

Using JUSP

A guide for new users



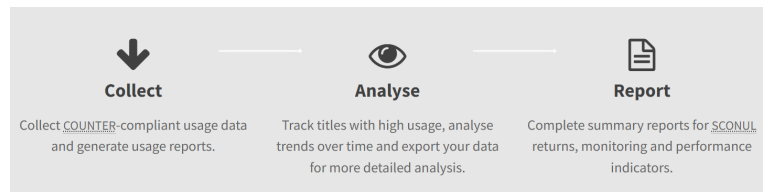
In this guide

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.

1. How to access JUSP
2. Process for authorising user access
3. Portal home
4. Reviewing your JUSP data
5. Report usage suggestions
6. R5 reports
7. R4 journal reports
8. R4 Books & Other reports
9. Data visualisations
10. Getting the most out of JUSP
11. Communications

Want a quick reminder on what JUSP can deliver?

Check out this [three minutes video](#)



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:

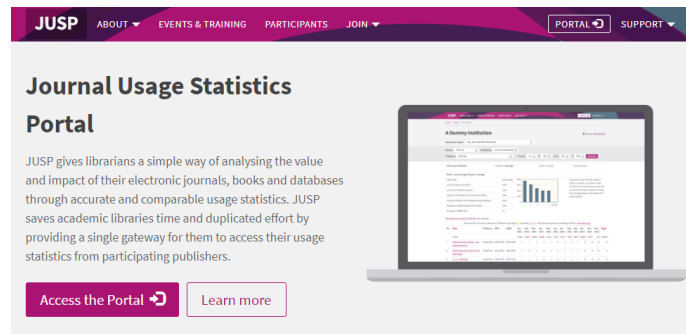
- If your institution uses Shibboleth or OpenAthens and is listed in the UK Access Management Federation, select **Access portal (Federated access)** and log in with your institutional credentials
- If your institution does not use Shibboleth, OpenAthens or UKAMF, select **Access portal (Non-federated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

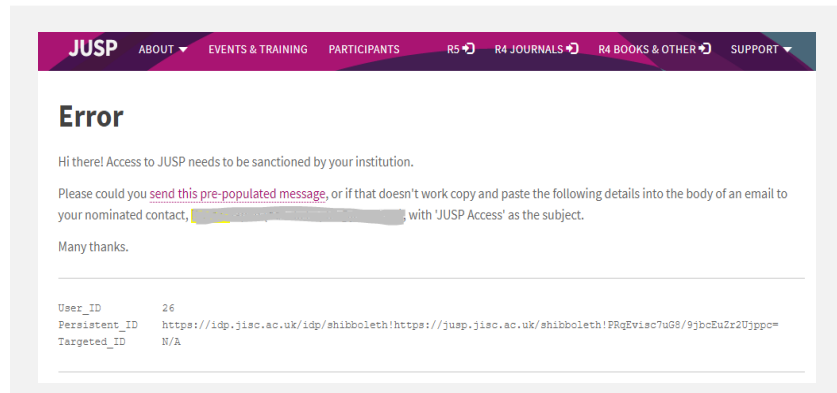


Process for authorising user access

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.

JUSP ABOUT ▾ EVENTS & TRAINING PARTICIPANTS R5 ➔ R4 JOURNALS ➔ R4 BOOKS & OTHER ➔ SUPPORT ▾


A Dummy Institution

Site rep: [Paul Meehan](#)




[Go to R5 reports and visualisations](#)

Access journal, book, platform and database reports in COUNTER R5 style (Jan 2019 onwards)




[Go to R4 journal reports and visualisations](#)

Access legacy journal reports in the old COUNTER Release 4 format




[Go to R4 books and other reports and visualisations](#)

Access legacy book, database and platform reports in the old COUNTER Release 4 format




[How Do I?](#)

Find out how to do common reporting and admin tasks



[Admin](#)

- [Data available at my institution](#)
- [Adding new data](#)
- [Supplier status](#)
- [Data restatements](#)
- [Email delivery of reports](#)
- [Wishlist](#)
- [R5 SUSHI admin](#)



[View individual supplier details](#)

▾ [Get Details](#)

