February 2022

Getting started with JUSP

A guide for new users

In this guide

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.

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2. Process for authorising user access
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5. R5 reports
6. R4 journal reports
7. R4 Books & Other reports
8. Data visualisations
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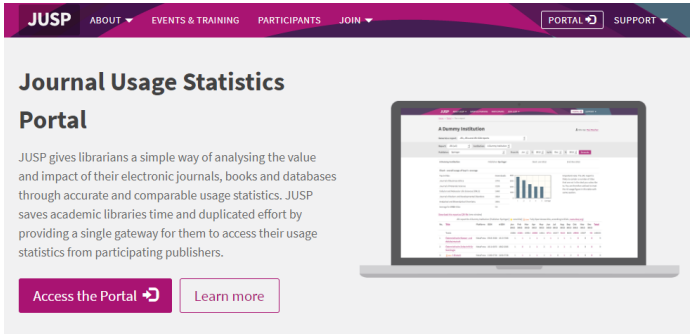
How to access JUSP



Logging in

From the JUSP website, click on **Access the Portal** or **Portal**. You will then have the option of two login routes:

- If your institution uses Shibboleth or OpenAthens and is listed in the UK Access Management Federation, select **Access portal (UK Federation)** and log in with your institutional credentials
- If your institution does not use Shibboleth, OpenAthens or UKAMF, select **Access portal (Non-UK Federation)** and log in with credentials supplied by JUSP.

Permissions

By default, anyone from your institution can log in and view your institutional usage. If requested, JUSP can limit access to specific users at your institution. In this situation you may be prompted to request authorisation from a nominated contact at your institution when you first log in. Further details about this process can be found on the next page.

Please contact the JUSP team at help@jisc.ac.uk if you would like to set this up at your institution.

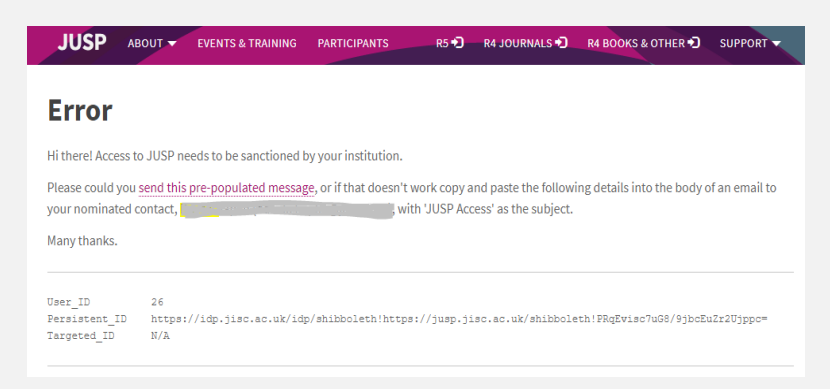
Where to start: If your institution has recently joined JUSP please refer to your welcome email for access details.

Process for authorising user access

If your institution has requested access be limited to specific users, the first time you and your colleagues log in to JUSP you will see a message with instructions on how to request permission to access JUSP.

