

SET POLICIES & USERS

Follow the instructions below to customize **ulrichsweb.com** for your users.

Change your **Admin Password** here.

To change your **Admin Username** or any of the uneditable information on this screen, just call Bowker tech support, **1-800-323-3288** and select option 3.

See pages 14-15 for more information about managing links and see below for viewing monthly usage reports.

To minimize unauthorized use of your account, **ulrichsweb.com** "times out" users (i.e., logs them off the site) after a period of time you specify here. You can also, if you wish, specify a URL to which users will be directed when they time out.

See page 13 for more information on enabling **Hooks To Holdings**, also known as "Search My Library's Catalog."

My Account: R.R. Bowker
Update your account information.

Customer Name: R.R. Bowker
Billing Address: 630 Central Ave.
New Providence, New Jersey 07974
United States
Customer Type: MULTI
Product: Ulrichsweb
Reviews Enabled: no
Subscription Start Date: 9/18/2000
Subscription Expire Date: 12/31/2025
User(s): 100
License Administrator: Margot Cronin
E-mail: margot.cronin@bowker.com
Admin Phone:
Admin Username: ulr
Admin Password: [input field]

Patron Initiated Requests should be directed to this e-mail address: **margot.cronin@bowker.com**
Patron Requests Policy: [dropdown menu]

Click [here](#) to access **Monthly Usage Statistic Reports**
Click [here](#) to modify **Journal Linking**
Click [here](#) to find out more about how to manage your **Link Partners**.
Click [here](#) to create or modify your Z39.50 Catalog Profile for **Hooks to Holdings (Search My Library's Catalog)**
License Administrators can modify the inactivity time-out for their licensed users
Time Out: 30 Minutes
License Administrators can customize the Logout URL address
Logout URL: http://www.ulrichsweb.com

Name	ID	Password	Phone	E-mail	Action
Margot Cronin	ulr	test		margot.cronin@bowker.com	
John Smith	test2	test2		jsmith@bowker.com	<input type="checkbox"/> Delete

SEE WHO'S USING YOUR ACCOUNT

By clicking the **Monthly Usage Statistic Reports** link, you can see:

- ▶ Who's using your account (by user name)
- ▶ When users are logged on to **ulrichsweb.com** (by hour and day of week)
- ▶ How many searches & browses are being performed
- ▶ And how many detailed records are accessed

Usage Statistics Report
ulrichsweb.com
Reporting Period: 02-2005
Account Name: R.R. Bowker
Report Created: 3/1/2005

LOGINS

User/Location	Logins	%Logins
Margot Cronin	445	100%
John Smith	340	100%
TOTAL	445	100%

AVERAGE DAILY ACTIVITY

LOGINS

User/Location	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Margot Cronin	6	65	82	129	93	59	11
John Smith	10	30	40	100	50	50	60
TOTAL	10	95	122	229	143	109	71

SEARCHES

User/Location	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Margot Cronin	27	202	243	423	357	244	52
John Smith	300	100	50	150	200	50	50
TOTAL	327	302	293	573	557	294	102

BROWSES

User/Location	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Margot Cronin	0	95	3	6	17	2	0
John Smith	0	100	10	2	12	5	0
TOTAL	0	195	13	8	29	7	0

DETAILED VIEWS

User/Location	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Margot Cronin	9	118	159	163	214	159	39
John Smith	3	150	100	118	150	128	25
TOTAL	12	268	259	281	364	287	64

AVERAGE HOURLY ACTIVITY
Average Number of Searches by Hour of the Day

Time	Margot Cronin	John Smith
00:00-01:00	15	18
01:00-02:00	7	12