

## ProQuest 管理者用ツールを使う

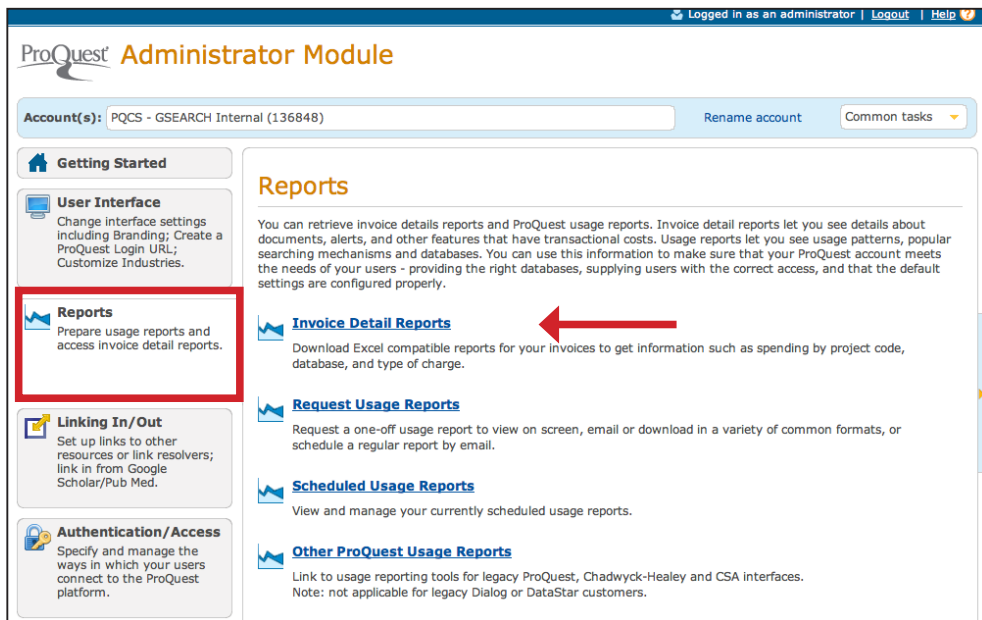
### PAM (ProQuest 管理モジュール) で利用明細を確認する

**タスク:** PAM (ProQuest 管理モジュール) を使って、前月の利用分の明細を確認することができます。ProQuest Dialog では、印刷した利用明細書は発行されませんので、利用明細を確認したいときは、請求書到着後に本機能を利用して「**Invoice Detail Reports**」をダウンロードしてください。金額の記載がない利用件数の統計レポートは、毎月定期的に Email で受け取ることもで

1. 管理者は ProQuest 管理モジュール (PAM) の ID で以下の URL からログインすることができます。  
(<http://admin.proquest.com/>)

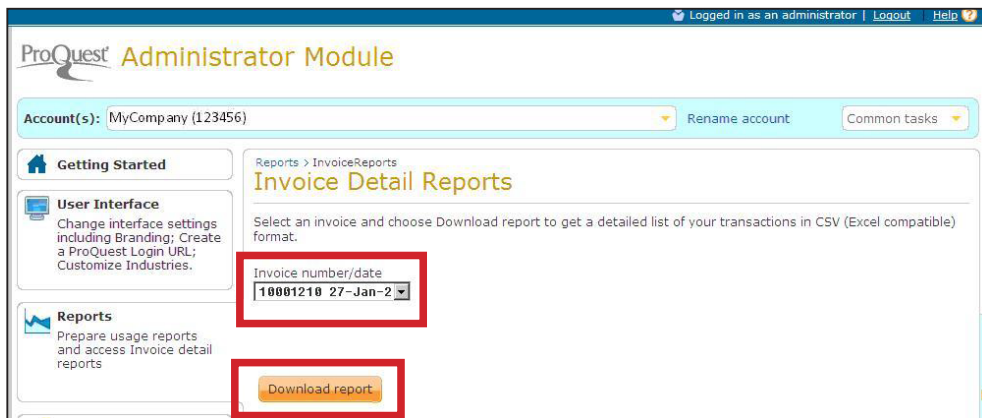
**注意:** PAM にアクセスするための ID は、検索用のマイリサーチ ID とは別に発行されています。