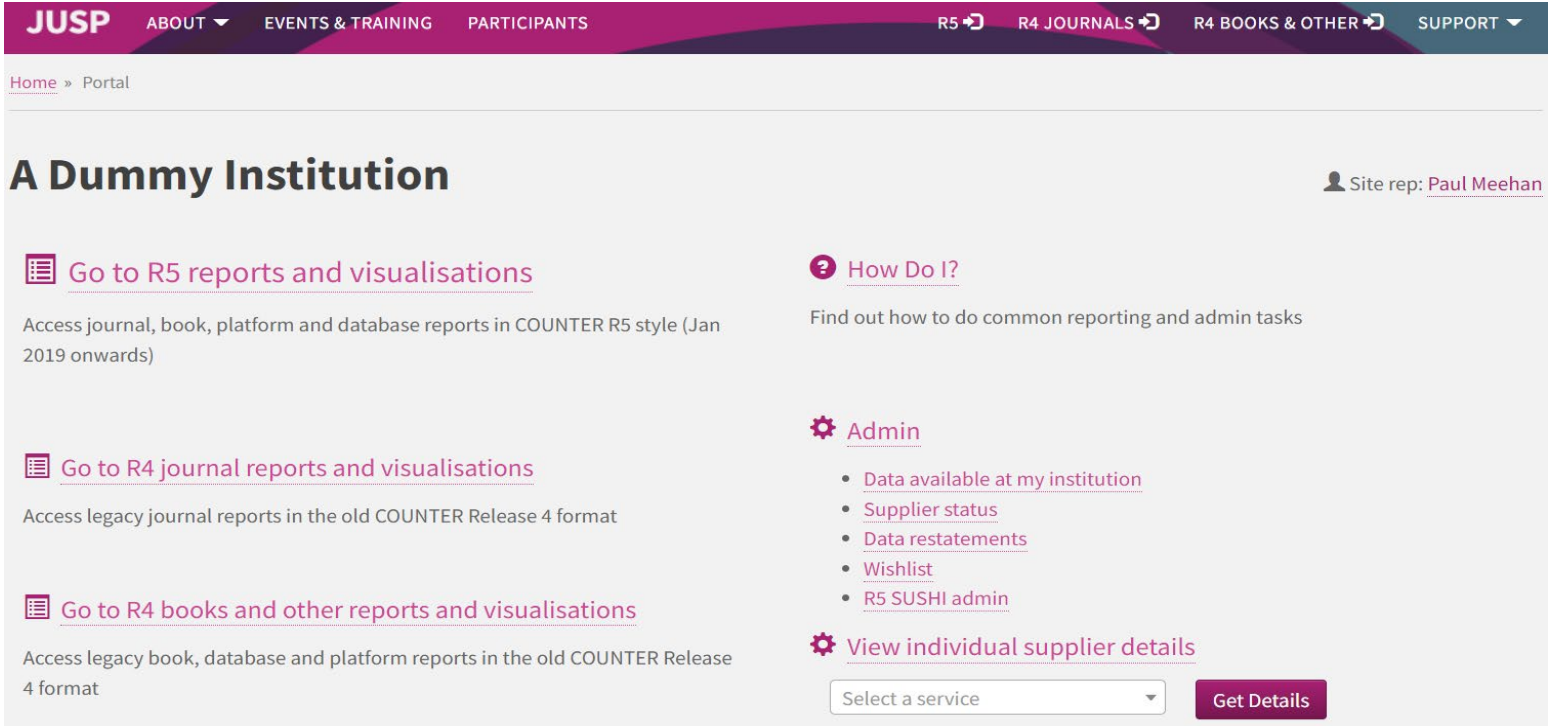
1. The user contacts the nominated contact(s)* at the institution to request access and includes the identifiers shown.
2. The nominated contact(s)* decide whether permission should be granted to the user, and if so, emails the identifiers shown to help@jisc.ac.uk with ‘JUSP access’ in the subject line.
3. JUSP sets permissions for that user using the anonymous identifiers supplied in the email and sends confirmation to nominated contact only.

*Up to 2 nominated contacts can be listed per institution. The nominated contacts are responsible for managing approval and authorising access by informing our helpdesk.

