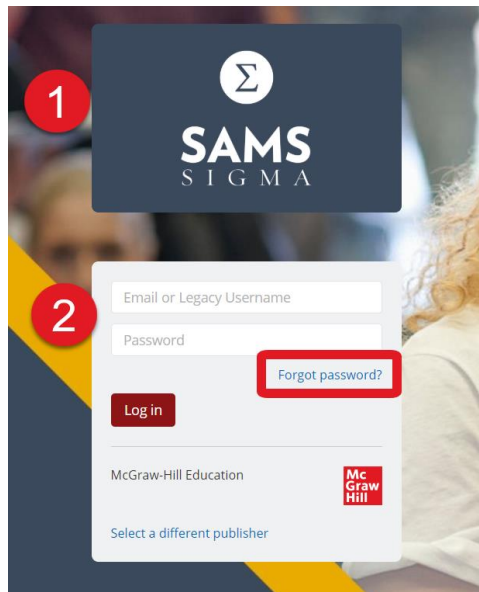


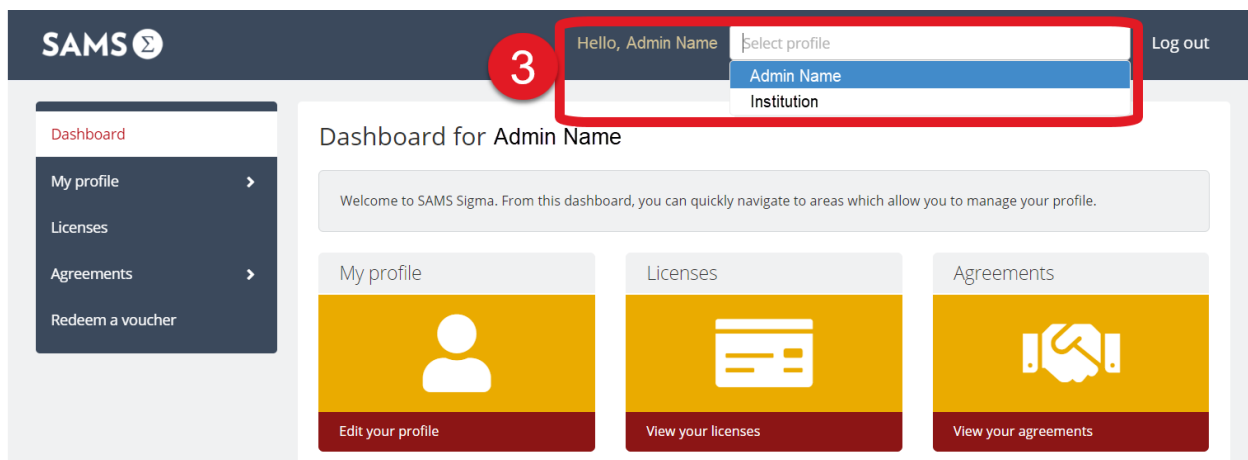
SAMS Sigma Administration Portal Instructions

The SAMS Sigma Administration Portal allows administrators to view account information and download usage statistics. Use the following instructions to log in to the Admin Portal.

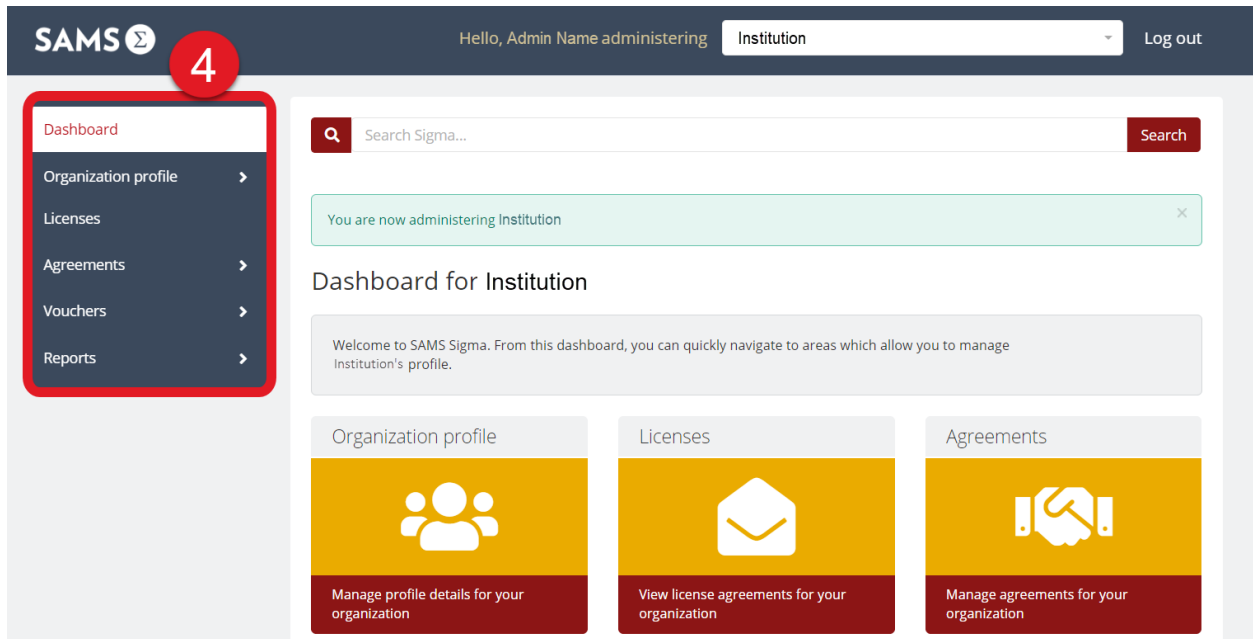
1. Go to <https://sams-sigma.com/app/login?publisherId=66>
2. Enter your admin username and password to log in
 - a. If you do not know your password, use the “Forgot Password” link to send a reset email to your admin email address
 - b. If you do not know your username or admin email address, please contact User Services (userservices@mheducation.com)



