

Get It Now Dashboard



Table of Contents

Introduction	3
Accessing the Dashboard	3
Dashboard Home Tab	4
Report Tab	6
Setting Tab	8
Setting a Spending Limit	9
Restrict Article Delivery to Specific Emails/Domains	10
Setting a Maximum Number of Orders Per User	11
Creating an Exception List	12
Blocking Duplicate Orders	12
Setting a Maximum Article Price Threshold	13
Announcements	14
Support	14



Introduction

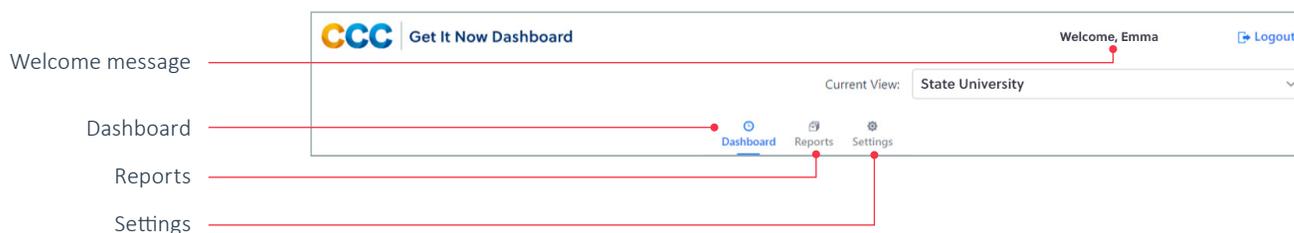
Get It Now from Copyright Clearance Center complements your library's interlibrary loan (ILL) services by providing your patrons with the immediate fulfillment of full-text articles from unsubscribed journals – 24 hours a day, 7 days a week.

A cost-effective service that gives library patrons and staff instant access to valuable journal content from leading publishers, Get It Now is offered in two distinct versions. The unmediated workflow uses an OpenURL link resolver to integrate with your library website so your patrons can search, find and receive full-text articles in minutes. The mediated workflow allows for greater oversight by enabling library staff to place orders on behalf of patrons. A hybrid offering is also available, which allows you to use the mediated workflow during your normal office hours, and the unmediated workflow during weekends, nights or holidays when the ILL office may be unstaffed.

With the Get It Now Dashboard, you can quickly and easily **manage and track what you spend** on article purchases through Get It Now. You can also **generate real-time usage reports**, as well as **adjust the settings of your service**. For example, using the Dashboard, you can set a spending limit for articles purchased across your institution via Get It Now and automatically receive notification when you are nearing your limit. You can also restrict article delivery to specific email domains (e.g., drake.edu), set the maximum number of orders per user in a time period (e.g., 5 articles per user in a 24-hour period), and block duplicate order requests. Please read on to learn more about the Get It Now Dashboard.

Accessing the Dashboard

To access the Get It Now Dashboard, simply type getitnow.copyright.com in your browser and you will be prompted to enter your username and password. We suggest you bookmark this page in your browser. If you login and find the Dashboard exceeds your screen size, use the zoom out feature in your browser and resize it to properly fit the screen. You should only need to do this once since your browser should remember the sizing the next time you login. If you need a username or password, or have difficulty logging in, please email getitnowsupport@copyright.com.



The Get It Now Dashboard has three main sections (see image below):

- Dashboard
- Reports
- Settings

When you log in, the name of your institution is displayed, along with a personalized welcome message, will appear in the top right corner of the Dashboard.

Dashboard Home

Once you've logged in to the Get It Now Dashboard, the home screen will automatically display.

