



# シュプリンガー・プロトコル アドミンガイド

## (図書館管理者様用)

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## アドミン(管理者)の登録方法

1. [protocolsteam@springer.com](mailto:protocolsteam@springer.com) より英文メールが届きます。

<英文メールサンプル>

SpringerProtocols のサイト上でアカウントを作成したことがある方↓  
通知メールのため登録作業はありません。

```
Welcome to SpringerProtocols, <firstname> <lastname>+  
  
You have been assigned administrator rights to <library>.+  
  
You are now able to manage the accounts of your associated libraries and/or institutions.+  
  
You may manage these accounts at http://springerprotocols.com/cdp/view/librarians via your  
existing username and password.+  
  
Thank you.+  
  
SpringerProtocols Team+  
  
Note: This message is from a server. Please do not reply. If you wish to contact us, please send an  
e-mail to onlineservice@springer.com+ 
```

新規登録の場合 ↓

メール内のリンクから登録をお願いします。

```
Welcome to SpringerProtocols, <firstname> <lastname>+  
  
You have been assigned administrator rights to <library>. Please register at  
http://www.springerprotocols.com/cdp/access/librarians/registerAdmin?bpnum=<bpid>.+  
  
After this you will be able to manage the accounts of your associated libraries and/or institutions.+  
  
Once you are registered, you may manage these accounts at  
http://springerprotocols.com/cdp/view/librarians+  
  
Thank you.+  
  
SpringerProtocols Team+  
  
Note: This message is from a server. Please do not reply. If you wish to contact us, please send an e-mail  
to onlineservice@springer.com+ 
```

## ユーザー名とパスワードの確認方法

1. SpringerProtocols のサイトにアクセスします。 <http://www.springerprotocols.com/>

[Sign in here](#) をクリックし、[Forgot Username or Password?](#) をクリックします。



The screenshot shows the SpringerProtocols website header with the logo and navigation links (HOME, MY ACCOUNT, MY PROFILE). Below the header, there is a navigation bar with links for 'Access for partners', 'Welcome. Sign [here](#). New user? Register [here](#).', and 'Inside Springer'. A large blue arrow points down to the 'Login' section. The 'Login' section contains input fields for 'Username\*' and 'Password\*', a 'Remember me' checkbox, and a link for 'Forgot Username or Password?' which is highlighted with a red box. Below the link is a 'Click [here](#) to Register' button.

2. 登録 E メールアドレスもしくは、ユーザー名を入力し、[Submit](#) をクリックします。

### Forgot Username

**\*required**  
Please enter your e-mail address exactly as it was recorded in your personal profile and we will e-mail your username and a link to change the password to you.

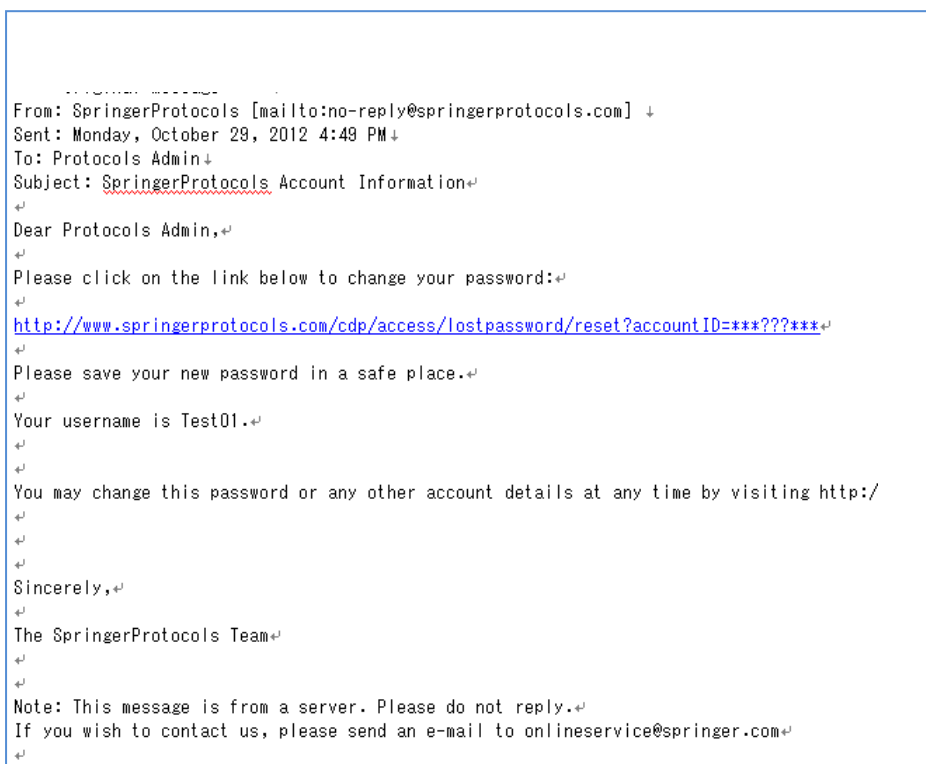
**\*Email Address**

### Forgot Password

Please enter your username exactly as it was recorded in your personal profile and we will e-mail a link to change the password to you.

