



# Oxford Academic Starter Guide

牛津學術平台指南

管理您的帳戶- 簡易版

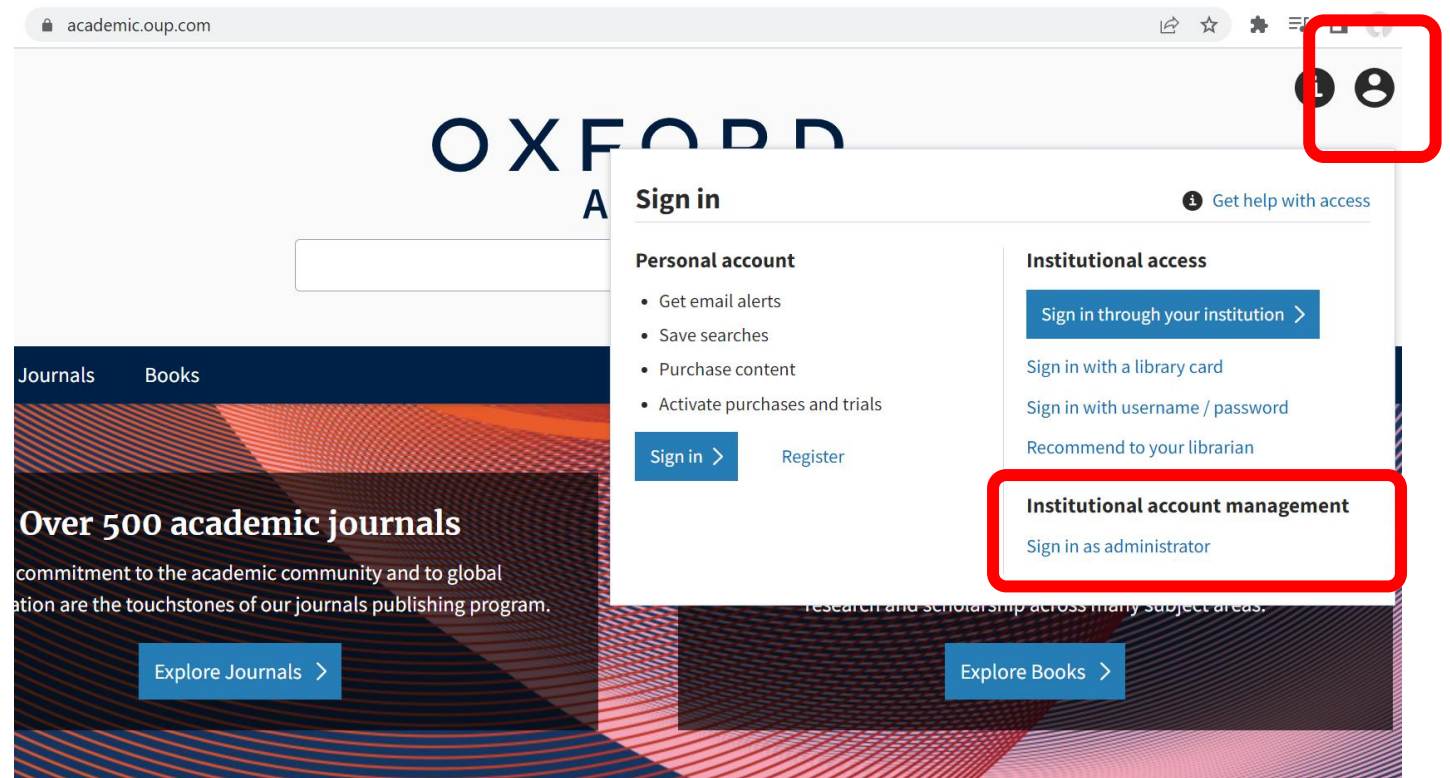
2024年6月更新

# 此指南包含如下內容

- 管理者帳戶登入
- 重設密碼
- 若無帳戶
- **IP設定- 需透過 [theIPregistry.org](https://theIPregistry.org) 管理- 2024年6月更新**
- Institutional Settings (機構設置)
  1. OpenAthens & Shibboleth設定
  2. 其他設定
- Usage Statistics (使用統計報告)
  1. Q&A
  2. COUNTER 5 V.S. COUNTER 4
  3. Counter 5 主要報告指標 (Metrics) & 屬性 (Attributes)
  4. 如何下載使用統計報告
- Change Email Address & Change Password (修改電子郵寄地址 & 密碼)

## 管理者帳戶登入

- 網址: <https://academic.oup.com/>
- 點選平台右上方圖像
- 點選 **Sign in as administrator**
- 輸入您的Email & password



## 重設密碼

- 點選此連結 <https://academic.oup.com/my-account/forgot-password>
- 輸入您的 email 後點選 Submit
- 系統將會自動寄送重設密碼之 email 至您的信箱 (若未收到 email, 請查看垃圾信件匣)
- 依 email 說明更新密碼

備註: 密碼需為8位(含) 以上字符，  
且需包含數字、字母大小寫及特殊符号

### Forgot password

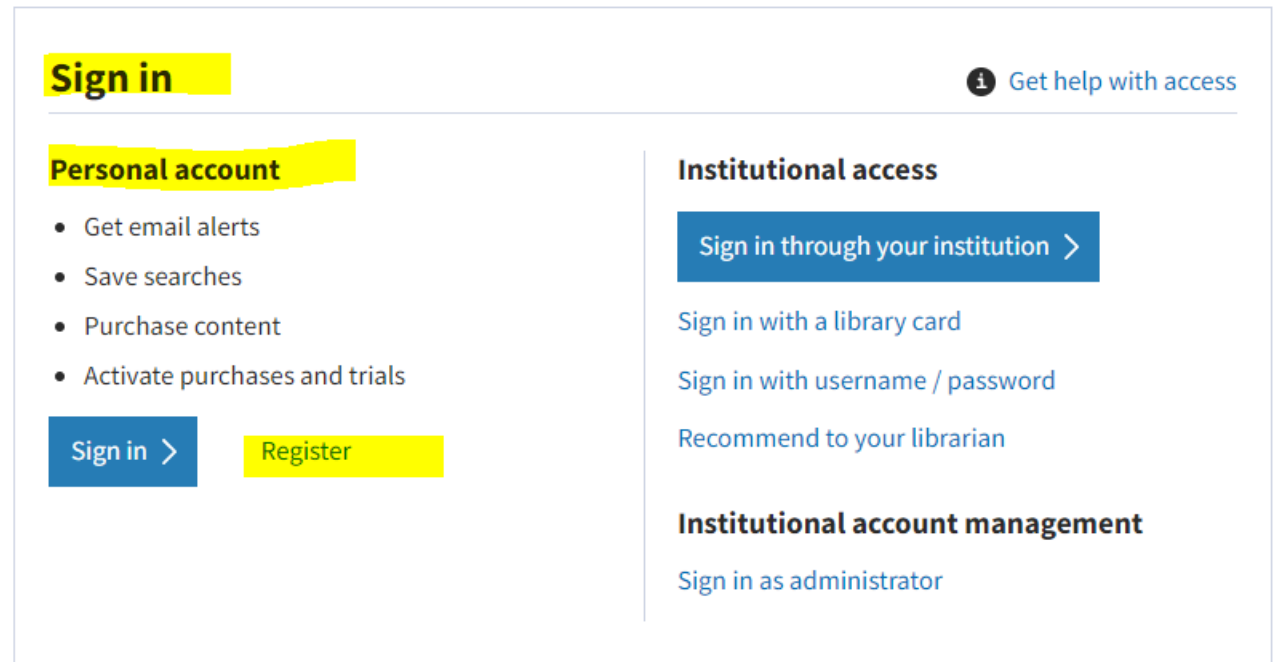
Enter your email address below to receive instructions on how to create a new password.

Email

Submit

# 若無帳戶

請點選 Personal account 下方  
Register 註冊帳戶



The screenshot shows a sign-in interface with the following elements:

- Sign in** (highlighted in yellow)
- [Get help with access](#) (with an information icon)
- Personal account** (highlighted in yellow)
  - Get email alerts
  - Save searches
  - Purchase content
  - Activate purchases and trials
- [Sign in >](#) (blue button)
- [Register](#) (highlighted in yellow)
- Institutional access**
  - [Sign in through your institution >](#) (blue button)
  - [Sign in with a library card](#)
  - [Sign in with username / password](#)
  - [Recommend to your librarian](#)
- Institutional account management**
  - [Sign in as administrator](#)

## IP設定- 需透過 [theIPregistry.org](https://theipregistry.org) 管理

- 自2024年2月起, 為減少錯誤和訪問問題, 需透過 [theIPregistry.org](https://theipregistry.org) 管理
- **\*\*請務必 <https://app.theipregistry.org/Account/Login> 免費註冊+ 確認貴單位於平台上之 IP 數據, 以確保順暢連線\*\***
- 無法再通過管理者帳戶更新 IP 地址或 Email 提交 IP 更新申請。
- 詳情請參考:
  - [2024年2月OUP UK 提醒郵件](#)
  - [FAQs](#)
  - 註冊問題: [PSI 註冊指南](#) (中文版請參考本文檔末頁)
  - IP 更新問題: [PSI 更新IP 指南](#) (中文版請參考本文檔末頁)
  - **或請聯繫 [admin@theipregistry.org](mailto:admin@theipregistry.org)**

# Institutional Settings- OpenAthens & Shibboleth 設定

在以下欄位中輸入相關訊息後, Save 後, 稍待系統顯示 “**Your institutional settings were updated successfully**” 即完成更新

- Organization ID
- Entity ID

Activate Purchases and Trials

Institutional Subscriptions

**Institutional Settings**

Usage Statistics

My Subscriptions

Edit Personal Details

Change Email Address

Change Password

Email Alerts

Saved Searches

Communication Preferences

## Institutional settings

Select Institution

Institution Name \* ?

IP Addresses ?

59.125.65.142-59.125.65.143  
59.125.65.144  
59.125.65.169  
59.125.65.170-59.125.65.171  
122.146.170.130-122.146.170.131

**Organization ID ?**

**Entity ID ?**

OpenURL ?

OpenURL button ?

Institution URL ?

Institution Logo URL ?

Save

\* = Required Field

## Institutional Settings- 其他設定

- **OpenURL:** OpenURL link server 通常以 '?' 結尾
- **OpenURL button:** 最大解析度為150px wide x 30px high。支援GIF、JPEG & PNG格式
- **Institutional URL:** 用戶點擊此 URL 將被引導到所設置的網站。
- **Institutional Logo URL :** 300px wide x 100px high。支援GIF、JPEG & PNG格式

Activate Purchases and Trials

Institutional Subscriptions

**Institutional Settings**

Usage Statistics

My Subscriptions

Edit Personal Details

Change Email Address

Change Password

Email Alerts

Saved Searches

Communication Preferences

### Institutional settings

Select Institution

Institution Name \* ?

IP Addresses ?

59.125.65.142-59.125.65.143  
59.125.65.144  
59.125.65.169  
59.125.65.170-59.125.65.171  
122.146.170.130-122.146.170.131

Organization ID ?

Entity ID ?

OpenURL ?

OpenURL button ?

Institution URL ?

