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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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 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 Release 4 and Release 5 data held in JUSP and access to the three report areas.

Release 4 and Release 5 are versions of the COUNTER Code of Practice. Release 5 is the current version.
Where to start: If you are new to JUSP we recommend that you review the list of reports we are collecting for your institution. Note that if your institution recently joined we may still be collecting your data. If you think it is not complete, then let us know by emailing help@jisc.ac.uk.
Viewing your usage data

Reports are available from three areas:

Access Release 5 (R5) title (journal and book), database and platform reports

Access Release 4 (R4) journal reports

Access Release 4 (R4) book, database and platform reports

Where to start: Check the Your Data tabs to see an overview of the datasets available to you and then go to the appropriate area to run a report.
COUNTER Release 5 (R5) reports

Available from January 2019 onwards

• In the R5 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). Item Master Report (IR) for multimedia content will be added at a later date.

• The Master reports are very large and detailed, and so filtered views of the reports are offered to meet common use cases.

• All available views and reports are accessed through the drop-down menu towards the top of the page.

• 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, such as Directory of Open Access Journals (DOAJ), and titles that you have marked as core in Knowledge Base Plus (KB+). It is also possible to filter the master reports to create your own views.

• A summary report is also available. 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 R4 journals area you can access reports based on the COUNTER Release 4 journal reports (JR1, JR1a, JR1 GOA, JR2, JR5).

• The reports are accessed through the drop-down menu towards the top of the page.

• Reports include: standard COUNTER reports, title-level reports, summary reports, titles and deals reports and usage profiling. See our guides for more detail: 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 R4 Books & Other area you can access reports based on the COUNTER Release 4 book, database and platform reports (BR1, BR2, BR3, DB1, DB2, PR1).

• 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 the links on the homepage.

• Visualisations for R5 data will be developed and released in 2020.

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/](https://jusp.jisc.ac.uk/events-training/)

- **Guides to reports** – more information on the range of reports available - [https://jusp.jisc.ac.uk/guides/](https://jusp.jisc.ac.uk/guides/)

- **Use cases** – brief examples of how and why libraries use JUSP - [https://jusp.jisc.ac.uk/use-cases/](https://jusp.jisc.ac.uk/use-cases/)

- **Case studies** – [https://jusp.jisc.ac.uk/case-studies/](https://jusp.jisc.ac.uk/case-studies/)

- **Community area** – see examples and templates from other libraries (only accessible after log in)

- **FAQ** – [https://jusp.jisc.ac.uk/faq/](https://jusp.jisc.ac.uk/faq/)

- **Glossary** - [https://jusp.jisc.ac.uk/glossary/](https://jusp.jisc.ac.uk/glossary/)
Communications

Keeping up to date

All JUSP contacts are added to the JUSP libraries 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 and our monthly newsletter. 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 also 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.