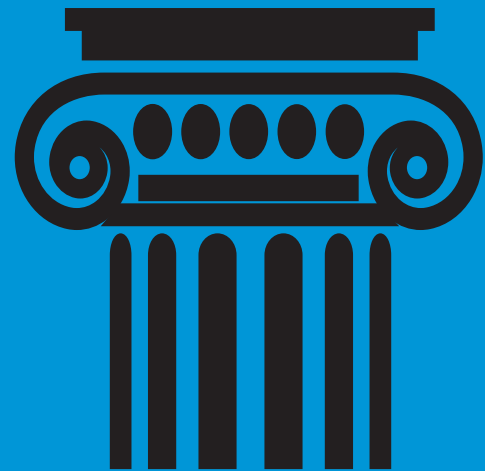


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Library Administration Tool — Manage Your Account

❖ Assign Roles

The library administration tool (Content Manager) allows you to assign different access rights to different people based on their roles. This allows institutions to manage work more efficiently, by allowing limited access to some administrators and complete access to others.

❖ Managing IP Addresses

The Content Manager lets library administration users view, edit, update, delete, and label their IP addresses, all in the same user interface. Once IP addresses are added, edited, or deleted, an activation request is sent immediately to your sales representative who will activate the account.

❖ Managing Institutional Details

The Content Manager allows the library administration users to manage all their institutional details, including contact person details, billing address, and branding options like display of their library logo on the end-user interface.

❖ Managing Individual Library Accounts

All library administration users, irrespective of their roles, can use the same interface for managing their own accounts. The content manger lets them edit their account details as well as subscribe to e-mail alerts to stay up to date on new content.

❖ Managing Other Users' Accounts

The primary institutional library administrator can not only manage his or her own account view, but can also manage the account of all other library users for the institution, by activating or deactivating other users, changing their login information, or deleting users.

❖ View Subscriptions

The Content Manager lets library administration users view all of their subscribed AIAA eBook packages. It also allows them to view information about all available (unsubscribed) packages. They can choose new packages from those available and place requests using a single interface.

❖ Advertisements on the Dashboard

The Content Manager allows AIAA to keep library administration users informed of new content, offers, discounts, etc., with advertisements displayed on the library administration user dashboard.

❖ Featured Title

Library administration users can add "Featured Titles" to the end-user interface. This allows the library administration user to keep their constituency informed of new material and helps to keep their homepage looking fresh.

❖ Contacting AIAA

The Content Manager is the interface through which the library administration users can make new purchase requests, communicate problems, queries, and feedback. A separate section of the content manager ensures that AIAA will receive all of their requests.

To order—Contact Adrian Fair at adrianf@aiaa.org