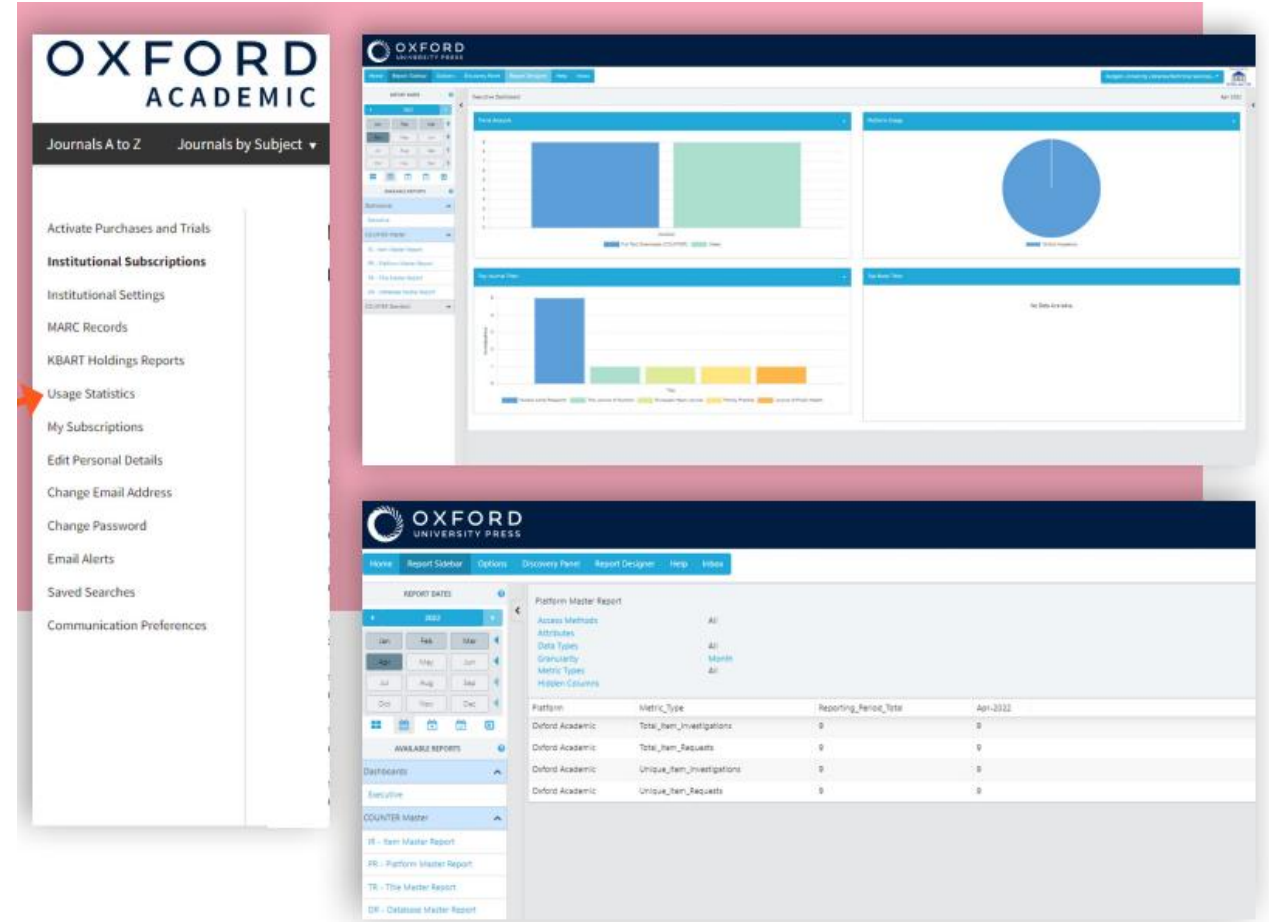
Institution Logo URL ?

Save

\* = Required Field

# Usage Statistics (使用統計報告)

選擇“Usage Statistics”（使用統計報告），即可進入使用統計平台，隨時下載與掌握貴校/單位的使用統計



The screenshot shows the Oxford Academic Usage Statistics interface. The left sidebar contains a menu with the following items: Journals A to Z, Journals by Subject, Activate Purchases and Trials, Institutional Subscriptions, Institutional Settings, MARC Records, KBART Holdings Reports, Usage Statistics (highlighted with a red arrow), My Subscriptions, Edit Personal Details, Change Email Address, Change Password, Email Alerts, Saved Searches, and Communication Preferences. The main area displays a dashboard with several charts and a table of report data.

The dashboard includes the following charts:

- Bar chart: Total Item Investigations
- Bar chart: Total Item Requests
- Pie chart: Total Item Investigations
- Bar chart: Total Item Requests

The table below shows the data for the Platform Master Report:

Platform	Metric_Type	Reporting_Period	Total
Deford Academic	Total_Item_Investigations	Apr-2022	0
Deford Academic	Total_Item_Requests		0
Deford Academic	Unique_Item_Investigations		0
Deford Academic	Unique_Item_Requests		0

## Usage Statistics- Q& A

- 牛津大學出版社已於2019年1月提供COUNTER 5 Release 5 使用統計報告。
- 目前平台提供 COUNTER Release 5 使用統計報告, 可下載 **2019** 年以後之使用統計
- 每月使用統計何時產出?
  - ✓ 由於內部需2~3週時間匯整數據。因此, 當月使用統計, 將於下個月**15**號之後產出。
  - ✓ 例如: **2014**年**4**月的使用統計報告, 將於 **5**月**15**日後產出。
- 如何取得過刊使用統計?
  - ✓ COUNTER 已將 JR1 a 由 COUNTER 5 移除。但仍可透過以下方式, 仍可取得過刊統計:
  - ✓ COUNTER 5: TR\_J4: Journal Requests by Year of Publication (excluding OA Gold), 篩選 YOP (Year of Publication) 1996年以前之統計
  - ✓ COUNTER 4: JR5: Number of Successful Full-Text Article Requests by Year-of-Publication and Journal (若需取得 2018年7月以前使用統計)
- 關於SUSHI: 若使用 SUSHI, 需重新進行相關設定。詳細相關設定, 請參考此[說明](#)

# Usage Statistics - COUNTER Release 5 使用統計報告

目前牛津提供以下 **COUNTER Release 5 (COUNTER Standard/ Master)** 報告:

- COUNTER Master:
  - Item Master Report (Journals only)
  - Platform Master Report
  - Title Master Report (Books and Journals)
  
- COUNTER Standard:
  - Book Access Denied
  - Book Requests (Excluding OA\_Gold)
  - Book Usage by Access Type (e.g. Open Access Gold vs licensed)
  - Journal Access Denied
  - Journal Article Requests
  - Journal Requests (excluding OA\_Gold)
  - TR\_J4: Journal Requests by YOP (Year of Publication) (excluding OA\_Gold)
  - TR\_J3: Journal Usage by Access Type (e.g. Open Access Gold vs licensed)
  - Platform Usage

## Usage Statistics - COUNTER 5 V.S. COUNTER 4

COUNTER 5 Reports	COUNTER 4 Reports
Platform Reports	
PR: Platform Master Report	
PR_P1: Platform Usage	PR1 (Platform Report 1), BR4 (Book Report 4)
Title Reports	
TR: Title Master Report (Books and Journals)	BR2 (Book Report 2), JR5 (Journal Report 5)
TR_J1: Journal Requests (excluding OA Gold)	JR1 (Journal Report 1)
TR_J2: Journal Access Denied	JR2 (Journal Report 2)
TR_J3: Journal Usage by Access Type (e.g. OA Gold)	JR1 / JR1 GOA
TR_J4: Journal Requests by Year of Publication (excluding OA Gold)	JR5 (Journal Report 5)
TR_B1: Book Requests (excluding OA Gold)	BR2 (Book Report 2)
TR_B2: Book Access Denied	BR3 (Book Report 3)
TR_B3: Book Usage by Access Type (e.g. OA Gold)	
Item Reports (e.g. article-level reporting)	
IR: Item Master Report (Journals only)	
IR_A1: Journal Article Requests	

**Note:** 以上數據僅供參考, 非等同數據

## Usage Statistics - Counter 5 主要報告指標 (Metrics)

報告指標 (Metrics Type)	
Investigation	追蹤使用者於一內容或電子書之所有動作
Request	特定瀏覽或下載全文內容 (請參考右圖)
Total Item Investigation	存取相關內容或訊息之總量
Unique Item Investigation	使用者存取特定內容 (如章節) 次數
Unique Title Investigations	使用者存取特定內容 (如電子書) 次數
Total Item Requests	全文下載或瀏覽總量
Unique Item Requests	使用者特定內容 (如章節) 全文下載量 (可用於計算 Cost per download)
Unique Title Requests	使用者特定內容 (如電子書) 全文下載量

