



The purpose of this document is to assist the OvidSP administrator in the set up of a Deposit Account.

To begin, login to OvidSP as Administrator and click on [Admin Tools](#) link:

To start a session with OvidSP:

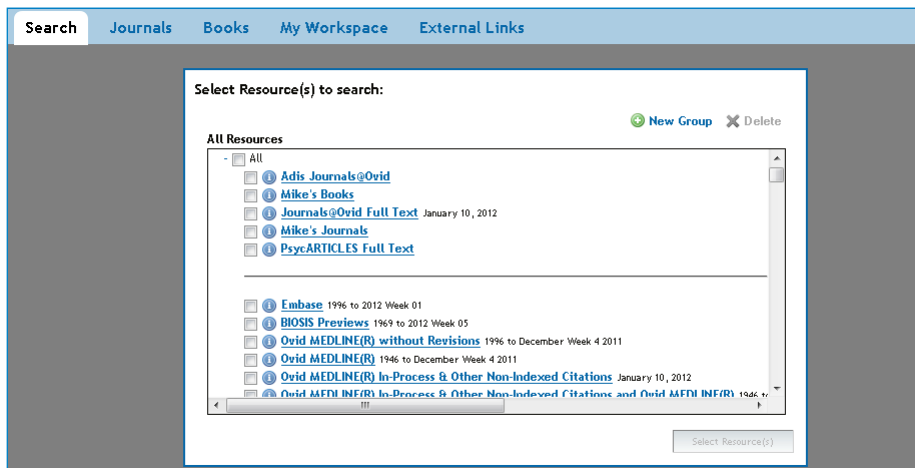
- Enter your user ID and password below
- Click the "Start OvidSP" button once

LOGIN

ID:

Password:

 **Not a subscriber to OvidSP?** Access individual articles from the latest, most trusted scientific, medical and academic research journals. [Click here.](#)



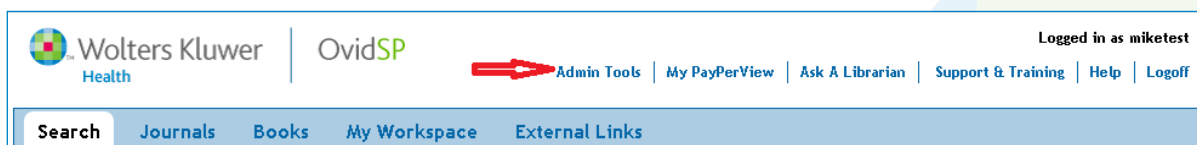
Search Journals Books My Workspace External Links

Select Resource(s) to search:

All Resources New Group Delete

- All
- Adis Journals@Ovid
- Mike's Books
- Journals@Ovid Full Text January 10, 2012
- Mike's Journals
- PsycARTICLES Full Text

- Embase 1996 to 2012 Week 01
- BIOSIS Previews 1969 to 2012 Week 05
- Ovid MEDLINE(R) without Revisions 1996 to December Week 4 2011
- Ovid MEDLINE(R) 1946 to December Week 4 2011
- Ovid MEDLINE(R) In-Process & Other Non-Indexed Citations January 10, 2012
- Ovid MEDLINE(R) In-Process & Other Non-Indexed Citations and Ovid MEDLINE(R) 1946 to



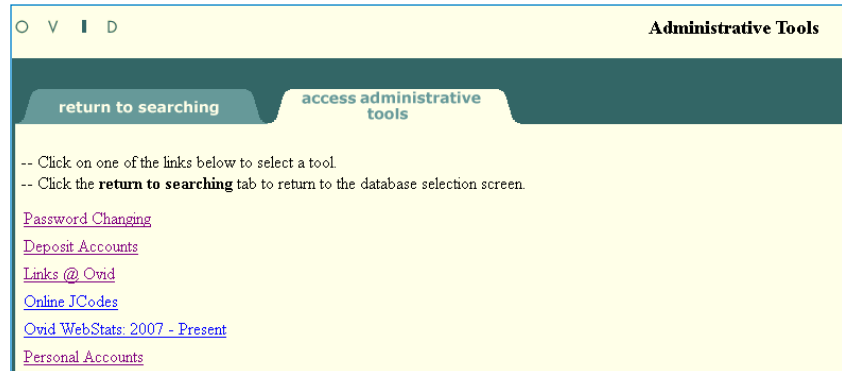
Wolters Kluwer Health | OvidSP Logged in as miketest

