts** to return to the SilverLinker Accounts page.

Related Topics:

SilverLinker Overview   Editing Site Information

Selecting Sites

Editing Site Information

WebAdmin Menu > SilverLinker > Accounts > Services > Sites > Edit

Use the **Information Settings** page to change the text label for a site. The text label forms the link next to a record in the SPIRS client Retrieved Records area.

To edit the link text:

• Enter the new text label in the **Prompt:** text box.

To add or edit the URL Prefix:

• If you are setting up a locally-installed mirror site for a service (a local publisher collection), enter (or edit) a URL prefix in the **URL Prefix:** text box.

A URL prefix is a partial URL which, when it has one of the URL suffixes that are in the SilverLinker database added to it, will make up a valid URL to a full-text record. If the local installation is installed on a web server, the URL prefix is a standard URL starting with **http://**. If the local collection is simply installed as a collection of files, the URL starts with **file://**.

Click **Save** to save the new settings and return to the previous page.

Related Topics:

SilverLinker Overview   Selecting Sites

Selecting Sites

WebAdmin Menu > SilverLinker > Accounts > Services > Sites

Use the **Sites** page to specify the sites you want to exclude.

List items are colored according to the following system:

This color:	**Means:**
Red	This site is new in the last 30 days.
Dark blue	Information about this site has changed in the last 30 days.
Gray	This site has been deleted.

Black   No change in the last 30 days.

Many service providers have more than one site holding full-text articles. You use this page to exclude or include particular sites. (You might want your users to access the site nearest to your organization, for example, to reduce the time and cost of accessing the information.)

Including or Excluding Sites

•   To exclude or include a site, click on the radio button next to its URL.

Note: All sites are included unless you exclude them explicitly.

To edit the way the site is displayed:

You can change the following details about a particular site:

•   The text label, which forms the link next to a record in the SPIRS client Retrieved Records area.

To make these changes:

1.   Click **Edit**

2.   Edit the details in the **Information Settings** page.

     If a site is a locally-installed mirror site for a service (a local publisher collection) that you have set up, you can also edit the URL.

Click **Save** to save the new settings and return to the previous page.

If a site is a locally-installed mirror site for a service (a local publisher collection) that you have set up, you can remove it by clicking **Remove**.

Related Topics:

SilverLinker Overview   Selecting Services

Selecting Publications

WebAdmin Menu > SilverLinker > Accounts > Publications tab

Use the **Publications** page to specify the publications you want to exclude.

This page normally lists all the publications included in the SilverLinker database. But if you have already excluded some services, any publications that are **only** available from those excluded services will not appear.

List items are colored according to the following system:

This color:	Means:
Red	This publication is new in the last 30 days.
Dark blue	Information about this publication has changed in the last 30 days.
Gray	This publication has been deleted in the last 30 days.
Black	No change in the last 30 days.

1. Choose the type of publications you want to view:

Choose this:	To display these publications:
Publications available through chosen services	Only those that are available from the service providers you have already selected.
Publications updated in the last month	Only those that are updated in the new SilverLinker database.
All publications	All publications in the SilverLinker database.
Included publications (chosen services)	Publications marked as "Included" that are available from the services you have included.
Excluded publications (chosen services)	Publications marked as "Excluded" that are available from the services you have included.

2. Use the filter to view only a part of the publications list. (You can filter according to ISSN number, or publication title.)

Note: The filter ignores the initial "The" in a journal title. That means if you enter "The Henry James Review", WebAdmin filters on "H" not "T". If you filtered on "T", you would not see "The Henry James Review".

3. To list the publications in numerical order of their ISSN numbers, click **ISSN**. To list them in alphabetical order of title, click **Title**.

4. To exclude or include a publication, click on the radio button next to its name.

    To select all the publications, click **Exclude All** or **Include All**.

Note: All publications are included unless you exclude them explicitly.

To specify the particular service to use for a publication:

Some publications are available from more than one service. Although you might subscribe to all those services, you might want to restrict access to publications to particular services.

•   If you want to specify the service to use for a publication, click **Services**.

Click **Save** to save your changes. (Save each page of publications information before you move onto the next page.)

Click **Next** to view the next part of the publications list.

You can filter the list, (to show a selected part only) and use the paging controls to see other pages of this list.

Click **SilverLinker Accounts** to return to the SilverLinker Accounts page.

Related Topics:

SilverLinker Overview   Selecting Services by Publication

Selecting Services by Publication

WebAdmin Menu > SilverLinker > Accounts > Publications > Services

Use the publication **Services** page to include or exclude a service for the particular publication you specified on the **Publications** page.

This page lists the service providers included in the SilverLinker database for the specified publication, but does not list any services that you have already excluded.

