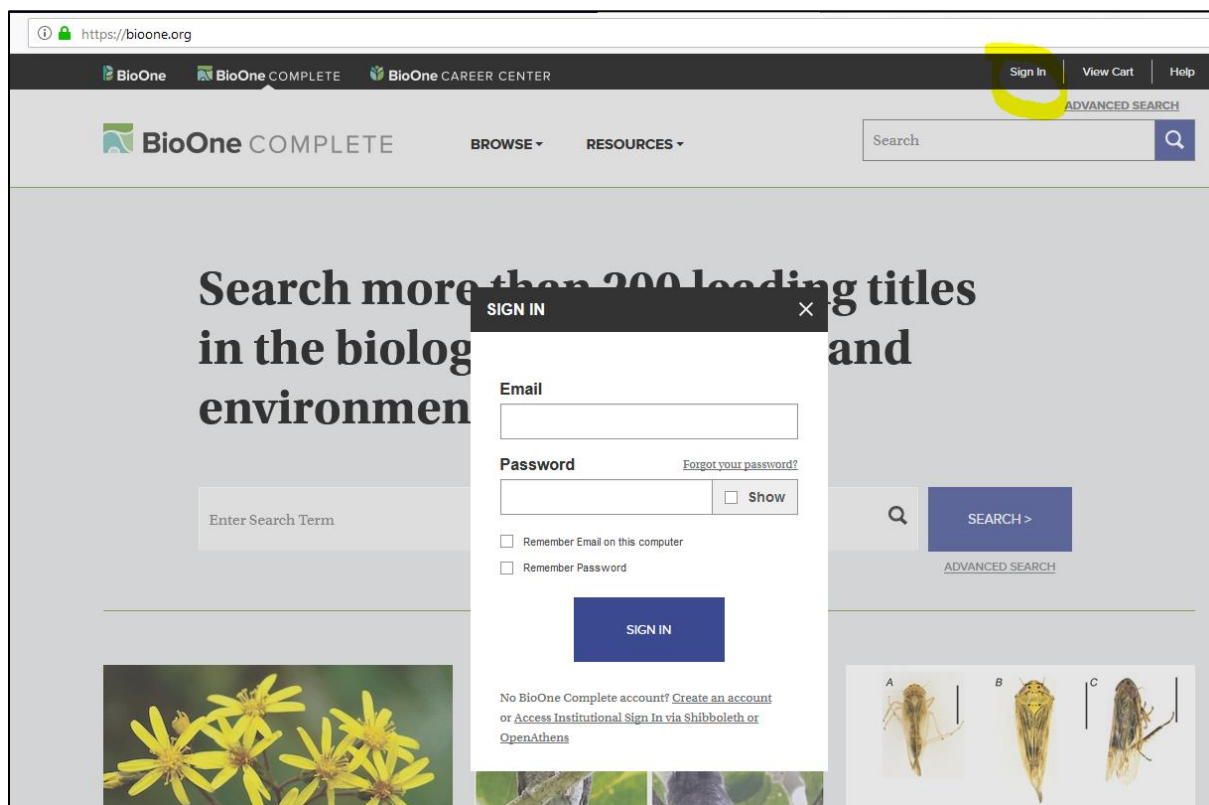
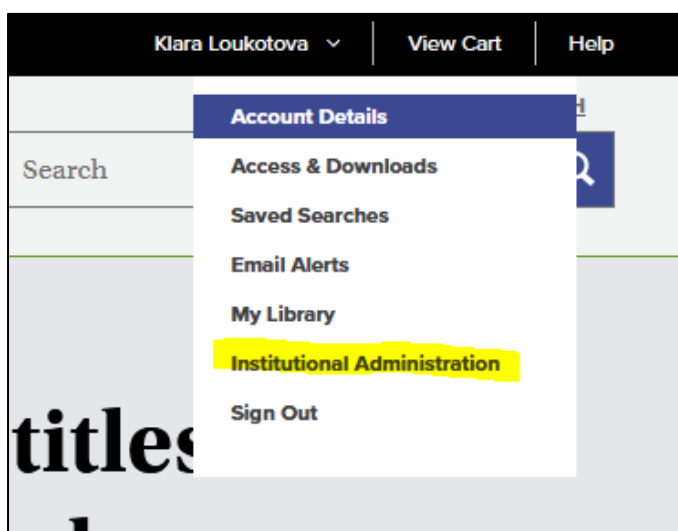


