



Oxford Academic Starter Guide

牛津學術平台指南

管理您的帳戶- 簡易版

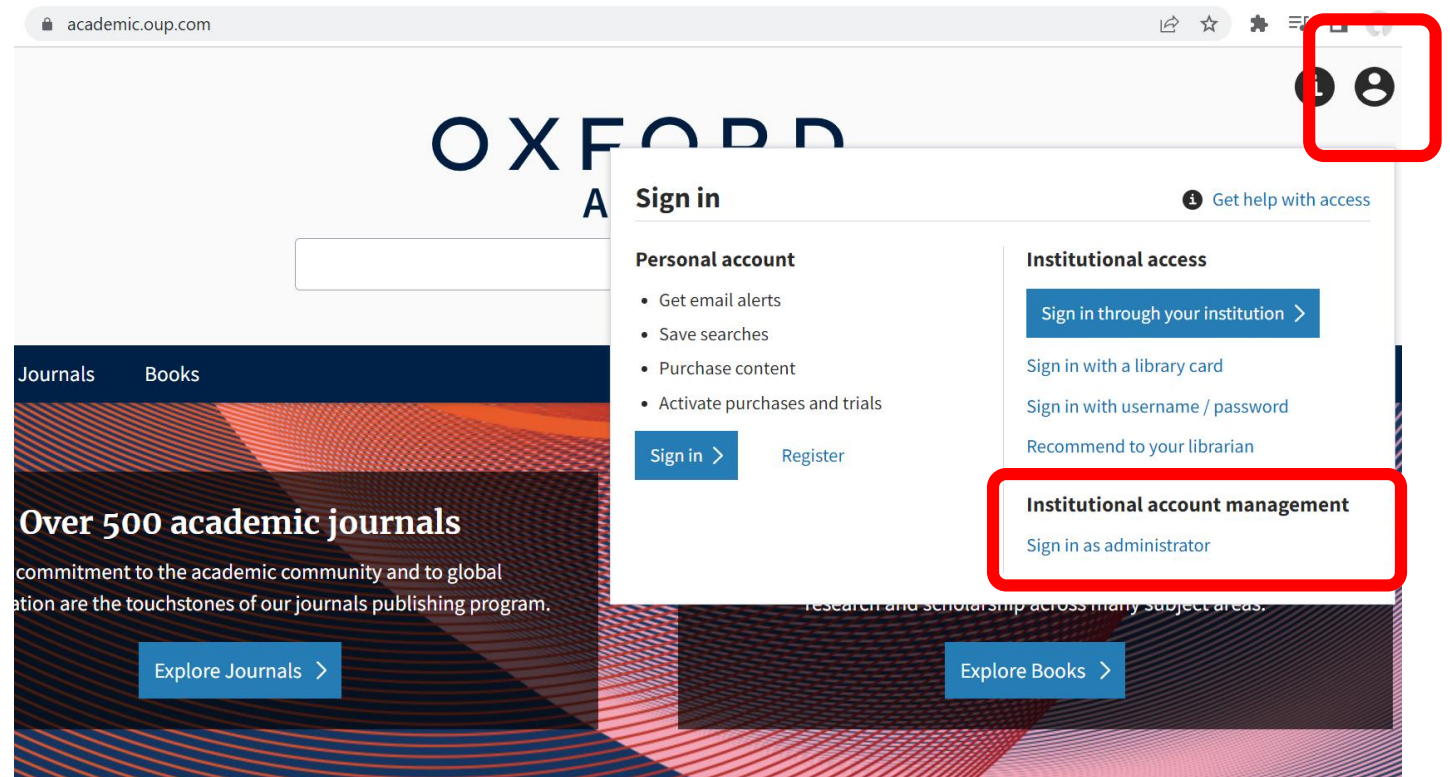
2022年8月更新

此指南包含如下內容

- 管理者帳戶登入
- 重設密碼
- 若無帳戶
- Institutional Settings (機構設置)
 1. IP 更新
 2. OpenAthens & Shibboleth設定
 3. 其他設定
- Usage Statistics (使用統計報告)
 1. Q&A
 2. COUNTER 5 V.S. COUNTER 4
 3. Counter 5 主要報告指標 (Metrics) & 屬性 (Attributes)
 4. 如何下載使用統計報告
- Change Email Address & Change Password (修改電子郵寄地址 & 密碼)
- 更多參考資源

管理者帳戶登入

- 網址: <https://academic.oup.com/>
- 點選平台右上方圖像
- 點選 **Sign in as administrator**
- 輸入您的Email & password



重設密碼

- 點選此連結 <https://academic.oup.com/my-account/forgot-password>
- 輸入您的 email 後點選 Submit
- 系統將會自動寄送重設密碼之 email 至您的信箱 **(若未收到 email, 請查看垃圾信件匣)**
- 依 email 說明更新密碼

