

Getting started with JUSP

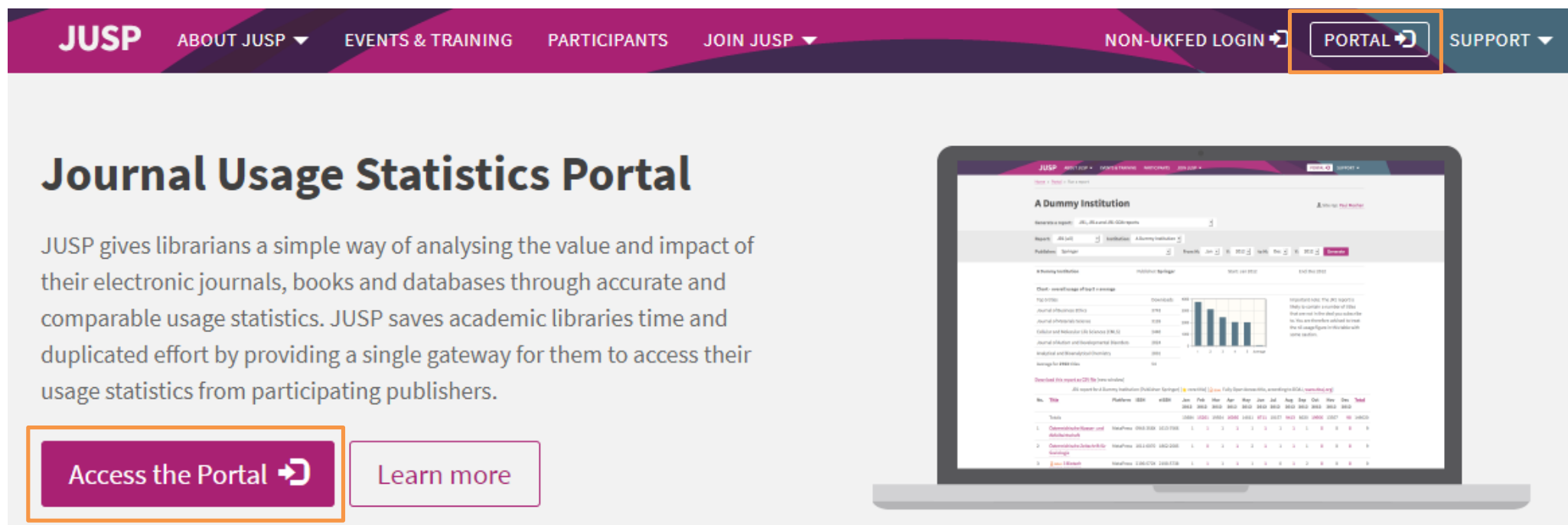
If you have just joined JUSP, or have recently taken over as a JUSP contact, we hope you will find these notes useful to get you started.

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 help@jisc.ac.uk including JUSP in the subject or body of the email.

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.



The screenshot shows the JUSP website interface. At the top, there is a navigation bar with the following items: JUSP, ABOUT JUSP, EVENTS & TRAINING, PARTICIPANTS, JOIN JUSP, NON-UKFED LOGIN, PORTAL (highlighted with an orange box), and SUPPORT. Below the navigation bar, the main heading reads "Journal Usage Statistics Portal". Underneath this heading, a paragraph states: "JUSP gives librarians a simple way of analysing the value and impact of their electronic journals, books and databases through accurate and comparable usage statistics. JUSP saves academic libraries time and duplicated effort by providing a single gateway for them to access their usage statistics from participating publishers." To the right of this text is a laptop displaying a sample report titled "A Dummy Institution". The report includes a bar chart showing usage statistics for various journals and a table with columns for Title, Platform, ISSN, and usage data for months from Jan to Nov. Below the text, there are two buttons: "Access the Portal" (highlighted with an orange box) and "Learn more".

Portal welcome screen

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

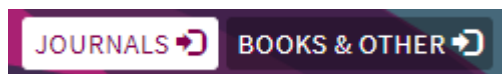


By clicking on each of the tabs along the top you can get the following information:

- **News** – see the latest JUSP news and our Twitter feed
- **Your data** - see at a glance what data we have available for your institution for each publisher and each month
- **Deal info** - check the journal 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 journal 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 JUSP's SUSHI server and to authorise 3rd party suppliers
- **Community area** – view helpful guides and examples of good practice from JUSP libraries

Viewing book, database and platform reports

To view book, database and platform reports, you will need to switch to BOOKS & OTHER by clicking on the link in the top right.



The first time you access the BOOKS & OTHER 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 help@jisc.ac.uk with JUSP in the subject field. We will notify you when your access has been activated.

You can switch back to JOURNALS by clicking on the link 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. 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 help@jisc.ac.uk. It may be that we do not have full details of the publishers you have, or we have incomplete admin details.

The reports are accessed through the drop-down menu towards the top of the page. They include standard COUNTER reports, title-level reports, summary reports, titles and deals reports and usage profiling.

Your data

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

Publisher/Gateway	Report(s)	Start	End	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
				2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015
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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗

Generate a report:

A note about intermediaries and aggregators

Journal usage for ProQuest, Ingenta and EBSCOhost are displayed alongside publisher usage in the 'JR1 plus gateways and intermediaries report' to get a complete record of usage by title. If you make heavy use of intermediaries or gateways (such as ProQuest, Ingenta or EbscoHOST), remember that the publisher JR1 report will show only usage directly from the publisher.

For book, database and platform reports usage data is only available in the portal as full reports for the platform. For these you can view usage of all titles on these platforms, but you cannot view usage of a title across platforms.

Getting the most out of JUSP

You can access guides, video guides, use cases, case studies, 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 /wish list area when logged into the portal.

Our helpdesk is help@jisc.ac.uk