PAM にログイン後、左欄の「**Reports**」をクリックして、表示された画面から「**Invoice Detail Reports**」を選択します。



2. ドロップダウンリストから、明細を確認したい年月を選択します (請求書番号は、弊社からの請求とは関連がありませんので無視してください)。

「**Download Report**」をクリックします。



3. ご利用のブラウザのメッセージに従って CSV 形式でファイルをダウンロードします。

Account ID	Invoice Number	Invoice Date	Transaction Date	Product Name	Billing Code	Form	Unit Price	Quantity	Discount / Net Amount
12845678 - MyCompany	10002369	27-JAN-2012	27-Jan-12	Current Contents/A* Search; 1998 to date	Alert Prof Monthly	0	2	0	0
			27-Jan-12	Embase/A* 1947 to date	Alert Prof Monthly	0	24	0	0
			27-Jan-12	Embase/A* 1947 to date	Alert Prof Weekly	0	2	0	0
			27-Jan-12	Embase/A* 1972 to date	Alert Prof Monthly	0	4	0	0
			27-Jan-12	MEDLINE/A* 1950 to date	Alert Prof Daily	0	2	0	0
			27-Jan-12	MEDLINE/A* 1950 to date	Alert Prof Monthly	0	2	0	0
			27-Jan-12	MEDLINE/A* 1950 to date	Alert Prof Monthly	0	52	0	0
			27-Jan-12	PASCAL 1984 to date	Alert Prof Monthly	0	2	0	0
			27-Jan-12	PASCAL 1984 to date	Alert Prof Monthly	0	2	0	0
			27-Jan-12	SciSearch/A* a cited Reference Science Database; 1980 to date	Alert Prof Monthly	0	2	0	0
			27-Jan-12		Saved Search	3	2	0	6
			27-Jan-12		Saved Search	3	2	0	6
			27-Jan-12		Saved Search	3	14	0	42
			27-Jan-12		Saved Search	3	2	0	6
			27-Jan-12		Saved Search	3	2	0	6
			27-Jan-12		Saved Search	3	2	0	6
			27-Jan-12		Saved Search	3	2	0	6
			27-Jan-12		Access Fee	623.19	1	0	623.19
			27-Jan-12		Saved Search	3	2	0	6
			22-Dec-11	Embase/A* 1947 to date	Output Abstract	3	12	0	36

4. 「Invoice Detail Reports」以外のレポートでは、利用金額の記載はありませんが、「Request Usage Reports」メニューでは、条件を指定して様々なタイプの利用レポートを作成することができます。

まず、レポートのタイプを選択します（例：「Database Activity - Detail」）。

レポートのタイプを選択すると、ドロップダウンリストの下に説明が表示され、「View sample report」リンクからサンプルレポートを見ることができます。

次に「Create report」ボタンをクリックします。

ProQuest Administrator Module

Account(s): PQCS - GSEARCH Internal (136848) Rename account Common tasks

Getting Started

User Interface  
Change interface settings including Branding; Create a ProQuest Login URL; Customize Industries.

Reports  
Prepare usage reports and access invoice detail reports.

Linking In/Out  
Set up links to other resources or link resolvers; link in from Google Scholar/Pub Med.

Authentication/Access  
Specify and manage the ways in which your users connect to the ProQuest platform.

Administrator Settings  
Edit your profile for

Usage Report > Request Usage Reports

## Request Usage Reports

ProQuest tracks your users' activity. You can use the options below to generate and view this usage information, choosing from a wide variety of report types.