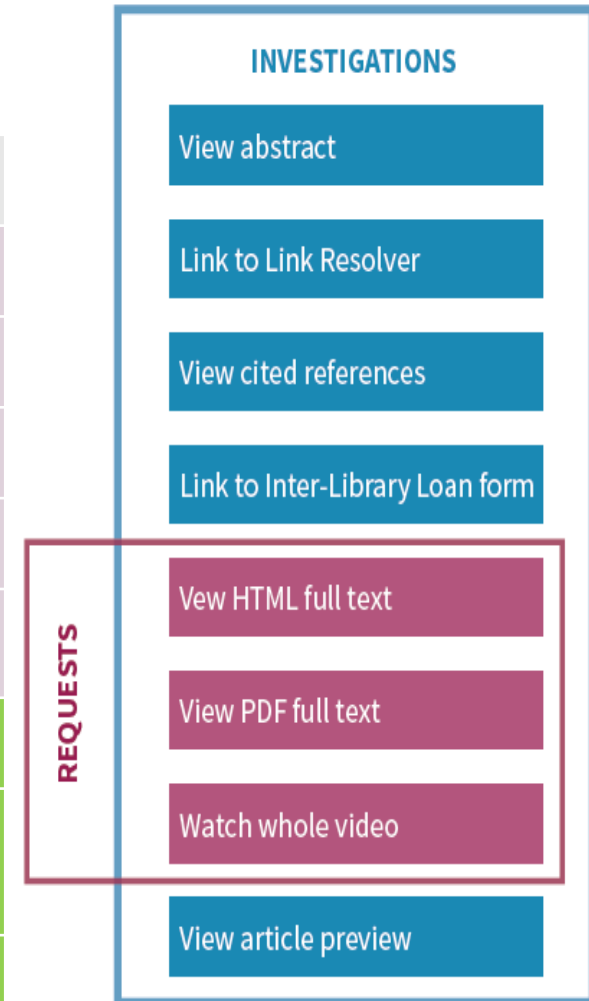


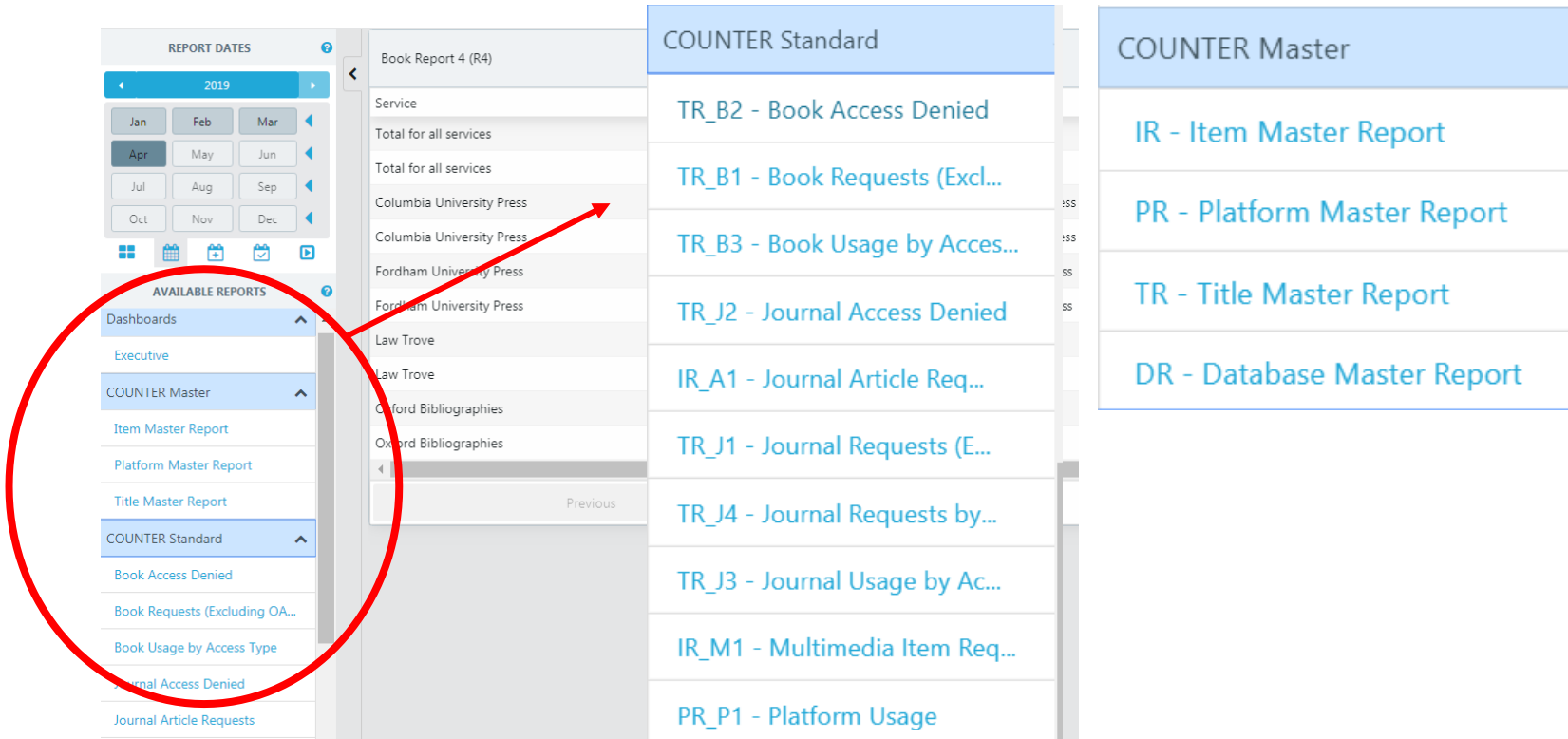
Figure 1: The relationship between "Investigations" and "Requests"

## Usage Statistics - Counter 5 主要報告指標 (Metrics) 與屬性 (Attributes)

報告指標	
No License	使用被拒次數因內容為無使用權
Limit Exceeded	使用被拒次數因超過使用人次
Searches Regular	使用者搜尋資料庫總量。當使用者自主選擇一清單內之電子資源或只能選擇一電子資源
Searches Automate	使用者搜尋電子資源次數。當使用者非主性選擇一清單內之電子資源。
Searches Platform	使用者搜尋電子資源次數
Searches Federated	透過電腦所進行搜尋的次數
屬性 (Attributes)	
Access Type	定義內容是否為 Open Access (Controlled or OA_Gold)
YOP	出版年份 (Year of Publication)

## Usage Statistics- 如何下載使用統計報告

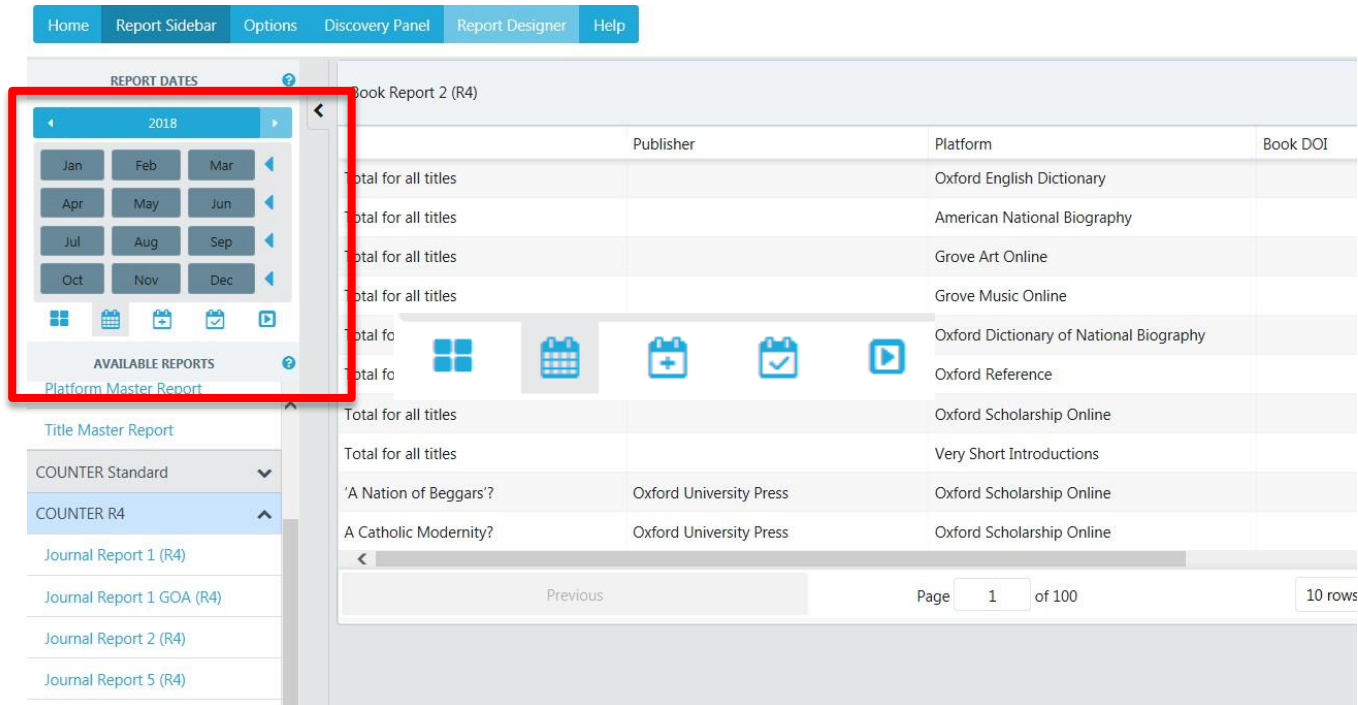
- 進入平台後， “ AVAILABLE REPORTS” 點選所需 Reports
- 若欲下載 COUNTER Release 5, 需點選 COUNTER Standard 或 COUNTER Master



The screenshot displays the 'AVAILABLE REPORTS' section of the Oxford Academic platform. A red circle highlights the 'AVAILABLE REPORTS' menu on the left, which includes options like 'COUNTER Master', 'Item Master Report', 'Platform Master Report', 'Title Master Report', 'COUNTER Standard', 'Book Access Denied', 'Book Requests (Excluding OA...', 'Book Usage by Access Type', 'Journal Access Denied', and 'Journal Article Requests'. A red arrow points from the 'COUNTER Standard' option in the menu to the 'COUNTER Standard' report selection panel on the right. This panel lists various reports such as 'TR\_B2 - Book Access Denied', 'TR\_B1 - Book Requests (Excl...', 'TR\_B3 - Book Usage by Acces...', 'TR\_J2 - Journal Access Denied', 'IR\_A1 - Journal Article Req...', 'TR\_J1 - Journal Requests (E...', 'TR\_J4 - Journal Requests by...', 'TR\_J3 - Journal Usage by Ac...', 'IR\_M1 - Multimedia Item Req...', and 'PR\_P1 - Platform Usage'. To the right of this panel is the 'COUNTER Master' report selection panel, which lists 'IR - Item Master Report', 'PR - Platform Master Report', 'TR - Title Master Report', and 'DR - Database Master Report'.

## Usage Statistics- 如何下載使用統計報告

- REPORT DATES 選擇所需報表月份後點選  (Apply Calendar)



The screenshot shows the 'REPORT DATES' dropdown menu open, displaying a calendar for the year 2018. The months are arranged in a grid: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec. Below the calendar is a section titled 'AVAILABLE REPORTS' with a list of reports including 'Platform Master Report', 'Title Master Report', 'COUNTER Standard', 'COUNTER R4', 'Journal Report 1 (R4)', 'Journal Report 1 GOA (R4)', 'Journal Report 2 (R4)', and 'Journal Report 5 (R4)'. The 'Apply Calendar' button, represented by a play icon, is highlighted in the bottom right of the interface.

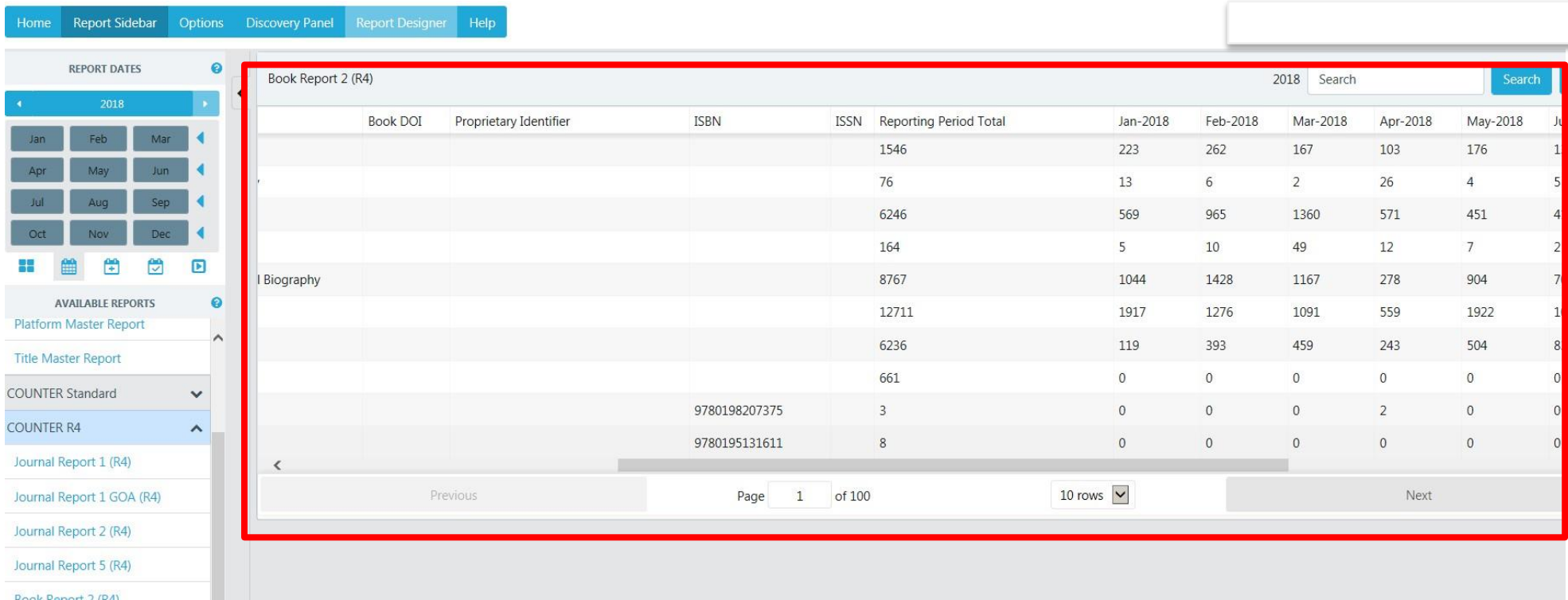
	Publisher	Platform	Book DOI
Total for all titles		Oxford English Dictionary	
Total for all titles		American National Biography	
Total for all titles		Grove Art Online	
Total for all titles		Grove Music Online	
Total for		Oxford Dictionary of National Biography	
Total for		Oxford Reference	
Total for all titles		Oxford Scholarship Online	
Total for all titles		Very Short Introductions	
'A Nation of Beggars?'	Oxford University Press	Oxford Scholarship Online	
A Catholic Modernity?	Oxford University Press	Oxford Scholarship Online	

