

Zinio Admin Gateway Site Overview 2013



The following Overview guide goes tab by tab through Zinio Administrative site. There also is an overview video available – which you can link to from your Marketing tab within the Zinio Administrative site.

- **Settings** – Update your library profile and upload your library logo.
- **Filters** – Set how you want your patrons to authenticate on your site.
- **Admins** – Set who has access to make changes and run reports on your site.
- **Patrons** – Manage and create patron accounts on your site.
- **Page Settings** – Manage the local appearance on your site.
- **Service Subscriptions** – Review your subscription term and collection list.
- **Marketing** – Download handy marketing tools for local promotion.
- **Reporting** - Track new patron volume and magazine circulation by date.

Settings - Library account information page – library information and logo upload

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Settings Filters Admins Patrons Page Settings Service Subscriptions Marketing Reports ?

Settings

Identification

Nickname: *

Official Name: *

Total Libraries: *

Home Page URL:

Subscription information

Status: ▼

Default Service: ▼

Address

Country: ▼ *

Street Address: *

Street Address (Line 2):

City: *

State: ▼ *

Postal Code: *

Phone: *

Logo

Hyperlink logo to library URL

Use logo

Upload your library logo, or choose to display as text.
Max size is 15000000 bytes.

NO LOGO

No file chosen

Scale to 220x60 pixels

Do not display logo

Library name will be displayed as text.
Select font type and size.

Filters - Authentication is available by IP range, HTTP referring and/or Bar Code authentication methods are available

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[Settings](#) [Filters](#) [Admins](#) [Patrons](#) [Page Settings](#) [Service Subscriptions](#) [Marketing](#) ?

IP Filtering

[HTTP Referrer Filtering](#)

[Barcode or User ID Filtering](#)

Add IP Address/Network

IP address: . - .

Subnet mask: . - .

Network

[Add](#)

Administrators - may be added individually or by merging the admin from another library admin
 Account managed within your RB Gateway Admin.

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Settings Filters **Admins** Patrons Page Settings Service Subscriptions Marketing ?

+ New Library Admin Search by: Any << < 1 > >>

User Name	Name	Phone	Email	Comment	Status	Modify	Delete
averstraete	Aaron Verstraete	4105355590	aaron.verstraete@rd.io	Rdio Super Admin	<input type="checkbox"/>		
jschmidt41	Jim Schmidt	5133759309	jschmidt@recordedbooks.com	RB Admin	<input type="checkbox"/>		

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<https://rbdg.envionsoftware.com/skipjacktest/admin/adminlist/>

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Settings Filters Admins Patrons Page Settings Service Subscriptions Marketing **Reports** ?

New/Edit Library Admin ✕

Enter new user information and click Add.

User Name: *

Name: *

Password: *

Repeat Password: *

Email: *

Phone: *

Comment:

Active:

* — Required

To add to the current library existing admin, enter a user name and click "Add".

User Name: *

* — Required

Patrons – may be added, activated, managed, and deactivated from the Patrons Tab - Select ZINIO from the service drop down (see circled area below).

Add New Patrons Automatically

Set up Patron Accounts directly

Confirm patron set up – or deactivate accounts

Add/Edit Patron

Enter new patron information and click "Add."

Email: *

Name: *

Password: *

Repeat Password: *

BarCode:

Status:

Confirm:

* — Required

Name/Id	Email	Join Date	Last Update	Modify	Status	Confirm
Amber Norton 8c50cbec104f8c0ca21abbe10803c	anorton@recordedbooks.com	08/29/2012	08/29/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andy Gross 929b20c9fa9c1d6138b7724637c856e	agross@recordedbooks.com	06/12/2012	06/12/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ben Trader 01198fac9257c222c92bfc64bc27b8	btrader@recordedbooks.com	11/09/2012	11/09/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bethany 198cb85c730280e4d28558040787becd	bleach@recordedbooks.com	06/11/2012	06/11/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill Schwarting 790c2baad911753356667c0a9aa963	bschwarting@recordedbooks.com	06/14/2012	06/14/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

And, if you need to permanently delete a patron, select All Library Patrons from the service drop down (see circled area below); search for the patron; click on the 'X' in the Delete column (note this step cannot be reversed once clicked.)

