
eLibrary

Local Configuration Quick Start Guide

July 2004



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Configuration Login

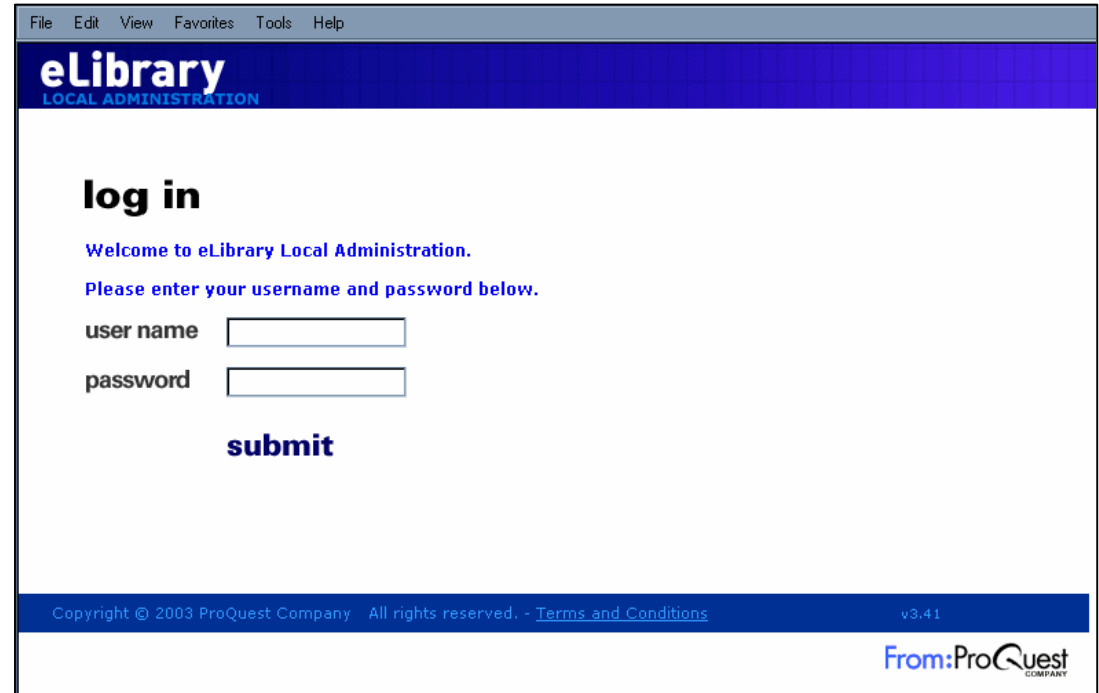
The configuration function for eLibrary and its variants is located at a different URL from the actual product. Following are the instructions to login to the bigchalk Library configuration site:

a. Go to <http://elibrary.bigchalk.com/localadminweb>

Note: You will need a User Name and Password to begin accessing your Local Configuration features. If you do not have this, please call ProQuest Customer Service at 800.521.0600, ext. 7112, or email customer_service@il.proquest.com.

b. **User Name**—Enter your configuration user name. (Case sensitive)

c. **Password**—Enter your configuration password. (Case sensitive).



File Edit View Favorites Tools Help

eLibrary
LOCAL ADMINISTRATION

log in

Welcome to eLibrary Local Administration.
Please enter your username and password below.

user name

password

submit

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From:ProQuest
COMPANY

Your configuration user name and password were provided in your welcome letter. If you cannot locate your user name/password or initial URL, please call ProQuest Customer Service at 800.521.0600, ext. 7112, or email customer_service@il.proquest.com.

Tip: You can change your password once you have logged in through this screen.

USER NAME _____

PASSWORD _____

(You can copy your user name and password here for easy reference.)