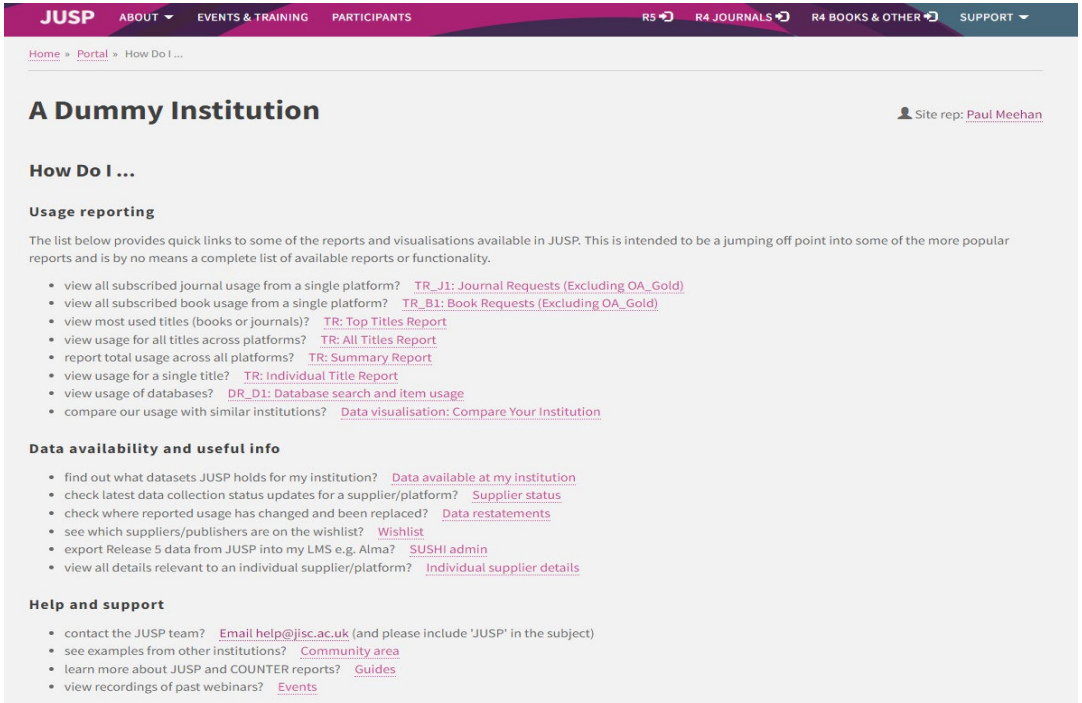


Portal home

This is the first page you will see when you log in. It provides information about COUNTER Release 5 and legacy Release 4 data held in JUSP with access to these report areas. It also includes advice in the ‘How Do I?’ and ‘Admin’ areas.