Page 1 of 100 10 rows

註: 點選 Shift + 月份可選擇多個月份之統計

# Usage Statistics- 如何下載使用統計報告

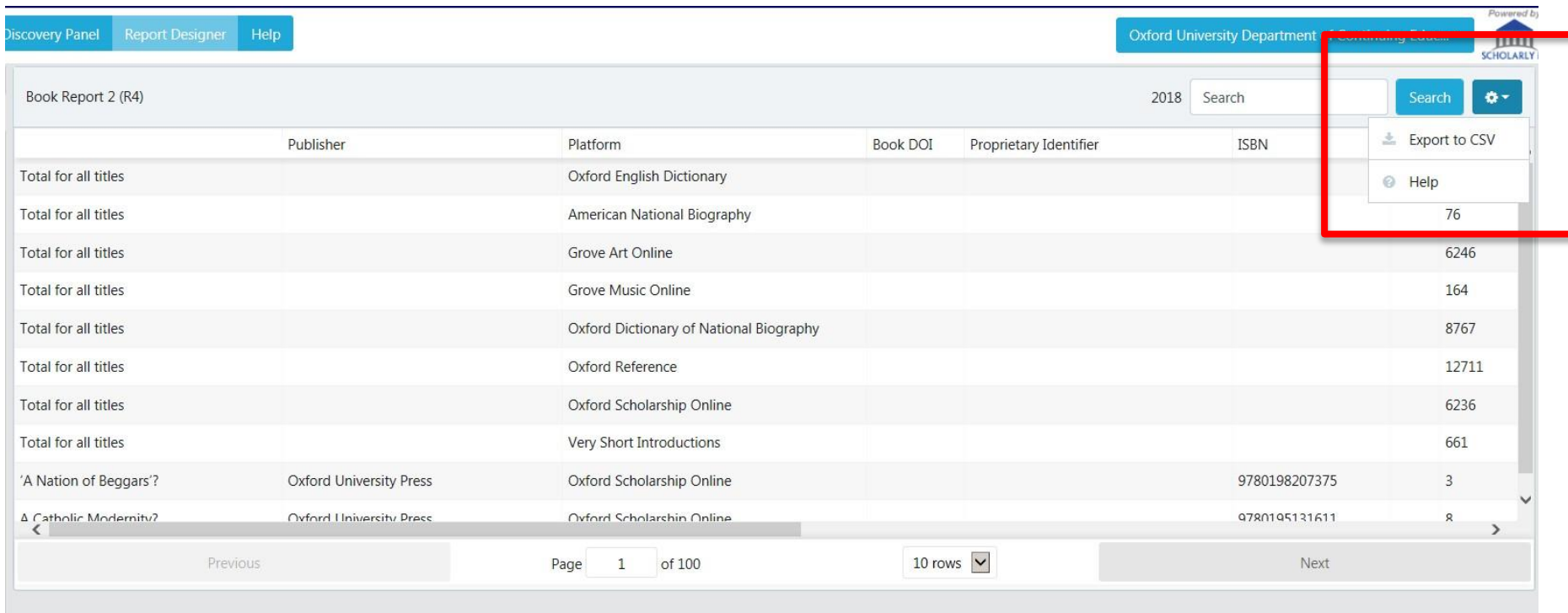
- 可移動報表下方捲軸查看是否已顯示所需統計月份



Book DOI	Proprietary Identifier	ISBN	ISSN	Reporting Period Total	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
				1546	223	262	167	103	176	1
				76	13	6	2	26	4	5
				6246	569	965	1360	571	451	4
				164	5	10	49	12	7	2
Biography				8767	1044	1428	1167	278	904	7
				12711	1917	1276	1091	559	1922	1
				6236	119	393	459	243	504	8
				661	0	0	0	0	0	0
		9780198207375		3	0	0	0	2	0	0
		9780195131611		8	0	0	0	0	0	0

## Usage Statistics- 如何下載使用統計報告

- 若確認系統已顯示所需統計後, 點選平台右上
- 下拉選單之 “Export to CSV” 即可匯出報表



Discovery Panel Report Designer Help

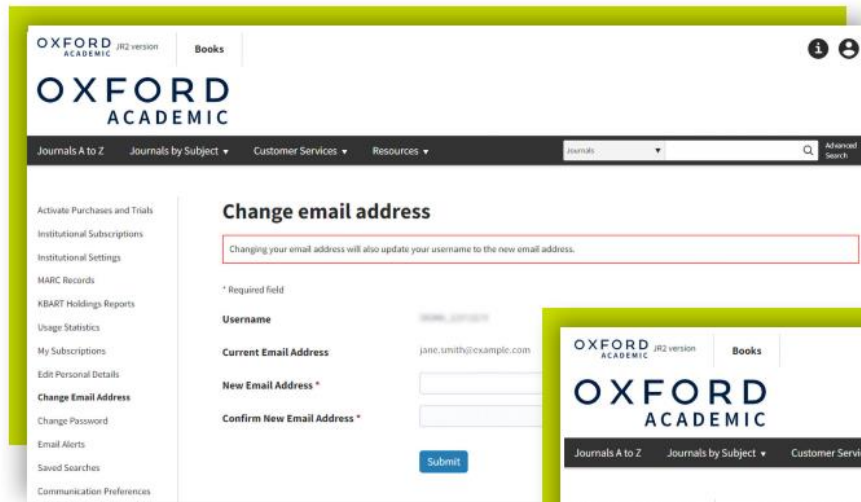
Oxford University Department

Book Report 2 (R4) 2018 Search

	Publisher	Platform	Book DOI	Proprietary Identifier	ISBN	
Total for all titles		Oxford English Dictionary				
Total for all titles		American National Biography				76
Total for all titles		Grove Art Online				6246
Total for all titles		Grove Music Online				164
Total for all titles		Oxford Dictionary of National Biography				8767
Total for all titles		Oxford Reference				12711
Total for all titles		Oxford Scholarship Online				6236
Total for all titles		Very Short Introductions				661
'A Nation of Beggars'?	Oxford University Press	Oxford Scholarship Online			9780198207375	3
A Catholic Modernity?	Oxford University Press	Oxford Scholarship Online			9780195131611	8

Previous Page 1 of 100 10 rows Next

# Change Email Address & Change Password (修改電子郵寄地址 & 密碼)



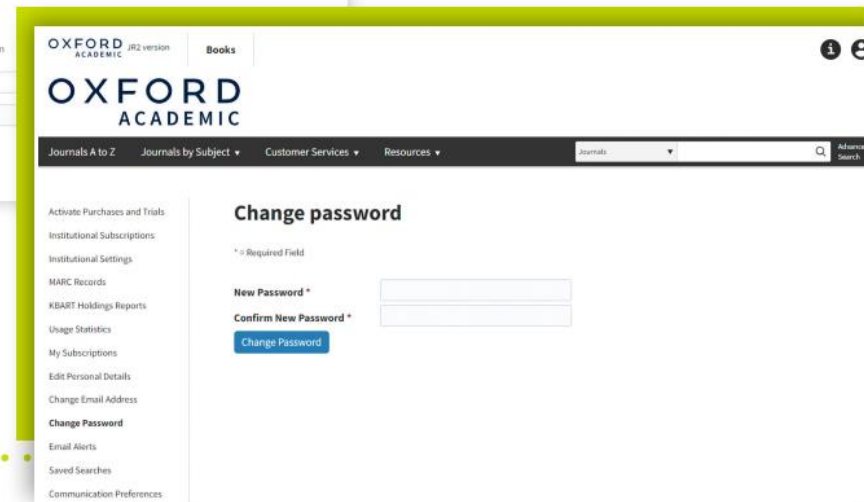
The screenshot shows the 'Change email address' form. At the top, it says 'OXFORD ACADEMIC' and 'Books'. Below the header, there are navigation links: 'Journals A to Z', 'Journals by Subject', 'Customer Services', and 'Resources'. A search bar is also present. The main content area is titled 'Change email address' and includes a note: 'Changing your email address will also update your username to the new email address.' There are three input fields: 'Username' (with a placeholder 'jane.smith@example.com'), 'Current Email Address' (with a placeholder 'jane.smith@example.com'), 'New Email Address \*', and 'Confirm New Email Address \*'. A 'Submit' button is at the bottom right. A sidebar on the left lists various account management options, with 'Change Email Address' highlighted.

修改與您帳號關聯的郵寄地址

Change the email address associated with your account.

修改您的帳戶密碼

Change the password associated with your account.



The screenshot shows the 'Change password' form. At the top, it says 'OXFORD ACADEMIC' and 'Books'. Below the header, there are navigation links: 'Journals A to Z', 'Journals by Subject', 'Customer Services', and 'Resources'. A search bar is also present. The main content area is titled 'Change password' and includes a note: '\* Required Field'. There are two input fields: 'New Password \*' and 'Confirm New Password \*'. A 'Change Password' button is at the bottom right. A sidebar on the left lists various account management options, with 'Change Password' highlighted.

# TheIPregistry.org 注册流程

访问PSI网站: *app.theIPregistry.org*

如果您是新用户, 点击链接

“Not registered yet? Sign up here!”

theIPregistry.org

Sign In Home

## SIGN IN

Email

Password

[Not registered yet? Sign up here!](#)

Remember me

[Forgot password?](#)

如果您访问登录的IP地址已通过PSI系统识别，系统会定位和显示您的机构详细信息。

theIPRegistry.org

Welcome to the IP Registry, your IP is recognised for:

Standard Name	The IP Registry
PSI Org ID	GBRCS0ITC662234
Category Description	Corporate
Size Description	S0
Type Name	ITC
Type Description	IT Company
Country Code	GBR
Country Description	UNITED KINGDOM
Url	theipregistry.org/
External Reference	
ISNI ID	
Is this you?	<input type="button" value="Yes, continue and register"/> <input type="button" value="No, let me search for a different organisation"/>