Reviewing your data within JUSP

The screenshot shows the JUSP website header with navigation links: JUSP, ABOUT, EVENTS & TRAINING, PARTICIPANTS, R5, R4 JOURNALS, R4 BOOKS & OTHER, and SUPPORT. The main content area is titled 'A Dummy Institution' and includes a site representative 'Paul Meehan'. Below this is an 'Admin' section with a sub-header 'Quick links to various admin tasks' and a list of links: 'Data available at my institution', 'Adding new data', 'Supplier status', 'Data restatements', 'Email delivery of reports', 'Wishlist', 'R5 SUSHI admin', and 'Individual supplier details', each with a brief description of its function.

JUSP ABOUT ▾ EVENTS & TRAINING PARTICIPANTS R5 R4 JOURNALS R4 BOOKS & OTHER SUPPORT ▾


A Dummy Institution

Site rep: [Paul Meehan](#)

Admin

Quick links to various admin tasks

- [Data available at my institution](#) Find out what datasets JUSP holds for my institution
- [Adding new data](#) Identified a data gap? What details does JUSP need to add new data for a supplier/platform?
- [Supplier status](#) Check latest data collection status updates for a supplier/platform
- [Data restatements](#) Check where reported usage has changed and been replaced
- [Email delivery of reports](#) Set up delivery of JUSP reports via email
- [Wishlist](#) See which suppliers/publishers are on the wishlist
- [R5 SUSHI admin](#) Export Release 5 data from JUSP into my LMS e.g. Alma
- [Individual supplier details](#) View combined details (data/status/restatements) for an individual supplier/platform

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 .

Data for an individual supplier - example

Service (Platform):

Supplier status

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

Data available at my institution

COUNTER Release 5 (R5)

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

COUNTER Release 4 (R4)

Supplier	Journal						Book						Platform				Database			
	Start	End	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	-	-	-	-	-	-	-	-