Administration Information

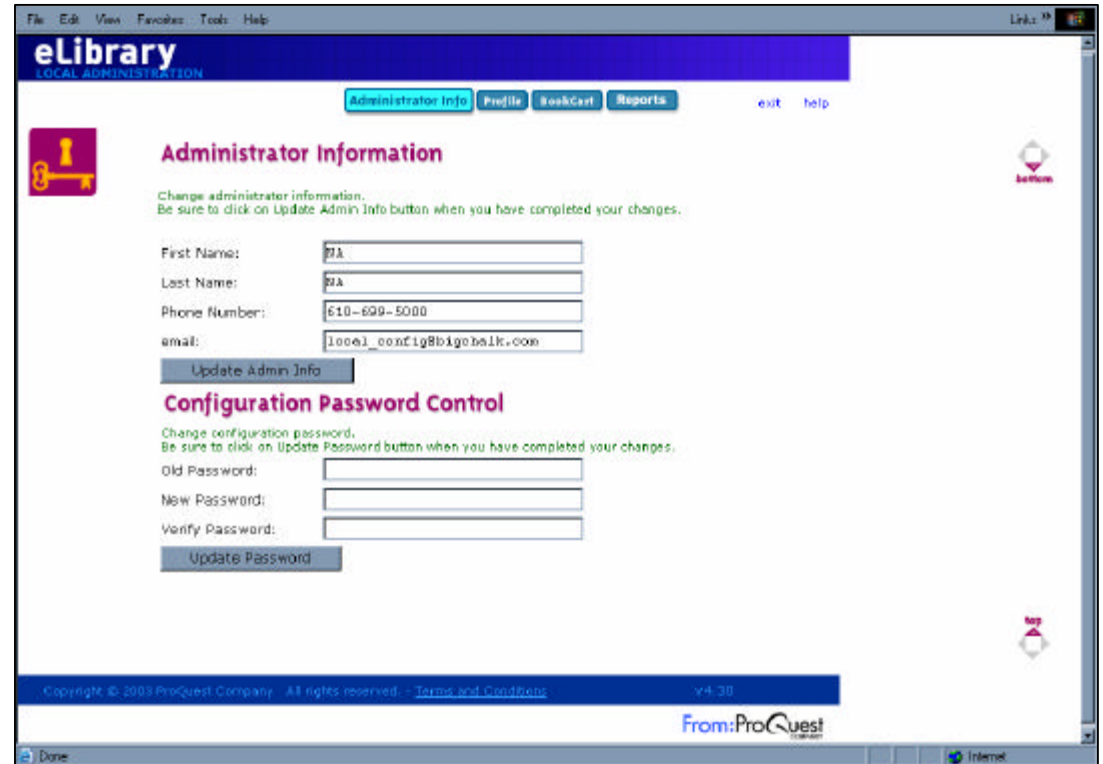
The administration page allows you to enter information about the administrator contact and to control the password to the configuration site.

a. Administrator Information—Enter the information for the administrator. (Optional)

Note: This information is used to provide updates on configuration features and options and to assist ProQuest Technical Support in answering questions about the configuration site.

b. Configuration Password Control—Change the password to the configuration site. (Optional)

Tip: Changing the password is not required. This feature is provided because you may want to change your password. Here is an example of how/why you might change the password:



The screenshot shows a web browser window displaying the 'eLibrary LOCAL ADMINISTRATION' page. The page has a blue header with the 'eLibrary' logo and navigation tabs for 'Administrator Info', 'Profile', 'BookCart', and 'Reports'. Below the header, there are two main sections:

- Administrator Information:** This section includes a key icon and a heading. Below the heading is a sub-heading 'Change administrator information. Be sure to click on Update Admin Info button when you have completed your changes.' followed by four input fields: 'First Name:' (containing 'JA'), 'Last Name:' (containing 'JA'), 'Phone Number:' (containing '610-699-5000'), and 'email:' (containing '10001_conf1g@biglib.com'). A blue 'Update Admin Info' button is located below these fields.
- Configuration Password Control:** This section includes a heading and a sub-heading 'Change configuration password. Be sure to click on Update Password button when you have completed your changes.' followed by three input fields: 'Old Password:', 'New Password:', and 'Verify Password:'. A blue 'Update Password' button is located below these fields.