**\*Username**

3. 登録されたメールアドレスあてに、送信元 no-reply@springerprotocols.com より、件名: SpringerProtocols Account Information の自動送信メールが届きます。メール内のリンクからパスワードの再設定を行います。 ※文中にユーザー名が記載されています。



4. パスワードを2度入力し、**Confirm** をクリックします。(半角英数6文字以上)

Welcome. Sign in [here](#). New user? Register [here](#).

### Reset Password

To reset your password, please enter your new password and re-enter it to confirm. After reset, you will receive an email as confirmation.

New password  (Minimum 6 characters required, no '<' or '>')

Confirm new password  (Minimum 6 characters required, no '<' or '>')



## 利用統計の取得方法

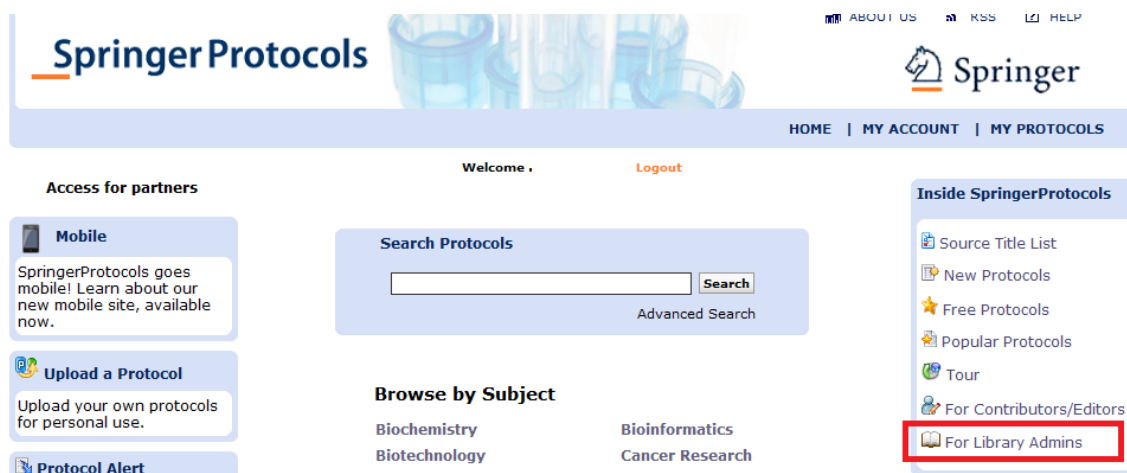
1. SpringerProtocols のサイトへアクセスします。<http://www.springerprotocols.com/>

[Sign in here](#) から管理者用 Username と Password でログインします。



The screenshot shows the SpringerProtocols website's login page. At the top, there is a navigation bar with the Springer logo and links for HOME, MY ACCOUNT, and MY PROTOCOLS. Below the navigation bar, a welcome message reads "Welcome. Sign in [here](#). New user? Register [here](#)." The word "here" in the "Sign in here" link is circled in red. On the left, there is a "Login" section with input fields for "Username\*" and "Password\*", a "Remember me" checkbox, and links for "Forgot Username or Password?" and "Click here to Register". Below the login fields is an "Athens Login" button with a small icon. To the right of the login fields are "Submit" and "Cancel" buttons. A "\* required" label is positioned above the password field.

2. [For Library Admins](#) をクリックします。



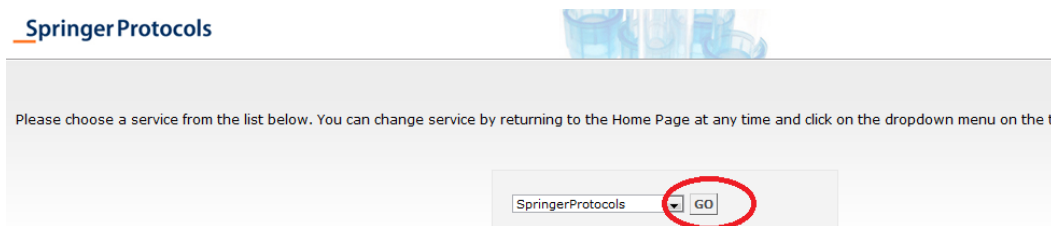
The screenshot shows the SpringerProtocols website's home page. At the top, there is a navigation bar with the Springer logo and links for HOME, MY ACCOUNT, and MY PROTOCOLS. Below the navigation bar, a welcome message reads "Welcome, [Name] Logout". On the left, there is a "Mobile" section with a message about the mobile site, an "Upload a Protocol" section with a message about uploading protocols, and a "Protocol Alert" section. In the center, there is a "Search Protocols" section with a search input field and a "Search" button, and a "Browse by Subject" section with a list of subjects: Biochemistry, Biotechnology, Cell Biology, Bioinformatics, Cancer Research, and Genetic Engineering. On the right, there is an "Inside SpringerProtocols" section with a list of links: Source Title List, New Protocols, Free Protocols, Popular Protocols, Tour, For Contributors/Editors, and For Library Admins. The "For Library Admins" link is highlighted with a red box.