備註: 密碼需為8位(含) 以上字符，
且需包含數字、字母大小寫及特殊符号

Forgot password

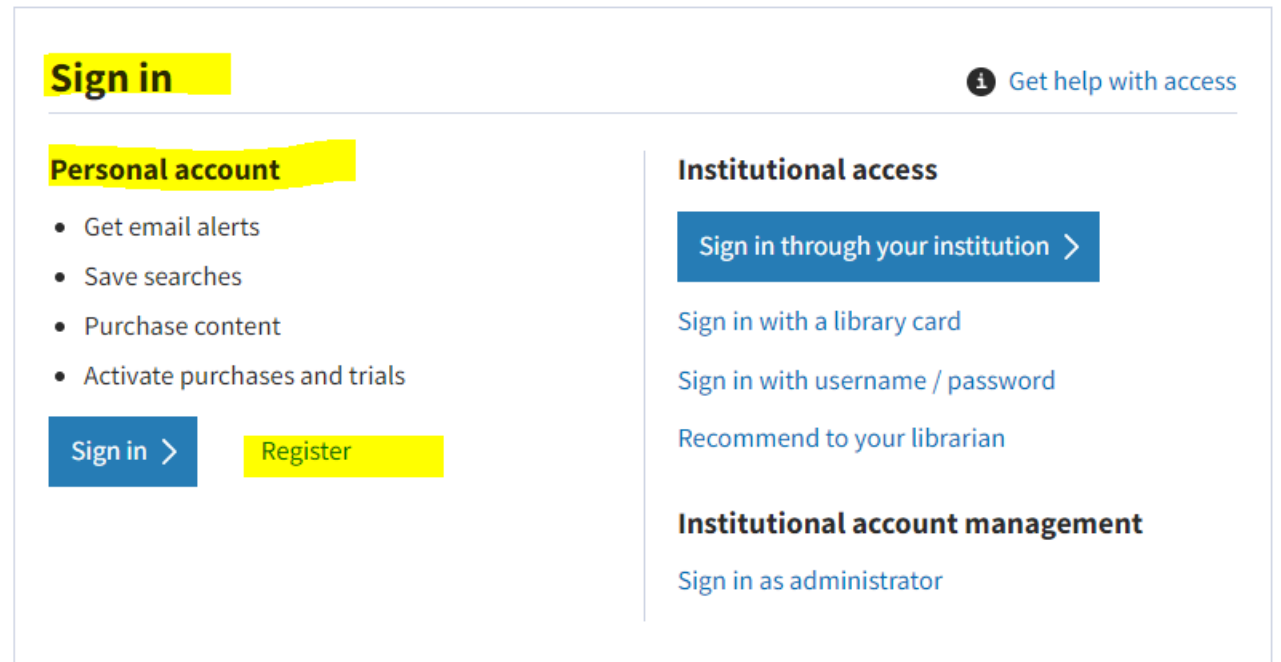
Enter your email address below to receive instructions on how to create a new password.

Email

Submit

若無帳戶

請點選 Personal account 下方
Register 註冊帳戶



The screenshot shows a sign-in interface with the following elements:

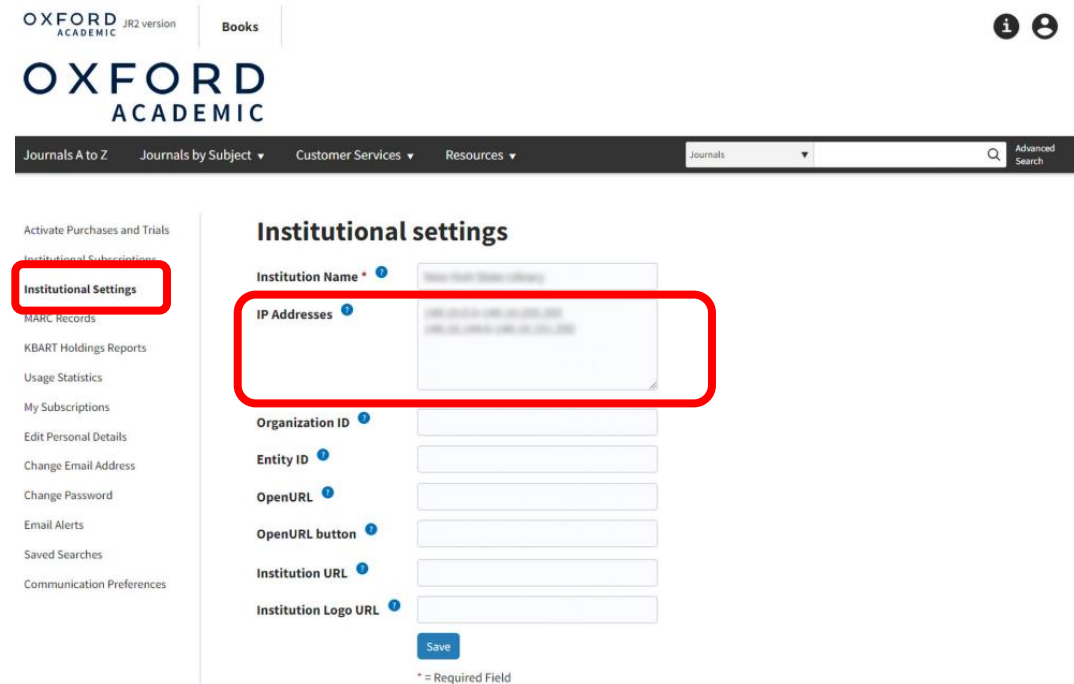
- Sign in** (highlighted in yellow)
- Personal account** (highlighted in yellow) with a list of benefits:
 - Get email alerts
 - Save searches
 - Purchase content
 - Activate purchases and trials
- Sign in >** (blue button)
- Register** (highlighted in yellow)
- Institutional access** (blue button: **Sign in through your institution >**)
- Sign in with a library card
- Sign in with username / password
- Recommend to your librarian
- Institutional account management**
- Sign in as administrator
- Get help with access (with an information icon)

Institutional Settings- 更新 IP

進入以下頁面後, 於 **IP Addresses** 欄位中
輸入新增 IP 後點選 **Save** 後, 稍待系統顯示
“**Your institutional settings were updated successfully**”
即完成更新

備註:

- 1) 請輸入 **IPv4** 格式之 **IP**, 並不可有空格
範例格式為: 192.168.12.0-192.168.12.255
- 2) 更新 IP 後, 需24~36 小時後方可生效。
- 3) 如下為 Private IP, 系統不支援
10.0.0.0-10.255.255.255
127.0.0.1
172.16.0.0-172.16.255.255
192.168.0.0-192.168.255.255



OXFORD ACADEMIC JR2 version Books

OXFORD ACADEMIC

Journals A to Z Journals by Subject Customer Services Resources Journals Advanced Search