Quick Stats

CCC | Get It Now Dashboard

Welcome, Emma [Logout](#)

Current View: State University

Dashboard Reports Settings

QUICK STATS

Date Range - 01 Jan 2022 to present [Edit Date Range](#)

Top Publications

Publication	Requests
IJEL: International Journal on E-Learning	128
Respiratory Medicine Extra	73
Patient Education and Counselling	73
Academic Medicine	62
Seminars in Nuclear Medicine	47

Requests

Total Requests: 445
Total Cost: 11,733.61 USD
Average Cost: 26.37 USD
Above amounts include all applicable taxes

CURRENT SPENDING

Days Remaining: 15

● Amount Spent ● Balance

Spending Limit: 15,000.00 USD
Amount Spent: 10,891.61 USD
Balance: 4,108.39 USD

WHAT'S NEW

On Saturday, 19 March from 8:00 AM EDT until approximately 4:00 PM EDT, Get It Now will be unavailable due to routine system maintenance. For the entirety of this downtime period, Get It Now will display a standard maintenance downtime message. Thank you for your patience.

If you have any questions, please contact getitnowsupport@copyright.com

ACCOUNT BASICS

Billing Contact: rpipto@copyright.com

Registered IP Ranges

0.0.0.0/255.255.255.255

Need to update this info? [Contact Customer Support](#)

Here you can view your library's **QUICK STATS**, including the top 10 publications from which articles have been purchased via Get It Now. You can also view other data, including:

- Total Requests
- Total Cost
- Average Cost

The default date range for this data is the beginning of the calendar year (i.e., 01 Jan 2022) to present. You can change the date range for your QUICK STATS analysis by clicking on the 'Edit Date Range' link. Next, click on the calendar icon to select your 'Start Date' and 'End Date' and click 'OK.'



In the **WHAT'S NEW** section, you can catch up on important Get It Now news and announcements, such as new publishers added, new features and enhancements, planned maintenance and more. Be sure to check this section regularly for important updates about your Get It Now service!

WHAT'S NEW

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Thank you for your patience.

If a spending limit has been set, you can see a snapshot of your **CURRENT SPENDING** on the homepage of your Dashboard. This information is auto-populated from the data you enter in the Settings section. See page 9 for more information on setting a spending limit.

If you opt to set a spending limit, your progress towards that limit will automatically populate in the barometer on your Dashboard homepage. Please note that the first time you log into the Dashboard, the barometer will not be displayed since a spending limit has not yet been set.



On the homepage, you can also view your **ACCOUNT BASICS** in the bottom right corner of the screen. This includes the email address for the billing contact at your institution and the registered IP ranges for your institution. If you would like to update this information, simply click on the 'Contact Customer Support' link to launch an email to getitnowsupport@copyright.com and tell us what you would like changed or updated.

ACCOUNT BASICS

Billing Contact: mbrown@stateuniversity.edu

Registered IP Ranges

0.0.0.0/255.255.255.255

Need to update this info? [Contact Customer Support](#)

Reports

You can use the Reports section to generate real-time usage reports (see image below).