Admin Tools | My PayPerView | Ask A Librarian | Support & Training | Help | Logoff

Search Journals Books My Workspace External Links

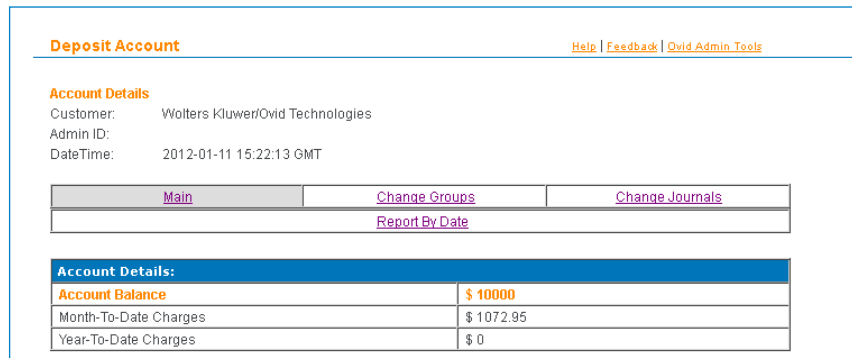


Then select Deposit Account in the list of Admin tools:



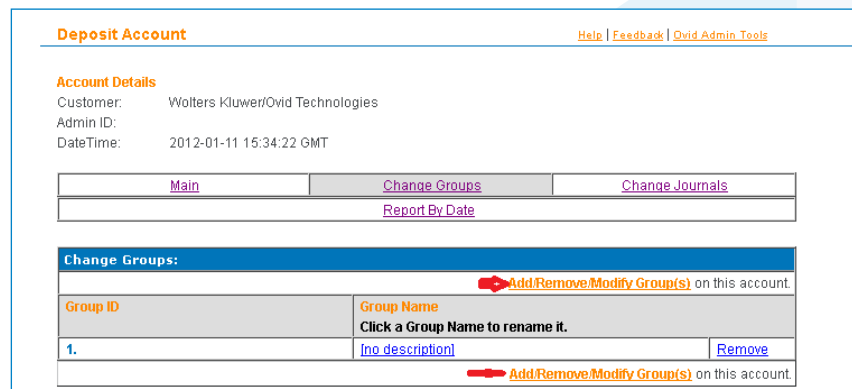
MAIN PAGE

From the main page, you can view your account balance and a quick history of money withdrawals:



CHANGE GROUPS

By clicking to the next tab—Change Groups, you can Add/Remove Ovid Groups entitled to Deposit Account:





This is the area where you can also add the BILLING CODE:

Account Details
 Customer: Wolters Kluwer/Ovid Technologies
 Admin ID:
 DateTime: 2012-01-11 15:38:23 GMT

[Main](#) [Change Groups](#) [Change Journals](#)
[Report By Date](#)

Add/Remove/Modify Group Access:
 To add a group click on the checkbox next to the group name. You can check more than one group.
 To remove a group from this account uncheck the checkbox.

Go to: >> [Return to full group list](#)