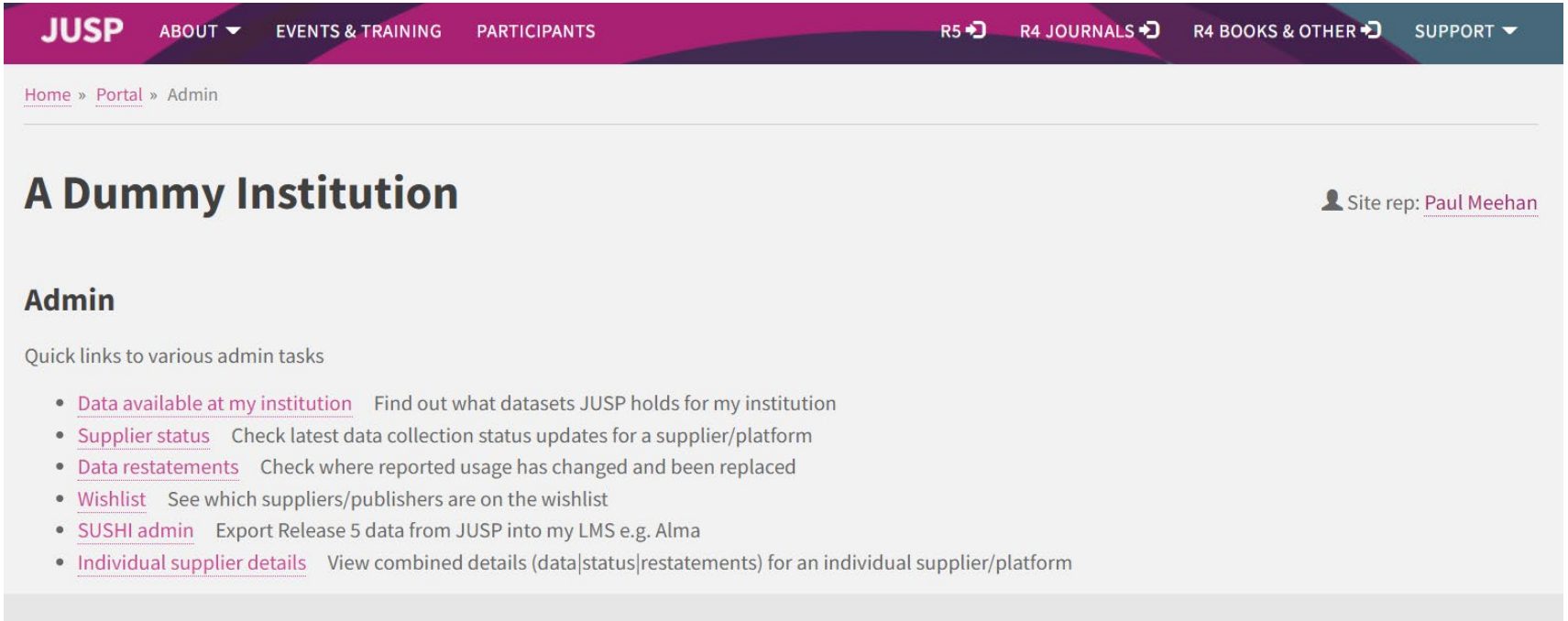


‘How Do I?’ page



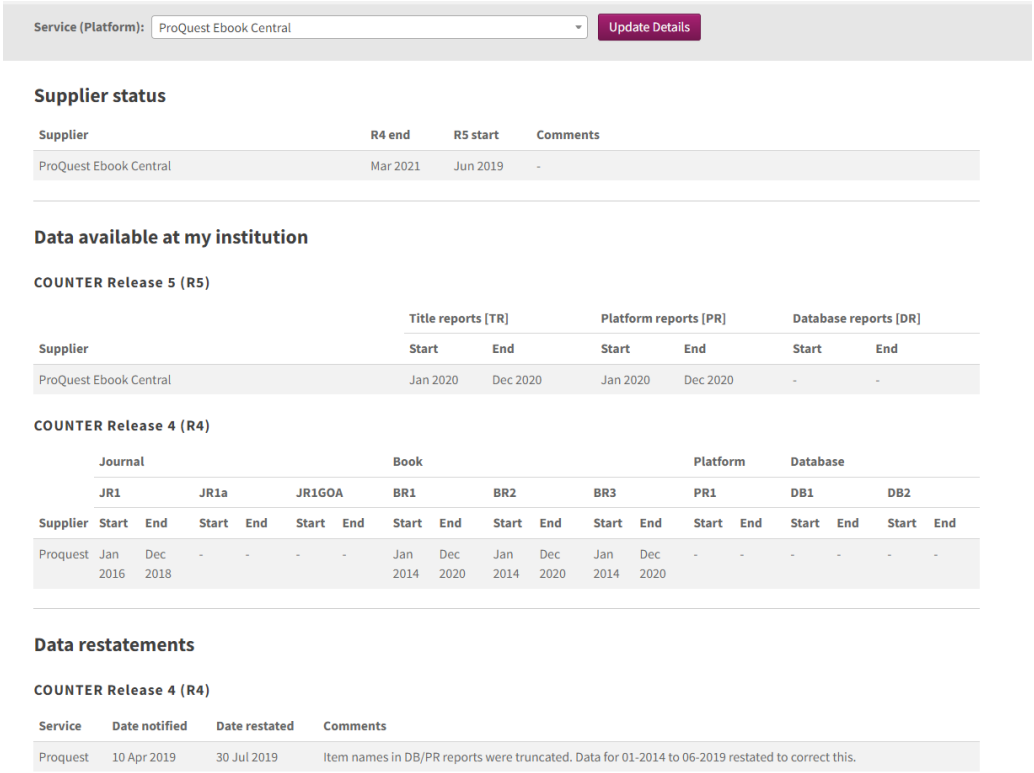
Where to start: Check here for suggestions of some of the more popular usage you may wish to see with direct links to suitable reports, data availability in JUSP, and links to help and support.