Order Date	Fulfillment Date	Order Number	Reference Number	Order Status	Price	Tax	Total	Payment Type	Library User ID	Delivery Email Address	Publication	Standard Number	Publisher
04-15-2022 06:31		6386542		WS-LL Pending	36.50	0.00	36.50	Get It Now Invoice	N/A	rsjiko@copyright.com	JOURNAL OF COMPUTATIONAL CHEMISTRY	0192-6651	Wiley
04-15-2022 06:31		6386543		WS-LL Pending	36.50	0.00	36.50	Get It Now Invoice	N/A	rsjiko@copyright.com	JOURNAL OF COMPUTATIONAL CHEMISTRY	0192-6651	Wiley
04-15-2022 06:33		6386544		WS-LL Pending	36.50	0.00	36.50	Get It Now Invoice	N/A	rsjiko@copyright.com	JOURNAL OF COMPUTATIONAL CHEMISTRY	0192-6651	Wiley
04-15-2022 06:35		6386545		WS-LL Pending	36.50	0.00	36.50	Get It Now Invoice	N/A	rsjiko@copyright.com	JOURNAL OF COMPUTATIONAL CHEMISTRY	0192-6651	Wiley
04-15-2022 06:36		6386546		WS-LL Pending	36.50	0.00	36.50	Get It Now Invoice	N/A	rsjiko@copyright.com	JOURNAL OF COMPUTATIONAL CHEMISTRY	0192-6651	Wiley
04-15-2022 07:20		6386547		WS-LL Pending	36.50	0.00	36.50	Get It Now Invoice	N/A	rsjiko@copyright.com	JOURNAL OF COMPUTATIONAL CHEMISTRY	0192-6651	Wiley
04-15-2022 07:21		6386548		WS-LL Pending	36.50	0.00	36.50	Get It Now Invoice	N/A	rsjiko@copyright.com	JOURNAL OF COMPUTATIONAL CHEMISTRY	0192-6651	Wiley
04-15-2022 07:24		6386549		WS-LL Pending	36.50	0.00	36.50	Get It Now Invoice	N/A	rsjiko@copyright.com	JOURNAL OF COMPUTATIONAL CHEMISTRY	0192-6651	Wiley
04-15-2022 07:25		6386550		WS-LL Pending	36.50	0.00	36.50	Get It Now Invoice	N/A	rsjiko@copyright.com	JOURNAL OF COMPUTATIONAL CHEMISTRY	0192-6651	Wiley
04-15-2022 07:43		6386551		WS-LL Pending	36.50	0.00	36.50	Get It Now Invoice	N/A	rsjiko@copyright.com	JOURNAL OF COMPUTATIONAL CHEMISTRY	0192-6651	Wiley
04-15-2022 07:44	04-15-2022 07:45	5290180096737	6386552	WS-LL Shipped	36.50	0.00	36.50	Get It Now Invoice	N/A	rsjiko@copyright.com	JOURNAL OF COMPUTATIONAL CHEMISTRY	0192-6651	Wiley
04-15-2022 07:46	04-15-2022 07:47	5290180015807	6386553	WS-LL Shipped	36.50	0.00	36.50	Get It Now Invoice	N/A	rsjiko@copyright.com	JOURNAL OF COMPUTATIONAL CHEMISTRY	0192-6651	Wiley



To generate a report, simply select your order date range and enter your desired criteria in at least one other field, e.g., the name of the publication for which you would like to generate a report, and then click 'Submit.' You will then be prompted to select between downloading a COUNTER Report, Standard Report or Orders by Publisher Report.

- **COUNTER Report** – A COUNTER-compliant report that presents results in the COUNTER format.
- **Standard Report** – A comprehensive report that provides the order date, fulfillment date, fulfillment time, license number, reference number, ILLiad ID, partner, order status, price, tax, total, payment type, library user ID, delivery email address, publication, standard number, publisher, article title, article author, and publication date. Note: not all fields may be populated depending on the Get It Now workflow you are using (mediated or unmediated).
- **Orders by Publisher Report** – A report that provides the publisher, publication, standard number, price, tax, total, order date, order status, library user ID, delivery email address, and article title.

To generate a COUNTER, Standard or Orders by Publisher Report, select the type of report you want, and then open or save it when prompted.

Helpful Tip

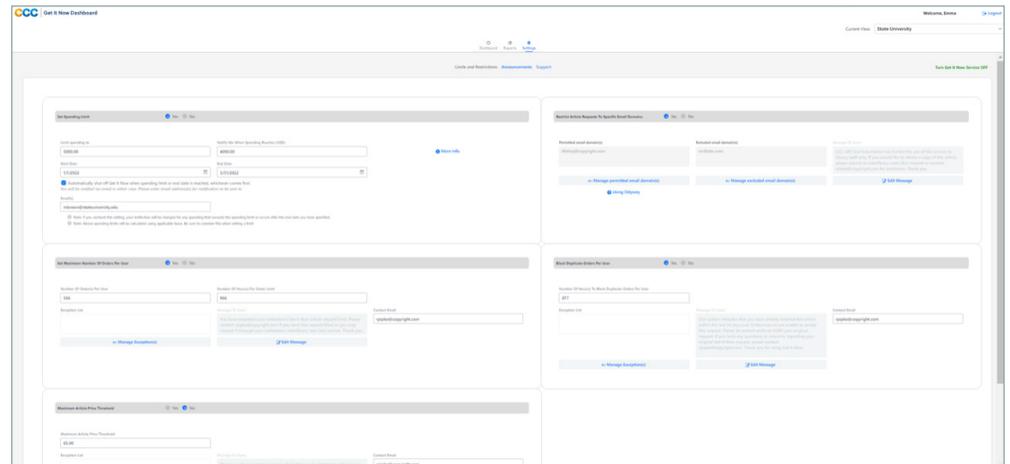
To specify an order date range in a report, click on the calendar icon to select your 'Order Date Range From' and 'Order Date Range To' dates. If you choose to enter the dates manually, you must follow this convention: MM/DD/YYYY.