Activate Purchases and Trials
Institutional Subscriptions
Institutional Settings
MARC Records
KBART Holdings Reports
Usage Statistics
My Subscriptions
Edit Personal Details
Change Email Address
Change Password
Email Alerts
Saved Searches
Communication Preferences

Institutional settings

Institution Name *

IP Addresses *

Organization ID

Entity ID

OpenURL

OpenURL button

Institution URL

Institution Logo URL

Save

* = Required Field

Institutional Settings- OpenAthens & Shibboleth設定

在以下欄位中輸入相關訊息後, Save 後, 稍待系統顯示
“Your institutional settings were updated successfully”
即完成更新

- Organization ID
- Entity ID

Activate Purchases and Trials
Institutional Subscriptions
Institutional Settings
Usage Statistics
My Subscriptions
Edit Personal Details
Change Email Address
Change Password
Email Alerts
Saved Searches
Communication Preferences

Institutional settings

Select Institution

Institution Name * ?

IP Addresses ?

59.125.65.142-59.125.65.143
59.125.65.144
59.125.65.169
59.125.65.170-59.125.65.171
122.146.170.130-122.146.170.131

Organization ID ?

Entity ID ?

OpenURL ?

OpenURL button ?

Institution URL ?

Institution Logo URL ?

Save

* = Required Field

Institutional Settings- 其他設定

- **OpenURL:** OpenURL link server 通常以 '?' 結尾
- **OpenURL button:** 最大解析度為150px wide x 30px high。支援GIF、JPEG & PNG格式
- **Institutional URL:** 用戶點擊此 URL 將被引導到所設置的網站。
- **Institutional Logo URL :** 300px wide x 100px high。支援GIF、JPEG & PNG格式

Activate Purchases and Trials

Institutional Subscriptions

Institutional Settings

Usage Statistics

My Subscriptions

Edit Personal Details

Change Email Address

Change Password

Email Alerts

Saved Searches

Communication Preferences

Institutional settings

Select Institution

Institution Name * ?

IP Addresses ?

59.125.65.142-59.125.65.143
59.125.65.144
59.125.65.169
59.125.65.170-59.125.65.171
122.146.170.130-122.146.170.131

Organization ID ?

Entity ID ?

OpenURL ?

OpenURL button ?

Institution URL ?

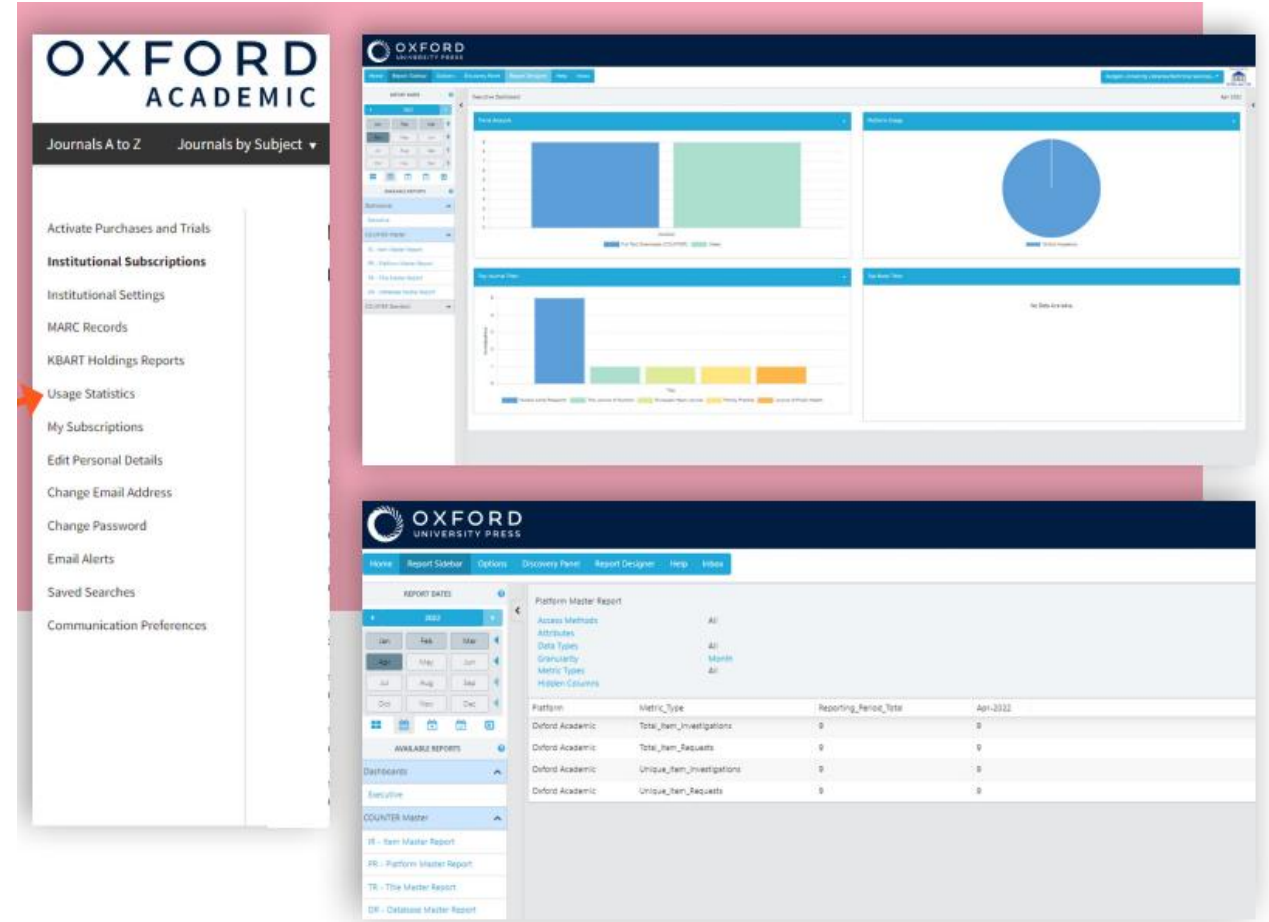
Institution Logo URL ?

