

World Book Web Administrator Tools

Manage Products Feature

OVERVIEW

The Manage Products feature allows the Account Administrator to manage the default home page settings for the World Book Web products to which they are subscribed. It can also be used to change login passwords and to switch the display of certain products on and off .

The Account Administrator may access the Manage Products feature at the following web address:

<http://www.worldbookonline.com/admin>

The Manage Products interface allows a default home page to be set at the login level for each authentication type, including:

- User ID/Password,
- IP range
- Referring URL
- Library Card number range

Each individual login, range, or the entire account may be set to default to one of four available product home pages, including:

- World Book Online Reference Center
- World Book Advanced
- World Book Kids
- Spanish Student Discovery

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Accessing Manage Products

To begin using the Manage Products feature, an Account Administrator's login is necessary.

Log into the World Book Tools site at <http://www.worldbookonline.com/admin>

Upon logging in, a tab will be displayed for Manage Products, click this tab.

The Manage Products interface will default to the primary authentication type on the account.

The available authentication types are displayed along the yellow strip at the bottom of the navigation bar.



Click on one of these to begin managing your account.

- ID Password – Choose this authentication type to manage logins. Each individual login may default to a different product. Or all logins may be set to the same default product home page.
- IP Range – Select this authentication type to manage IP ranges associated with your account. The IPs are organized by range. If no range is available, then each IP is listed separately.
- Referring URL – Choose this type to manage referring URL web addresses that have authenticating links to World Book Web products.
- Library Card number range – Select this type to manage number ranges that authenticate to World Book Web products. The prefix digits are displayed and each prefix may be assigned a different product or all may be assigned the same product to default to at login.

Changing Default Home Pages

To set an authentication type to default to the desired product home page these steps may be followed:

1. Choose the authentication type by clicking a link on the yellow strip below the navigation bar. (ID, IP, Ref URL, or Library Card)
2. Select which login is to be modified by checking the box on the left hand side, next to the login which is to be modified.
3. On the right hand side, select the product from the drop-down box which users will see at first login. (World Book Advanced, World Book Reference Center, World Book Kids or Spanish Encyclopedia).
4. If all entries of a given authentication type are to be assigned the same default product, then check the box on the left (Apply to All) and select the corresponding product from the drop-down box on the right.
5. Click the Review Changes button.
6. On the verification page, the changes will be displayed. Review these changes.
7. If the changes are correct, select Save Changes. If the changes need to be edited, click the Go Back button and repeat the process.
8. Once the changes are saved, the logins which have been changed will now default to the World Book product that was selected in the drop-down box.
9. Repeat the above process for each authentication type.
10. Products that are not subscribed to may not be selected as default home pages.

Displaying Products in an Account

With the exception of the Reference Center, the display of World Book Web products to users can be switched on or off. World Book Kids, Spanish Student Discovery and Advanced are switched on to display within a subscription account by default. If preferred, their display may be switched off. Products that are switched off, are still within the account but will not be displayed to users.

The following steps may be used to display or not display selected World Book Web products:

1. Log into the World Book tools and click on the Manage Products tab.
2. Choose the authentication type, i.e. Username Password, IP Range, Referring URL or Library Card.
3. In the column for a given product, check or uncheck the check box for that product in the row corresponding to the login.
4. Checking a product's check box will display the product for the users.
5. Unchecking the product's check box will cause the product not to display for users.
6. Click the Review Changes button.
7. On the verification page, the changes will be displayed. Review these changes.
8. If the changes are correct, select Save Changes. If the changes need to be edited, click the Go Back button and repeat the process.
9. Once the changes are saved, the logins which have been changed will now either display or not display products, depending on which check boxes have been selected.
10. Repeat the above process for each authentication type.
11. Products that are not subscribed to may not be selected or deselected and will be grayed out.
12. All accounts are required at a minimum to display the Reference Center product. The check box for the Reference Center is checked and grayed out as the default.

Changing User Passwords

Accounts which utilize Username Password authentication will have this login type as an option. The password for existing usernames within an account may be changed through the Manage Products feature.

Follow these steps to change a username's password:

1. Log into the World Book Tools and select the Manage Products tab.
2. Choose the Username Password authentication type by clicking on the link.
3. In the left hand side, check the box corresponding to the username whose password is to be changed.
4. To the right of the Username, is a form box with the text for the current password.
5. *Recommendation: it is advisable to make a hard copy note of the original password, before making any changes. Once a password is changed, the original password cannot be recalled from memory.
6. To change a password, delete the text of the original password in the Password form box and type in a new password.
7. Click the Review Changes button.
8. On the verification page, the changes will be displayed. Review these changes.
9. If the changes are correct, select Save Changes. If the changes need to be edited, click the Go Back button and repeat the process.
10. Once the changes are saved, the passwords which have been changed will become active immediately.

Limitations

- The Manage Products feature can manage only entries already assigned to the account. New logins such as new ID, IP, Ref URL or Library Card ranges that are not already in the account should be sent to Customer Service be added to the account record. Once added to the account by World Book Customer Service, the Account Administrator can access and manage the logins.
- Existing login entries such as ID, IP and Library Card number ranges cannot be changed by the Manage Products feature. If existing ID, IP or Library Card number ranges need modification, the request should be sent to Customer Service.
- World Book products that have not been subscribed to and assigned to an account, cannot be set as a default home page. Non-Subscribed products may appear in the Manage Products feature, however the empty check box will be grayed out.
- The World Book Reference Center is required for all accounts. While it is not required to select the Reference Center as the default home page, it is required to maintain it as a product to be displayed within the account. The check box for the World Book Reference Center is checked and grayed out as the default. A different home page may be selected however, if other products have been subscribed to.
- Products that have been switched off in the Manage Products feature will not be displayed to users. Without user access, the products will still be displayed in the Usage Reports feature, but will show no usage.
- If a password is changed through the Manage Products Feature, the original password cannot be recalled from memory. It is recommended that a hard copy of the original password should be noted before making any password changes.

Examples

Preference: A school District uses ID Password. Two schools within the same District account need to go to different World Book Web products when logging in.

The Smith Elementary School and the Jones High School are in the same District. The preferred account settings would be to default to the World Book Kids home page for the younger Smith Elementary users and to default the older Jones High School users to the World Book Advanced home page.

Solution: Set one ID to World Book Kids and distribute the ID to only users at the Smith Elementary School. Set a second ID to default to World Book Advanced and distribute this ID to only Jones High School users.

Each ID will display a different product home page, depending on the settings in the Manage Products feature.

Preference: The Jones High School is in the same District account as the Smith Elementary School. In the Jones High School, the preferred account setting would be to not display the World Book Kids product.

Solution: Separate logins should be established for each school. Using the Manage Products feature, uncheck the product box for World Book Kids in the row corresponding to the Username, IP range or Referring URL that the High School users login with. Save this preference and the High School users will not have the Kids product display.

Preference: Each year, older students graduate and new students enter the school system. It is preferred that former students not have access to the account's subscription products through the Username login.

Solution: Using the Manage Products feature, change the password on a yearly basis during off-season. Redistribute the Username Password to current students upon their return.