Note that usage reports can be generated for up to a 30-day period. If you require reporting that spans more than 30 days, please run multiple reports in 30-day increments.

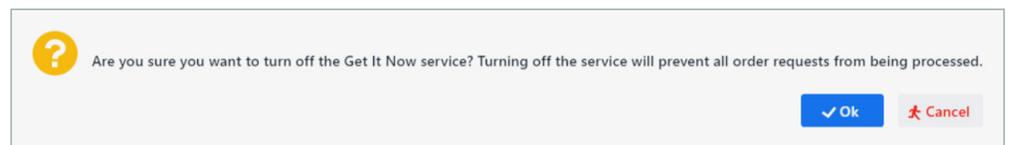


Settings

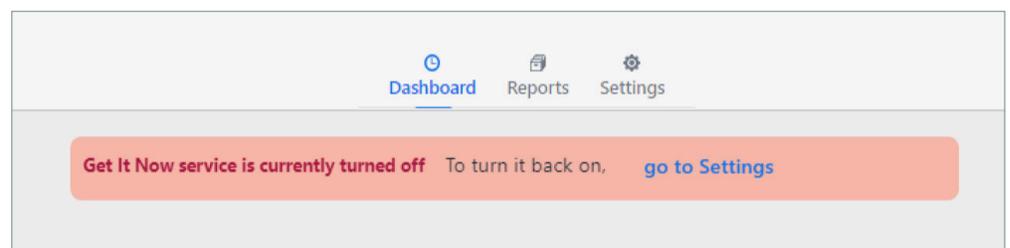
You can configure your **Limits and Restrictions** in Settings to meet your budget and policy requirements.



From **Settings**, you can also easily turn on or turn off the Get It Now service. If you opt to turn off the Get It Now service, a warning will be displayed (see image below). To proceed with turning it off, simply click 'OK.'



If you opt to turn off the Get It Now service, a message in **bold red type** will display on the Dashboard homepage to indicate that the service is currently turned off. (see image below).



Setting a Spending Limit

To ensure that you don't exceed your article purchase budget, Get It Now enables you to place a limit on how much your organization spends on Get It Now article purchases over a specified time period (see image below). You can enable this feature by selecting the 'Yes' bubble at the top left of the Settings screen in the gray bar. Enter the amount at which you'd like to cap your spending, e.g., 5000.00. **Do NOT use a \$ symbol or comma when entering your spending limit.** Select your 'Start Date' and 'End Date' by clicking on the calendar icons. If you choose to enter the dates manually, you must follow this convention: MM/DD/YYYY. If you'd like to be notified when you are approaching your spending limit, specify a dollar amount, e.g., 4000, which, once achieved, will trigger a notification email. **Be sure to click on 'Save' at the bottom of the Settings page when you are finished making your selection(s). Note that you may need to scroll down to see the 'Save' button. All changes are submitted and a confirmation message displays.**

Set Spending Limit

CCC Get It Now Dashboard

Welcome, Emma [Logout](#)

Current View: State University

Dashboard Reports Settings

Limits and Restrictions Announcements Support Turn Get It Now Service OFF

Set Spending Limit Yes No

Limit spending to: 5000.00 Notify Me When Spending Reaches (USD): 4000.00 [More Info](#)

Start Date: 1/1/2022 End Date: 3/31/2022

Automatically shut off Get It Now when spending limit or end date is reached, whichever comes first.

You will be notified via email in either case. Please enter email address(es) for notification to be sent to.

Email(s): mbrown@stateuniversity.edu

Note: If you uncheck this setting, your institution will be charged for any spending that exceeds the spending limit or occurs after the end date you have specified.
 Note: Above spending limits will be calculated using applicable taxes. Be sure to consider this when setting a limit.