Save

* = Required Field

Usage Statistics (使用統計報告)

選擇“Usage Statistics”（使用統計報告），即可進入使用統計平台，隨時下載與掌握貴校/單位的使用統計



The screenshot shows the Oxford Academic Usage Statistics interface. The left sidebar contains a menu with the following items: Journals A to Z, Journals by Subject, Activate Purchases and Trials, Institutional Subscriptions, Institutional Settings, MARC Records, KBART Holdings Reports, Usage Statistics (highlighted with a red arrow), My Subscriptions, Edit Personal Details, Change Email Address, Change Password, Email Alerts, Saved Searches, and Communication Preferences.

The main dashboard displays several charts and a table. The top row features a bar chart for 'Total Item Requests' and a pie chart for 'Total Item Requests by Platform'. The bottom row features a bar chart for 'Total Item Requests by Platform' and a table for 'Platform Master Report'.

Platform	Metric_Type	Reporting_Period	Total
Deford Academic	Total_Item_Requests	Apr-2022	0
Deford Academic	Total_Item_Requests		0
Deford Academic	Unique_Item_Requests		0
Deford Academic	Unique_Item_Requests		0

Usage Statistics- Q& A

- 牛津大學出版社已於2019年1月提供COUNTER 5 Release 5 使用統計報告。
- 目前平台提供 COUNTER Release 5 使用統計報告, 可下載 **2018年7月**以後之使用統計
- 每月使用統計何時產出?
 - ✓ 由於內部需**2~3週**時間匯整數據。因此, 當月使用統計, 將於下個月**15號**之後產出。
 - ✓ 例如：**2014年4月**的使用統計報告, 將於 **5月15日**後產出。
- 如何取得過刊使用統計?
 - ✓ COUNTER 已將 JR1 a 由 COUNTER 5 移除。但仍可透過以下方式, 仍可取得過刊統計:
 - ✓ COUNTER 5: TR_J4: Journal Requests by Year of Publication (excluding OA Gold), 篩選 YOP (Year of Publication) 1996年以前之統計
 - ✓ COUNTER 4: JR5: Number of Successful Full-Text Article Requests by Year-of-Publication and Journal (若需取得 2018年7月以前使用統計)
- 關於SUSHI: 若使用 SUSHI, 需重新進行相關設定。詳細相關設定, 請參考此[說明](#)

Usage Statistics - COUNTER Release 5 使用統計報告

目前牛津提供以下 COUNTER Release 5 (COUNTER Standard/ Master) 報告:

- COUNTER Master:
 - Item Master Report (Journals only)
 - Platform Master Report
 - Title Master Report (Books and Journals)
- COUNTER Standard:
 - Book Access Denied
 - Book Requests (Excluding OA_Gold)
 - Book Usage by Access Type (e.g. Open Access Gold vs licensed)
 - Journal Access Denied
 - Journal Article Requests
 - Journal Requests (excluding OA_Gold)
 - TR_J4: Journal Requests by YOP (Year of Publication) (excluding OA_Gold)
 - TR_J3: Journal Usage by Access Type (e.g. Open Access Gold vs licensed)
 - Platform Usage

Usage Statistics - COUNTER 5 V.S. COUNTER 4

COUNTER 5 Reports	COUNTER 4 Reports
Platform Reports	
PR: Platform Master Report	
PR_P1: Platform Usage	PR1 (Platform Report 1), BR4 (Book Report 4)
Title Reports	
TR: Title Master Report (Books and Journals)	BR2 (Book Report 2), JR5 (Journal Report 5)
TR_J1: Journal Requests (excluding OA Gold)	JR1 (Journal Report 1)
TR_J2: Journal Access Denied	JR2 (Journal Report 2)
TR_J3: Journal Usage by Access Type (e.g. OA Gold)	JR1 / JR1 GOA
TR_J4: Journal Requests by Year of Publication (excluding OA Gold)	JR5 (Journal Report 5)
TR_B1: Book Requests (excluding OA Gold)	BR2 (Book Report 2)
TR_B2: Book Access Denied	BR3 (Book Report 3)
TR_B3: Book Usage by Access Type (e.g. OA Gold)	
Item Reports (e.g. article-level reporting)	
IR: Item Master Report (Journals only)	
IR_A1: Journal Article Requests	

Note: 以上數據僅供參考, 非等同數據

Usage Statistics - Counter 5 主要報告指標 (Metrics)

報告指標 (Metrics Type)	
Investigation	追蹤使用者於一內容或電子書之所有動作
Request	特定瀏覽或下載全文內容(請參考右圖)
Total Item Investigation	存取相關內容或訊息之總量
Unique Item Investigation	使用者存取特定內容(如章節) 次數
Unique Title Investigations	使用者存取特定內容(如電子書) 次數
Total Item Requests	全文下載或瀏覽總量
Unique Item Requests	使用者特定內容(如章節) 全文下載量 (可用於計算 Cost per download)
Unique Title Requests	使用者特定內容 (如電子書)全文下載量