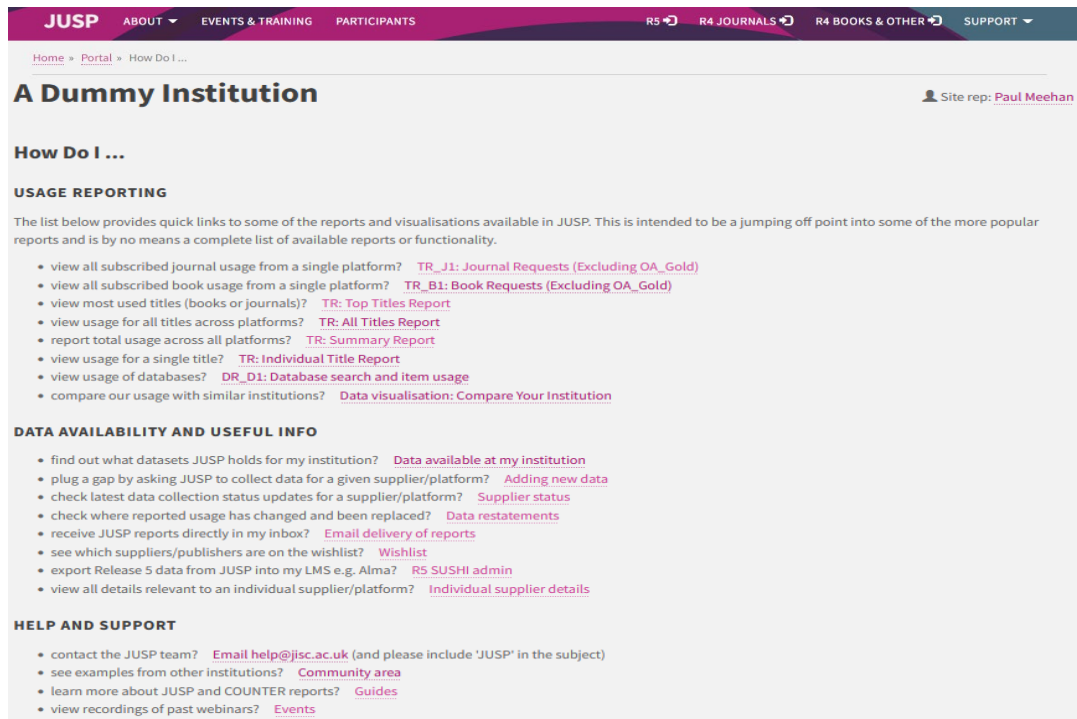
Data restatements

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

Report usage suggestions



The screenshot shows the JUSP website interface. At the top is a navigation bar with links: JUSP, ABOUT, EVENTS & TRAINING, PARTICIPANTS, R5, R4 JOURNALS, R4 BOOKS & OTHER, and SUPPORT. Below the navigation bar is a breadcrumb trail: Home > Portal > How Do I ... The main heading is 'A Dummy Institution' with a site representative 'Paul Meehan'. The section 'How Do I ...' is followed by 'USAGE REPORTING'. A paragraph explains that the list provides quick links to reports and visualisations. A bulleted list follows with links to various reports: 'view all subscribed journal usage from a single platform?' (TR_J1: Journal Requests (Excluding OA_Gold)), 'view all subscribed book usage from a single platform?' (TR_B1: Book Requests (Excluding OA_Gold)), 'view most used titles (books or journals)?' (TR: Top Titles Report), 'view usage for all titles across platforms?' (TR: All Titles Report), 'report total usage across all platforms?' (TR: Summary Report), 'view usage for a single title?' (TR: Individual Title Report), 'view usage of databases?' (DR_D1: Database search and item usage), and 'compare our usage with similar institutions?' (Data visualisation: Compare Your Institution). The next section is 'DATA AVAILABILITY AND USEFUL INFO' with links for: 'find out what datasets JUSP holds for my institution?' (Data available at my institution), 'plug a gap by asking JUSP to collect data for a given supplier/platform?' (Adding new data), 'check latest data collection status updates for a supplier/platform?' (Supplier status), 'check where reported usage has changed and been replaced?' (Data restatements), 'receive JUSP reports directly in my inbox?' (Email delivery of reports), 'see which suppliers/publishers are on the wishlist?' (Wishlist), 'export Release 5 data from JUSP into my LMS e.g. Alma?' (R5 SUSHI admin), and 'view all details relevant to an individual supplier/platform?' (Individual supplier details). The final section is 'HELP AND SUPPORT' with links for: 'contact the JUSP team?' (Email help@jisc.ac.uk), 'see examples from other institutions?' (Community area), 'learn more about JUSP and COUNTER reports?' (Guides), and 'view recordings of past webinars?' (Events).

JUSP ABOUT EVENTS & TRAINING PARTICIPANTS R5 R4 JOURNALS R4 BOOKS & OTHER SUPPORT

Home > Portal > How Do I ...

A Dummy Institution

Site rep: Paul Meehan

How Do I ...

USAGE REPORTING

The list below provides quick links to some of the reports and visualisations available in JUSP. This is intended to be a jumping off point into some of the more popular reports and is by no means a complete list of available reports or functionality.

- view all subscribed journal usage from a single platform? [TR_J1: Journal Requests \(Excluding OA_Gold\)](#)
- view all subscribed book usage from a single platform? [TR_B1: Book Requests \(Excluding OA_Gold\)](#)
- view most used titles (books or journals)? [TR: Top Titles Report](#)
- view usage for all titles across platforms? [TR: All Titles Report](#)
- report total usage across all platforms? [TR: Summary Report](#)
- view usage for a single title? [TR: Individual Title Report](#)
- view usage of databases? [DR_D1: Database search and item usage](#)
- compare our usage with similar institutions? [Data visualisation: Compare Your Institution](#)

DATA AVAILABILITY AND USEFUL INFO

- find out what datasets JUSP holds for my institution? [Data available at my institution](#)
- plug a gap by asking JUSP to collect data for a given supplier/platform? [Adding new data](#)
- check latest data collection status updates for a supplier/platform? [Supplier status](#)
- check where reported usage has changed and been replaced? [Data restatements](#)
- receive JUSP reports directly in my inbox? [Email delivery of reports](#)
- see which suppliers/publishers are on the wishlist? [Wishlist](#)
- export Release 5 data from JUSP into my LMS e.g. Alma? [R5 SUSHI admin](#)
- view all details relevant to an individual supplier/platform? [Individual supplier details](#)