‘Admin’ page



Where to start: If you are new to JUSP we recommend that you review the data JUSP holds for you, either in ‘Data available at my institution’ or in ‘Supplier status’. The latter shows all suppliers, but the ones JUSP holds for your institution are indicated with a ✔.

‘Individual supplier details’ page - example



Service (Platform): ProQuest Ebook Central | Update Details

Supplier status

Supplier	R4 end	R5 start	Comments
ProQuest Ebook Central	Mar 2021	Jun 2019	-

Data available at my institution

COUNTER Release 5 (R5)

	Title reports [TR]		Platform reports [PR]		Database reports [DR]	
Supplier	Start	End	Start	End	Start	End
ProQuest Ebook Central	Jan 2020	Dec 2020	Jan 2020	Dec 2020	-	-

COUNTER Release 4 (R4)

	Journal						Book						Platform		Database			
	JR1		JR1a		JR1GOA		BR1		BR2		BR3		PR1		DB1		DB2	
Supplier	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Proquest	Jan 2016	Dec 2018	-	-	-	-	Jan 2014	Dec 2020	Jan 2014	Dec 2020	Jan 2014	Dec 2020	-	-	-	-	-	-

Data restatements

COUNTER Release 4 (R4)

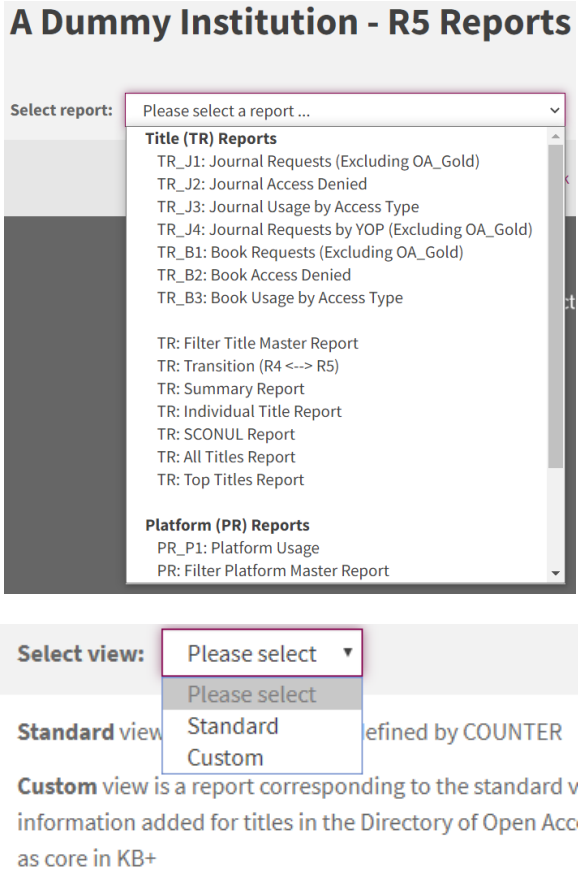
Service	Date notified	Date restated	Comments
Proquest	10 Apr 2019	30 Jul 2019	Item names in DB/PR reports were truncated. Data for 01-2014 to 06-2019 restated to correct this.

This enables you to view the supplier status, what data is available at your institution, and details of any restatements that supplier may have made, all in one place