Restrict Article Requests to Specific Email Domains Yes No

Permitted email domain(s)	Excluded email domain(s)	Message to Users
dfahey@copyright.com	mr@abc.com	CCC Get It Now Automation has limited the use of this service to library staff only. If you would like to obtain a...

[Manage permitted email domain\(s\)](#) [Manage excluded email domain\(s\)](#) [Edit Message](#)

[Using Odyssey](#)

Get It Now automatically disables after the spending limit or the specified end date of your cycle – whichever comes first – is reached or exceeded. For example, if your institution has spent \$995 out of its \$1,000 budget when a patron places a \$25 order, it will be accepted and processed as the last order of the current cycle. In other words, Get It Now won't be disabled until an order is placed that either satisfies or exceeds the threshold that has been set. In this example, your total spend during that cycle would be \$1,020. Similarly, if you've specified an end date to your cycle, a single order must be placed either exactly on that date or after that date to trigger the disablement. Please be cognizant of this when establishing your budget. If you would like to receive a notification when you've achieved your spending limit or end date, simply provide the appropriate email address(es) where prompted.

If you do NOT want to automatically disable Get It Now when your spending limit or end date is reached, be sure to un-check the applicable box. Your institution will be charged for any spending that exceeds your limit or occurs after the end date you have specified.



Restrict Article Delivery to Specific Emails/Domains

This feature enables you to limit delivery of Get It Now articles to your institution's email domain(s), e.g., michigan.edu, michiganlaw.edu, etc. and/or subdomain(s) e.g., faculty.michigan.edu. To do this, select the 'Yes' bubble in the gray bar that says 'Restrict Article Delivery to Specific Emails/Domains' and enter your institution's email domain(s) and/or subdomains. **Please do not use the @ symbol ahead of the domain/subdomain.**

To add, delete, or edit an email domain, or subdomain, simply click on the link for '+/- Manage authorized email/domains/subdomains'. **Be sure to click on 'Save' at the bottom of the Settings page when you are finished making your selection(s). Note that you may need to scroll down to see the 'Save' button. All changes are submitted and a confirmation message displays.**

CCC Get It Now Dashboard

Welcome, Emma User Guide Logout

Current View: State University

Dashboard Reports Settings

Limits and Restrictions Announcements Support

Turn Get It Now Service OFF

Set Spending Limit Yes No

Limit spending to 3000.00 Notify Me When Spending Reaches (USD) 2500.00 [More Info](#)

Start Date 7/1/2022 End Date 6/30/2023

Automatically shut off Get It Now when spending limit or end date is reached, whichever comes first. You will be notified via email in either case. Please enter email address(es) for notification to be sent to.

Email(s) ILL@copyright.com

Note: If you uncheck this setting, your institution will be charged for any spending that exceeds the spending limit or occurs after the end date you have specified.

Note: Above spending limits will be calculated using applicable taxes. Be sure to consider this when setting a limit.

Restrict Article Delivery to Specific Emails/Domains Yes No

Authorized emails/domains/subdomains

ccclibrary.edu

Message To Users

CCC Library has limited the use of this service to library staff only. If you would like to obtain a copy of this article, please submit an Interlibrary Loan (ILL) request or contact flowing@copyright.com for assistance. Thank you.

[Manage authorized email/domains/subdomains](#)

[Using Odyssey](#)

[Edit Message](#)

If you opt not to use this feature, note that the Get It Now service will allow articles to be delivered to any domain name, e.g., gmail.com, yahoo.com, etc.

Helpful Tips

When setting order limits per user, mediated users should consider allowing a generous number of Get It Now orders within a 24-hour time period in order to avoid limiting patrons and staff. Alternatively, if you'd prefer to set stricter limits, you can create an exceptions list comprised of those users to whom the limits will not apply. See page 12 to learn how to create an exception list. For Hybrid users, consider specifying a low order limit and creating an exception list to cover librarians using the Get It Now service.