HELP AND SUPPORT

- contact the JUSP team? [Email help@jisc.ac.uk](#) (and please include 'JUSP' in the subject)
- see examples from other institutions? [Community area](#)
- learn more about JUSP and COUNTER reports? [Guides](#)
- view recordings of past webinars? [Events](#)

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. See also our guide on 'Using reports and tips: a guide for FE institutions'

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/>

A Dummy Institution - R5 Reports

Select report: Please select a report ...

Title (TR) Reports

- TR_J1: Journal Requests (Excluding OA_Gold)
- TR_J2: Journal Access Denied
- TR_J3: Journal Usage by Access Type
- TR_J4: Journal Requests by YOP (Excluding OA_Gold)
- TR_B1: Book Requests (Excluding OA_Gold)
- TR_B2: Book Access Denied
- TR_B3: Book Usage by Access Type

TR: Filter Title Master Report

TR: Summary Report

TR: Individual Title Report

TR: SCOUNL Report

TR: All Titles Report

TR: Top Titles Report

Platform (PR) Reports

- PR_P1: Platform Usage
- PR: Filter Platform Master Report

Select view: Please select

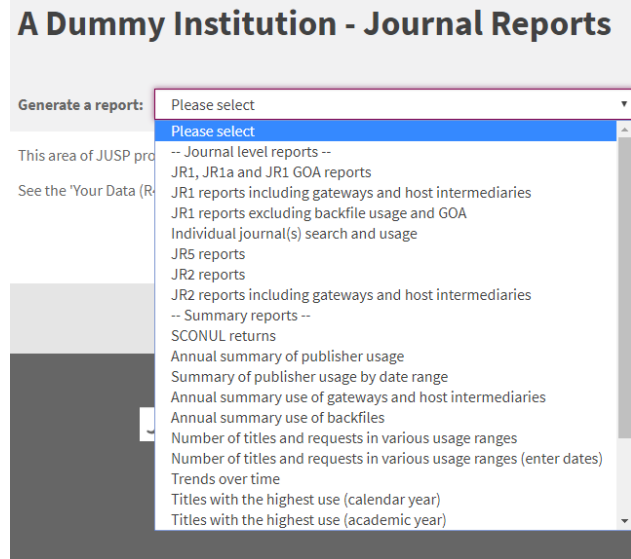
Standard view: Standard Custom

Standard view is a report corresponding to the standard v information added for titles in the Directory of Open Acc as core in KB+

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.

A Dummy Institution - Reports

Generate a report:

Please select

This area of JUSP pro

See the 'Your Data (R

Please select

-- Book level reports --

Book Report 1: Number of Successful Title Requests by Month and Title

Book Report 2: Number of Successful Section Requests by Month and Title

Book Report 3: Access Denied to Content Items by Month, Title and Category

-- Book Summary reports --

Annual Summary (from BR2)

SCONUL returns (from BR2)

Top 100 Titles with highest section requests by calendar year (from BR2)

Top 100 Titles with highest section requests by academic year (from BR2)

Trends over time - tables and graphs (from BR2)

-- Platform & Database level reports --

Platform Report 1: Total Searches, Result Clicks and Record Views by Month and Platform

Database Report 1: Total Searches, Result Clicks and Record Views by Month and Database

Database Report 2: Access Denied by Month, Database and Category

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

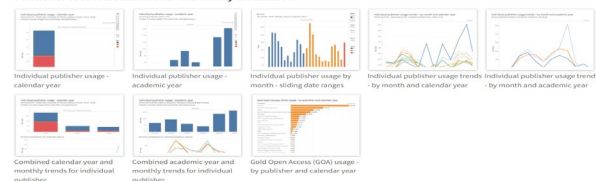
Data visualisations

- 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.

Visualisations - A Dummy Institution



Publisher level visualisations - A Dummy Institution



Summary and profiling visualisations - A Dummy Institution



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, with JUSP in the subject line.

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.