COUNTER Release 5 (R5) reports

Available from January 2019 onwards

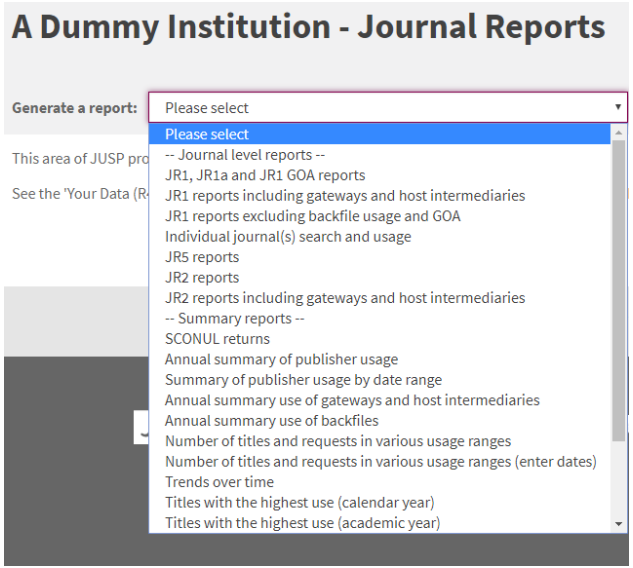
- In the ‘Go to R5 reports’ area you can access reports and views based on COUNTER Release 5 **Title Master Report (TR)** (for books and journals), **Database Master Report (DR)**, and **Platform Master Report (PR)**.
- The **Master reports** are very large and detailed, and so filtered views of the reports are offered to meet common use cases.
- The reports are accessed via the drop-down menu next to ‘Select report’.
- **Standard views** are defined by the COUNTER code of practice. JUSP also provides **Custom views**, which provide the same figures as standard views but with an adapted display and value-added contextual information. It is also possible to **filter the master reports** to **create your own views**.
- Also available are summary, individual title, all titles and top titles reports. Further reports and features will be introduced as the service develops.
- For more detail see our guides: https://jusp.jisc.ac.uk/guides/



COUNTER Release 4 (R4) journal reports

Journal usage collected until to at least July 2019 where available from supplier

- In the ‘Go to R4 journal’ area you can access reports based on the COUNTER Release 4 journal reports (JR1, JR1a, JR1 GOA, JR2, JR5).
- The reports are accessed via the drop-down menu next to ‘Generate a report’.
- A full list of available reports can be found on our guides page : https://jusp.jisc.ac.uk/guides/journal-reports/
- 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.

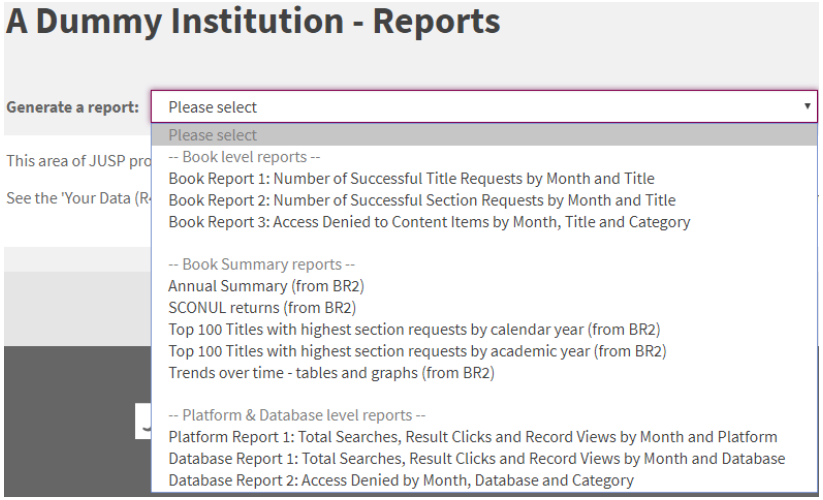


Where to start: Take a look at one of the summary of publisher usage reports. Then run the JR1 for the top publisher to view title level detail.

COUNTER Release 4 (R4) Books & other reports

Book, database, and platform usage collected until to at least July 2019 where available from supplier

- In the ‘Go to R4 books and other’ area you can access reports based on the COUNTER Release 4 book, database, and platform reports (BR1, BR2, BR3, DB1, DB2, PR1).
- The reports are accessed via the drop-down menu next to ‘Generate a report’.
- A full list of available reports can be found on our guides page: https://jusp.jisc.ac.uk/guides/book-reports/
- Unlike the R4 journal reports, aggregator and intermediary book and database reports are available in full per service. It is not possible to view usage of a title across platforms.