3. Tools 中の **Account Administration** をクリックし、**View Statistics** をクリックします。



Name of Institution					
Springer Affiliates	Edit Account	View Statistics	IP Addresses	Manage Branding	HTTP Referrers

4. MPS Insight のページに移動します。**Go** をクリックします。



5. **Usage Reports** をクリックしてレポートを選んで下さい。



## 機関ロゴの設定

1. SpringerProtocols のサイトへアクセスします。<http://www.springerprotocols.com/>

[Sign in here](#) から管理者用 Username と Password でログインします。

Springer Protocols

Springer

HOME | MY ACCOUNT | MY PROTOCOLS

Welcome. [Sign in here](#). New user? Register [here](#).

Access for partners

Inside SpringerProtocols

### Login

\* required

Username\*

Password\*

Remember me

[Forgot Username or Password?](#)

[Click here to Register](#)

Athens Login

2. [For Library Admins](#) をクリックします。

Springer Protocols

Springer

HOME | MY ACCOUNT | MY PROTOCOLS

Welcome . Logout

Access for partners

**Mobile**  
SpringerProtocols goes mobile! Learn about our new mobile site, available now.

**Upload a Protocol**  
Upload your own protocols for personal use.

**Protocol Alert**

**Search Protocols**

Advanced Search

**Browse by Subject**

Biochemistry  
Biotechnology  
Cell Biology

Bioinformatics  
Cancer Research  
Genetics / Genomics

**Inside SpringerProtocols**

- Source Title List
- New Protocols
- Free Protocols
- Popular Protocols
- Tour
- For Contributors/Editors
- For Library Admins**

3. Tools 中の **Account Administration** をクリックし、**Manage Branding** をクリックします。

**Tools**

- Account Administration**  
(manage IPs, view usage statistics, manage branding, etc.)
- Download list of Contents
- User Guides
- SpringerProtocols Logos
- Web Search Tool

Name of Institution					
Springer Affiliates	Edit Account	View Statistics	IP Addresses	<b>Manage Branding</b>	HTTP Referrers



Display Name:

Upload Logo:

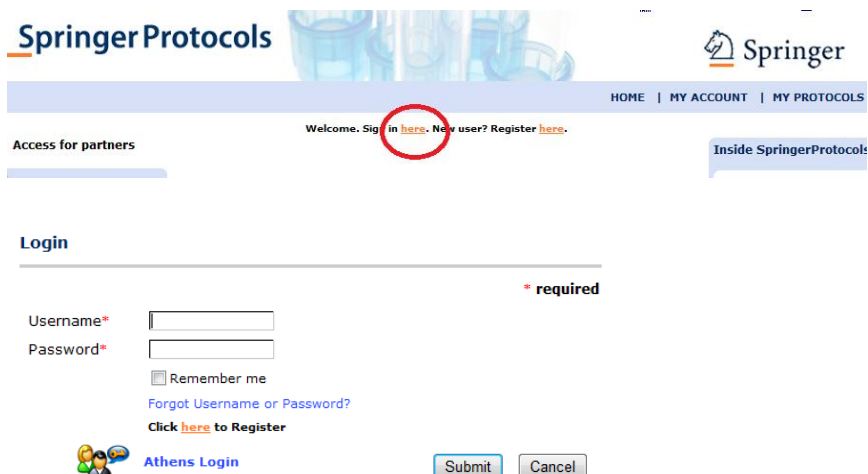
*Allowed formats: .gif, .jpeg;  
Maximum file size should not be more than 40 KB;  
Logo width should not be more than 165 pixels;  
For best viewing image height should be less than 100 pixel;*