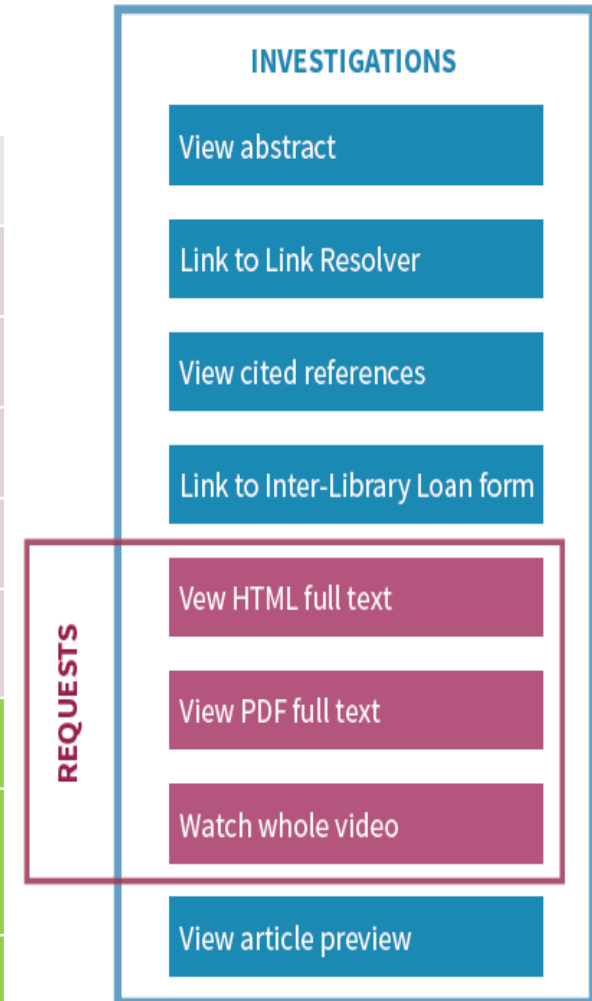


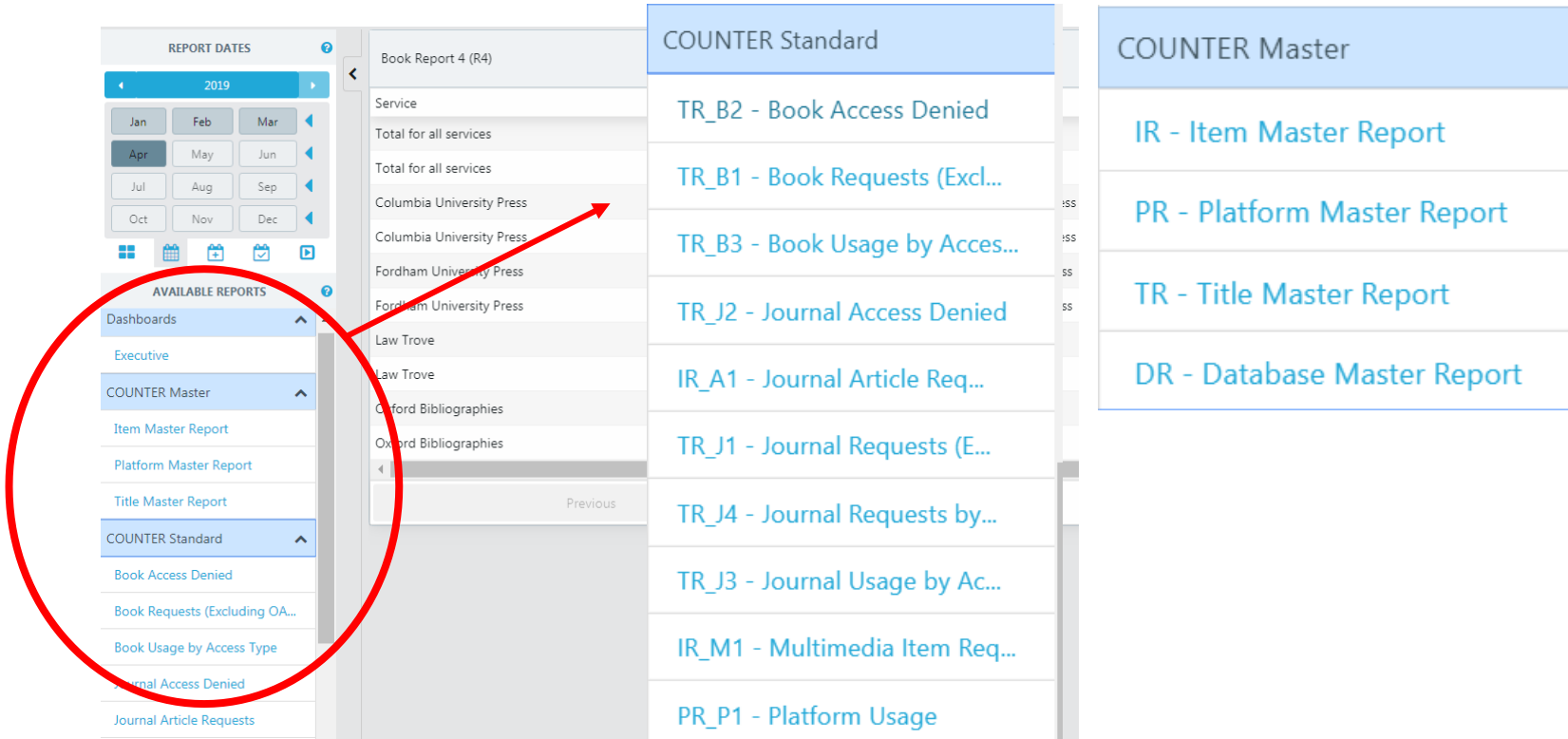
Figure 1: The relationship between "Investigations" and "Requests"

Usage Statistics - Counter 5 主要報告指標 (Metrics) 與屬性 (Attributes)

報告指標	
No License	使用被拒次數因內容為無使用權
Limit Exceeded	使用被拒次數因超過使用人次
Searches Regular	使用者搜尋資料庫總量。當使用者自主選擇一清單內之電子資源或只能選擇一電子資源
Searches Automate	使用者搜尋電子資源次數。當使用者非主性選擇一清單內之電子資源。
Searches Platform	使用者搜尋電子資源次數
Searches Federated	透過電腦所進行搜尋的次數
屬性 (Attributes)	
Access Type	定義內容是否為 Open Access (Controlled or OA_Gold)
YOP	出版年份 (Year of Publication)