Group ID	Group Name	Add / Remove Group	Require Billing Code
Add All Groups:			
1. ibsensu1	[no description]	<input type="checkbox"/>	<input type="checkbox"/>
2. demoaccount	[no description]	<input type="checkbox"/>	<input type="checkbox"/>
3. wkfw	[no description]	<input type="checkbox"/>	<input type="checkbox"/>
4. tfinn	[no description]	<input type="checkbox"/>	<input type="checkbox"/>
5. bentest	[no description]	<input type="checkbox"/>	<input type="checkbox"/>
6. bentest2	[no description]	<input type="checkbox"/>	<input type="checkbox"/>
7. zfreest	[no description]	<input type="checkbox"/>	<input type="checkbox"/>
8. hwwlegtest	[no description]	<input type="checkbox"/>	<input type="checkbox"/>
9.	[no description]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10. johmbks	[no description]	<input type="checkbox"/>	<input type="checkbox"/>
11. dmtest	This is my changes	<input type="checkbox"/>	<input type="checkbox"/>
12. dmtest1	[no description]	<input type="checkbox"/>	<input type="checkbox"/>
13. dmtest2	[no description]	<input type="checkbox"/>	<input type="checkbox"/>
14. ojcodes	[no description]	<input type="checkbox"/>	<input type="checkbox"/>
15. ojcodes2	[no description]	<input type="checkbox"/>	<input type="checkbox"/>
16. ojcodes3	[no description]	<input type="checkbox"/>	<input type="checkbox"/>
17. qagroup	[no description]	<input type="checkbox"/>	<input type="checkbox"/>
18. sales2	Demo account	<input type="checkbox"/>	<input type="checkbox"/>
19. devut2	[no description]	<input type="checkbox"/>	<input type="checkbox"/>
20. sofdev	[no description]	<input type="checkbox"/>	<input type="checkbox"/>
21. product	[no description]	<input type="checkbox"/>	<input type="checkbox"/>
22. management	[no description]	<input type="checkbox"/>	<input type="checkbox"/>

The BILLING CODE is an optional feature where you can require an additional step that works as a way to capture more detailed information, as well as an opportunity to confirm your users want to purchase the article.

They will be asked to fill out the required fields, billing code (this can be a client code or project name for example), first and last name, and phone number. The remaining fields are optional. Please note, this is a standard form.

If a user clicks CANCEL, they will be taken back to the results screen canceling the purchase.

This is how the BILLING CODE looks in the interface:

Billing Code:

Please enter your billing information below. Required fields are marked with an asterisk (*).

*Billing Code:

*First Name:

*Last Name:

*Phone Number:

Department:

Institution:



CHANGE JOURNALS

By clicking [Change Journals](#) tab, you can create a custom list of journals in which articles can be purchased with Deposit Account.

*Please note that as new Deposit Account titles get added to our system we won't automatically add them to your custom list, this needs to be manually edited by administrators.

Deposit Account [Help](#) | [Feedback](#) | [Ovid Admin Tools](#)

Account Details
 Customer: Wolters Kluwer/Ovid Technologies
 Admin ID:
 DateTime: 2012-01-11 15:41:35 GMT

[Main](#) | [Change Groups](#) | **[Change Journals](#)** | [Report By Date](#)

Add/Remove Journals: [Save Changes](#) [Cancel](#)

Select from these journals:
[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#)
[O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [New PPV Journals](#)
[Download List](#) | [Printable List](#)

- New PPV Journals-
- Journals-
- AACN Bold Voices
- Acta Obstetrica Et Gynecologica Scandinavica
- Addiction Biology
- Aggressive Behavior
- American Journal Of Hematology
- American Journal Of Industrial Medicine
- American Journal Of Medical Genetics - A
- American Journal Of Medical Genetics - B: Neuropsychiatric Genetics
- American Journal Of Medical Genetics - C
- Anatomia, Histologia, Embryologia
- Annals Of Applied Biology
- Annals Of Internal Medicine
- Annals Of Neurology
- Applied Vegetation Science
- Asian Journal Of Social Psychology
- Australian Dental Journal
- Australian Endodontic Journal

[Add Journal >>](#) [<< Remove Journal](#)

Current Journal Selection:
[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#)
[O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [New PPV Journals](#)
[Download List](#) | [Printable List](#)