The footer of the page contains copyright information: 'Copyright © 2003 ProQuest Company. All rights reserved. - Terms and Conditions' and 'v4.28'. The ProQuest logo is also visible in the bottom right corner.

Example: After showing teachers how to create a BookCart, you might want to allow them to create their own. To make it easier for them to get in, you could change the password to “teachercart” and give them a definite time period that they can access the configuration site. After that time, you could go back in and change the password to prevent the teachers from changing BookCarts or anything else in the configuration.

Profile Administration/Edit Profiles

The profile administration page allows you to manage the various profiles that you may have created for your account.

a. CREATE—Allows you to create a new profile. You may create as many profiles as you would like. The profiles will appear in the drop down menu.

Note: For the rest of the options, you must have one profile available. Profiles will be posted in the drop down menu next to “select a profile to edit.”



b. UPDATE—Allows you to update an existing profile.

Tip: Use the update feature when you want to change configuration details in a profile, e.g. blocking/unblocking publications.

c. APPLY—Allows you to apply specific profiles to specific computers via a cookie.

Tip: This will be useful in creating “special use terminals” where you have selected specific profile elements.

d. RENAME—This allows you to change the name of the profile.

e. COPY—Allows you to copy an existing profile.

Tip: This will allow you to make multiple profiles with minor changes and without creating profiles from scratch.

f. DELETE—Allows you to delete an existing profile.

Profile/Application

a. Profile Summary

When you select a profile, a summary for that profile is shown. The summary indicates the status for each of the configuration options, lists blocked publications and articles, and shows any library holdings entered.

b. Default Profile

You may choose to set one of the profiles you created as the default profile. Assigning a default profile means that all your users who utilize the account where the default profile is assigned will be affected by the configurations you chose.

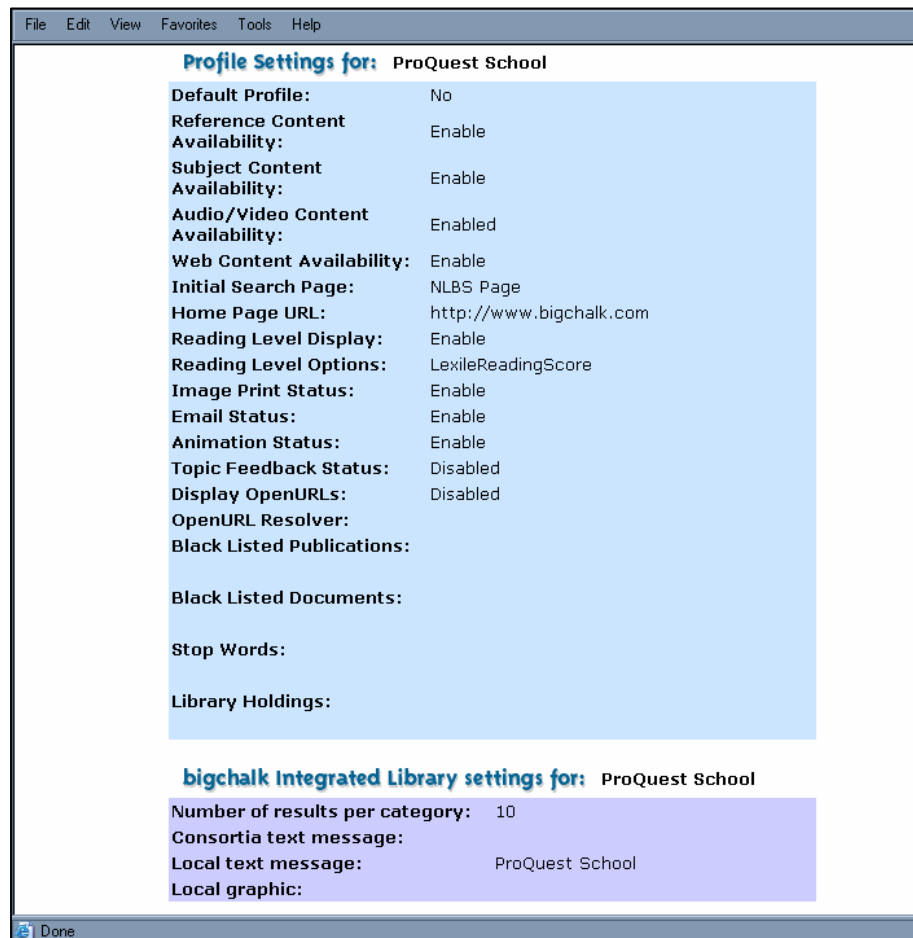
Example—ProQuest High School uses eLibrary. The librarian creates a profile called “ProQuest School” that blocks several publications and has library holdings information for 50 titles. The librarian chooses to set “ProQuest School” as the default profile. Everyone using the PQHS account will see the product as configured by “ProQuest School.” This profile will not affect other schools in the district unless they all utilize the same account name.