Usage Statistics- 如何下載使用統計報告

- 進入平台後， “ AVAILABLE REPORTS” 點選所需 Reports
- 若欲下載 COUNTER Release 5, 需點選COUNTER Standard 或 COUNTER Master



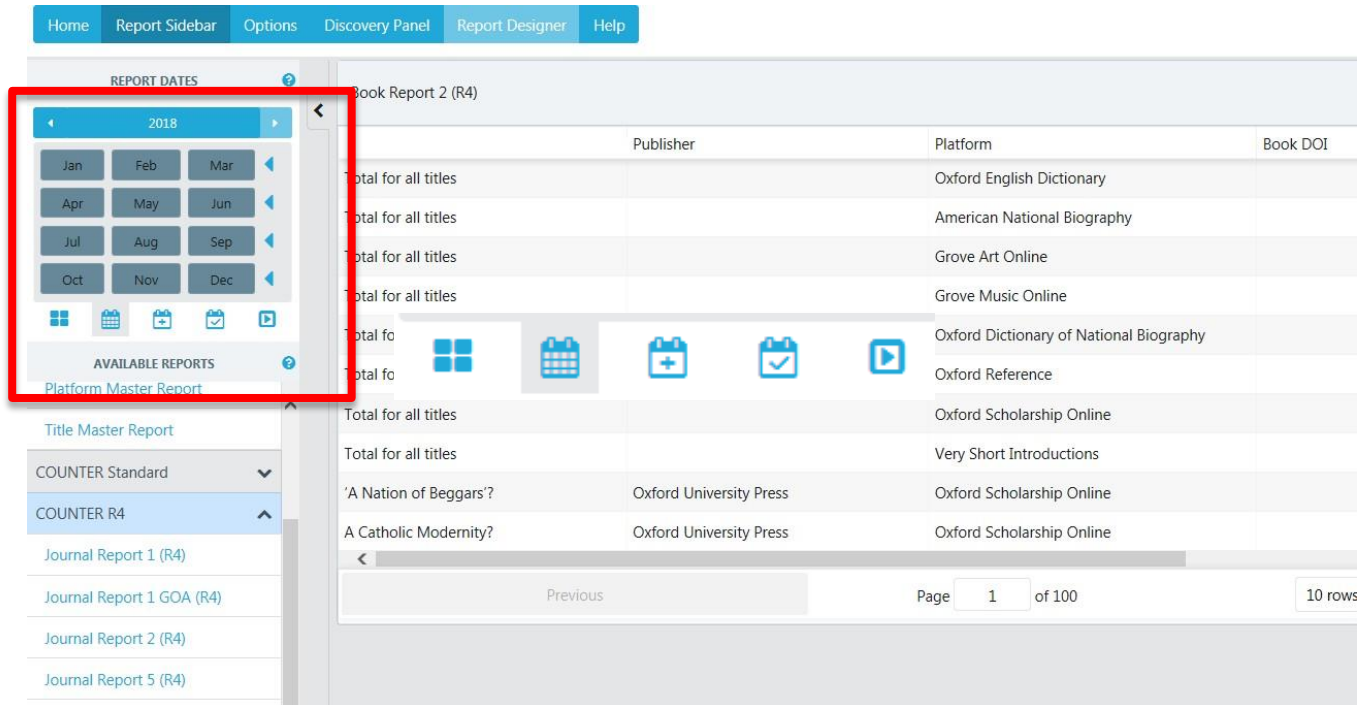
The screenshot displays the 'AVAILABLE REPORTS' section of the Oxford Academic platform. A red circle highlights the 'AVAILABLE REPORTS' menu, and a red arrow points to the 'COUNTER Standard' option. The 'COUNTER Standard' and 'COUNTER Master' sections are highlighted in blue. The 'COUNTER Standard' section lists various reports, and the 'COUNTER Master' section lists its specific reports.

Report Name
TR_B2 - Book Access Denied
TR_B1 - Book Requests (Excl...
TR_B3 - Book Usage by Acces...
TR_J2 - Journal Access Denied
IR_A1 - Journal Article Req...
TR_J1 - Journal Requests (E...
TR_J4 - Journal Requests by...
TR_J3 - Journal Usage by Ac...
IR_M1 - Multimedia Item Req...
PR_P1 - Platform Usage

Report Name
IR - Item Master Report
PR - Platform Master Report
TR - Title Master Report
DR - Database Master Report

Usage Statistics- 如何下載使用統計報告

- REPORT DATES 選擇所需報表月份後點選  (Apply Calendar)

