

NEJM Catalyst: A Guide for Institutional Administrators

All of your institution's account information may be found at catalyst.nejm.org/institutional-administration-center

To update your institution's IPs, access your COUNTER reports, and manage branding and link resolvers, please follow these steps.

Step 1: Signing In

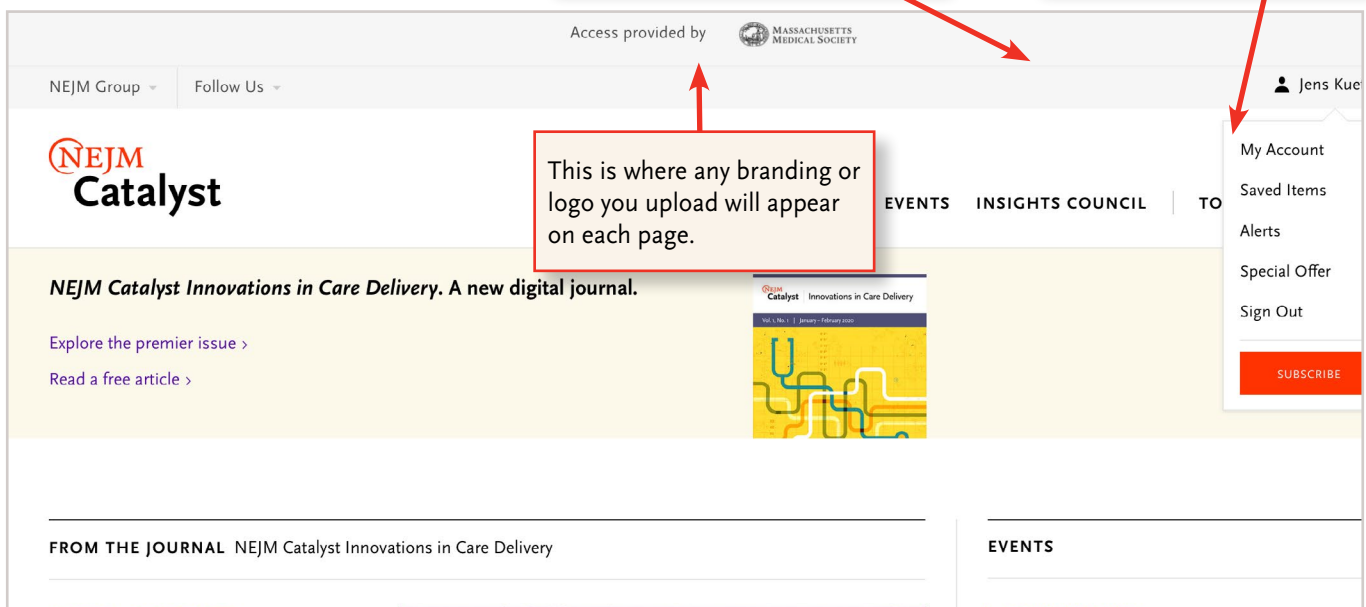
Go to catalyst.nejm.org and sign in. If you haven't already confirmed your account, you will be required to do so. Your email address will become your username.

After you've signed in, you can navigate to the Institution Administration Center using the My Account drop-down at the top of the page.

As an administrator, you also have your own individual My Account account where you can manage your personal information, alert preferences, and saved items.

First, sign into your administrator account at the top of any page on catalyst.nejm.org.

Select "My Account" from the drop-down menu.



Step 2: The Institution Administration Center — Manage Account Tab

catalyst.nejm.org/institutional-administration-center. The center is organized in a series of three tabs. This is the first tab.

The Admin Center is organized in tabs. This is the first tab. Click on the tabbed links to access the other tabs.

If you manage multiple institutions with the same administrator account, you would see each listed in this drop-down.

NEJM Catalyst

JOURNAL EVENTS INSIGHTS COUNCIL TO

Institution Administration Center

Managing: MMS University

MANAGE ACCOUNTS USAGE REPORTS

Institution Products

You don't have any licensed products.

Manage IP Addresses

Description	IP Address(es)
<input type="text"/>	<input type="text"/>

+ ADD IP ADDRESS

CANCEL SAVE CHANGES

CUSTOMER SERVICE

8am – 4pm ET Mon – Fri
1-800-843-6356 or 781-434-7888
781- 893-0413 (fax)
institutionservice@nejm.org

INSTITUTION SALES CONTACTS

General Contact Information
US and Canada
Europe
Middle/East Africa
Asia/Pacific
Latin America and Caribbean

ADDITIONAL INFORMATION

NEJM Library Hub
Privacy Policy
Manage Your Individual Account

Add IP addresses here. Add more than one IP address by entering the first, pressing enter, entering the next, and clicking <Add IP Addresses>. You may also copy and paste a list of IP addresses into the box and click <Add IP Addresses>. Use the “Description” field to describe IP addresses if you choose.

Step 3: The Institution Administration Center — Usage Report

Institution Administration Center

Managing: MMS University

MANAGE ACCOUNTS **USAGE REPORTS** BRANDING & LINK RESOLVERS

CUSTOMER SERVICE

COUNTER Reports

Usage reports, following the guidelines published in the COUNTER 5 Code of Practice, are now available. Customers are encouraged to review “The Friendly Guide to Release 5 for Librarians” available on the Project COUNTER website.

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COUNTER5 Reports

Identity

Format
TSV

Last Available Month (August 2020)

Journal Requests (Excluding OA_Gold) (TR_J1)

Journal Access Denied (TR_J2)

Journal Usage by Access Type (TR_J3)

Journal Requests by YOP (Excluding OA_Gold) (TR_J4)

Since consortium reports are no longer offered with Release 5, COUNTER has made available a free tool to assist the consortium with collecting stats for its member institutions.
www.projectcounter.org/r5_harvester

COUNTER 5 Report Retrieval Via SUSHI

Report Retrieval Via SUSHI ⓘ

If your organization operates a SUSHI client, you may use it to retrieve COUNTER reports from this platform.

Host SUSHI request URL	https://Catalyst.nejm.org
User Requestor ID	Administrator email will populate.
User CustomerReference ID	Customer account number will populate.

To manually test or configure a SUSHI request, please email institutionsales@nejm.org for a URL template.

US and Canada
Europe
Middle/East Africa
Asia/Pacific
Latin America and Caribbean

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Frequently Asked Questions

Step 4: The Institution Administration Center — Branding and Link Resolvers Tab

Institution Administration Center

Managing: MMS University


MANAGE ACCOUNTS USAGE REPORTS **BRANDING & LINK RESOLVERS**

Institution Branding

Institution Text
Customize the institution name displayed to your users when they access Catalyst.NEJM.org. Up to 60 characters are allowed.

MMS University
Max 60 characters

Institution Logo
Logos must be greyscale of up to 200 x 28 pixels, in .jpg, .gif, or .png formats. If you upload a logo, it will override and display in lieu of any customized text you have entered


Max 200 x 28 pixels.

Link Resolver

Link Server
If your institution has a local OpenURL-compliant link server, you can choose to display OpenURL reference links.

OpenURL Image
If you do not upload an image, the default OpenURL image will display.

Open URL

Max 85 x 25 pixels.

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[Privacy Policy](#)
[Manage Your Individual Account](#)
[Frequently Asked Questions](#)

Enter the branding and logo information that you want to use here and save your changes. It will be displayed for your users on most pages throughout Catalyst.NEJM.org in the top center.

Enter your link resolver information here and save your changes.