



# User Guide

FOR LIBRARIAN / ADMIN

# JAYPEE DIGITAL

[www.jaypeedigital.com](http://www.jaypeedigital.com)



# KNOW THE JAYPEEDIGITAL

**Jaypeedigital** is a comprehensive online Health Science content platform for all sectors of Healthcare Professionals, Educators, Researchers and Students with impeccable collection of:

- *3,500+ eBooks*
  - *1,000+ core Textbooks*
  - *2,500+ Professional & Reference titles*
- *8,500+ surgical and diagnostic Videos*
- *70+ eJournals*
- *79,000+ MCQs*

# Benefits of Personal Account



The library / institutional admin's dashboard has the functionality to create User Profiles for each & every user. Once created, users can take the full advantage of these platform features:

- Access Jaypeedigital.com 24/7 from anywhere and anytime outside institutes' network or IP range / off-campus.
- Access Platform's personalized features such as Create Notes, Favourites, Bookmarks, and many more.
- Attempt MCQs Mock test and view Previous Test Results.

**Let's take a walkthrough of the Institutional Admin module**



1

← → ↻ 🔒 jaypeeadmin.jaypeedigital.com/admin

Go to <https://jaypeeadmin.jaypeedigital.com/admin> to access the **Library / Institutional Admin's dashboard**

JaypeeDigital ADMIN

Enter your username

\*\*\*\*\*

ERROR for site owner:  
Invalid domain for site key



🔒 [Forgot your password?](#)

Login

2

Enter the Admin login credentials

**Admin dashboard can be accessed within institute's IP range**



Show 10 entries

Institution Title	Institution Code	Country	Linked IPs	Subscription Type	Consortia	Status	UserDetails
University			1	Subscription	NA	Active	<a href="#">Add/Edit User</a>

Showing 1 to 1 of 1 entries

Page 1 of 1

University Name will appear here

3

XXXXXXXXX University

University Name will appear here

Add New User

To create single/limited user accounts

To create Bulk user accounts

Export Data

Import Institution User

Show 10 entries

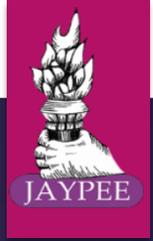
Username	Role	First Name	Last Name	Email	Status	Action
	Institution Admin				Active	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries

Page 1 of 1

Cancel

All Users & Admin Profiles details will appear in this Panel



XXXX

# Single User Account Creation

JaypeeDigital ADMIN

Welcome

Home / Institution Management / Institution Admin

XXXXXX University

Complete the Registration form and Save

*\* Denotes required field*

Edit Institution Institution Admin

Add New User

**Select Role**

- Institution Admin (ROLE\_INSA)
- Institution Reader (ROLE\_INSR)

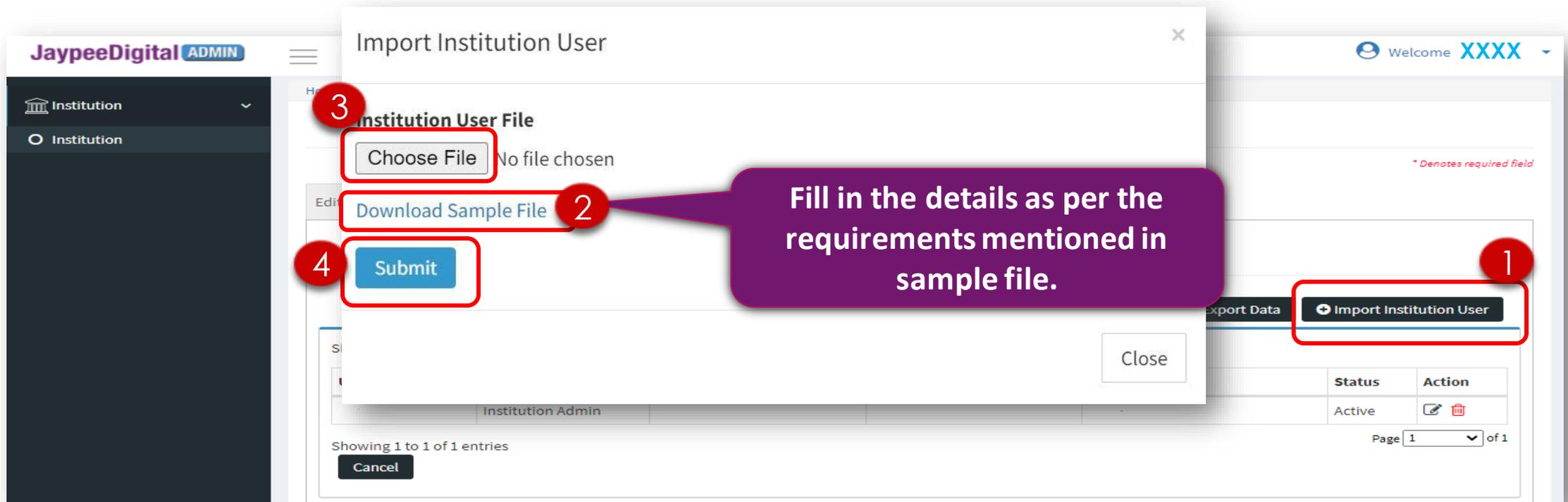
**To create User Profile credentials.**

**We provide the 1<sup>st</sup> Admin credentials. Librarian can create more by choosing this option.**

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Gender	Select Gender	Country	Select Country
City	<input type="text"/>	Address	<input type="text"/>
Postal Code	<input type="text"/>	Website	<input type="text"/>
Phone	<input type="text"/>		

Please ensure to enter valid Email id as an email will be sent containing instructions with a link to reset your password on this email address whenever you use [Forgot Your Password](#) link

# Bulk User account creation



1

2

3

4

Fill in the details as per the requirements mentioned in sample file.

Import Institution User

Institution User File

Choose File No file chosen

Download Sample File

Submit

Close

Cancel

Showing 1 to 1 of 1 entries

Export Data

Import Institution User

Status	Action
Active	 

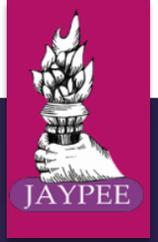
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JaypeeDigital support team can also create user IDs on behalf of the admins & librarians. Librarians & admin can share the email ID of the users along with their names and allow 5 working days to revert.

# Have Questions?

- ▶ Contact us at [support@jaypeedigital.com](mailto:support@jaypeedigital.com)





Thank  
You