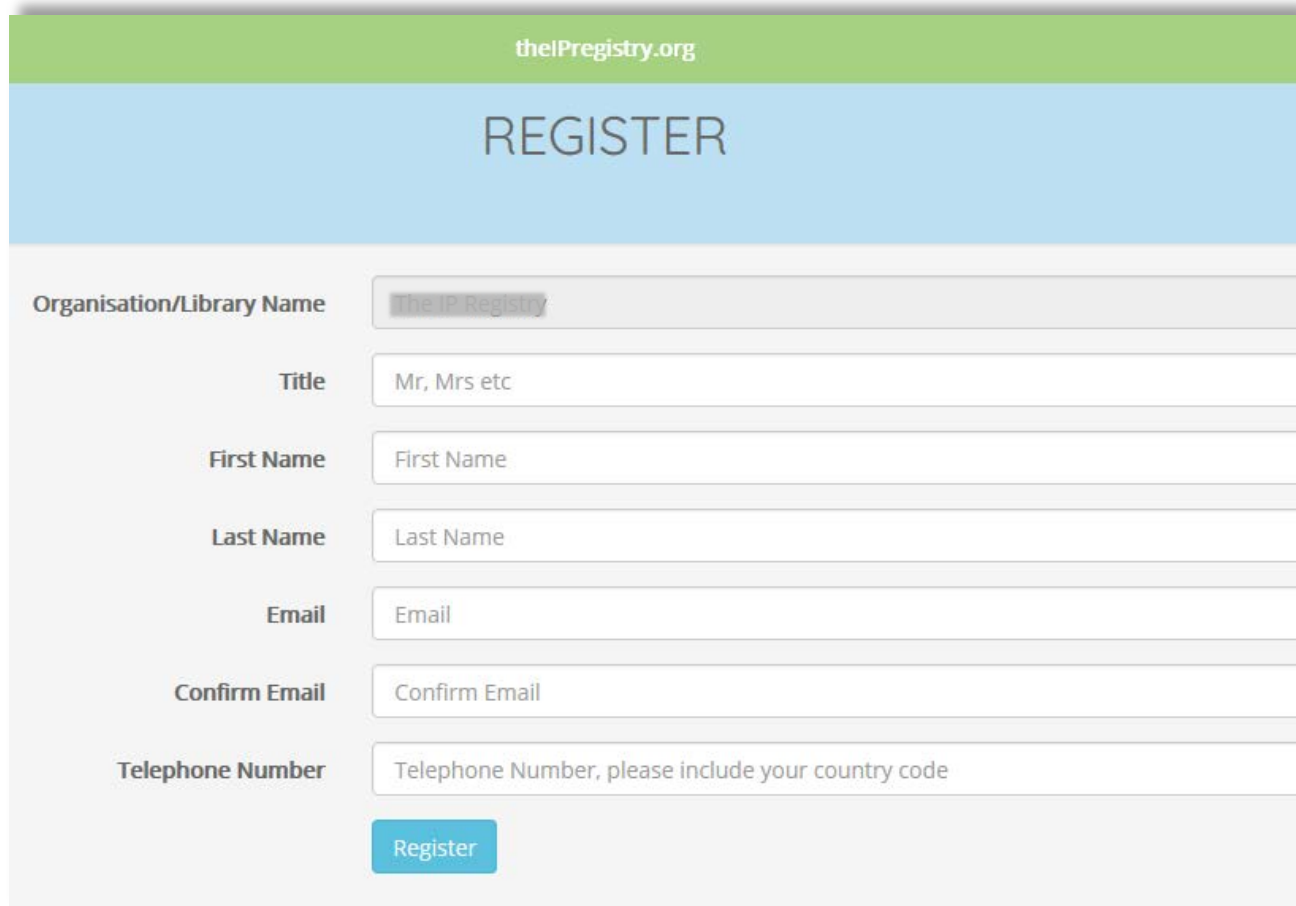
如果所识别的机构正确无误，点击“**Yes, continue and register**”继续并注册。

Yes, continue and register  
是，继续并注册

填写注册表格, 并接受条款和条件。

您注册的邮件地址将会收到一封验证电子邮件。点击邮件中提供的链接以验证您的电子邮件地址, 就完成全部注册了。

\*没有收到验证电子邮件? 请参考第7页的有关疑难解答。



The screenshot shows the registration page for theIPRegistry.org. The page has a green header with the logo and a light blue section with the word "REGISTER" in large, bold, black letters. Below this is a registration form with several fields:

- Organisation/Library Name:** A text box containing "The IP Registry".
- Title:** A text box containing "Mr, Mrs etc".
- First Name:** A text box containing "First Name".
- Last Name:** A text box containing "Last Name".
- Email:** A text box containing "Email".
- Confirm Email:** A text box containing "Confirm Email".
- Telephone Number:** A text box containing "Telephone Number, please include your country code".

At the bottom right of the form is a blue button labeled "Register".

# 或者... 如果您访问的IP地址无法识别...

点击“**No, let me search for a different organisation**”按钮，搜索其他机构

theIPRegistry.org

Welcome to the IP Registry, your IP is recognised for:

Standard Name	The IP Registry
PSI Org ID	GBRCSNTC662234
Category Description	Corporate
Size Description	S0
Type Name	ITC
Type Description	IT Company
Country Code	GBR
Country Description	UNITED KINGDOM
Url	theipregistry.org/
External Reference	
ISNI ID	
Is this you?	

[Yes, continue and register](#) [No, let me search for a different organisation](#)

您可以使用英语标准名称，当地语言或别名进行搜索。

theIPRegistry.org

## ORGANISATION SEARCH

Your organisation should appear below. If so, please select. If not, please search in the box provided.

If your organisation does not appear to be in the Registry you can [Create Organisation](#) here.

[Search](#)

PSI Org ID	Standard Name	Alias 1	Alias 2	Country Code	Url	ISNI ID
No records found						

## 查看搜索结果

从列表中选择您的机构，  
如第3页所示完成注册。

### ORGANISATION SEARCH

Your organisation should appear below. If so, please select. If not, please search in the box provided.

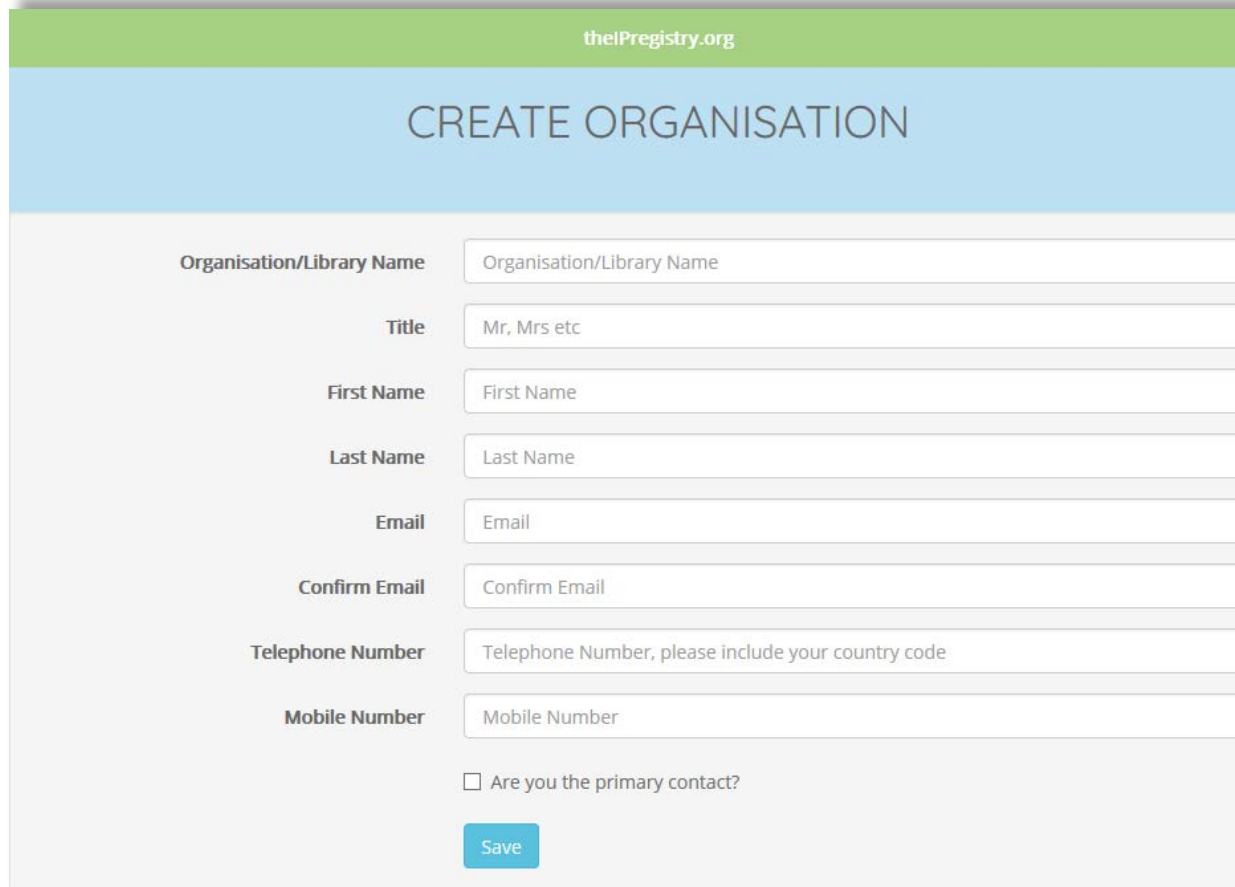
If your organisation does not appear to be in the Registry you can [Create Organisation](#) here.

PSI Org ID	Standard Name	Alias 1	Alias 2	Country Code	Url
USAAS0RCE660253	Harvard– Smithsonian Center for Astrophysics	Harvard Smithsonian CfA		USA	www.cfa.harvard.edu
USAAS0COL448245	Harvard T.H. Chan School of Public Health	Harvard School of Public Health		USA	www.hsph.harvard.edu
USAAS0UNI434716	Harvard University			USA	www.harvard.edu
USACS0COR673981	Harvard Pilgrim Health Care	Harvard Pilgrim		USA	www.harvardpilgrim.org/
USAAS0LIB679463	Harvard Library, Harvard University			USA	library.harvard.edu

或...

如果搜索未找到您的机构，您可以点击“Create Organisation”按钮请求创建该机构。

您的请求将提交给IPregistry管理团队。PSI团队将会给您发送app.theIPregistry.org的邀请，完成后续注册。



The screenshot shows a web form titled "CREATE ORGANISATION" on theIPregistry.org. The form is set against a light blue background with a green header bar containing the website name. The form fields are arranged vertically, each with a label on the left and a text input box on the right. The fields are: Organisation/Library Name, Title (with a dropdown menu showing "Mr, Mrs etc"), First Name, Last Name, Email, Confirm Email, Telephone Number (with a note to include country code), and Mobile Number. At the bottom, there is a checkbox labeled "Are you the primary contact?" and a blue "Save" button.

Organisation/Library Name	Organisation/Library Name
Title	Mr, Mrs etc
First Name	First Name
Last Name	Last Name
Email	Email
Confirm Email	Confirm Email
Telephone Number	Telephone Number, please include your country code
Mobile Number	Mobile Number
<input type="checkbox"/> Are you the primary contact?	
<input type="button" value="Save"/>	

## 没有收到您的验证电子邮件?

步骤1 – 检查您的垃圾邮件

Step 2 – 将PSI的邮件地址

[admin@theIPRegistry.org](mailto:admin@theIPRegistry.org) 加入您的白名单 – 最简单的方法是将电子邮件添加到联系人中，或者您可能需要要求您的IT部门发送电子邮件。

Step 3 – 发送电子邮件至

[admin@theIPRegistry.org](mailto:admin@theIPRegistry.org) 解释您没有收到验证邮件，并要求他们发送邀请电子邮件。



# OUP - TheIPRegistry.org 添加或删除IP地址操作流程

## 1) Sign in 登录

(注意: 首次登录时网站将会记住您的登录信息, 此后再访问时您不需要再次登录)

点击“Browse Menu”图标浏览菜单查看具体选项。

The screenshot shows the website interface for theIPRegistry.org. At the top, there is a logo and navigation links for "Sign out", "Home", and social media icons. Below the logo is a green "Browse Menu" bar with a hamburger icon. Underneath, there are three buttons: "View on hierarchy", "Manage Organisation Details", and "Manage IP Address Details". On the right side, there is a section for "IP-intrusion.org" with three buttons: "IP-Intrusion Incoming Block List", "IP-Intrusion Outgoing Block List", and "Purchase IP-Intrusion Outgoing Block List". Below this, there is a link for more information. At the bottom, there is a table titled "The IP Registry" with the following data:

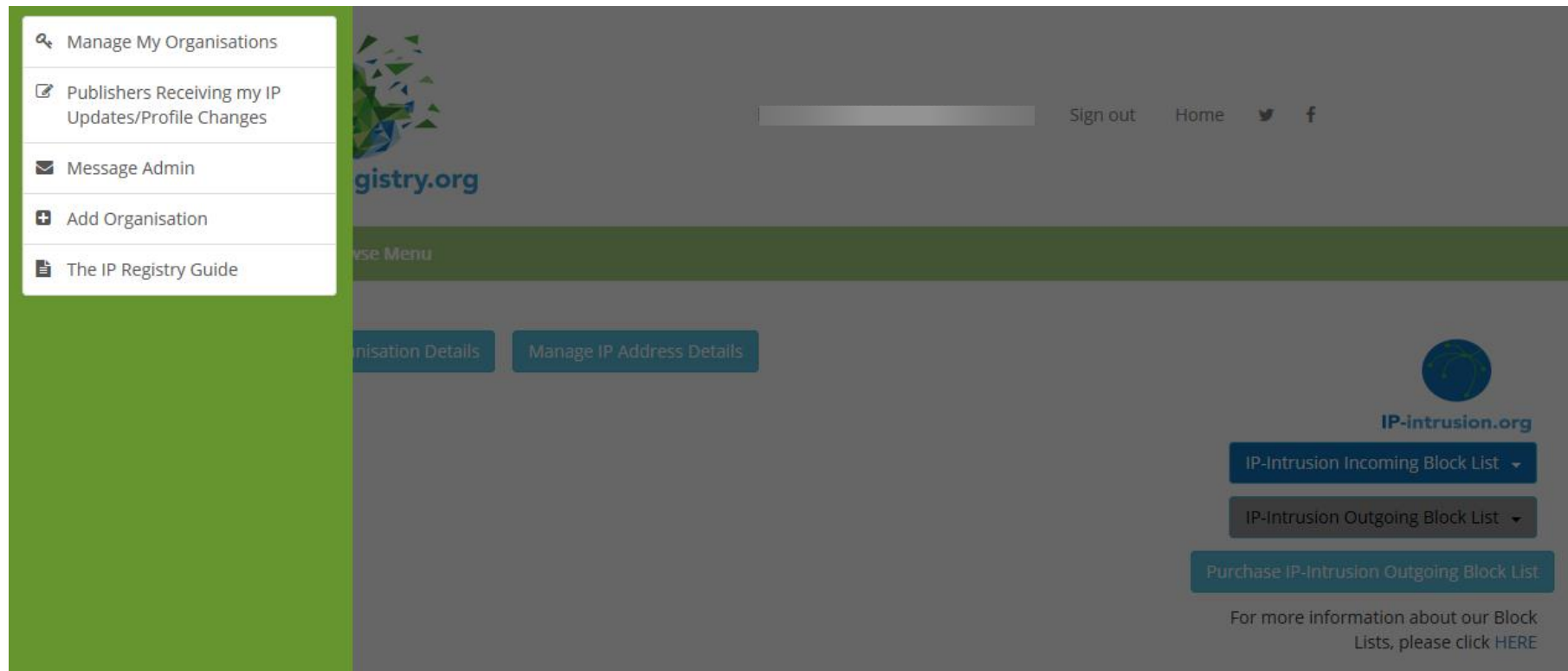
The IP Registry	
Details Confirmed UserName	admin@theipregistry.org
Details Confirmed Date	05/10/2018 09:47:42
IP Details Confirmed UserName	admin@theipregistry.org
IP Details Confirmed Date	05/10/2018 09:17:21
Standard Name	The IP Registry
PSI Org ID	GBRCS0ITC662234

## 2) 登录后

您将被带到您的机构简介页面。

# OUP - TheIPRegistry.org 添加或删除IP地址操作流程

3) 如果您关联了多个机构，您可以选择从菜单选项中选择“Manage My Organisations”管理我的机构。  
(如果只关联了一个机构，请转到步骤5)

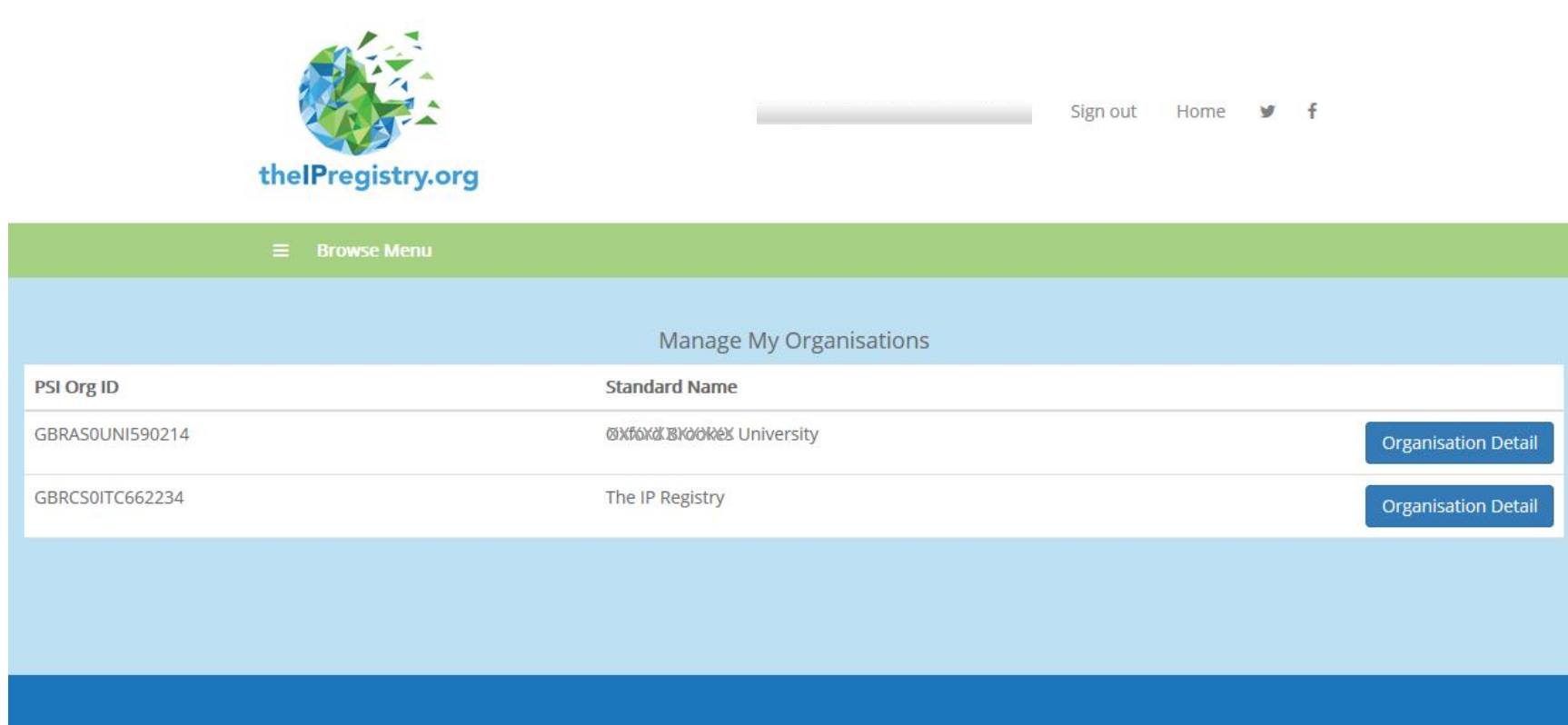


The screenshot displays the user interface of TheIPRegistry.org. A blue arrow points to a dropdown menu on the left side of the page. The menu contains the following items:

- Manage My Organisations
- Publishers Receiving my IP Updates/Profile Changes
- Message Admin
- Add Organisation
- The IP Registry Guide

The background of the screenshot shows the website's header with the logo 'TheIPRegistry.org' and navigation links for 'Sign out', 'Home', and social media icons. Below the header, there are buttons for 'Organisation Details' and 'Manage IP Address Details'. On the right side, there is a section for 'IP-intrusion.org' with buttons for 'IP-Intrusion Incoming Block List', 'IP-Intrusion Outgoing Block List', and 'Purchase IP-Intrusion Outgoing Block List'. A link 'HERE' is provided for more information about block lists.

# OUP - TheIPRegistry.org 添加或删除IP地址操作流程



theIPRegistry.org

Sign out Home

Browse Menu

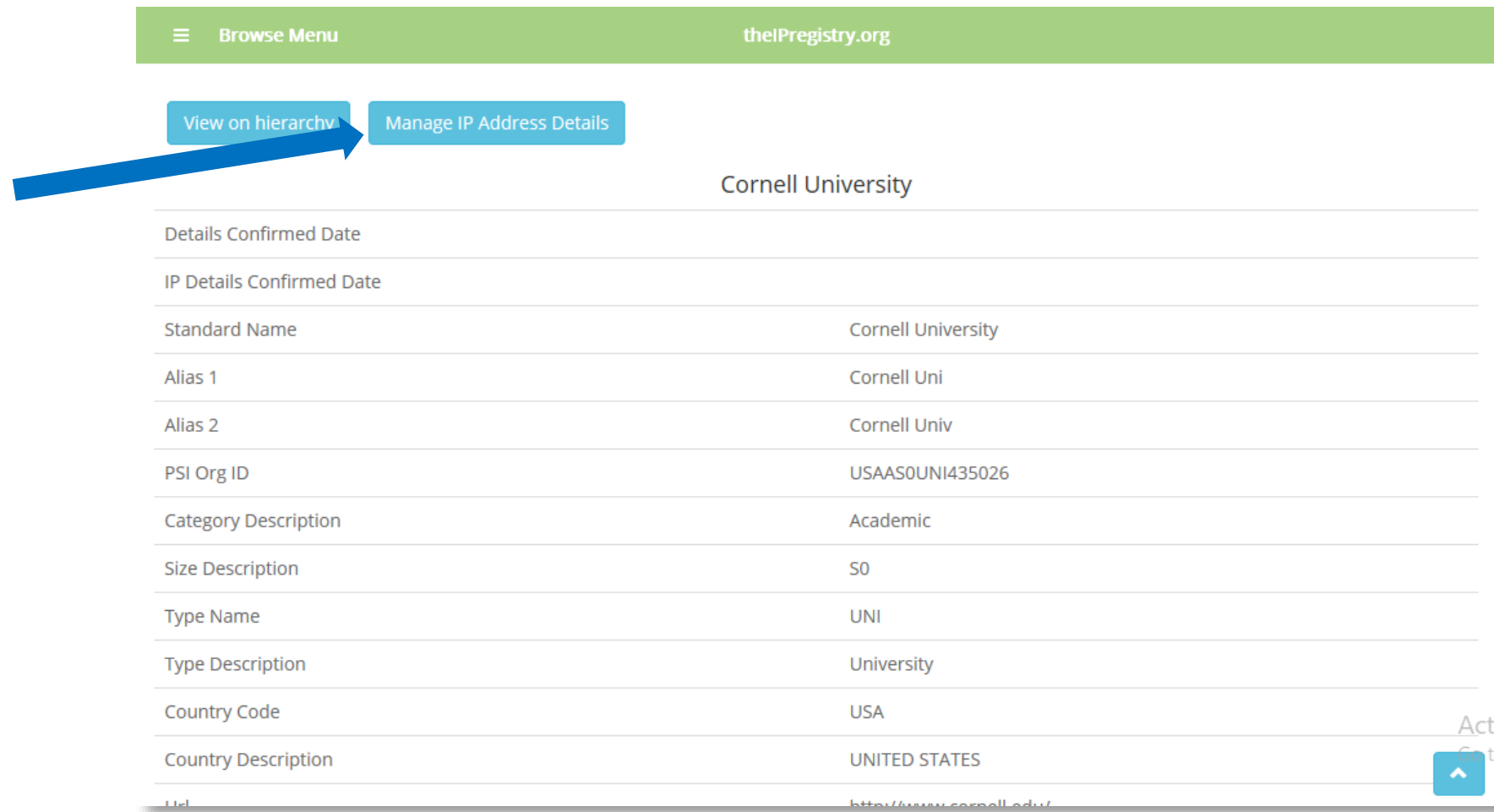
Manage My Organisations

PSI Org ID	Standard Name	
GBRAS0UNI590214	OXFORD BROOKES University	Organisation Detail
GBRCS0ITC662234	The IP Registry	Organisation Detail

4) 点击右侧  
“Organisation Detail” 按钮，  
查看机构详细信息。

# OUP - TheIPRegistry.org 添加或删除IP地址操作流程

- 5) 点击“Manage IP Address Details”按钮，管理IP地址信息。



The screenshot shows the website interface for theIPRegistry.org. At the top, there is a green navigation bar with a hamburger menu icon and the text 'Browse Menu' on the left, and 'theIPRegistry.org' on the right. Below the navigation bar, there are two blue buttons: 'View on hierarchy' and 'Manage IP Address Details'. A large blue arrow points from the left towards the 'Manage IP Address Details' button. Below the buttons, the page title 'Cornell University' is displayed. The main content area is a table with the following rows:

Details Confirmed Date	
IP Details Confirmed Date	
Standard Name	Cornell University
Alias 1	Cornell Uni
Alias 2	Cornell Univ
PSI Org ID	USAAS0UNI435026
Category Description	Academic
Size Description	S0
Type Name	UNI
Type Description	University
Country Code	USA
Country Description	UNITED STATES
Url	http://www.cornell.edu/

At the bottom right of the table, there is a blue button with an upward-pointing arrow, and the text 'Act' and 'Go to' is partially visible.

