The purpose of this document is to assist the OvidSP administrator in the set up of a Deposit Account.

To begin, login to OvidSP as Administrator and click on Admin Tools link:

To start a session with OvidSP:
- Enter your user ID and password below
- Click the "Start OvidSP" button once

Not a subscriber to OvidSP? Access individual articles from the latest, most trusted scientific, medical and academic research journals. Click here.
Then select **Deposit Account** in the list of Admin tools:

**MAIN PAGE**

From the main page, you can view your account balance and a quick history of money withdrawals:

**CHANGE GROUPS**

By clicking to the next tab—**Change Groups**, you can Add/Remove Ovid Groups entitled to Deposit Account:
This is the area where you can also add the BILLING CODE:

The BILLING CODE is an optional feature where you can require an additional step that works as a way to capture more detailed information, as well as an opportunity to confirm your users want to purchase the article.

They will be asked to fill out the required fields, billing code (this can be a client code or project name for example), first and last name, and phone number. The remaining fields are optional. Please note, this is a standard form.

If a user clicks CANCEL, they will be taken back to the results screen canceling the purchase.

This is how the BILLING CODE looks in the interface:
CHANGE JOURNALS

By clicking Change Journals tab, you can create a custom list of journals in which articles can be purchased with Deposit Account.

*Please note that as new Deposit Account titles get added to our system we won't automatically add them to your custom list, this needs to be manually edited by administrators.

Click the link below for a listing of all the journals that are available via your Deposit Account: http://www.ovid.com/site/products/services/payperview_journals.jsp
REPORT BY DATE

Reporting is available by clicking Report by Date from the main page. You can receive a detailed CSV report of articles purchased over a period of time:

Sample Report
CHANGE GENERIC LINK NAME

The default link for your Deposit Account will read as Deposit Account Article. If you would like to change the name of that link in the OvidSP interface, you may do so via the steps below.

Navigate to Links@Ovid or LinkSolver:

Choose the group name where the Deposit Account is active:

Navigate to Edit Global Settings to locate the link target to customize:
Click the link that says Deposit Account Article and rename as desired:

The change that you make in the Links@Ovid Admin tool will appear as below in the OvidSP interface:

Two important items to remember:

1. Purchases are valid for a 24 hour period, meaning that after 24 hours when a user clicks the link for a previously purchased journal there will be a new charge, if they click the link again before the 24 hour window has expired the article will open with no charge.

2. Purchases are tracked via cookie placed on the PC that made the charge, not the user via user ID. Therefore if a user purchases from a library PC and then clicks the same journal link less than 24 hours later from a different PC another charge will be incurred.