ADMIN MODUL BIOONE

1. Na stránce <http://www.bioone.org> vpravo nahoře klikněte na „Sign in“ a přihlaste se:
Login: Váš e-mail
Heslo: pokud neznáte, můžete si ho nechat zaslat prostřednictvím „Forgot your password?“



2. Po přihlášení zvolte volbu **Institutional Administration**.



3. Na záložce **COUNTER REPORTS** přejděte do sekce **VIEW COUNTER REPORTS**.

Institutional Administration

This dashboard allows you to view your account and access information, and generate reports for your institution. If you are a consortium/group master, you may also view the dashboard(s) for member institutions.

Albertina icome Praha, viewing member:
Czech University of Life Sciences
[Change Group Member](#)

QUESTIONS OR PROBLEMS?
User Help Desk
helpdesk@BioOne.org
202-296-1605 ext. 2

MY ACCOUNT | **INSTITUTIONAL ADMINISTRATION**

ACCOUNT DETAILS | **COUNTER REPORTS** | **ACCESS** | **ABUSE LOG**

The "View Counter Reports" button below will take you to a third-party reporting portal, where you will be able to generate COUNTER reports for your institution and find your SUSHI Credentials.

The BioOne Complete platform is compliant with COUNTER 5 standards and began collecting COUNTER 5 compliant data on January 1, 2019. The first COUNTER 5 report (for January 2019) will be available in February, but reports for usage pre-January 2019 will be in COUNTER 4 format.

This new tool will provide data from the current COUNTER reports. COUNTER 4 reports are available for the previous two years, 2017-2018. For older reports please contact helpdesk@BioOne.org.

VIEW COUNTER REPORTS ↗

REPORT DATES

Custom

From: 2018-01
To: 2018-12

AVAILABLE REPORTS

- Dashboards
- Executive
- COUNTER R4
- Journal Report 1 (R4)

4. V novém okně se otevře se statistický modul. Pro vygenerování reportu prosím postupujte následovně:

- ✓ Z navigačního panelu COUNTER R4 v levé části obrazovky nejprve vyberte **typ reportu**, který si přejete zobrazit (např. Journal Report 1 (JR1) - pro počet zobrazených článků v jednotlivých měsících, Platform Report 1 – počet řešerší a zobrazených záznamů).
- ✓ Potom v horní sekci REPORT DATE zvolte období. K dispozici je možnost kvartálního zobrazení, ročního nebo zadání vlastního časového úseku tj. View Custom.
- ✓ Report se vygeneruje tlačítkem **Apply Calendar**

Custom

From: 2018-01
To: 2018-12

Apply Calendar

5. Report můžete exportovat do CSV.

The screenshot shows the 'Report Designer' interface for 'Journal Report 1 (R4)' for the '4th Quarter 2018'. The interface includes a navigation menu at the top (Home, Report Sidebar, Options, Discovery Panel, Report Designer, Help) and a sidebar on the left with 'REPORT DATES' (From: 2018-10, To: 2018-12) and 'AVAILABLE REPORTS'. The main area displays a table of journal reports with columns: Journal, Publisher, Platform, Journal DOI, and Properties. A context menu is open over the table, highlighting the 'Export to CSV' option.

Journal	Publisher	Platform	Journal DOI	Properties
Total for all journals		BioOne		
Acta Chiropterologica	Museum and Institute of Zoology, Polish Acader	BioOne	10.3161/acta	acta
Acta Ornithologica	Museum and Institute of Zoology, Polish Acader	BioOne	10.3161/aorn	aorn
Acta Palaeontologica Polonica	Institute of Paleobiology, Polish Academy of Scie	BioOne	10.4202/acpp	acpp

6. V nabídce pod názvem instituce naleznete možnost nastavit SUSHI.

The screenshot shows the 'Create SUSHI Credentials for Czech University of Life Sciences' form. The interface includes the same navigation menu and sidebar as in the previous screenshot. The main area contains a form with input fields for 'Email', 'First Name', and 'Last Name', and a 'Create SUSHI Credentials' button. A dropdown menu is open, showing options: Help, SUSHI (highlighted), Version, and Sign Out.