c. Applying Machine Specific Profiles

You may choose to apply certain profiles to specific machines. Applying a specific profile to a machine takes precedence over the default profile and creates a profile when there is no default.

Instructions:

1. Log in to the configuration site from the machine you wish to configure.
2. Choose the name of the configuration you would like to use from your list of configuration names.
3. Select the “Apply” button.



Profile/General

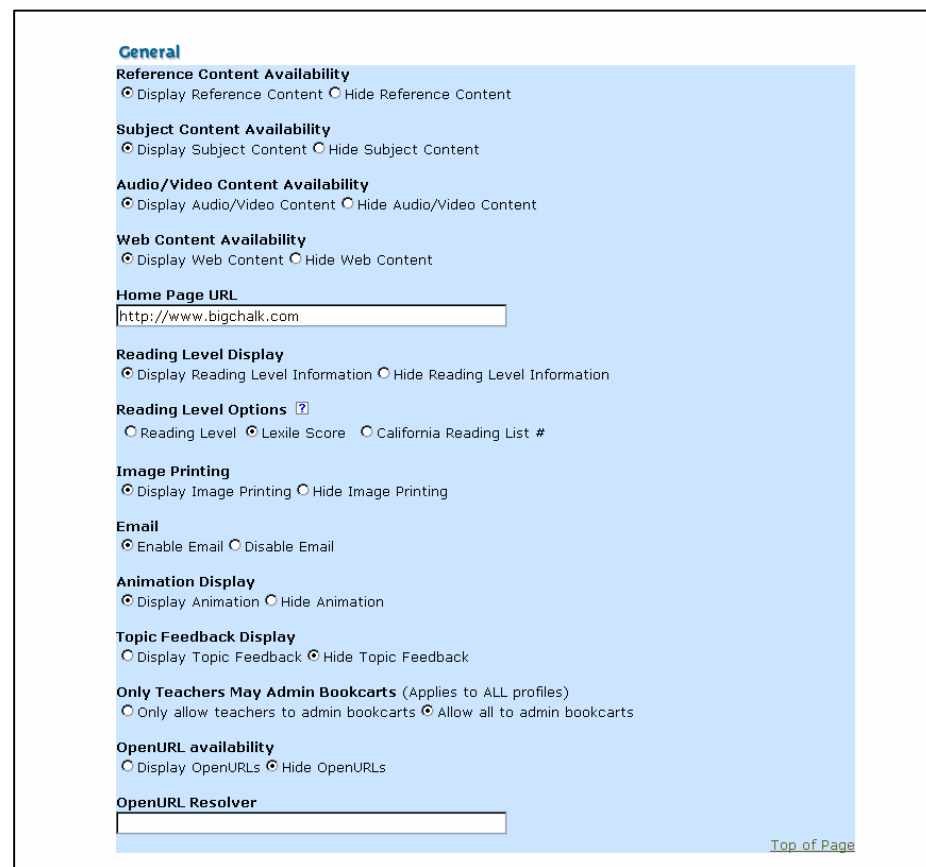
- a. **Reference Content Availability**—Show matches with reference content as a special segment at the top of the result set.
- b. **Subject Content Availability**—Show subject matches to query as a special segment at the top of the result search.
- c. **Audio/Video Content Availability**—Show audio/video content/do not show audio/video content.
- d. **Web Content Availability**—Show weblinks/do not show weblinks. Selecting “Hide Web Content” will eliminate all external weblinks from the product. Things that are hidden include links to publisher’s sites, webpages in BookCarts, and Editor’s Choice webpages in the topic search section.