If your library uses Odyssey or Article Exchange, you should NOT enable the 'Restrict Article Requests to Specific Email Domains' feature since articles will be sent directly to your Odyssey or Article Exchange Server.



Setting a Maximum Number of Orders Per User

This feature allows you to set a limit on the number of articles a user may purchase using Get It Now over a specified time period. If you do NOT wish to use this feature, you can disable it by selecting the 'No' bubble in the gray bar that says 'Set Maximum Number of Orders Per User.'

Note that the default number of orders a user can place in an eight-hour time period is set at five. You can adjust these settings based on your preference and budget. See below for directions on how to do this.

If you set a maximum number of orders for each user in a given timeframe, users will receive a message if an order exceeds the limits you have specified. You can opt to use the default Message to Users or you can personalize the message users receive by clicking on the link for 'Edit Message.' Click the 'OK' button to close the message box.

When you set an order maximum, you must enter a designated email address by which patrons can contact the appropriate person in the event that their order cannot be placed due to the limits that have been specified. **Be sure to click on 'Save' at the bottom of the Settings page when you are finished making your selection(s). Note that you may need to scroll down to see the 'Save' button. All changes are submitted and a confirmation message displays.**

Set Maximum Number Of Orders Per User Yes No

Number Of Order(s) Per User: Number Of Hour(s) For Order Limit:

Exception List:

Message To Users:

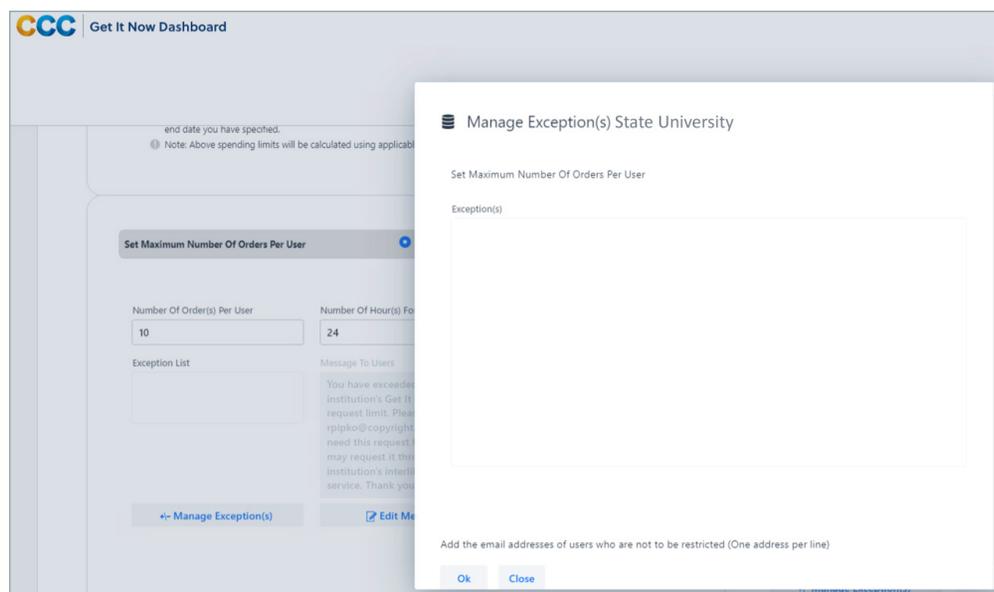
Contact Email:

[+/- Manage Exception\(s\)](#) [Edit Message](#)



Creating an Exception List

If you would like to give library staff and other trusted users unlimited article purchasing, click on the '+- Manage Exception(s)' link under 'Set Maximum Number of Orders Per User.' Enter those users' email addresses, one per line. Click 'OK' once you have finished. **Be sure to click on 'Save' at the bottom of the Settings page when you are finished making your selection(s). Note that you may need to scroll down to see the 'Save' button. All changes are submitted and a confirmation message displays.**



Blocking Duplicate Orders

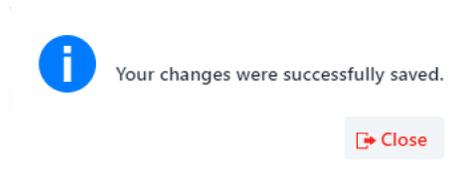
The 'Block duplicate orders' feature prevents a user from ordering the same article more than once in a specified time period. This feature is automatically enabled and is set to an eight-hour default time period. If you do NOT wish to use this feature, simply turn it off by selecting the 'No' bubble in the gray bar labeled 'Block Duplicate Orders Per User.'