- New PPV Journals-
- Medical Research Journal
- Journals-
- AACN: Advanced Critical Care
- AACN: Advanced Critical Care - Definitive Archive
- Academic Emergency Medicine
- Academic Medicine
- Academic Medicine - Definitive Archive
- ACSM's Health & Fitness Journal
- ACSM's Health & Fitness Journal - Definitive Archive
- Acta Anaesthesiologica Scandinavica
- Acta Biochimica et Biophysica Sinica
- Acta Cardiologica Sinica
- Acta Haematologica
- Acta Neurologica Scandinavica
- Acta Neuropsychiatrica
- Acta Ophthalmologica
- Acta Paediatrica
- Acta Physiologica

[Save Changes](#) [Cancel](#)

Click the link below for a listing of all the journals that are available via your Deposit Account:
http://www.ovid.com/site/products/services/payperview_journals.jsp



REPORT BY DATE

Reporting is available by clicking [Report by Date](#) from the main page. You can receive a detailed CSV report of articles purchased over a period of time:

Deposit Account [Help](#) | [Feedback](#) | [Ovid Admin Tools](#)

Account Details
 Customer: Wolters Kluwer/Ovid Technologies
 Admin ID:
 DateTime: 2012-01-11 15:44:29 GMT

Main	Change Groups	Change Journals
Report By Date		

Please note that it may take up to 24 hours for recent deposit account activity to show up in these reports. Thank You.

Date Range: Please enter the dates for which you would like to generate a report
 Valid date formats: mm/dd/yyyy

Start Date	11/17/2011	End Date	12/17/2011	Submit
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Sample Report

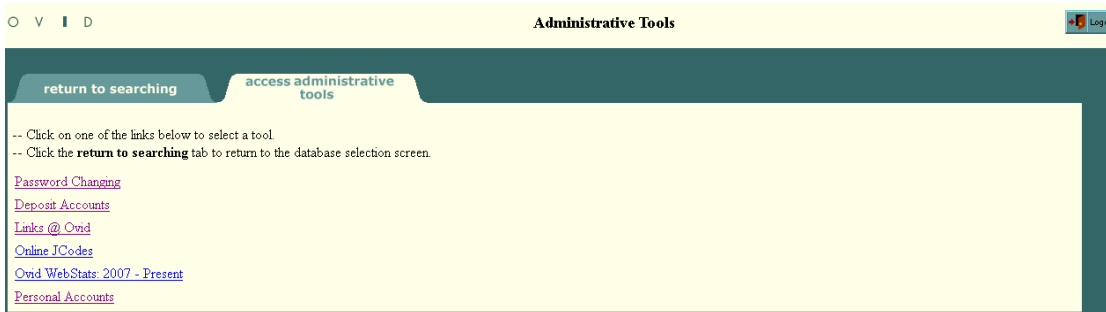
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1																			
2	Transactic	Transactic	Subscripti	Article Na	Authors	Journal N:	Accession	Article Ar	Tax Amou	Customer Nar	Customer	Group Nar	User Nam	Account N:	Account N:	Billing Co:	Departme	First Nam	Last Nam
3	2799390	2011-11-2	580817	Clinically	Ogawa, Ry	Drugs	00003495-	67.95	4.08	Client Examp	65542	Client Exa	Client Exa	30648	Client Exa	254	John	Doe	
4	2803920	2011-11-2	580817	Implemer	Zamora, Z	Journal of	00001786-	47	2.82	Client Examp	65542	Client Exa	Client Exa	30648	Client Exa	254	John	Doe	
5	2803960	2011-11-2	580817	PERCEPT	van der Li	Emergenc	00008410-	33	1.98	Client Examp	65542	Client Exa	Client Exa	30648	Client Exa	254	John	Doe	
6	2807820	2011-12-0	580817	Human Pa	Levorson,	Pediatric	00006454-	57	3.42	Client Examp	65542	Client Exa	Client Exa	30648	Client Exa	254	John	Doe	
7	2815810	2011-12-1	580817	The Effect	Byrne, Ma	Medical C	00005650-	47	2.82	Client Examp	65542	Client Exa	Client Exa	30648	Client Exa	254	John	Doe	
8	2817990	2011-12-1	580817	Surgical S	Eggl, Yve	Medical C	00005650-	47	2.82	Client Examp	65542	Client Exa	Client Exa	30648	Client Exa	254	John	Doe	
9	2818010	2011-12-1	580817	Hospital V	Ghaferi, A	Medical C	00005650-	47	2.82	Client Examp	65542	Client Exa	Client Exa	30648	Client Exa	254	John	Doe	
10	2818030	2011-12-1	580817	Threshold	Gandjour,	Medical C	00005650-	47	2.82	Client Examp	65542	Client Exa	Client Exa	30648	Client Exa	254	John	Doe	
11	2819400	2011-12-2	580817	The Curre	McCarthy,	Journal of	01241398-	47	2.82	Client Examp	65542	Client Exa	Client Exa	30648	Client Exa	254	John	Doe	
12	2821200	2011-12-2	580817	Cardiovas	Keast, Rol	Health Cai	00126450-	47	2.82	Client Examp	65542	Client Exa	Client Exa	30648	Client Exa	254	John	Doe	
13	2825480	2012-01-0	580817	Valuing cc	Dewar, Be	Nursing Iv	00043623-	33	1.98	Client Examp	65542	Client Exa	Client Exa	30648	Client Exa	254	John	Doe	
14	2828040	2012-01-0	580817	Electroma	Khan, Irt	Clinical Pl	00045413-	47	2.82	Client Examp	65542	Client Exa	Client Exa	30648	Client Exa	254	John	Doe	
15																			