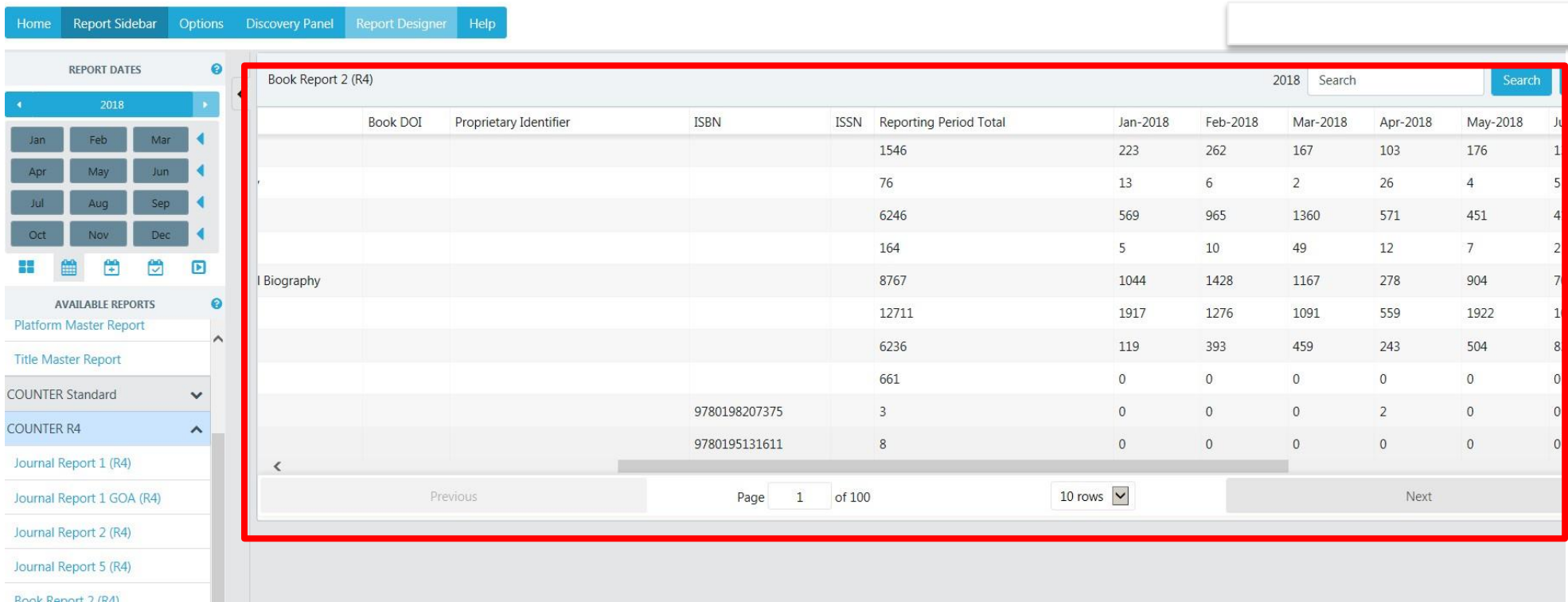


The screenshot shows the 'REPORT DATES' dropdown menu with a red box highlighting the month selection area. The menu is set to 2018 and shows months from Jan to Dec. Below the calendar view are icons for available reports: a grid icon, a calendar icon, a calendar with a plus sign, a calendar with a checkmark, and the 'Apply Calendar' button (a play icon). The main report table is partially visible, showing columns for Publisher, Platform, and Book DOI, with rows for various titles and their associated platforms.

註: 點選 Shift + 月份可選擇多個月份之統計

Usage Statistics- 如何下載使用統計報告

- 可移動報表下方捲軸查看是否已顯示所需統計月份

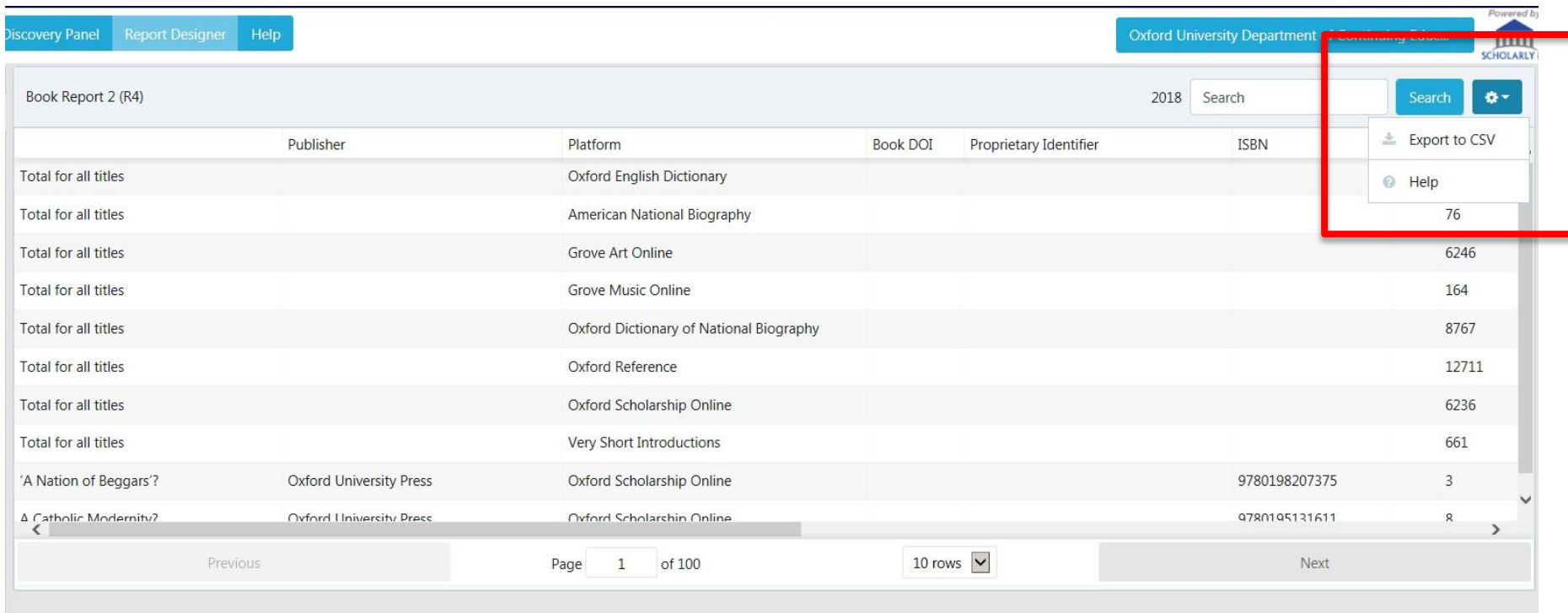


Book DOI	Proprietary Identifier	ISBN	ISSN	Reporting Period Total	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
				1546	223	262	167	103	176	1
				76	13	6	2	26	4	5
				6246	569	965	1360	571	451	4
				164	5	10	49	12	7	2
Biography				8767	1044	1428	1167	278	904	7
				12711	1917	1276	1091	559	1922	1
				6236	119	393	459	243	504	8
				661	0	0	0	0	0	0
		9780198207375		3	0	0	0	2	0	0
		9780195131611		8	0	0	0	0	0	0

