

# GALE ADMIN TIPS

## Manage Your Gale Resources

The Gale Admin platform allows you to customize your Gale experience, including authentication, general resource preferences, product specific preferences, and discovery services. You can also pull usage reports, including COUNTER reports. To access Gale Admin go to [admin.gale.com](http://admin.gale.com).

If you need your admin credentials reach out to Technical Support at [gale.technicalsupport@cengage.com](mailto:gale.technicalsupport@cengage.com).

### SIGN IN

- Access [admin.gale.com](http://admin.gale.com) and enter your admin credentials.
  - » If you don't know your credentials, reach out to Technical Support at [gale.technicalsupport@cengage.com](mailto:gale.technicalsupport@cengage.com)
- Choose your location to edit.
  - » Depending on your account set up you may see more than one location. For example, if you are the admin for two separate schools you will see both when you sign in.
  - » You will know you have selected an individual location when you see a green navigation bar on the left side of the page.
- For the next sections, we will use the left navigation bar to access different page sections.

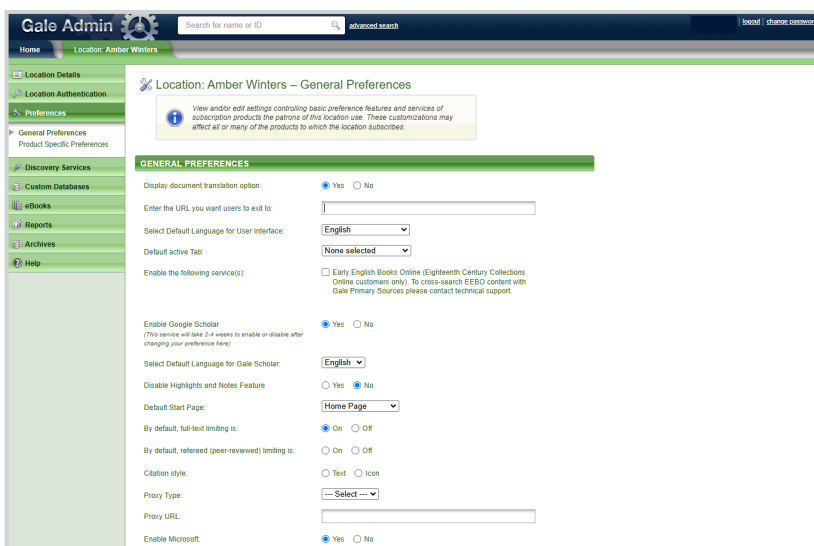
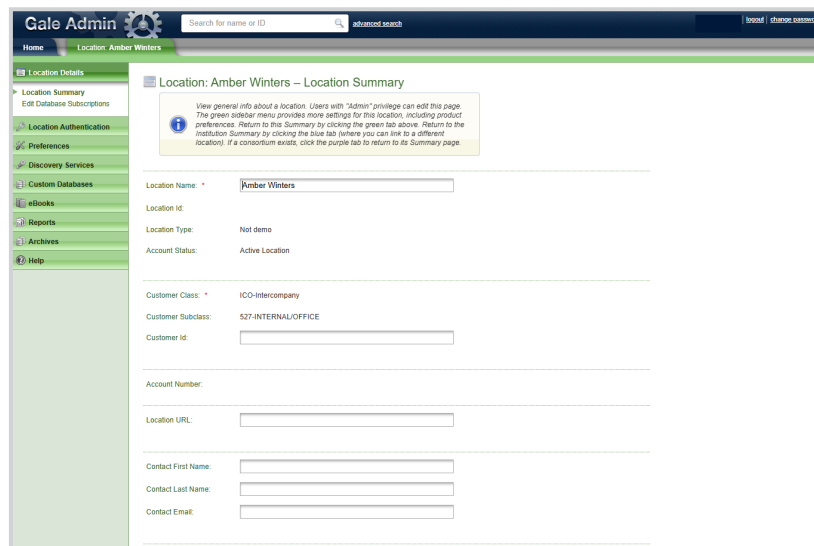
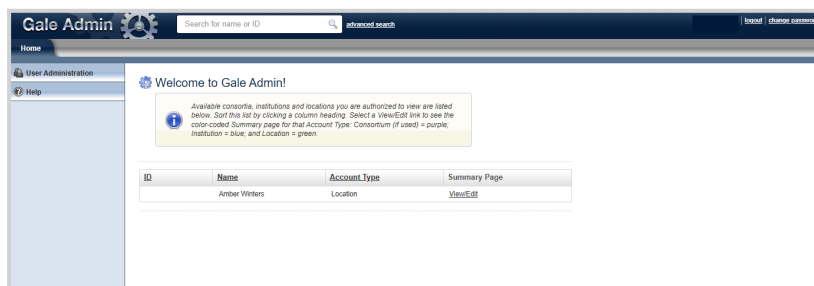
### LOCATION AUTHENTICATION

- Utilize this tab in the left navigation bar to edit how your users access your resources.
- Authentication can be changed at any time, based on your needs.
- If you are looking to use an LMS (learning management system) or Google/Microsoft sign in, choose Third Party.

### PREFERENCES

#### General Preferences

- These preferences will be applied to all your Gale resources.
- From here you can choose a default start page, login page, or add a proxy URL.



## Product Specific Preferences

- This section allows you to narrow preferences to specific resources only.
- Use the drop down to select your resource of interest.
- From here you can default to full-text limiting, change the content being shown to users, or change what resources are being searched through PowerSearch.


## DISCOVERY SERVICES

In this section you can edit and customize the following:

- Open URL: Support outbound (from Gale to others) linking.
- Library Holdings: Link to your library's OPAC without exiting their Gale session.
- Interlibrary Loan: Allow users to request a resource from another library.

## REPORTS

The Gale Admin **Usage Portal** offers a variety of usage reporting including Gale standard reports and COUNTER compliant reports. Usage statistics are available for the current year and prior three years. *Note: The Gale Usage Dashboard is also available for additional usage reporting and charts.*

- Select View Usage Reports from the Reports section of the navigation bar.
- Upon entering the Usage Portal, your institution's dashboard is displayed; this provides a quick visual summary of recent usage.
- Apply filters to adjust the usage reporting time frame.
- Select Gale Reports or COUNTER from the top navigation to find your preferred reports.
- You may export reports in CSV or TSV formats by using the Export icon  in the top right corner of each report.

## HELP

- For additional information about the structure and functionality of Gale Admin, select the Help option.