CHANGE GENERIC LINK NAME

The default link for your Deposit Account will read as Deposit Account Article. If you would like to change the name of that link in the OvidSP interface, you may do so via the steps below.

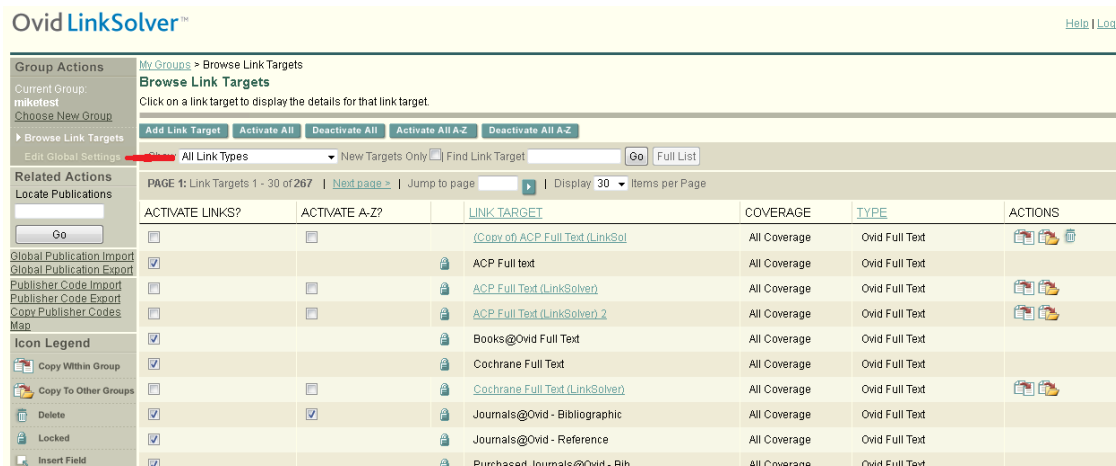
Navigate to [Links@Ovid](#) or [LinkSolver](#):



Choose the group name where the Deposit Account is active:

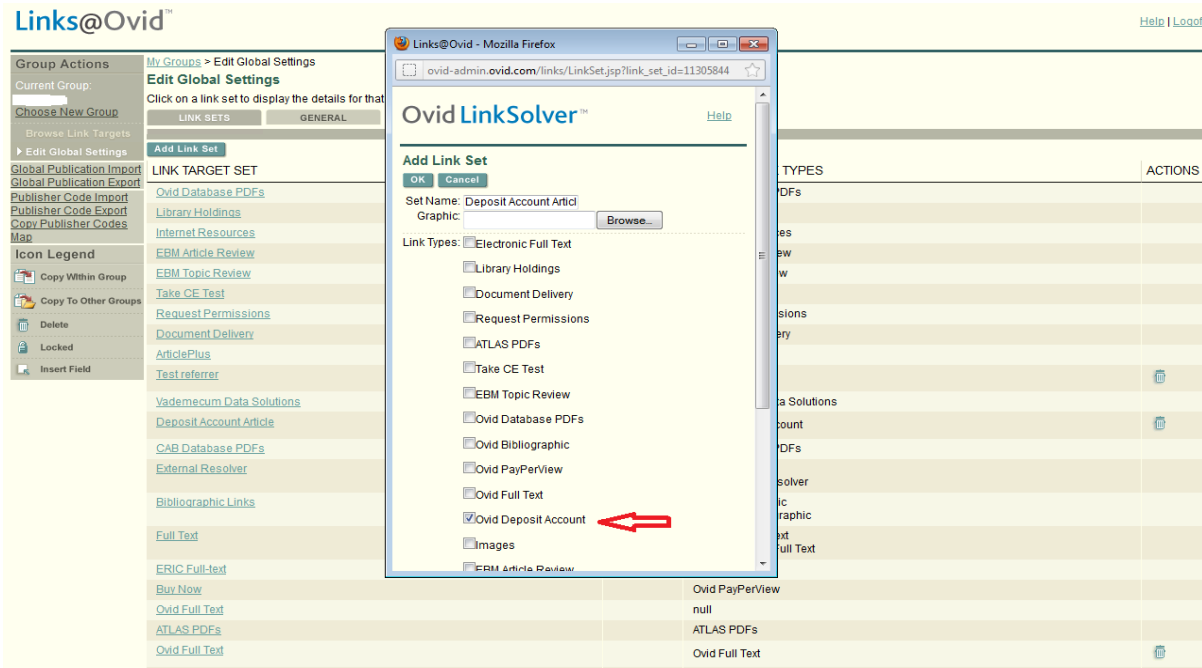


Navigate to [Edit Global Settings](#) to locate the link target to customize:

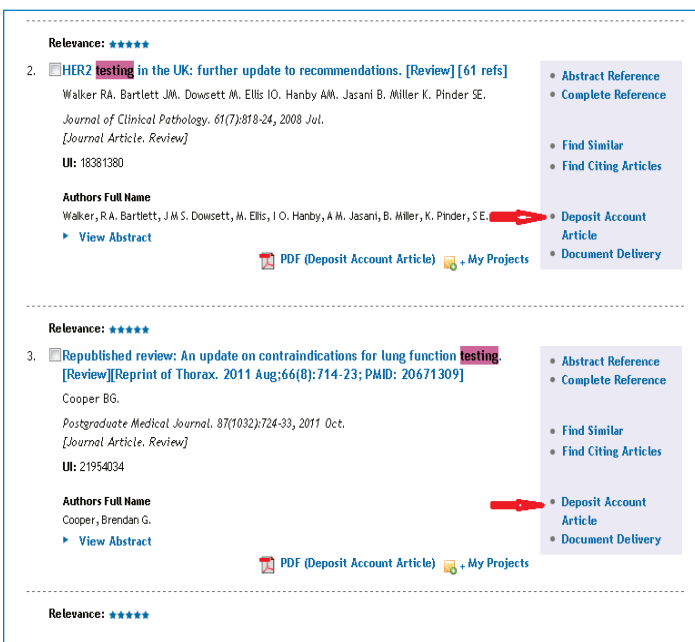




Click the link that says Deposit Account Article and rename as desired:



The change that you make in the Links@Ovid Admin tool will appear as below in the OvidSP interface:



Two important items to remember:

1. Purchases are valid for a 24hour period, meaning that after 24hours when a user clicks the link for a previously purchased journal there will be a new charge, if they click the link again before the 24hour window has expired the article will open with no charge.
2. Purchases are tracked via cookie placed on the PC that made the charge, not the user via user ID. Therefore if a user purchases from a library PC and then clicks the same journal link less than 24hours later from a difference PC another charge will be incurred.