Introduction to EndNote Web for Unit Administrators

By Brian Gray, seven7@ufl.edu, 352-392-1784

IFAS Dean for Research Office

What is This Document?

This document will provide you with an overview of the EndNote Web Unit Administrator's role and how it is performed. This document is divided into the following sections:

- Who is the EndNote Web Unit Administrator?

- How Do I Access My Unit's EndNote Web Administrator Account?

- How Does My Unit's EndNote Web Administrator Account Work?

- How Do I Build A Master Publication List For My Unit?

Who is the EndNote Web Administrator?

Each IFAS unit has an EndNote Web Unit Administrator. Each faculty member in their unit shares their personal publication list with the unit administrator. The administrator is responsible for combining these lists into one master list, which is then shared with Research Administration. To assist them in this role, each unit has been assigned a special EndNote Web unit administrator account.

How Do I Access My Unit's EndNote Web Administrator Account?

The University of Florida's EndNote Web implementation is maintained by the George A. Smathers Libraries. It can be accessed by clicking the "Endnote Web Login" link on the library's EndNote Web site at http://web.uflib.ufl.edu/endnoteweb.html or by navigating to EndNote Web directly at http://www.myendnoteweb.com/. These web addresses should be bookmarked for easy access in the future.

UF's EndNote Web system can only be accessed from computers on the UF network. No extra action is required by users connecting to EndNote Web from computers on campus. Those planning to access EndNote Web from an off-campus location, however, will need to utilize a remote connection to the UF network, such as the UF Virtual Private Network (VPN). You can

read more about the UF VPN at the following location: http://net-services.ufl.edu/provided_services/vpn/.

During the launch of EndNote Web at IFAS, each unit was provided an email address and password for their unit administrator account. To login to your unit administrator account, direct your web browser to the EndNote Web login page: http://www.myendnoteweb.com/. You will be presented with the login form pictured in Figure 1 below.
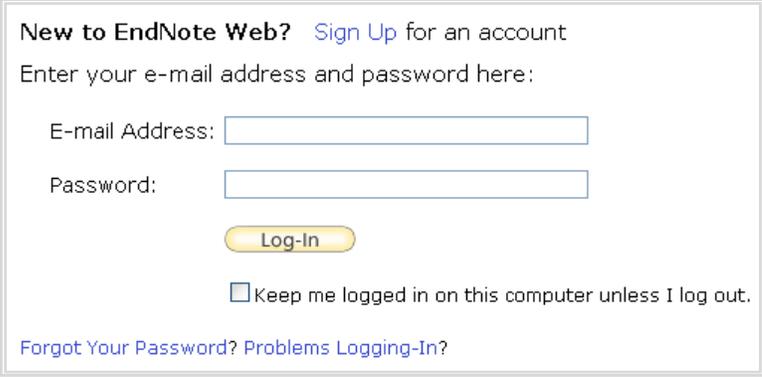
Figure 1 – EndNote Web Login Form

To log in, type the email address and password you were provided into the appropriate fields and click the Log-In button. Upon logging into your unit's EndNote Web Unit Administrator account, you will be presented with an interface similar to that shown in Figure 2:
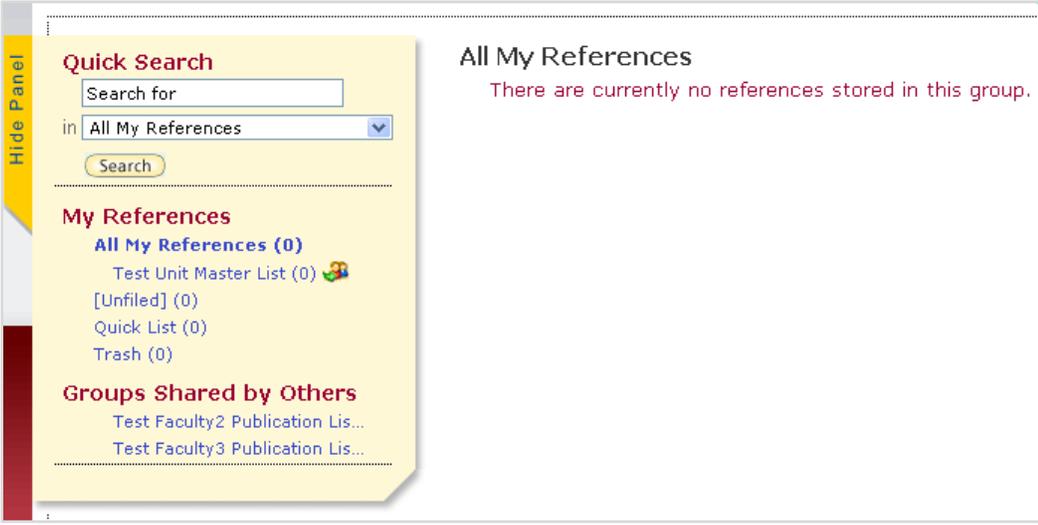
Figure 2 – A Sample EndNote Web Unit Administrator Account

How Does My Unit's EndNote Web Administrator Account Work?

The EndNote Web home screen contains several important features. First, take note of the "My References" section. This area displays any reference lists created for your unit's administrator account. You should see only one for now, a master list named for your unit. The test case shown in Figure 2 has an example group entitled "Test Unit Master List."

It is very important to note that this group has been preconfigured to be shared with Research Administration. Only publications listed in this shared group will be reported to Research Administration.

The other area of importance on the main EndNote Web screen is the "Groups Shared by Others" list. This section contains a list of all reference groups shared with the unit administrator. You should see the publication lists of all unit faculty listed here. In our example unit, two faculty members are listed: "Test Faculty2" and "Test Faculty3." As a unit administrator, you have read-only access to the publication lists of your unit's faculty. Clicking on a faculty member's list under the "Groups Shared by Others" will allow you to view their publication list.

How Do I Build A Master Publication List For My Unit?

Compiling your unit's complete list of publications is a simple process. To begin, open the shared publication list for the first faculty member shown in your list. In our example, "Test Faculty2" has been selected. You will see a screen similar to that shown in Figure 3 below:

Figure 3 – A Sample Faculty Publication List

This example faculty member has only one publication on their list, but the process of importing a faculty member's publications into your unit's master publication list will always be the same. Begin by clicking the check box marked "All" above the list. This will select every publication in the faculty member's list.

Next, look for the drop down labeled "Add to group…" located to the right of the "All" check box. This tool will allow you to copy references into another group. We will use this functionality to copy the faculty member's publications into the master unit publication list. To do this, click the drop down box and select your unit's master publication list. The selected publications will now be copied into your unit's master publication list. The result will be similar to the menu shown below in Figure 4.

Figure 4 – The Unit's Master Publication List After Importing A Faculty Publication

Note that the test unit's master publication list now has one publication. As you repeat the process for each faculty member, this list will continue to grow. Once you have imported the publications lists of all your faculty members, you will have a complete unit list that is already shared with Research Administration. You will periodically need to repeat this process to ensure that you capture the more recent publications listed by your unit's faculty members.