Page 1 of 100 | 10 rows

Usage Statistics- 如何下載使用統計報告

- 若確認系統已顯示所需統計後, 點選平台右上
- 下拉選單之 “Export to CSV” 即可匯出報表

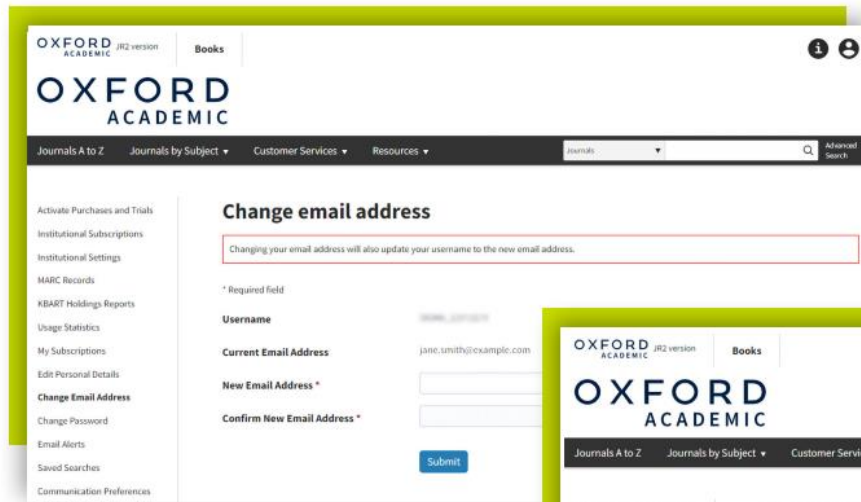


The screenshot displays the 'Report Designer' interface for 'Book Report 2 (R4)'. The table shows usage statistics for various platforms in 2018. A dropdown menu is open, highlighting the 'Export to CSV' option.

	Publisher	Platform	Book DOI	Proprietary Identifier	ISBN	
Total for all titles		Oxford English Dictionary				
Total for all titles		American National Biography				76
Total for all titles		Grove Art Online				6246
Total for all titles		Grove Music Online				164
Total for all titles		Oxford Dictionary of National Biography				8767
Total for all titles		Oxford Reference				12711
Total for all titles		Oxford Scholarship Online				6236
Total for all titles		Very Short Introductions				661
'A Nation of Beggars'?	Oxford University Press	Oxford Scholarship Online			9780198207375	3
A Catholic Modernity?	Oxford University Press	Oxford Scholarship Online			9780195131611	8

Page 1 of 100 | 10 rows | Next

Change Email Address & Change Password (修改電子郵寄地址 & 密碼)



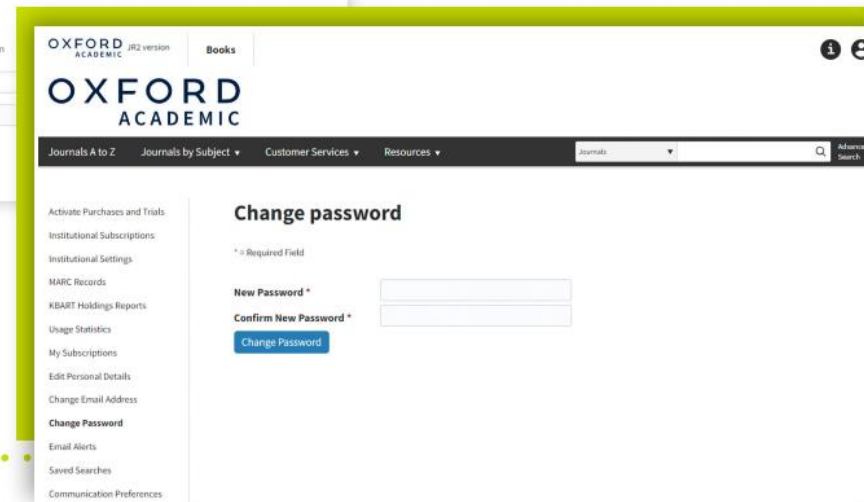
The screenshot shows the 'Change email address' form. At the top, it says 'OXFORD ACADEMIC' and 'Books'. Below the header, there are navigation links: 'Journals A to Z', 'Journals by Subject', 'Customer Services', and 'Resources'. A search bar is on the right. On the left, there is a sidebar menu with options like 'Activate Purchases and Trials', 'Institutional Subscriptions', 'MARC Records', 'KBART Holdings Reports', 'Usage Statistics', 'My Subscriptions', 'Edit Personal Details', 'Change Email Address', 'Change Password', 'Email Alerts', 'Saved Searches', and 'Communication Preferences'. The main content area has the title 'Change email address' and a note: 'Changing your email address will also update your username to the new email address.' Below this, there are fields for 'Username' (with a placeholder 'jane.smith@example.com'), 'Current Email Address' (with a placeholder 'jane.smith@example.com'), 'New Email Address *', and 'Confirm New Email Address *'. A 'Submit' button is at the bottom.

修改與您帳號關聯的郵寄地址

Change the email address associated with your account.

修改您的帳戶密碼

Change the password associated with your account.



The screenshot shows the 'Change password' form. It has the same header and navigation as the previous form. The sidebar menu is visible on the left. The main content area has the title 'Change password' and a note: '* Required Field'. Below this, there are fields for 'New Password *' and 'Confirm New Password *'. A 'Change Password' button is at the bottom.

更多參考資源

- Institutional account management
- 帳戶指南-完整版
- 中文版整合管理者平台 FAQ
- 中文版平台遷移 FAQ
- 新平臺視頻
- Oxford Academic User Guide