



NEJM.org: A Guide for Institutional Administrators

All of your institution's account information may be found at www.nejm.org/institutional-administration-center

To update your institution's IPs, access your COUNTER reports, and manage branding and link resolvers, please follow these steps.

Step 1: Signing In

Go to www.nejm.org and sign in. If you haven't already confirmed your account, you will be required to do so. Your email address will become your username.

After you've signed in, you can navigate to the Institution Administration Center using the My NEJM drop-down at the top of the page.

As an administrator, you also have your own individual My NEJM account, where you can manage your personal information, alert preferences, and saved items.

First, sign into your administrator account at the top of any page on NEJM.org.

Select "My Institutions" from the drop-down box at My NEJM.



Step 2: The Institution Administration Center — Manage Account Tab

www.nejm.org/institutional-administration-center. The center is organized in a series of three tabs. This is the first tab.

The Admin Center is organized in tabs. This is the first tab. Click on the blue tabbed links to access the other tabs.

If you manage multiple institutions with the same administrator account, you would see each listed in this drop-down.

The screenshot displays the 'Institution Administration Center' for 'MMS University'. The 'Manage Account' tab is selected and circled in red. Below the navigation menu, there are three tabs: 'Manage Account', 'Usage Reports', and 'Branding & Link Resolvers'. The 'Manage Account' tab is active, showing a section titled 'MANAGE IP ADDRESSES'. This section includes a table with columns for 'Description', 'IP Address(es)', and 'Delete'. Two IP addresses are listed: '111.111.222.222' and '198.115.092.000:198.115.093.255'. Below the table, there is a 'Save Changes' button and a section for 'IP ranges' with a text input field and an 'Add IP Addresses' button. A red arrow points from the 'Add IP Addresses' button to a red box containing instructions. Another red arrow points from the 'View Account' dropdown menu to the same red box.

Add IP addresses here. Add more than one IP address by entering the first, pressing enter, entering the next, and clicking <Add IP Addresses>. You may also copy and paste a list of IP addresses into the box and click <Add IP Addresses>. Use the "Description" field to describe IP addresses if you choose.

Step 3: The Institution Administration Center — Usage Reports

Institution Administration Center

View Account: MMS University

[Manage Account](#) [Usage Reports](#) [Branding & Link Resolvers](#)

COUNTER REPORTS (JULY 2010 – PRESENT)

Delivery via Email
NEJM.org usage statistics are provided in COUNTER Release 4 format. Reports are available 2-14 days after the close of each month (for previous month's data) via email delivery.

1. **Select year:** 2016

Select Range:
From: January 2016
To: January 2016

2. **Select Reports:**

- Select all reports**
- Journal Report 1**
(Number of Successful Full-Text Article Requests by Month and Journal)
- Journal Report 1 GOA**
(Number of Successful Gold Open Access Full-Text Article Requests by Month and Journal)
- Journal Report 1a**
(Number of Successful Full-Text Article Requests from an Archive by Month and Journal)
- Journal Report 2**
(Turnaways by Month and Journal)
- Journal Report 3**
(Number of Successful Item Requests and Turnaways by Month, Journal and Page Type)
- Journal Report 5**
(Number of Successful Full-Text Article Requests by Year-of-Publication (YOP) and Journal)
- Platform Report 1**
(Total Searches, Result Clicks and Record Views by Month and Platform)

Select file format(s)
Select the file format(s) you would like the report(s) to be in.

- XML
- HTML**
- Tab Delimited

Email Reports
The reports you have selected will be sent to you automatically when you press submit. Designate additional recipients using the field below.

Email Address(es)

[Help with Usage Reports](#)

REPORT RETRIEVAL VIA SUSHI

If your organization operates a SUSHI client, you may use it to retrieve COUNTER reports from this platform.

Our SUSHI request URL is: <http://www.nejm.org/api/soap/analytics/SushiService>
Your Requestor ID is: shaering@mmsuniv.edu
Your CustomerReference ID is: IP00007

[Help with SUSHI](#)

REPORTS (JANUARY 2005 – JUNE 2010)

Reports from 2005 to June 2010 are available only in tab-delimited format. The .zip file(s) below contain one tab delimited file for each year of data.

MMS University Access Provided By: MMS University

Customer Service and Fulfillment
8am - 4pm ET Mon - Fri
1-800-843-6356 or 781-434-7888
781- 893-0413 (fax)
institutionservice@nejm.org

Institution Sales Contacts
General Contact Information
• US and Canada
• Europe
• Middle East/Africa

Frequently Asked Questions
Questions about adding IP addresses?
Place each IP address or range in the box provided. The description field is optional. Separate ranges with a colon.
[Learn more about adding IP addresses](#)

Need COUNTER reports before July 24, 2010?
You can find these reports in a .zip file at the bottom of the Usage Reports Tab. Each report is a tab-delimited text file. You can copy it and paste it into excel for a more user-friendly format. Due to the mid-month migration to the new platform, the data for July 2010 is incomplete. It will need to be added to the July 2010 reporting data (generated at the top of the Usage Reports Tab).

[More Frequently Asked Questions](#)

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The only COUNTER reports available through this function are July 2010–present. Earlier reports may be accessed via the “REPORTS: JANUARY 2005 – JUNE 2010” section below.

HTML is the easiest format to read.

This report format is a text-format. You may transfer to Excel by opening the file, copying the contents, and pasting into an Excel document.

Use this information to configure your SUSHI server.

Step 4: The Institution Administration Center — Branding and Link Resolvers Tab

Institution Administration Center

View Account: MMS University

[Manage Account](#) [Usage Reports](#) **[Branding & Link Resolvers](#)**


INSTITUTION BRANDING

Text
Use the field below to inform users that access to NEJM.org is being provided by your institution.

Access provided by: Maximum length: 60 characters.

Institution Logo
If you wish to display your institution's logo along with the text, upload the logo below.

Maximum dimensions: 100x50 pixels
File formats: .jpg, .gif, or .png

Current Image: 

Upload New Image:

[Help with Institution Branding](#)

LINK RESOLVER

Link Server
If your institution has a local OpenURL-compliant link server, you can choose to display OpenURL reference links. Enter the server URL below.

Enter URL:

Upload an OpenURL image
If you do not upload an image, the default OpenURL image will display.

Maximum dimensions: 85x25 pixels.

Upload New Image:

MMS University Access Provided By MMS University

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• Asia/Pacific
• Latin America and Caribbean

Additional Information
Institution Resource Center

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Learn more about adding IP addresses

Learn more about accessing COUNTER reports

NEJM Catalyst

Free Live Web Event

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Enter the branding and logo information that you want to use here and save your changes. It will be displayed for your users on most pages throughout NEJM.org in the upper right-hand corner.

Enter your link resolver information here and save your changes.