Getting started with JUSP

If you have just joined JUSP, or have recently taken over as a JUSP contact, we hope you will find these notes useful to get you started.

Logging on to JUSP

From the JUSP website, click on "Access the Portal" or "Portal" and login using your Shibboleth or OpenAthens username and password. If you then get a pop-up box enter your JUSP assigned login details. If you don't know what these are, email us at jusp@jisc.ac.uk.

If your organisation has asserted an eduPersonEntitlement then you won't see the pop-up box but will be logged straight into JUSP. Further information on eduPersonEntitlements is available at http://jusp.jisc.ac.uk/entitlements/siterep/.

If your institution does not use Shibboleth or OpenAthens please select NON-UKFED LOGIN and enter JUSP assigned login details.
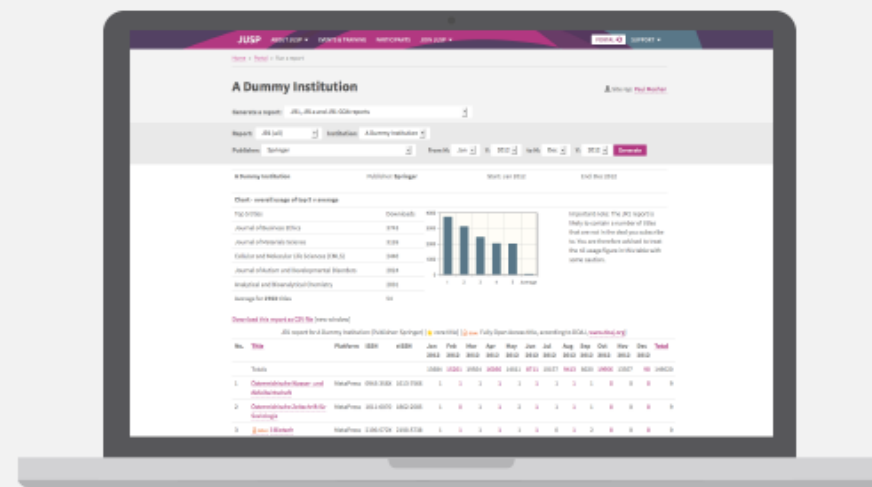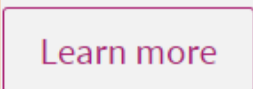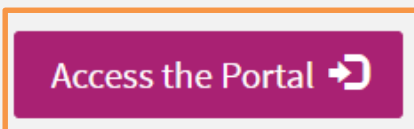
Journal portal welcome screen

When you have logged in, you will see your journal Welcome screen. Here you can find useful information about your data in JUSP.

NEWS	YOUR DATA	DEAL INFO	ARCHIVE HOLDINGS	CURRENT PUBLISHER ISSUES	SUSHI SERVER ADMIN	COMMUNITY AREA

By clicking on each of the tabs along the top you can get the following information:

- **News** – see the latest JUSP news and our Twitter feed
- **Your data** - see at a glance what data we have available for you for each publisher and each month
- **Deal info** - check the deal information you have given us for the current year, and edit if necessary
- **Archive holdings** - check the archive holdings information we hold for you for the current year, and edit if necessary
- **Publisher issues / wishlist**- see if JUSP is reporting any issues with publishers that affect data collection, see which publishers libraries have requested and make your own suggestions
- **SUSHI server admin** - link to instructions on how to allow your site to gather data directly from the JUSP SUSHI server and to authorise 3rd party suppliers such as UStat
- **Community area** – a new resource which will provide helpful guides, examples of good practice when using JUSP etc. It is currently under development

Switching to the book portal

To view book reports and data, you will need to switch to the book portal. To access the book portal click on the BOOK PORTAL link in the top right.

The first time you access the book portal you will need to send us the persistent-id that appears when you log in. Copy information on the screen, paste the text (not a screenshot) into an email and send to jusp@jisc.ac.uk. We will notify you when your access has been activated.

You can switch between the journal and book portals by clicking on the links in the top right.

Viewing your data in JUSP

If you are new to JUSP, it may take some time for all your usage data to be collected through SUSHI. This will depend on the publisher, but we will explain this to you when you join.

You can check which publishers and report types we have collected for you by clicking on the YOUR DATA tab.

If you think it is not complete, then let us know by emailing jusp@jisc.ac.uk. It may be that we do not have full details of the publishers you have, or incomplete admin details.

Your data

List of currently available reports - JR1, JR1a, JR1 GOA, JR2, JR5 where available

Publisher/Gateway	Report(s)	Start	End	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016
ACM - Association for Computing Machinery	JR1, JR1 GOA	Jan 2014	Dec 2015	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✘
AIP - American Institute of Physics	JR1, JR1a, JR1 GOA	Jan 2009	Dec 2015	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✘
American Association for Clinical Chemistry	JR1, JR1a, JR1 GOA	Jan 2009	Dec 2014	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘
American Association for the Advancement of Science	JR1, JR1a, JR1 GOA	Jan 2009	Dec 2015	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✘
American Chemical Society (ACS)	JR1, JR1a, JR1 GOA	Jan 2014	Dec 2015	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✘
American College of Physicians (ACP)	JR1, JR1a	Jan 2014	Dec 2015	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✘

The reports are accessed through the drop down menu towards the top of the page. There are around 30 journal reports and 7 book reports in JUSP. They include standard COUNTER reports, title-level reports, summary reports, titles and deals reports and usage profiling.

Generate a report: Please select ▼

If you make heavy use of intermediaries or gateways (EbscoEJS, ingentaconnect or EbscoHOST), remember that the publisher JR1 report will show only usage directly from the publisher and will not always pick up on usage through these other routes; to get a complete record of usage you will need to look at the JR1 plus gateways and intermediaries report.

Getting the most out of JUSP

You can access guides, video guides, use cases, FAQs and Glossary from the support in the top right. Our Events and Training page also provides links to presentations and recorded webinars. If there is anything that is not clear, then email and ask.

Keeping up to date with JUSP

All JUSP contacts are added to the JUSPlibraries list on JISCmail which is our main method of communication. If you wish to add colleagues to the list, then let us know. You can also follow us on Twitter at @juspstats.

We send out a monthly newsletter to keep you up to date, and you will find many features of interest on our website, such as the FAQ (http://jusp.jisc.ac.uk/faq.html), presentations by members of the JUSP team at recent events (http://jusp.jisc.ac.uk/events.html), and other support materials.

Giving us your feedback

We are a community resource and always welcome your feedback and suggestions. We run an annual survey to get views on particular aspects of JUSP. We also maintain a 'wish list' of publishers you would like to see in the portal, and this is used by the JUSP team as a basis for invitations to publishers to participate. You can view the list and add your suggestions in the Publisher issues /wistlist area when logged into the portal.

Our helpdesk is jusp@jisc.ac.uk