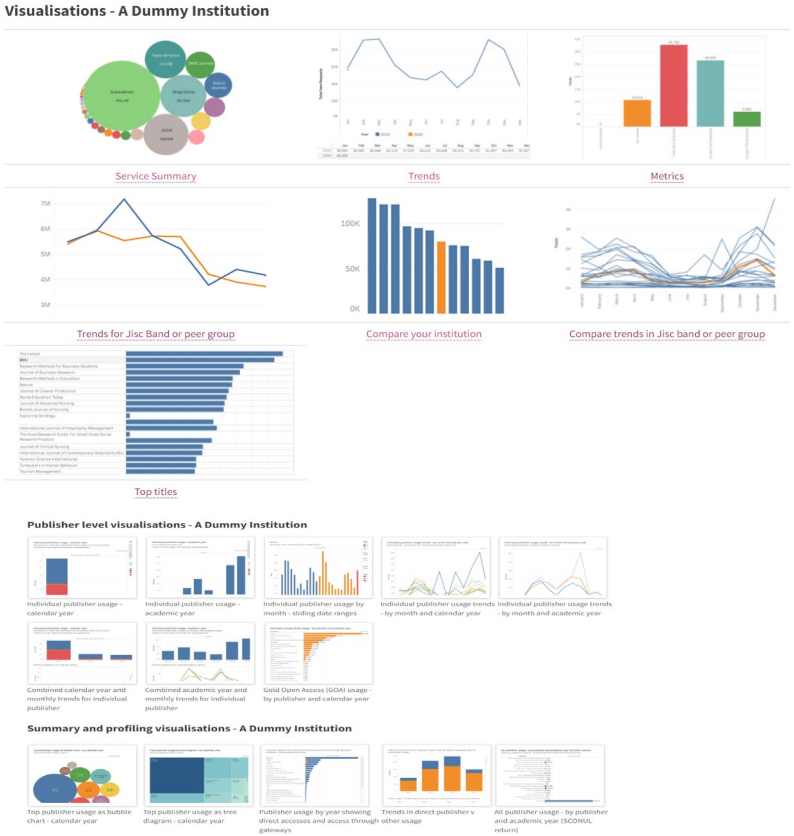


Where to start: Take a look at the BR2 for title level book usage or a DB1 report for a breakdown of database usage.

Data visualisations

- Interactive database visualisations complement the reports available and provide an alternative view of your usage data to support reporting, decision making, and analysis.
- They can be accessed via a link in the report areas.

Where to start: Explore the visualisations available.



Getting the most out of JUSP

There are a wide range of support materials on our website including:

- **Events and training** – view upcoming training and download slides and recordings from previous webinars - https://jusp.jisc.ac.uk/events-training/
- **Guides to reports** –more information on the range of reports available - https://jusp.jisc.ac.uk/guides/
- **Use cases** – brief examples of how and why libraries use JUSP - https://jusp.jisc.ac.uk/use-cases/
- **Case studies** –https://jusp.jisc.ac.uk/case-studies/
- **FAQ** – https://jusp.jisc.ac.uk/faq/
- **Glossary** - https://jusp.jisc.ac.uk/glossary/
- **Community area** – see examples and templates from other libraries (only accessible after log in within the 'How do I?' area)

Communications

Keeping up to date

All JUSP contacts are added to the JUSPlibraries JISCmail list, which is our main communication channel. Most communications are for your information and include updates on data and developments as well as training. If any action is required, we will make this clear in our email.

If other colleagues wish to be added to the list, then please ask them to contact the helpdesk.

You can follow us on Twitter at @juspstats.

We also run webinars and details are available via our events page.

Main contact or site rep

Occasionally, we need to contact you directly as part of the service, for example to request credentials or invite you to complete a survey. Our privacy policy is here: https://jusp.jisc.ac.uk/privacy/

Contacting the JUSP team

If you have any feedback, comments, or questions about JUSP you can contact us via the central Jisc helpdesk help@jisc.ac.uk. Mentioning JUSP in the subject line will ensure it is promptly directed to our team.