# OUP - TheIPRegistry.org 添加或删除IP地址操作流程

## 6) 查看您的机构的IP地址

出版商使用这些IP来授权您的机构对内容的访问权限。通过验证的IP地址标记为绿色。

theIPRegistry.org

becky@publishersolutionsint.com Sign out Home

Browse Menu

Add Supporting Documentation Save Changes

I confirm that, to the best of my knowledge, these are the correct IP addresses for publishers to use to authenticate access to electronic resources.

Green This is a verified and correct IP address

Purple This is a verified and correct IP address, but it is a remote/proxy IP address (e.g. the EzProxy or OpenAthens IP).

Amber This IP address is awaiting verification. If the IP is verified and correct, then please change to Green/Purple, and if the IP is incorrect, then please delete.

Organisation IP Addresses

Start	End	Status	Delete
081.XXX.X40.039	081.XXX.X40.039	Green	Delete
081.XXX.X40.041	081.XXX.X40.041	Amber	Delete

Pending IP Addresses Awaiting Approval in the IP Registry Work Queue

Start	End
-------	-----

注意: theIPRegistry.org 用3位数字位表示IP只是一种格式的约定。

011.011.011.011和11.11.11.11完全相同。

6a) 如果一段IP地址显示为黄色，则该IP未通过验证。对未通过验证的IP地址，出版社将不会授予访问权限。您需要确认这个IP是否正确。如确认此IP地址无误，点击“Status”按钮，选择“Green”绿色状态。

Status Delete

Status Delete

Green

Amber

Purple

6b) 如IP地址为Proxy IPs代理IP的地址，您可以选择紫色状态来对此IP进行标识，以避免这些IP因意外行为而被出版商或服务商屏蔽。

# OUP - TheIPRegistry.org 添加或删除IP地址操作流程

7) 勾选方框确认详细信息正确无误，然后单击“Save Changes”按钮保存更改。

becky@publishersolutionsint.com Sign out Home

theIPRegistry.org

Browse Menu

Add Supporting Documentation Save Changes

I confirm that, to the best of my knowledge, these are the correct IP addresses for publishers to use to authenticate access to electronic resources.

Green This is a verified and correct IP address  
Purple This is a verified and correct IP address, but it is a remote/proxy IP address (e.g. the EzProxy or OpenAthens IP).  
Amber This IP address is awaiting verification. If the IP is verified and correct, then please change to Green/Purple, and if the IP is incorrect, then please delete.

Organisation IP Addresses

Start	End	Status	Delete
081.XXX.X40.039	081.XXX.X40.039	Status ▾	Delete
081.XXX.X40.041	081.XXX.X40.041	Status ▾	Delete

Pending IP Addresses Awaiting Approval in the IP Registry Work Queue

Start	End
-------	-----

7a) 更改的IP地址出现在“Waiting Approval”等待批准队列，则表示这些变更已经发送到PSI的工作队列中进行审查。如果你尝试重新提交更新，系统将提示这段IP地址已因另一个变更请求而已被锁定。

This IP address is locked as part of a pending request.

# OUP - TheIPRegistry.org 添加IP操作流程

8) 点击“Add”按钮添加新的IP地址。

9) 在对话框中输入IP地址或范围信息，并点击“Add”添加。

(您需要同时输入起始IP和结束IP，如果是单个IP地址，则起始和结束IP相同)。

9b) 如果是代理IP地址 (Proxy IP), 请标记为紫色, 以帮助PSI和出版商进行验证, 避免因意外行为而屏蔽这些IP。

The screenshot shows the 'Add IPV4 or IPV6' dialog box in the IPRegistry Admin interface. The dialog has the following fields and options:

- Enter the start and end of your IP address:**
  - IP Start:
  - IP End:
- Or -**
- Enter the CIDR:**
  - CIDR:
- Is this a remote/proxy IP address (e.g. the EzProxy or OpenAthens IP)? If so please tick the box and provide details in the comment field. Your IP will be added as Purple**
- Close** and **Add** buttons.

The background interface shows a table of IP ranges with the following columns: Start, End, Status, Delete, and Additional Information.

Start	End	Status	Delete	Additional Information
128.084.000.000				Additional Information
128.253.000.000				Additional Information
132.236.000.000				Additional Information
140.251.000.000	140.251.255.255	Status ▾	Delete	Additional Information
143.104.000.000	143.104.015.255	Status ▾	Delete	Additional Information

# OUP - TheIPRegistry.org 添加IP操作流程

10) 添加IP后，您将看到一条消息，告诉您有未保存的更改。

11) 勾选方框以确认下面的详细信息是正确的，然后点击“Save Changes”按钮保存变更。

有些变更将需要PSI团队审批后才能完成添加(详情见第9页)。

theIPRegistry.org

Sign out Home

Browse Menu

You have unsaved changes, please save before leaving the page.

Add Supporting Documentation Save Changes

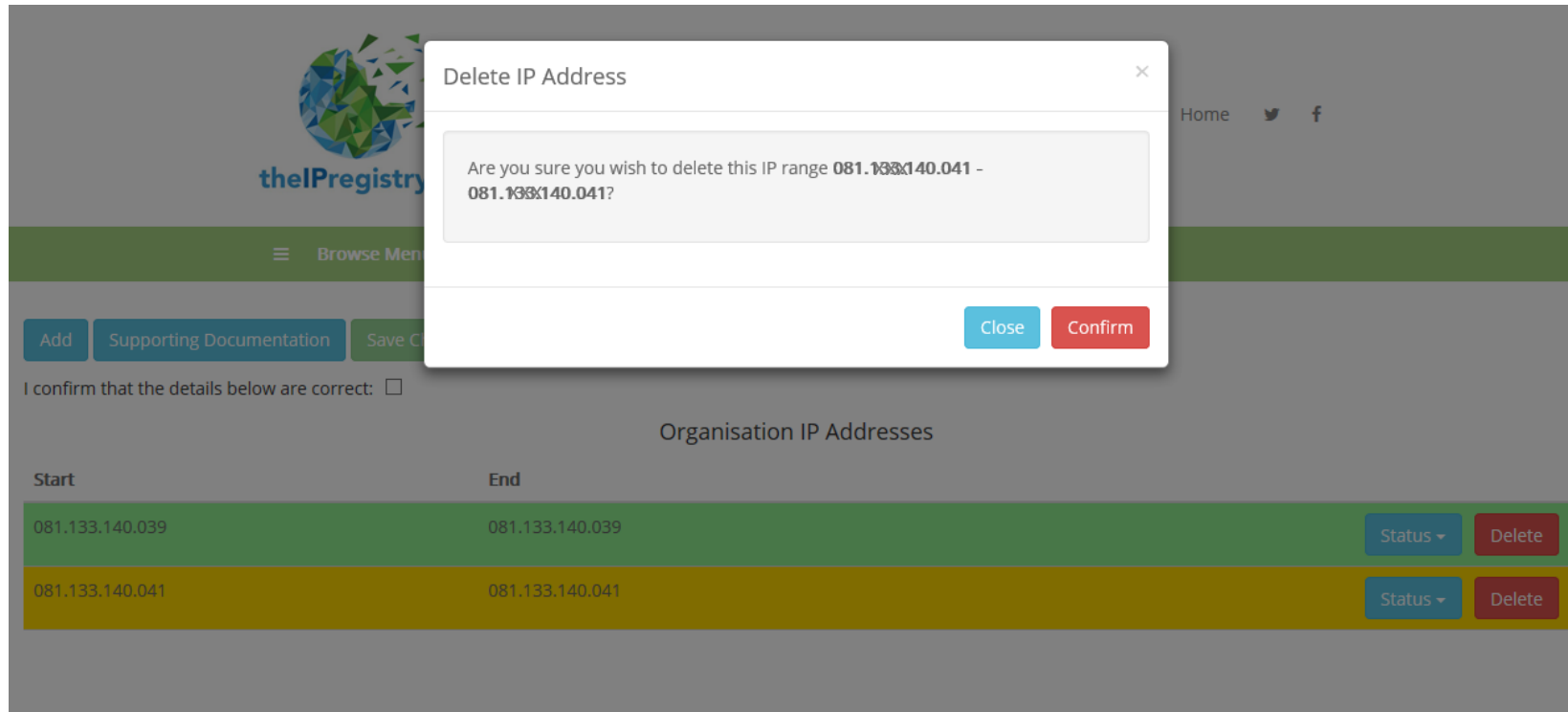
I confirm that, to the best of my knowledge, these are the correct IP addresses for publishers to use to authenticate access to electronic resources.

Organisation IP Addresses

Start	End	Status	Delete
081.140.039	081.140.039	Status ▾	Delete
081.140.041	081.140.041	Status ▾	Delete
81.140.43	81.140.43		Undo

You have unsaved changes, please save before leaving the page.

# OUP - TheIPRegistry.org 删除IP操作流程



- 12) 要删除一段IP地址，只需要点击该IP地址右侧红色的“Delete”按钮，
- 13) 然后点击“Confirm”按钮确认。
- 14) 您将再次看到消息，告诉您有未保存的更改。候选方框，“确认下列详细信息是正确的”然后点击“Save Changes”按钮保存变更。
- 15) 如果您需要完全替换现有IP地址，您需要在删除当前IP之前添加新的IP。如果您试图将他们全部删除，您将会看到一条错误信息。

WARNING: You are attempting to remove all of the IP addresses from your organisation. This will impact your access to content for our publisher partners. Please add in your correct IP addresses before you remove these IP addresses. Please contact [admin@theIPRegistry.org](mailto:admin@theIPRegistry.org) if you wish to go ahead with this deletion, if you have any further questions, or need to discuss your IP updates/changes.