Note: When putting limits on duplicate orders, mediated users should consider blocking duplicate orders for a maximum of 1 to 2 hours as library staff may need to order the same article for multiple patrons.

If you opt to use the 'Block Duplicate Orders' feature, users will receive a message should they try to order the same article twice within the specified window of time. You can opt to use the default message, or you can personalize the message users receive by clicking on the 'Edit Message' link. **Note, please do NOT change the text that appears between the percentage signs (%% CONTACT_EMAIL%%) when editing the message because the duration is auto-populated from what is entered in the settings. Select the 'OK' button to close the message box. Be sure to click on 'Save' at the bottom of the Settings page when you are finished making your selection(s). Note that you may need to scroll down to see the 'Save' button. All changes are submitted and a confirmation message displays.**



When setting limits on duplicate orders, you must designate a staff member whom library patrons may contact in the event that their order cannot be placed due to the limits you have specified. To do this, simply enter the contact's email address in the expanded drop-down under 'Block Duplicate Orders Per User.' **Select the 'Save' button at the bottom of the page to see all changes.** Below is a sample of the confirmation message you will see.



Setting a Maximum Article Price Threshold

The 'Maximum Article Price Threshold' feature allows you to set a maximum article price threshold, e.g., 65.00, that any one article can cost and still allow the article order to be placed through Get It Now. If you do NOT wish to use this feature, simply turn it off by selecting the 'No' bubble in the gray bar labeled 'Maximum Article Price Threshold.'

If you opt to use the 'Maximum Article Price Threshold' feature, users will receive a message should they try to order an article that is above the threshold you set, e.g., 65.00. You can opt to use the default message, or you can personalize the message users receive by clicking on the 'Edit Message' link. When you set a maximum article price threshold, you must enter a designated email address by which patrons can contact the appropriate person in the event that their order cannot be placed due to the specified limit.

If you would like to exempt library staff and other trusted users from the maximum article price threshold, click on the '+- Manage Exception(s)' link and enter those users' email addresses, one address per line. Click 'OK' once you have finished.

Be sure to click on 'Save' at the bottom of the Settings page when you are finished making your selection(s). Note that you may need to scroll down to see the 'Save' button. All changes are submitted and a confirmation message displays.

A screenshot of the "Maximum Article Price Threshold" settings page. At the top, there is a toggle switch for "Maximum Article Price Threshold" with "Yes" selected. Below this is a text input field for "Maximum Article Price Threshold" containing "65.00". To the left is an "Exception List" text area. To the right is a "Message To Users" text area containing a default message: "Thank you for requesting journal article delivery via Get It Now. We're sorry, we are unable to process this request because this article price exceeds the maximum cost specified by your administrator. Please contact tpijko@copyright.com for assistance. -The Get It Now Team at Copyright Clearance Center." To the right of the message is a "Contact Email" input field containing "mbrown@stateuniversity.edu". At the bottom, there are two buttons: "+- Manage Exception(s)" and "Edit Message".

Announcements

CCC periodically sends out emails announcing new publishers added to Get It Now, new features available, down time notification and other important announcements. Click on the 'Manage Recipient List' link to enter the email addresses of people at your institution that should receive these announcements, one address per line. Click 'OK' once you have finished.

Support

This page is for use by Get It Now Support for troubleshooting purposes.

About CCC

A pioneer in voluntary collective licensing, CCC (Copyright Clearance Center) helps organizations integrate, access, and share information through licensing, content, software, and professional services. With expertise in copyright and information management, CCC and its subsidiary RightsDirect collaborate with stakeholders to design and deliver innovative information solutions that power decision-making by helping people integrate and navigate data sources and content assets.



Questions

✉ getitnowsupport@copyright.com

☎ 1.855.239.3415

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