3. Use the dropdown menu next to the “Hello...” text in the header to switch from your individual admin account to the institution’s account

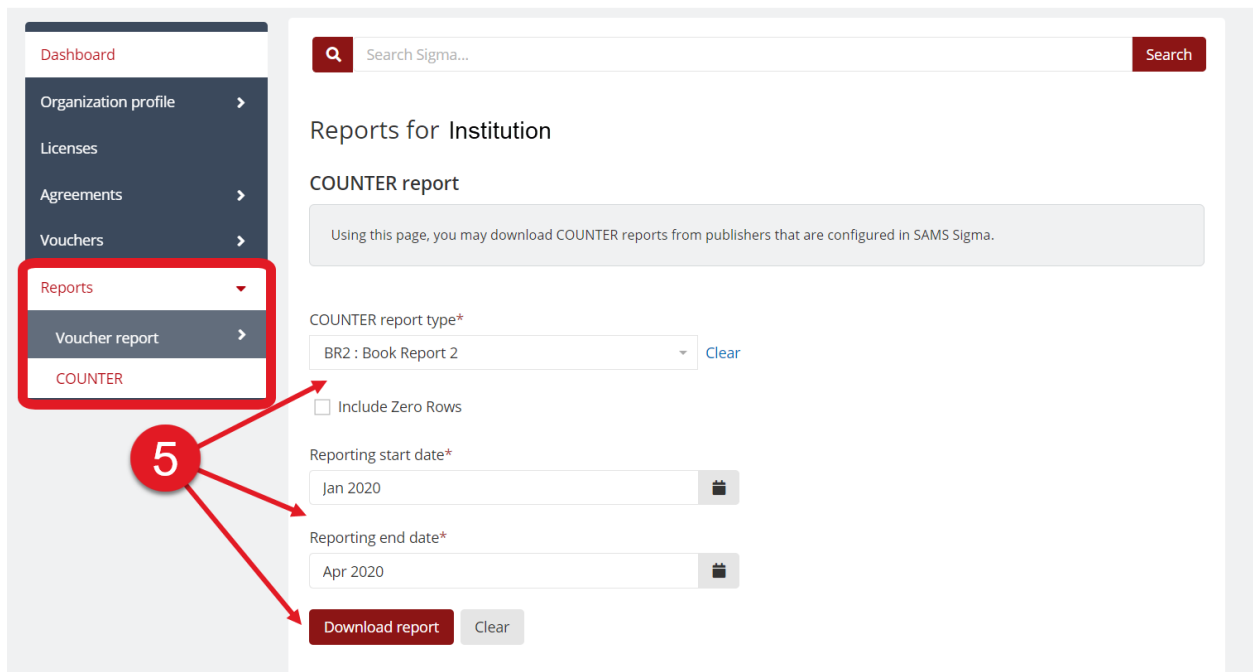


4. Use the menu bar on the left to view account details and usage reports



5. To download usage reports, go to "Reports" and select "COUNTER"

- a. Select the report type from the dropdown menu, set the start and end date, and then select "Download report"



Menu Options/Available Reports

- **Organization Profile Section**

- **Preferences:** set a logo to display in the AccessEngineering site header or set up your OpenURL resolver
- **Authentication Identifiers:** see methods of authentication for your account, including IP ranges, usernames and passwords, and Shibboleth/Open Athens identifiers

The screenshot shows the SAMS Sigma Administration interface. The top navigation bar includes the SAMS logo, a user greeting "Hello, Admin Name administering", a dropdown menu for "Institution", and a "Log out" button. A left sidebar contains navigation options: Dashboard, Organization profile (highlighted with a red box), Details, Preferences, Authentication identifiers (highlighted with a red box), Licenses, Agreements, Vouchers, and Reports. The main content area is titled "Profile for Institution" and includes a search bar. Below the search bar, there are sections for "Authentication identifiers" (with a descriptive text box), "IP ranges" (showing a range "168.116.89.0 - 168.116.89.255" and a "Delete" button, with an "Add new IP range" button below), and "Usernames and passwords" (showing "mhei | *****" and a "Delete" button, with an "Add new username and password" button below).

- **Reports- COUNTER**

- **BR2:** monthly content retrievals per book title
- **BR4:** monthly access denied to content items per platform
- **PR1:** monthly platform usage including total searches, result clicks, and record views
- **TR3:** monthly content retrievals per item, where items are specific book chapters or sections; this report also shows the number of PDF downloads for chapters

The screenshot shows the SAMS Sigma Administration interface with the "Reports for Institution" section. The left sidebar navigation options are: Dashboard, Organization profile, Licenses, Agreements, Vouchers, Reports (highlighted with a red box), Voucher report, and COUNTER (highlighted with a red box). The main content area is titled "Reports for Institution" and includes a search bar. Below the search bar, there is a "COUNTER report" section with a descriptive text box. The "COUNTER report type*" dropdown menu is set to "BR2 : Book Report 2" and has a "Clear" button. There is an unchecked checkbox for "Include Zero Rows". The "Reporting start date*" is set to "Jan 2020" and the "Reporting end date*" is set to "Apr 2020". At the bottom, there are "Download report" and "Clear" buttons.