The Admin Activity View allows **Article Galaxy™** client administrators to easily view document delivery account activity at the user and at the order level.

To Sign In and Get Started:

1. Go to http://www.reprintsdesk.com.

2. Click '**Admin Login**' link located in the page footer.

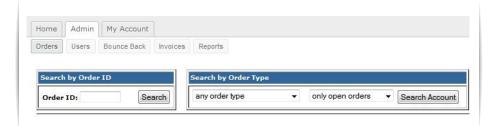3. On the next page, sign in using your username and password.

To Search, Browse and Find Orders:

1. Once you have signed in, click the '**Admin**' link from the 1st row of navigation links. By default, the '**Orders**' link will be selected.

2. Select a search method:

   Search by Order ID: Enter the Order ID into the blank field and click the '**Search**' button. This will generate a single search result.

   Search by Order Type: Make your selections from the dropdown menus, and then click the '**Search Account**' button. This will generate a list of one or more search results for you to browse through.

3. Click on the hyperlinked Order ID that is located in the 'Order ID' column within the search results list. This list is generated and displayed directly beneath the search boxes. Doing so will enable you to view detailed information for any order within the search results.

Tip: When searching by Order ID, a complete and valid Order ID is required to enact your search. Search results will only appear if valid orders exist to query.

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Did You Know?

Reprints Desk also offers an Admin Delivery Engine module that provides Reprint Desk client administrators with a way to easily and systematically upload articles obtained from internal collections and deliver them directly to end-users.

By using the engine, your company can achieve a single reporting view across internal and external document delivery operations and provide patrons with a uniform document delivery experience regardless of the source of the article.

To View Activity By User:

1. Once you have signed in, click the 'Admin' link from the 1st row of navigation links.

2. Next click the 'Users' link from the 2nd row of navigation links.

3. Enter in complete or partial information for the Last Name or User Name of the user you wish to view activity or find orders for, then click the 'Search' button.

4. You may view ALL activity for a selected user by clicking on the hyperlinked names within 'First Name' or 'Last Name' columns within the search results list that is generated.

5. To view a specific order for a user, click the hyperlinked Order ID that is located in the 'Order ID' column from the order history list that is displayed on the next screen. This list will be shown directly beneath the search boxes and will contain summary. information about the order.

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Tip: To quickly narrow your search, enter as much information as you have and at least one letter for the Last Name or the User Name before clicking the search button.

To Place an Order for a User:

1. Sign in with your admin login and password.

2. Navigate to the 'Users' tab in the main navigation.

3. Search for and find the user you want to order for, then click their name.

4. Click the link near the header of the web page that reads 'Impersonate User' – this should now appear directly under the 'Company' 'Account' and 'User' names at the top.

5. Once you click this link you can click 'Single Articles' to place a single document delivery request.

Tip: In order to place an order on behalf of a user, the user needs to exist inthe Reprints Desk system. Contact Reprints Desk to add users.

HOW TO MANAGE DOCUMENT ORDERS

To Run Reports:

1. Once you have signed in, click the '**Admin**' link from the 1st row of navigation links.

2. Next click the '**Reports'** link from the 2nd row of navigation links.

3. Select your desired report from the dropdown menu, then click the '**Add'** button.

4. From the next screen, select your date range or other parameters and check the '**Notify by email when ready**' option if you wish to receive an email when the report is ready to be downloaded.

5. To access the report download page, return to the reports tab and click the '**View**' link located next to the report you wish to download. If you received an email, then the link in the email will take you directly to the download page.

6. To download the report, click the '**Download Report**' button.

Tip: Reports are in CSV or Microsoft Excel format and can be downloaded multiple times from within your admin account. Reports will remain active for seven (7) days. Some may have a date span limitation.

To View Account Settings:

1. Once you have signed in, click the '**Account Settings**" from the 2nd row of navigation links.

2. Click on the "**+**" symbol to learn more about the feature.

| Home | Admin | My Account |

| Dashboard | Account Settings |

Account Settings

Tip: The account settings displayed represent core service features only. There may be others not displayed here. For more information on a setting or to enable a feature please contact customer support.

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