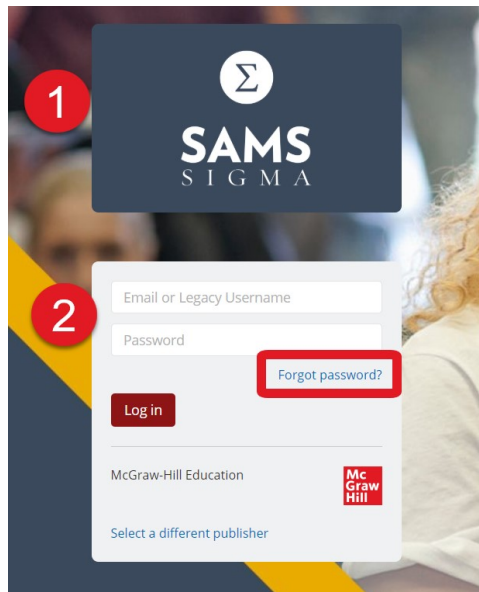


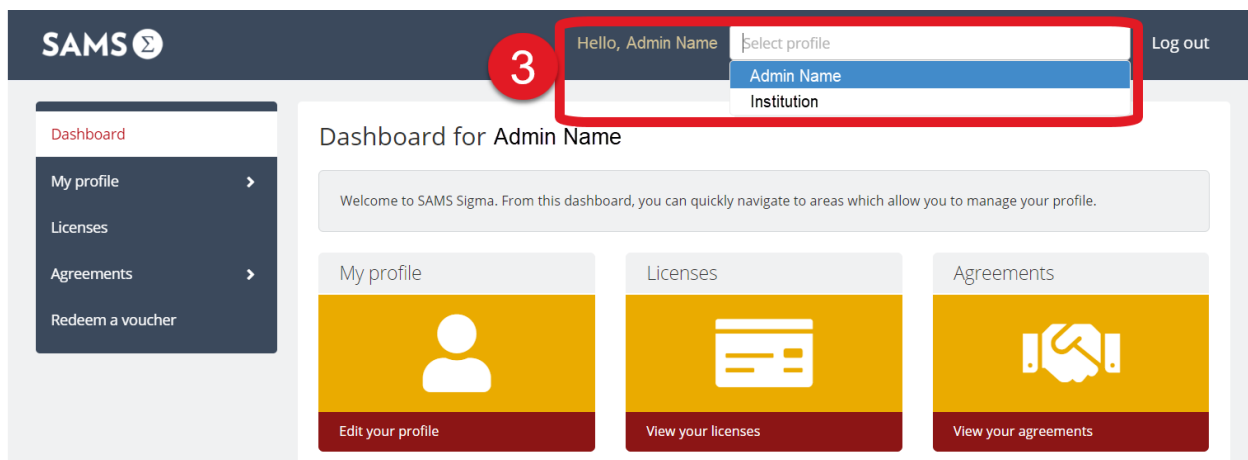
SAMS Sigma Administration Portal Instructions

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.

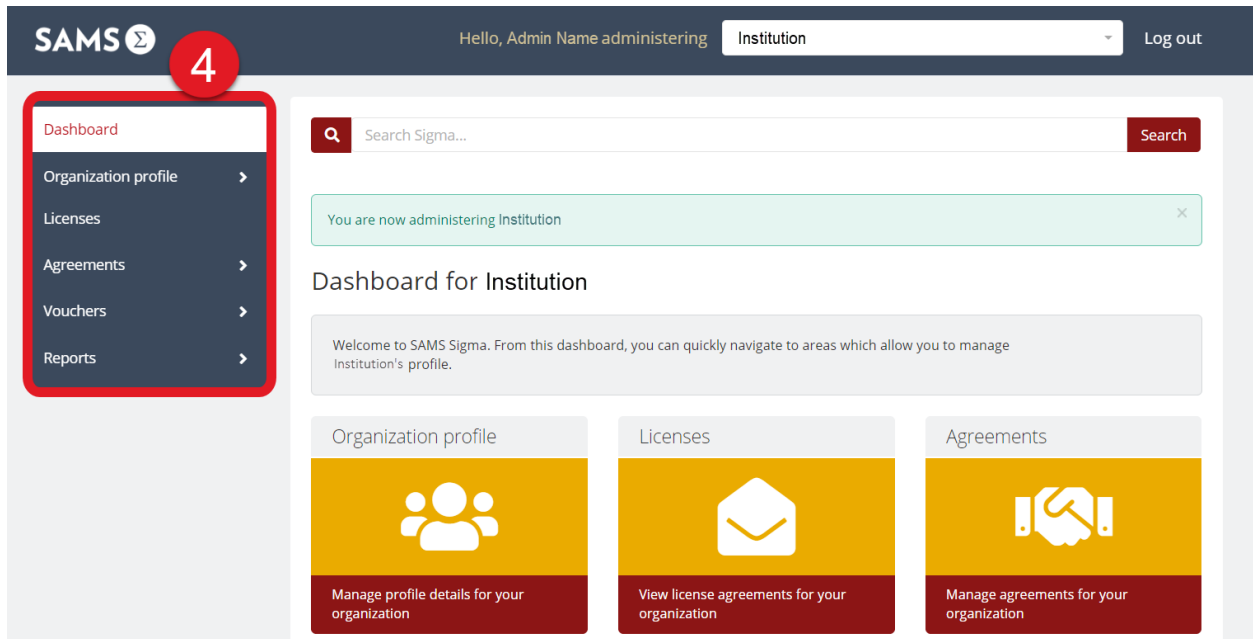
1. Go to <https://sams-sigma.com/app/login?publisherId=66>
2. Enter your admin username and password to log in
 - a. If you do not know your password, use the “Forgot Password” link to send a reset email to your admin email address
 - b. If you do not know your username or admin email address, please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