Tip: A teacher may want to configure certain computers for students that don’t have an aup to use the Internet.

- e. **Home Page URL**—List the homepage you want the browser to default to when a users exit eLibrary sessions.

Tip: You might want to put your school’s library page here.

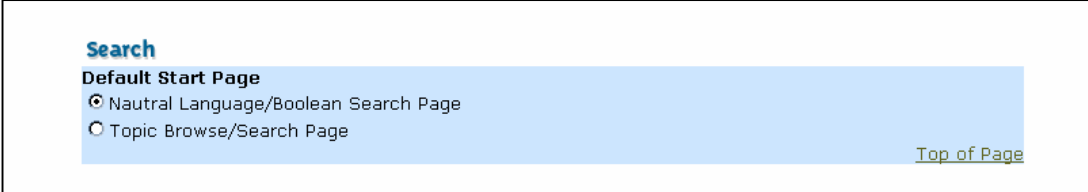
- f. **Reading Level Display**—Display/hide reading level from result list. Users will still be able to limit searches by reading level and sort results by reading level.
- g. **Reading Level Options**—Set the reading level. Options include Reading Level (default), based on the Gunning Fogg Fleisch-Kincaid Index; Lexile Score, a standardized scale that places documents and students on the same scale; and California Reading List Number (CRL#), a California standardized reading level measurement based on Lexile testing.



- h. Image Printing**—Disabling image printing only removes the “print” button from image pages. Users can still print the screen using the browser’s print function.
- i. Email**—Enable/disable email capabilities. Disabling email will remove all email buttons from the program.
- j. Animation Display**—Display/hide seasonal animations.
- k. Topic Feedback Display**—Display/hide reading level from result list. Users will still be able to limit searches by reading level and sort results by reading level.
- l. Only Teachers May Admin BookCarts**—Display/hide reading level from result list. Users will still be able to limit searches by reading level and sort results by reading level.
- m. OpenURL Availability**—Display/hide openURLs. Users will still be able to limit searches by reading level and sort results by reading level.
- n. OpenURL Resolver**—Resolve OpenURL links.

Profile/Default Search

Search—Choose between natural language/Boolean (searching) or topic (browsing) for your start page. Users will still be able to use the other search methods.



Search

Default Start Page

Natural Language/Boolean Search Page

Topic Browse/Search Page

[Top of Page](#)