# OUP - TheIPRegistry.org 添加或删除IP地址操作流程

## 15) 变更结果

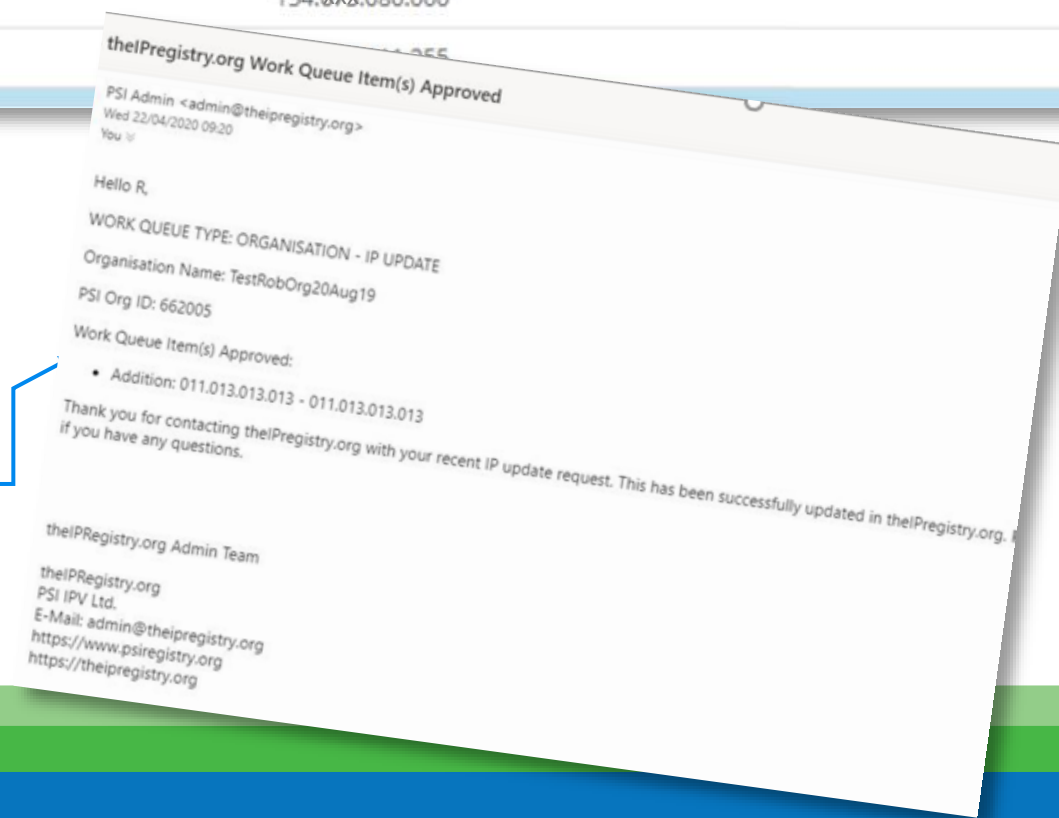
- i. IP地址更新已批准。
- ii. 提交的IP地址变更批准
- iii. 错误信息- 可能的错误信息请参考接下来场景1至场景4的内容。



Start	End
129.0xx.000.000	129.0xx.255.255
154.0xx.080.000	154.0xx.080.000
204.0xx.111.255	

已提交的更改显示为待审批。

您的变更获得批准后，您将收到一封电子邮件确认。



# OUP - TheIPRegistry.org 添加或删除IP地址操作流程

## 场景1 - 未识别的外国IP

PSI 检查会提供一条警告消息，表明这是一个外国的IP地址；但是您仍然可以通过点击“Add”按钮继续添加。

## 场景2 - IP地址覆盖多个机构

此IP范围覆盖多个院校。检查拼写错误，并在适用情况下进行更正，或您也可以点击“Add”按钮继续添加

你可以：

- 更正IP地址并重新提交或
- ... 点击“Add”继续添加(系统将要求您提供支持文件).

The image shows two overlapping screenshots of the 'Add IPv4 or IPv6' form. The left screenshot displays a red error message: 'The IP address exists for multiple Organisations. Supporting documentation is required for this request. Choose Add to continue with this addition. Choose Close to cancel this addition and return to the page.' Below the message are input fields for 'IP Start' (36.1xx38.128), 'IP End' (36.1xx0.190), and 'CIDR' (CIDR). The right screenshot displays a red error message: 'This is a foreign IP: Name: VI:PE:PE PHPOP Country: PH IP Start: 114.199.78.0 IP End: 114.199.79.255. Choose Add to continue with this addition. Choose Close to cancel this addition and return to the Manage IP Addresses page.' Below the message are input fields for 'IP Start' (114.199.79.128), 'IP End' (114.199.79.191), and 'CIDR' (CIDR). Both screenshots have 'Close' and 'Add' buttons at the bottom right.

PSI系统执行的自动检查将消除处理IP地址时常见的错误。

# OUP - TheIPRegistry.org 添加或删除IP地址操作流程

## 场景3 – IP已经分配给不同的机构

警告消息提示此IP已经在另一个机构的注册表中。

## 场景4 – 多个错误

在这种情况下，提交的IP地址已经与另一个机构关联，并且是该机构的外国IP。

你可以：

- 更正IP并重新提交，或者
- ... 点击“add”按钮继续（系统将要求您提供支持文件，确认此IP属于您的机构）

PSI系统执行的自动检查将消除处理IP地址时常见的错误。



# OUP - TheIPRegistry.org 添加或删除IP地址操作流程

针对前面的四种场景，你可以点击添加按钮“Add”并提供相应支持文档“**Supporting Documentation**”来继续完成这些场景中的变更。

您可以在框中添加文本来解释更新的原因，（您可以复制或粘贴电子邮件）- 也可以通过“upload”按钮，上传证明有问题的IP地址的所有权的相关文档。

这些提交的证明文件将由PSI团队进行审查，并最终通过验证。

通过验证和批准的IP将在2个小时内发送至出版商上的访问控制平台。

需要注意如果由任何问题，您都可以联系PSI的客服团队： [admin@theipregistry.org](mailto:admin@theipregistry.org) 提供协助。

### Supporting Documentation

Please select a file to upload or enter the desired information in the available textbox. You can upload a file by pressing the Upload button or by dragging and dropping a file onto the browser window.

Save

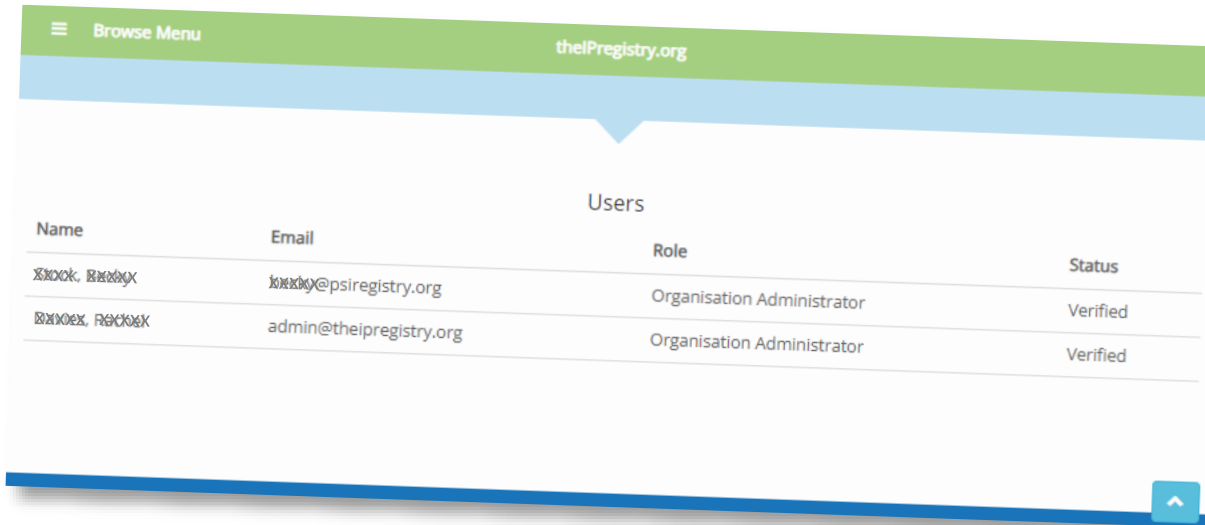
File Name	File Size
-----------	-----------

Upload

Close

# OUP - TheIPRegistry.org 添加或删除IP地址操作流程

TheIPRegistry.org 旨在实现完全可审计和完全透明。所有注册用户对其他用户都可见。如果由多个用户为一个机构注册，则每次提交更新时，所有客户都会收到电子邮件警报。此过程可确保安全性和良好的沟通。

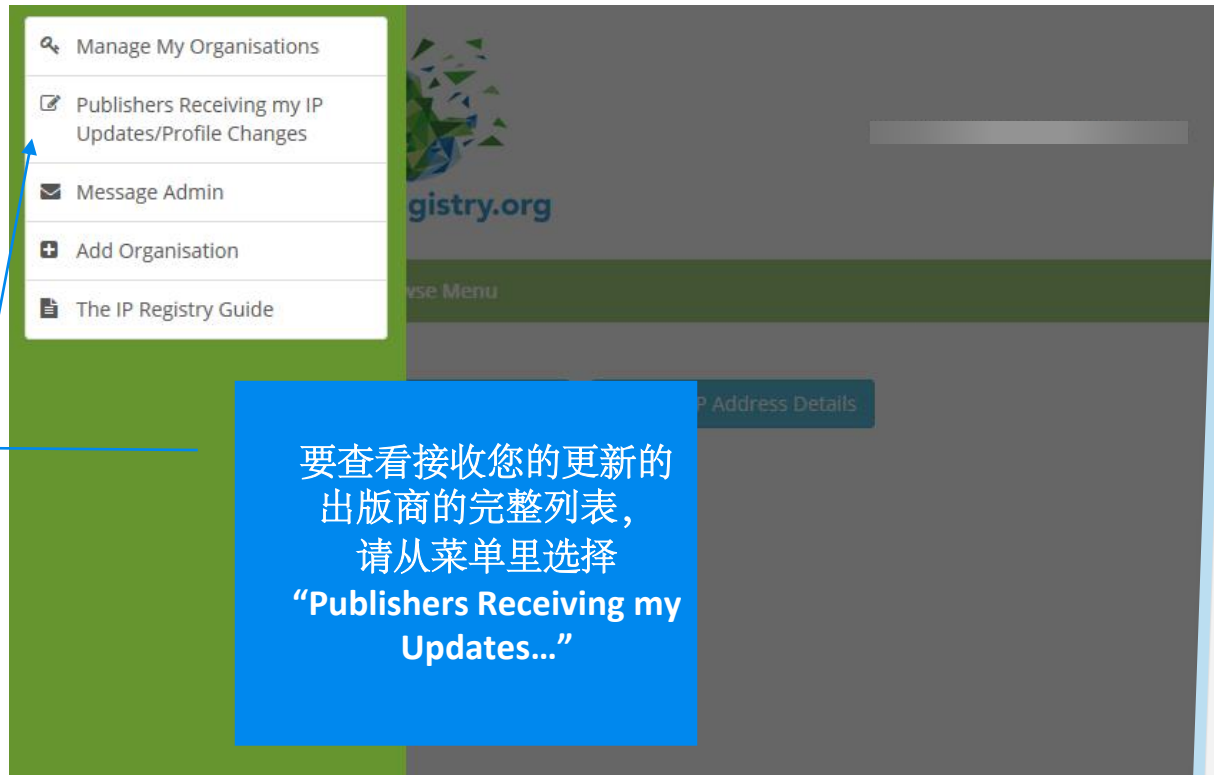


The screenshot shows the 'Users' page on the TheIPRegistry.org website. The page has a green header with 'Browse Menu' and 'theIPRegistry.org'. Below the header is a blue navigation bar. The main content area displays a table of users with the following columns: Name, Email, Role, and Status. There are two rows of data, both showing 'Organisation Administrator' roles and 'Verified' status.

Name	Email	Role	Status
XXXX, XXXX	xxxx@psiregistry.org	Organisation Administrator	Verified
XXXX, XXXX	admin@theipregistry.org	Organisation Administrator	Verified

# OUP - TheIPRegistry.org 添加或删除IP地址操作流程

一旦变更获得批准，更新的IP地址将发送给所有接收您更新的出版商。一些出版商通过API接受信息，该API自动更新其访问管理系统。发布者可选择运行API调用的频率、一般不低于每24小时一次。OUP的接收更新频率为每2个小时一次。



要查看接收您的更新的出版商的完整列表，请从菜单里选择“Publishers Receiving my Updates...”