• To exclude or include a service provider, click on the radio button next to that service name.

Note: All services are included unless you exclude them explicitly.

Related Topics:

SilverLinker Overview   Selecting Publications

Downloading and Uploading a List of Publications

WebAdmin Menu > SilverLinker > Accounts > Upload File tab

Use the **Upload** page either to:

• Upload a text file list of publications (listed by ISSN number), and apply it to the current Account.

    You might have obtained a list of the publications that are available from a service provider direct from that service provider. Or you might download a list from WebAdmin.

    Note: If you upload a list of publications, this will overwrite any selections you may have already made in the **Publications** page. The only publications that Account Set members will be able to access are those you include in the list you upload. Once you have uploaded a file, you can make any further amendments to it in the **Publications** page.

• Download the SilverLinker database list of publications available from the currently selected service providers (listed by ISSN number) as a text file, for editing outside WebAdmin.

See some examples of how you can use this feature.

File Format

The file must be a text file, consisting of a list of ISSNs. Each ISSN must be on a separate line. Anything after a TAB character is ignored, and treated as a comment. When you download the file, you will see that each line consists of the ISSN, a TAB character, and the publication title (which is ignored).

To upload a list of publications:

1. Use the browse dialog to locate the file you want to upload and apply to the current Account.

2. Click **Save**.

To download **a list of publications:**

1. Click **Download List of Publications** to download a file containing the complete list of those ISSNs that are in the SilverLinker database and are provided by the selected service providers.

To edit a downloaded filter file:

Edit the downloaded file by opening it in a text editor. Each line of the file contains information about a publication.

•   Delete a line to remove a publication.

•   Add a line, following the existing format, to add a publication.

•   To add a comment to the file, press the TAB key and enter text. Any text after the TAB is treated as a comment.

Click **SilverLinker Accounts** to return to the SilverLinker Accounts page.

Related Topics:

SilverLinker Overview   Applying a Filter to Other
                                         Accounts

Applying a Filter to Other Accounts

WebAdmin Menu > SilverLinker > Accounts > Copy Filter tab

Use the **Copy Filter** page to apply filter settings to other user Accounts.

The **User:** entry at the top of the page shows the current filter.

1. In the list of all the Accounts included in WebAdmin (marked **User**), check the box next to any Account to which you want the current filter to apply.

   Choose the "ALL USERS" account if you want to apply the current filter to every user.

2. Choose **Copy**.

You can filter the list, (to show a selected part only) and use the paging controls to see other pages of this list.

Click **SilverLinker Accounts** to return to the SilverLinker Accounts page.

Related Topics:

SilverLinker Overview   Downloading and Uploading a
                                         List of Publications

Specifying How to Handle Updated SilverLinker Information

WebAdmin Menu > SilverLinker > Accounts > Data Updates tab

Use the **Data Updates** page to specify how to handle updated SilverLinker details.

When you receive a new and updated SilverLinker database, it includes updated information about publications, services, and sites now available for SilverLinker-enabled databases, and details of publications made available through a new or different service.

You might want to filter out some of this new information even before you view the updated SilverLinker details in WebAdmin.

For example, you might decide to exclude details of any new publications that are only available from services you do not subscribe to.

To exclude new SilverLinker information:

•   Click the radio buttons next to each information type, so that you explicitly include or exclude the following details:

New Publications	Publications not included in the SilverLinker database before.
New Services	Services not included in the SilverLinker database before.
New Sites	Sites not included in the SilverLinker database before.
Publications made available through a new or different service	Publications now available from a new or different service.

Click **SilverLinker Accounts** to return to the SilverLinker Accounts page.

Related Topics:

SilverLinker Overview

Example Circumstances

These are the sort of circumstances in which you would upload or download a file of publication details:

•   Your library subscribes only to journals from a single service. The library has a text file containing a list of those of that service's journals to which the library subscribes. First of all, you go to the Services tab and exclude all services apart from this one.You then upload your file to WebAdmin and choose the option not to include new journals from that service automatically. Each month you will check the list of new journals available from that service and will 'turn on' any new ones to which the library now subscribes.

•   Your library subscribes to a large number of journals from a range of services. Some are available through SilverLinker, others are not. First of all, you go to the Services tab and exclude all services apart from the ones you use. You download a list of SilverLinker journals for the selected service providers only, and match this against the

library's list of journals, and delete, or comment out, any to which you do not subscribe. You then upload this file to WebAdmin. You repeat this process each month.

- Your library subscribes to the complete collection of titles from one service. You select that service as the service provider in WebAdmin, and turn on the option to automatically include new updates. No further action is required until the library subsequently subscribes to journals from another service.

Related Topics:

SilverLinker Overview