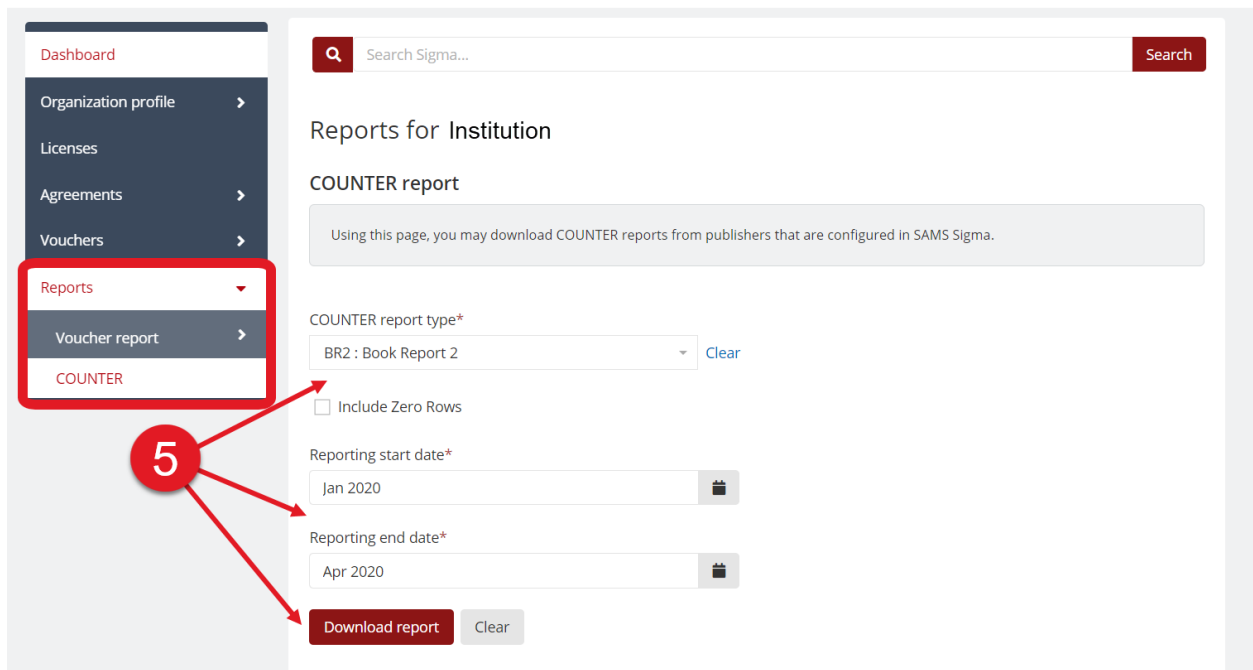


4. Use the menu bar on the left to view account details and usage reports



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. At the top, there is a header with the SAMS logo, a user greeting "Hello, Admin Name administering", a dropdown menu for "Institution", and a "Log out" button. On the left, a navigation sidebar is visible with the following items: 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 contains several sections: "Authentication identifiers" with a descriptive text box, "IP ranges" with a table showing a range "168.116.89.0 - 168.116.89.255" and a "Delete" button, and "Usernames and passwords" with a table showing "mhei | *****" and a "Delete" button. There are also buttons for "Add new IP range" and "Add new username and password".

- **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, specifically the "Reports for Institution" section. The navigation sidebar on the left has "Reports" highlighted with a red box, and "COUNTER" is selected under it. The main content area is titled "Reports for Institution" and contains a "COUNTER report" section. A text box explains: "Using this page, you may download COUNTER reports from publishers that are configured in SAMS Sigma." Below this, there is a form for generating a report. The "COUNTER report type*" dropdown is set to "BR2 : Book Report 2" with 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", both with calendar icons. At the bottom, there are "Download report" and "Clear" buttons.