**Report type**  
COUNTER Database Report 1

provides information on the total searches performed broken down by database and month. This report meets Release 3 of the Counter Code of Practice and the total number of searches performed, the federated and automated searches, the total number of sessions, and the federated and automated sessions, broken down by month and database.  
View sample report

Show items with zero usage

**Usage period**  
Sep 2013 to: Sep 2013

**Delivery Method**  
View my report on a Web page

If you choose to view your report on a Web page, there may be a short delay before your report opens in a new window after clicking **Create report**. If the report window is blocked by your browser, choose to allow popups from admin.proquest.com and try again.

Create report

5. 「Usage period」のドロップダウンリストでレポートを作成する期間を指定します。

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Usage Report > Request Usage Reports

## Request Usage Reports

ProQuest tracks your users' activity. You can use the options below to generate and view this usage information, choosing from a wide variety of report types.

**Report type**  
Database Activity - Detail

This report is similar to the Database Activity - Summary report but is also broken out by login name. The report shows searches and document usage broken out by location, database, and login name and includes which format was provided (Citation/Abstract, Any Full Text Format). If the user selects to display a report for all sites in the hierarchy, there will be a summary section showing usage for the master account, and a detailed section that breaks out usage by individual clients (location).

Show items with zero usage

**Usage period**  
Feb 2013 to: Sep 2013

**Delivery Method**  
View my report on a Web page

If you choose to view your report on a Web page, there may be a short delay before your report opens in a new window after clicking **Create report**. If the report window is blocked by your browser, choose to allow popups from admin.proquest.com and try again.

6. 次に、レポートの表示・配信方法を指定します。選択できる表示・配信方法は、以下の4種類です：

「View my report on a Web page (ブラウザの画面に表示する)」、「Email a report now (Emailで配信する)」、「Download a report now (ダウンロードする)」、「Schedule a regular report by email (レポートを定期的に配信する)」

配信できるファイル形式は、HTML、CSVで、Emailの配信先は最大10カ所まで指定できます。

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Show items with zero usage

**Usage period**  
Feb 2013 to: Sep 2013

**Delivery Method**  
View my report on a Web page  
Email a report now  
Download a report now  
Schedule a regular report by email

If you choose to view your report on a Web page, there may be a short delay before your report opens in a new window after clicking **Create report**. If the report window is blocked by your browser, choose to allow popups from admin.proquest.com and try again.

Create report

7. 「Scheduled Usage Reports」を使って利用レポートを指定したEmailアドレスで定期的に受信する事ができます。

はじめに「Schedule a new report」リンクをクリックします。

Getting Started

User Interface  
Change interface settings including Branding; Create a ProQuest Login URL; Customize Industries.

Reports  
Prepare usage reports and access invoice detail reports.

Administrator Settings  
Edit your profile for

Usage Report > Scheduled Usage Reports

## Scheduled Usage Reports

Your report has been deleted

You can use this page to view, sort, edit and delete your scheduled usage reports.

Currently you have no reports scheduled - Schedule a new report

8. この画面では、配信する使用状況レポートのタイプ、期間、配信方法、配信日時、配信先のメールアドレスを指定することができます。

全ての項目を指定したら、「**Create Report**」をクリックします。

8. 全ての設定が完了すると、設定した配信スケジュールの確認画面が表示されます。スケジュールの編集や削除、新しいスケジュールの追加も可能です。

Client Account	Report Type	Format	Delivery Frequency	Next Delivery	Delivered To...	Edit/Delete
(136848)	Database Activity - Detail	CSV	Every month	09/15/2013	xxxxx@jp.fujitsu.co...	Edit/Delete

**注意**：「**Invoice Detail Reports**」は、毎月5日前後に前月の利用データが反映されます。弊社からのハガキの請求書は、20日以降に送付されます。合計金額を記載したハガキが到着したら、「**Invoice Detail Reports**」をダウンロードして、明細を確認してください。

### 【ProQuest Dialog の検索に関するお問合せは】

株式会社ジー・サーチ ProQuest Dialog ヘルプデスクまで  
 受付時間：月～金（祝祭日を除く）9:00～11:50 / 13:00～17:30  
 Email：gsh-help-dialog@cs.jp.fujitsu.com  
 Tel：03-3452-1243