

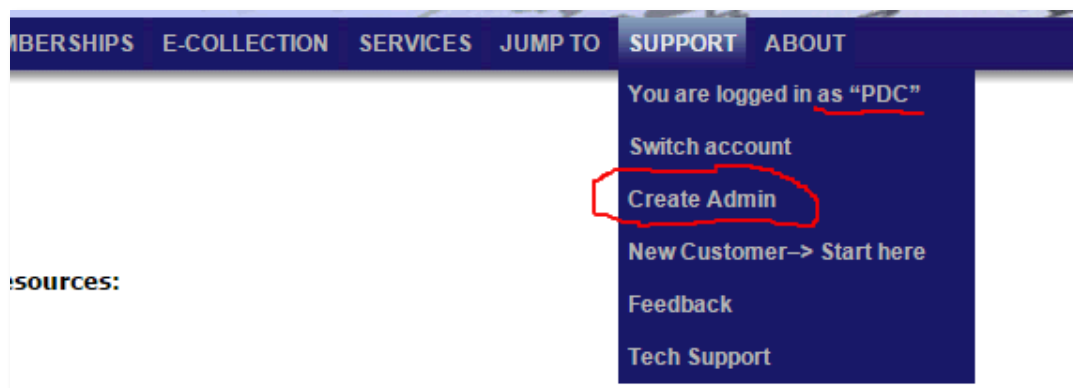
Online ADMIN MANAGER setup for Institutions

- Manage IP addresses
- Download user statistic

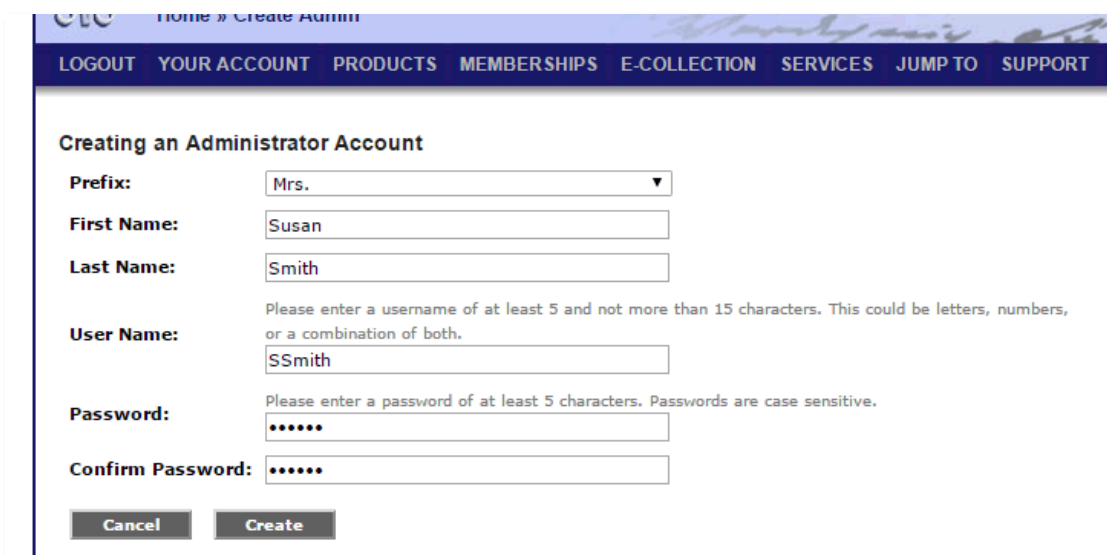
IMPORTANT: To set up the Admin Manager you must be set up in PDC's access management system. If you are set up in our system you will see your institution's name in the top right corner when you access <http://www.pdcnet.org/collection>. If you are not set up in our system please call us at (+01) 434 220-3300 for assistance.

1.) Your IP address is automatically recognized when you access <http://www.pdcnet.org/collection>

Go to SUPPORT -> CREATE ADMIN



2.) Set up your admin credentials



Home » Create Admin

LOGOUT YOUR ACCOUNT PRODUCTS MEMBERSHIPS E-COLLECTION SERVICES JUMP TO SUPPORT

Creating an Administrator Account

Prefix: Mrs. ▼

First Name: Susan

Last Name: Smith

User Name: Please enter a username of at least 5 and not more than 15 characters. This could be letters, numbers, or a combination of both. SSmith

Password: Please enter a password of at least 5 characters. Passwords are case sensitive. ●●●●●

Confirm Password: ●●●●●

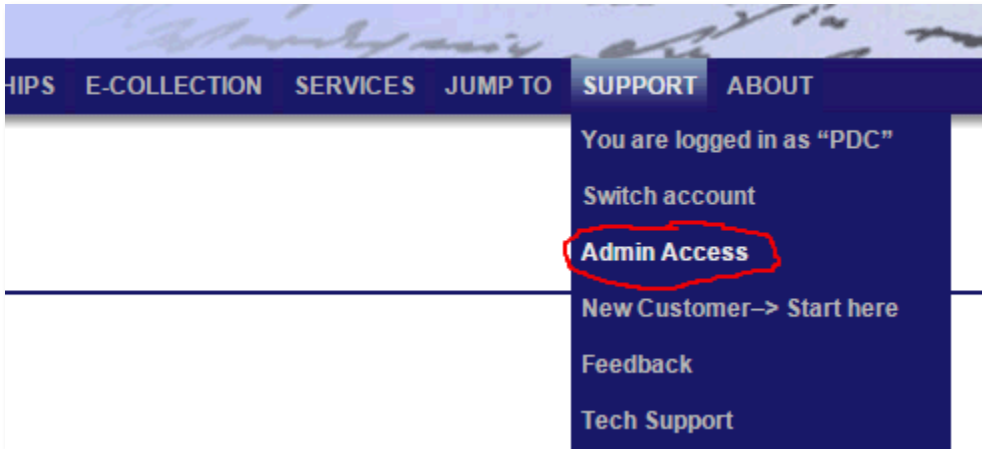
Cancel Create

3.) You will get the following message

The administrator account is created!

In a few minutes you can log in.

4.) When the administrator account setup is complete, the menu under SUPPORT will show **ADMIN ACCESS** in place of CREATE ADMIN



5.) Click on the ADMIN ACCESS link and log in. You will now have access to the admin functionality.

5.1) MANAGE IP ADDRESSES



You can add or delete IP addresses.

When adding ranges keep in mind that **the first 3 octets have to be the same for each range.**

IP Addresses for PDC

Existing IP Addresses:
75.146.19.129/255.255.255.255 [delete](#)

Create new IP Address:
please enter ranges that cover more octets like this.
92.168.72.0 - 92.168.72.255
92.168.73.0 - 92.168.73.0
The first three octets have to be the same per range.

Start IP address:

End IP address:

5.2) DOWNLOAD USER STATISTICS

You are Administrator for PDC

[Counter compliant Statistics \(XLS/XML-Format\)](#)

[Manage IP Addresses](#)

[Change Password](#)

To select the time period for user statistics, enter the current month to get the previous 12 months statistics.
OR enter 2014-12 to get statistics for 2014.

Usage statistics* for PDC

Please select the time period. For previous years you will get 12 month of statistics. For the current year you will get the statistics from January to the present.

Year: Month:

* PDC-Collection statistics are available starting November 2009.

For security reasons please enter your PDC-Customer No here to access your statistics.

PDC-Customer No:

Excel (XLS) Format
 Counter-compliant XML

If you dont know your PDC-Customer No please contact [Customer Support](#).