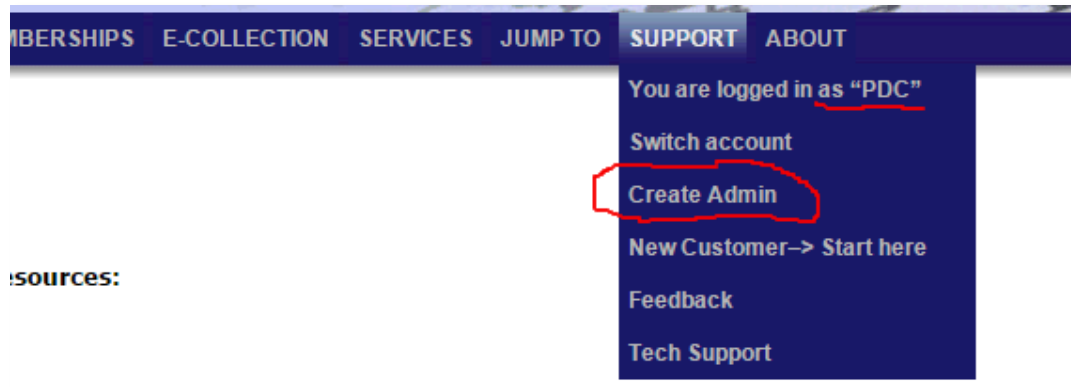


Online ADMIN MANAGER setup for Institutions

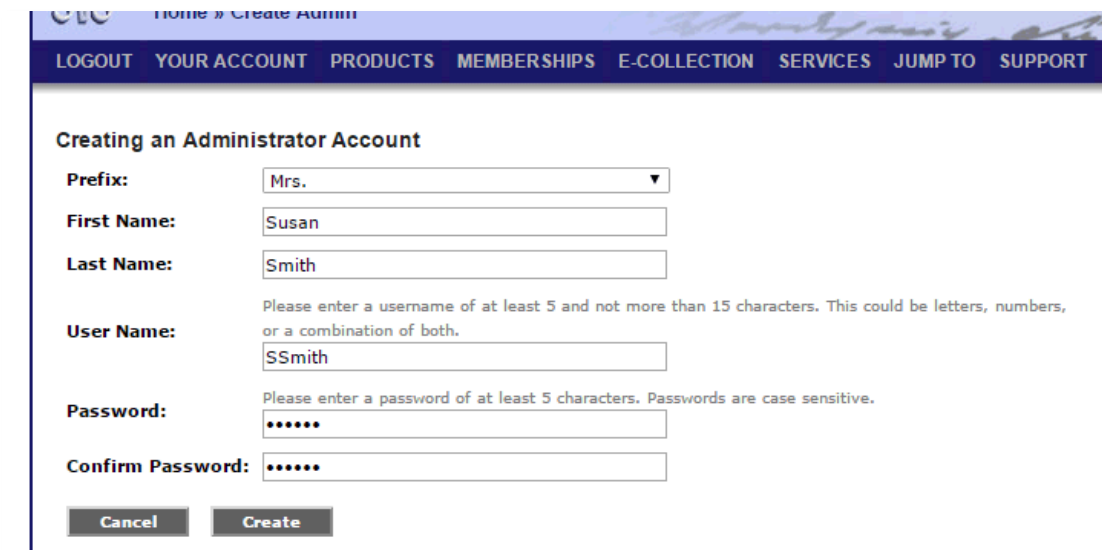
- Manage IP addresses
- Download user statistic

1.) Your IP address is automatically recognized when you access <http://www.pdcnet.org/collection>

Go to SUPPORT -> CREATE ADMIN



2.) Set up your admin credentials



The screenshot shows the 'Create Admin' form with the following fields and instructions:

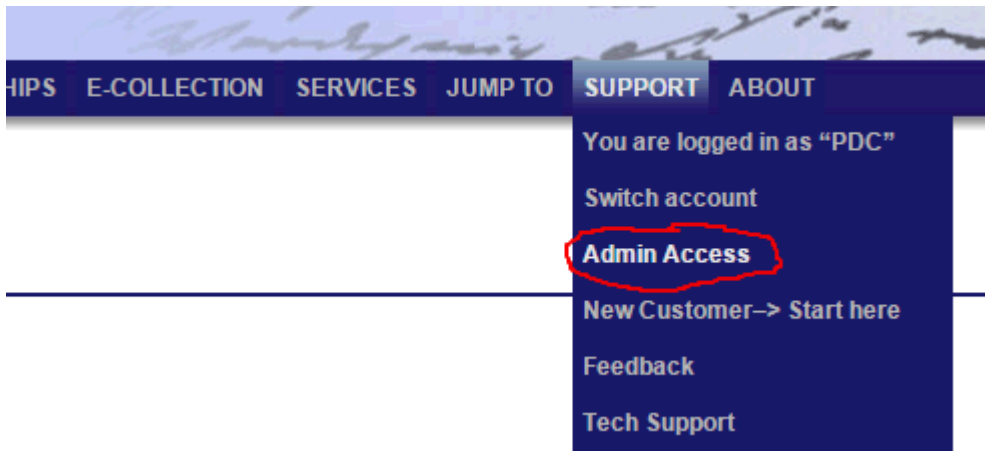
- Prefix:** Mrs. (dropdown menu)
- First Name:** Susan
- Last Name:** Smith
- User Name:** SSmith (Instruction: Please enter a username of at least 5 and not more than 15 characters. This could be letters, numbers, or a combination of both.)
- Password:** (Instruction: Please enter a password of at least 5 characters. Passwords are case sensitive.)
- Confirm Password:** (Instruction: Please enter a password of at least 5 characters. Passwords are case sensitive.)

Buttons: Cancel, Create

3.) You will get the following message

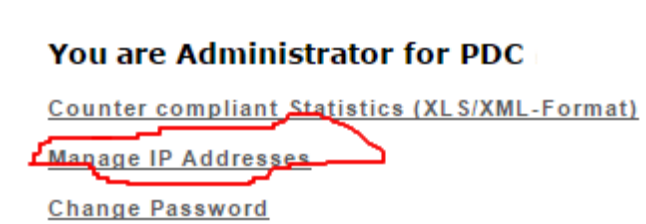
The administrator account is created!
In a few minutes you can log in.

4.) When the administrator account setup is complete, the menu under SUPPORT will show **ADMIN ACCESS** in place of CREATE ADMIN



5.) Click on the ADMIN ACCESS link and log in. You will now have access to the admin functionality.

5.1) MANAGE IP ADDRESSES



You can add or delete IP addresses.

When adding ranges keep in mind that **the first 3 octets have to be the same for each range.**

IP Addresses for PDC

Existing IP Addresses:

75.146.19.129/255.255.255.255 [delete](#)

Create new IP Address:

please enter ranges that cover more octets like this.

92.168.72.0 - 92.168.72.255

92.168.73.0 - 92.168.73.0

The first three octets have to be the same per range.

Start IP address:

End IP address:

Cancel

Add

5.2) DOWNLOAD USER STATISTICS

You are Administrator for PDC

[Counter compliant Statistics \(XLS/XML-Format\)](#)

[Manage IP Addresses](#)

[Change Password](#)

To select the time period for user statistics, enter the current month to get the previous 12 months statistics. OR enter 2014-12 to get statistics for 2014.

Usage statistics* for PDC

Please select the time period. For previous years you will get 12 month of statistics. For the current year you will get the statistics from January to the present.

Year: Month:

* PDC-Collection statistics are available starting November 2009.

For security reasons please enter your PDC-Customer No here to access your statistics.

PDC-Customer No:

- Excel (XLS) Format
 Counter-compliant XML

Submit

If you dont know your PDC-Customer No please contact [Customer Support](#).