## IP アドレスの確認

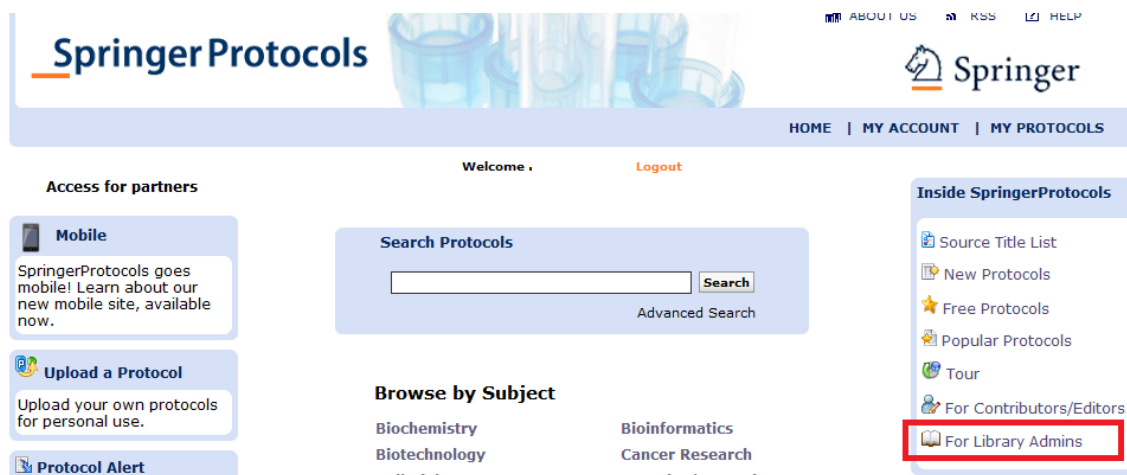
1. SpringerProtocols のサイトへアクセスします。<http://www.springerprotocols.com/>

[Sign in here](#) から管理者用 Username と Password でログインします。



The image shows the SpringerProtocols login page. At the top, there is a navigation bar with the Springer logo and links for HOME, MY ACCOUNT, and MY PROTOCOLS. Below the navigation bar, there is a welcome message: "Welcome. Sign in [here](#). New user? Register [here](#)." The word "here" in the link is circled in red. Below the welcome message, there is a "Login" section with a form. The form has two input fields: "Username\*" and "Password\*", both marked as required. There is a "Remember me" checkbox, a link for "Forgot Username or Password?", and a link for "Click here to Register". Below the form, there is an "Athens Login" button and "Submit" and "Cancel" buttons.

2. [For Library Admins](#) をクリックします。



The image shows the SpringerProtocols home page. At the top, there is a navigation bar with the Springer logo and links for HOME, MY ACCOUNT, and MY PROTOCOLS. Below the navigation bar, there is a "Welcome" message and a "Logout" link. The page is divided into several sections: "Access for partners" with links for "Mobile", "Upload a Protocol", and "Protocol Alert"; "Search Protocols" with a search input field and a "Search" button; "Browse by Subject" with a list of subjects including Biochemistry, Biotechnology, Cell Biology, Bioinformatics, Cancer Research, and Genetic/Genomics; and "Inside SpringerProtocols" with a list of links including "Source Title List", "New Protocols", "Free Protocols", "Popular Protocols", "Tour", "For Contributors/Editors", and "For Library Admins". The "For Library Admins" link is highlighted with a red box.

3. Tools 中の **Account Administration** をクリックし、**IP Address** をクリックします。

**Tools**

- Account Administration**  
(manage IPs, view usage statistics, manage branding, etc.)
- Download list of Contents
- User Guides
- SpringerProtocols Logos
- Web Search Tool

Name of Institution					
Springer Affiliates	Edit Account	View Statistics	<b>IP Addresses</b>	Manage Branding	HTTP Referrers
Springer Online	Edit	View	IP	Manage	HTTP



**Existing IP Ranges**

	Minimum IP	Maximum IP	Status
	213.84.240.227	213.84.240.227	Approved
	82.94.0.91	82.94.0.91	Approved
	80.33.204.179	80.33.204.179	Approved

※編集はできません。

IPアドレスを変更・削除する場合は下記お問い合わせ先までご依頼下さい。

## ユーザーのリモートアクセス設定について

ユーザーが機関のIPアドレス内でアカウント作成を行うと、自動的にリモートアクセス設定となります。

## 管理者・IP アドレスの変更について

管理者や IP アドレスの変更については下記までご依頼下さい。

【お問い合わせ先】

Springer Customer Service Center (英語のみ)

[Onlineservice@springer.com](mailto:Onlineservice@springer.com)

国内問い合わせ先:

シュプリンガー・ジャパン株式会社 営業部

e カスタマー・リレーション・チーム

Tel: 03-6831-7004 (平日 9 時半～17 時受付)

Fax: 03-6831-7006

Email: [support@springer.com](mailto:support@springer.com)