

WILEY



Wiley Online Library

Article Select Tokens Guide

Article Select Tokens Guide

TOKEN CONTENT

Article Select Tokens may be used on the following Wiley Online Library products:



Over
1500
journals



Journal
Backfile
Collections



22,000+
OnlineBooks™



185
Major Reference
Works

A small number of journal and reference works titles are not available for purchase with Article Select Tokens. For a full list, please check:

<https://onlinelibrary.wiley.com/library-info/products/articleselectunavailable>

ADMINISTRATION & USAGE REPORTING

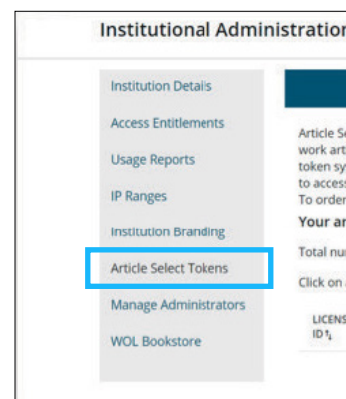
To review your settings about the Article Select Token product, please visit log in to the administration area. To login to your library's institutional administrator account, please use the Login/Register link in the upper-right section of the page:



Please fill out the details in the form using your Customer ID, **not your email address**.

If you are an existing customer, the same Customer ID/password you had for the old platform will also work on the new version of Wiley Online Library. Please enter your username/ID in the Email field. If you cannot recall your administrator username or password, please contact Wiley Customer Service.

After login credentials are authenticated, you will be directed to your library's institutional administrator page. Click on the Article Select Tokens module on the left side of the page:



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In this space users can check their license for tokens, date range, balances at the cumulative and license levels, and request usage reporting for specific licenses. See the sample on the right:

Total number of tokens remaining: 100					
Click on a license to see the related accessible content.					
LICENSE ID	CONTENT	VALID FROM	VALID TO	TOKENS REMAINING	USAGE REPORT
ALM-LID-LIDSUPERUSER2MW	Product - License - Map: ALM-LID-LIDSUPERUSER2MW	30 Sep 2019	30 Oct 2020	100	REPORT

By clicking the “Report” button, you will get an option to email the report to a recipient of your choosing. The usage report will come as attached .tsv file. Save the file to your desktop. You can open it in Excel by exporting the Text/CSV data.

Email alerts for token balances are also sent to account administrators, when 50, 75, and 100% of tokens have been consumed. An automated message from wileyonlinelibrary@wiley.com will dispatch to the listed email address associated with each institutional account.

If you do not receive these emails, please open a ticket with our Support team, so they may verify accurate email account association.

ACCESS CONTROL OPTIONS

Listed below are the three methods you may choose from to manage your tokens.

You must notify your Account Manager of which Access Control Option you prefer to use.

Access Control Option #1

• IP Address/OpenAthens Control (Seamless Access)

An Authorized User from your institution's IP address or OpenAthens Org-id must access Wiley Online Library to “spend” Article Select Tokens from your licensed account. Users will “seamlessly” download articles using your purchased tokens.

Usage will be reported by journal and article as part of the Licensee's overall usage reports.

Access Control Option #2

• User Control

An Authorized User must come from your institution's IP address or OpenAthens Org-id and confirm in order to “spend” Article Select Tokens in the Licensee's account (see My Profile Page for Users: <http://onlinelibrary.wiley.com/myprofile>).

If a User is in the IP range/logged in via OpenAthens when requesting the full text of an article, a confirmation screen will appear underneath the title of the article. Here's a screenshot of the message:



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The user will then have the option to download an article using a token. They can do so, by clicking “Confirm.” Usage is reported by journal and article at the institutional level.

Access Control Option #3 • SuperUser Control

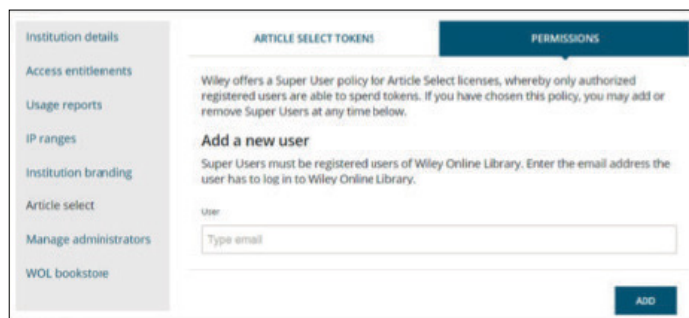
Choose a small group of Authorized Users to be SuperUsers (i.e. selected library colleagues or departments within your organization). They will become the only Authorized Users who can spend Article Select Tokens.

Only users on this list can activate an Article Select Token for a non-subscribed article. Each individual you add to the list must have a User ID and Password for Wiley Online Library. Users may register at onlinelibrary.wiley.com by clicking on the Login / Register button on the top right corner.

When an SuperUser requests the full text of an article from a non-subscribed journal, the default access message will appear, prompting users to sign in:

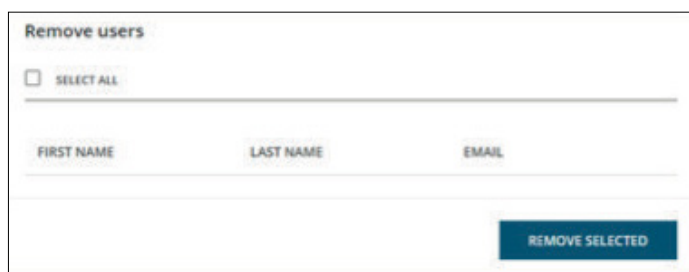
A screenshot of a Wiley Online Library article page. The article title is "BRONZE AGE ARCHAEOLOGY AND COSMOLOGY: DIALOGUES AT THE CROSSROADS" by Flemming Kaul. On the right side, there is a login prompt with a blue border. It includes tabs for "Access", "Related", and "Information". Below these is a "Log in to get access" link. Under "INSTITUTIONAL LOGIN >", there is a "Personal login" section with fields for "Email *" and "Password *", a "Forgot password?" link, and a "LOG IN" button.

If you have chosen this policy, you may add or remove Super Users at any time. Just click the Permissions tab and you will be taken to the screen on the right:

A screenshot of the "ARTICLE SELECT TOKENS" permissions page. The page has a sidebar with links: "Institution details", "Access entitlements", "Usage reports", "IP ranges", "Institution branding", "Article select", "Manage administrators", and "WOL bookstore". The main content area has a "PERMISSIONS" tab selected. It contains text explaining the Super User policy and an "Add a new user" section. The "Add a new user" section has a "User" label and a text input field with the placeholder "Type email". An "ADD" button is at the bottom right.

To add a new user, invite them via email. Again, they will need to be a registered user on Wiley Online Library. New users may register by following the instructions on this page.

To remove users, select the check box next to their name and click the “remove selected” button:

A screenshot of the "Remove users" form. It has a "SELECT ALL" checkbox at the top. Below is a table with three columns: "FIRST NAME", "LAST NAME", and "EMAIL". At the bottom right, there is a "REMOVE SELECTED" button.