Video Transcript: SelectedWorks Administrative Interface

Video Duration: 7 minutes, 32 seconds

[Opening card]

Hello! In this video, we review the SelectedWorks Administrative Interface. The Administrative Interface allows you to access and manage all profiles for your institution, as well as settings and reporting tools.

Profile creation and management via the interface is covered in detail in a separate video. Links to this video and other helpful resources are available on our website.

As administrator for your institution, once you log onto your account, you can access the interface from your **Profile Menu**.

[Admin Interface landing; Profiles tab selected. Clicks upper-right Menu to show "Manage [Institution]" link.]

The Administrative interface includes four main sections: **Profiles**, **Settings**, **Organizations & Roles**, and **Reports**. Just above these tabs is a preview of your institutional logo, institutional title, links to your institutional website, and SelectedWorks and Expert galleries.

[Switches to a SelectedWorks gallery example]

The SelectedWorks Gallery serves as a collection of all your institutional profiles. Profile previews, including name, title, and research interests, allow visitors to browse and access author content.

[Switches to an Expert Gallery example]

The Expert Gallery showcases an institution's authors by their areas of expertise. It is designed to serve multiple needs across campus, including helping to match faculty to funding opportunities, speaking engagements, and professional collaborations; as well as serve as a resource tool for current and prospective students.

[Back to Profiles tab of Admin Interface]

Inline editing is provided throughout SelectedWorks, so if you need to update your institution's title or links, simply click on the pencil icon to edit. Your logo can be edited by accessing the **Settings** tab, which we will cover shortly.

To manage and create new profiles, click on the **Profiles** tab. The **Profiles** tab lists all affiliated profiles with your institution, and include a summary view of their visibility and gallery status.

A profile that's "Hidden" means the profile is hidden from public view, and visitors to that site see a "*404 - Page Not Found*" message. A profile's live/hidden status is managed directly under the **Account Settings** of each profile.

A green checkmark indicates inclusion in the respective gallery. To remove a profile from a gallery, click on the checkmark to exclude.

You can also sort profiles by author name or by visibility status. If you're looking to manage a specific profile, scroll, sort, or search via the search box to find, and then click on the author's name to impersonate. Once you impersonate a profile, you can add, edit, and remove content as needed.

If you want to create a new profile, click **Create New Profile** to build. Please see our video on creating and managing profiles for more information.

[Settings tab]

Next, your **Settings** tab allows you to manage your **Institution Administrators**, **Profile and PDF Branding**, **Institution Name Aliases**, and **Content Categories**.

If you're listed as **Primary** admin, you can add and remove other admins, with the option to mark them primary. Standard admins have access to the admin interface, with the exception of adding and removing others.

If you prefer to limit access for another admin to specific profiles only, you can add them as a delegate via the **Access Management** tool under each profile.

Manage institutional branding under the **Profile Branding** section. Customize profile colors, upload a new logo, or change the labels for profile headers and galleries.

Next is the **PDF Branding** section. By default, cover pages are automatically affixed to the front of works published in PDF and stamped with your institution's title. If you wish to disable these cover pages or just simply remove the title, check the box next to the appropriate action and click Save. You also have the option to add a logo to each cover page by clicking on the camera icon.

As some authors will use variations of an institution's name, for example, *UCLA* for the *University of California, Los Angeles*, you can enter these versions under the **Institutional Name Aliases** section so the canonical institution name will appear as a suggestion for users to select. Note that the canonical name will display on all author profiles regardless of whether authors have selected an alias.

And finally under the Settings tab is your Content Categories. An author's profile works are organized by category. As administrator, you have the ability to recommend specific categories to your institution's authors when they upload or update their works. The default options are **Recent**, **Featured**, **Teaching** and **Research Works**, though these can be edited or removed.

Display categories are intended to provide authors a unique way to group and describe the breadth of their work. We encourage both authors and administrators to tailor these categories, as it will help readers quickly discover and navigate profiles. Categories, as well as their descriptions, are indexed by Google and other major search engines along with the profile and works.

Next, manage your institution's organizations and roles.

[Organizations & Roles tab]

Specifically, you can determine which roles, or positions, will receive institutional branding. If an author has affiliated their profile to your institution, and they've listed their **Position** as a faculty member or librarian, for example, or another role with a green check mark, they will receive branding and be included in your SelectedWorks Gallery.

If they've listed their position as an Industry Professional, which is not enabled in this example, they will not receive branding and will not be collected to your gallery.

Authors can also list organizations under their positions. Admins can help standardize the way authors describe departments, law clinics, research offices, or the library by pre-populating this section. Enter an organization and choose its type and click ***Add***.

Once you add organizations, you can order them to match the structure of your institution. Encouraging authors to identify with an organization on their profiles also helps to match authors with their particular specialty, which is featured on your Expert Gallery.

Organizations can also help you fine-tune usage statistics and reports on the Impact Dashboard by department or other division.

Finally, click on the Reports tab to access your Impact Dashboard.

[Clicks on Reports tab; then switches to Impact Dashboard example]

The Impact Dashboard serves as an interactive tool to help you visualize activity across your institution's profiles. View aggregated and individual profile and works data, including metadata hits and full text downloads; explore readership information including an interactive map; run usage reports; or share the dashboard with others.

For more information about the dashboard, please see our Impact Dashboard Guide on our website.

[Closing card showing contact info, sw-support@bepress.com and (510) 665-1200, option 2]

If you have any questions about the Administrative Interface or need any assistance, please contact Consulting Services.