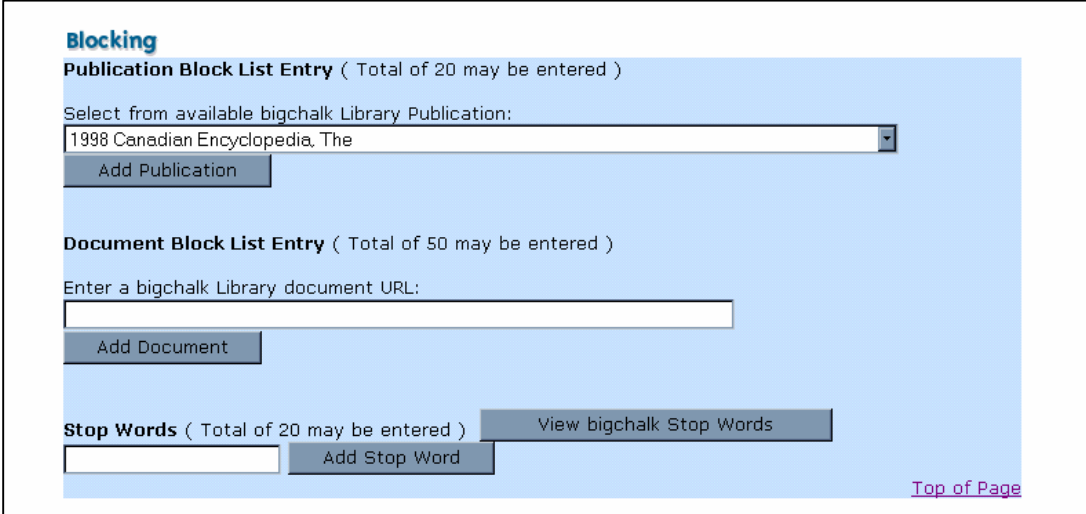
Profile/Blocking

a. Blocking Publications—The publication black list entry allows you to screen out results from up to 20 publications. Publications which are blocked will be removed from the result set prior to display. Blocked publications will appear in gray in the publication browse area and users will not have the ability to browse any blocked title.

Instructions:

1. Select publication from drop down menu
2. Click add publication menu

Example—If you think Cosmopolitan is not appropriate for your school/students, you can remove it from the publication menu. Remember you can block different publications on different terminals by applying different configurations.



Blocking

Publication Block List Entry (Total of 20 may be entered)

Select from available bigchalk Library Publication:

1998 Canadian Encyclopedia, The

Add Publication

Document Block List Entry (Total of 50 may be entered)

Enter a bigchalk Library document URL:

Add Document

Stop Words (Total of 20 may be entered)

Add Stop Word

[View bigchalk Stop Words](#)

[Top of Page](#)

b. Blocking Documents—The document black list entry works similarly to blocking publications, but blocks articles from the result set.

Instructions:

1. Open two browser windows: one for bigchalk Library and one for the local configuration
2. Copy URL of the document page in bigchalk Library.
3. Paste that URL into the space provided on the local configuration page
4. Click to add document button

c. **Stop Words**—You can block certain words from being passed to the search engine by adding them to the stop word list.

Instructions:

1. Type in stop word
2. Then add click stop word button

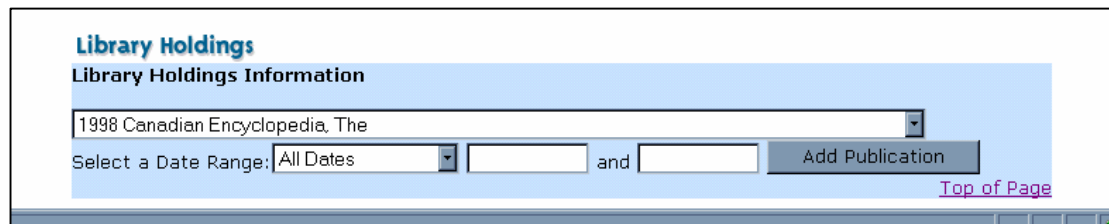
Note: You can currently view eLibrary's defaults by clicking the “view bigchalk stop word” button. Be warned this list includes very offensive words so don't open this around the kids.

Profile/ Library Holdings

a. **Library Holdings**—Allows you to indicate which titles you have in your library. When a result set includes titles which you have listed, a “locally held” icon will appear next to the appropriate documents.

Instructions:

1. Select the publication name from the drop down list
2. Select date range that applies
3. Click the add publication button

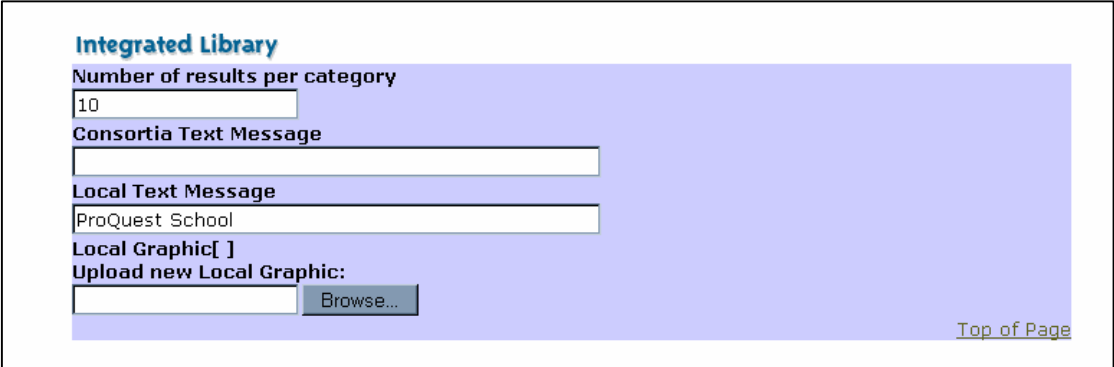


The screenshot shows a web form titled "Library Holdings" with a sub-section "Library Holdings Information". It features a dropdown menu containing "1998 Canadian Encyclopedia, The". Below the dropdown is a "Select a Date Range:" label followed by a dropdown menu set to "All Dates", two empty input boxes, and the word "and". To the right of these fields is a grey "Add Publication" button. A purple link "Top of Page" is visible in the bottom right corner of the form area.

Profile/ Integrated Library

a. Number of Results per Category—Allows you to indicate the total number of search results to return per Literature and History content categories (i.e. Study Unit, Texts, Works, etc.). This setting is only applicable to eLibrary Curriculum Edition accounts.

b. Consortia Text Message—Allows you to add custom text branding to a multi-institutional account. This text message will appear on all associated consortia site accounts.



The screenshot shows a web form titled "Integrated Library" with a light blue background. It contains the following fields and controls:

- Number of results per category:** A text input field containing the number "10".
- Consortia Text Message:** A large empty text area for entering a message.
- Local Text Message:** A text input field containing "ProQuest School".
- Local Graphic []:** A section for uploading a graphic, including a "Browse..." button and an empty input field.

A "Top of Page" link is visible in the bottom right corner of the form area.

Example—ProQuest High School’s account is provided as part of a larger subscription purchased by ProQuest Independent School District. The district account administrator has set the consortia text messaging to read “Provided by ProQuest ISD.”

c. Local Text Message—Allows you to add custom text branding to an individual account. This text message will appear only on the individual site account.

Tip: The text doesn’t always have to be the name of your institution. You could use it to post the library’s hours of service, for example.

d. Local Graphic—Allows you to add a custom graphic to an account. This graphic will appear only on the individual site account, unless adminstired from the parent account of a multi-institutional account.

Instructions:

1. Click the Browse button to begin browsing your local or network files
2. Select the appropriate graphic file
3. Click the open button to add the graphic to your profile

Other Features Accessible from Local Configuration

Local Configuration provides links to several other useful eLibrary tools. You may also access these tools through their direct URLs.

a. BookCart Editor—Allows you edit and manage your school/district's BookCarts. This feature is also accessible via a direct URL: <http://elibrary.bigchalk.com/bookcartadmin>.

b. Reports— Allows you access, view, and download your school/district's eLibrary usage. This feature is also accessible via a direct URL: <http://elibrary.bigchalk.com/reports>.

Available reports include ICOLC and Counter compliant reports, as well as popular ProQuest reports. All are downloadable in HTML, comma-delimited, or CSV formats for your convenience.

Tip—You do not need to enter a username/password for BookCart Editor or Reports as long as you log-in from a computer accessing eLibrary via IP authentication, or log in from a computer with an existing eLibrary cookie. Otherwise, you will need to enter your eLibrary username/password at the time of first log in.