All Library Patrons

Name/Id	Email	Register date	Modify	Status	Confirm	Delete
Amber Norton 8c50cbec104f8c0ca21abbe10803c	anorton@recordedbooks.com	08/29/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andy Gross 929b20c9fa9c1d6138b7724637c856e	agross@recordedbooks.com	06/12/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ben Trader 01198fac9257c222c92bfc64bc27b8	btrader@recordedbooks.com	11/09/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bethany 198cb85c730280e4d28558040787becd	bleach@recordedbooks.com	06/11/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill Schwarting 790c2baad911753356667c0a9aa963	bschwarting@recordedbooks.com	06/14/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brad Dess						

You can Delete an account if needed

Page Settings – patron authentication page has three customizable text areas for library specific messaging. Note: you have the ability to add your own image and/or hyperlinks along with font styling and text appearance. Remember to click the 'Save' button to make your changes immediately live on your collection log-in page.

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Settings Filters Admins Patrons **Page Settings** Service Subscriptions Marketing ?

ZINIO

Editable Area 1
Editable Area 2
Editable Area 3
Style Settings

Edit Area 1

B / U [List Icons] X₁ X₂ [List Icons] [List Icons]

Full digital copies of your favorite magazines -
Online and mobile viewing via a browser - Unlimited
access - Read magazines from wherever you choose
- Free from your library

Save Clear

Edit Area 1 settings

Note: This is 100 pixels height block

 **Edit Area #1**

Email:

Enter an email address:

By clicking Save, I agree to the terms of use.

Cancel Registration



For support, visit our Zinio Help Center at [http://www.zinio.com/support](#). Here you will find instructions, articles and our community help. Should you require further assistance, please contact our support team at [support@zinio.com](#) or call us at 1-800-828-8282. © 2014 Zinio Inc. All rights reserved.

Style Settings – font, color, style, borders and product images are all customizable

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Settings Filters Admins Patrons **Page Settings** Service Subscriptions Marketing ?

ZINIO ▾

Editable Area 1

Editable Area 2

Editable Area 3

Style Settings

Style Settings

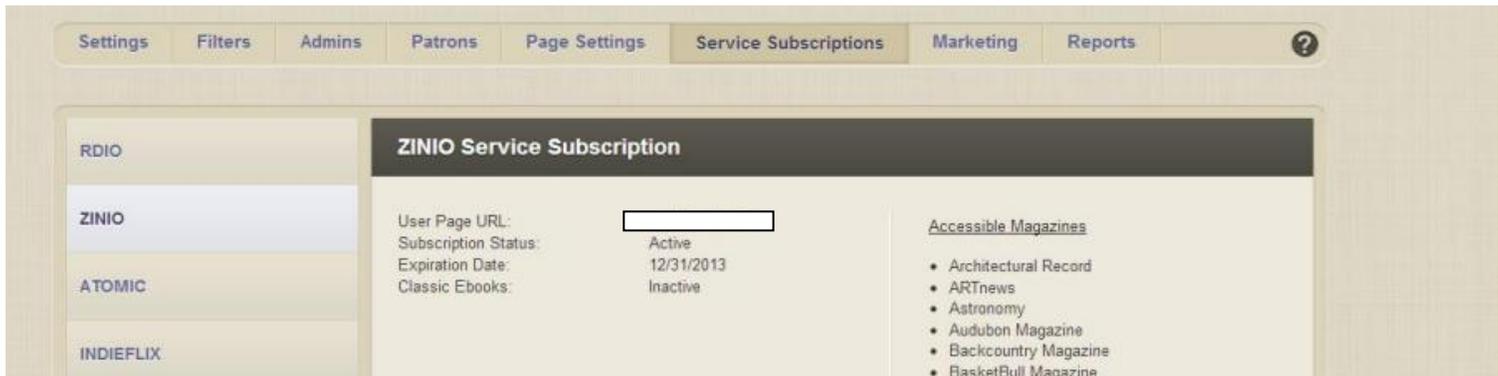
Font Family	:	<input type="text" value="Comic Sans"/>	▾
Font Size	:	<input type="text" value="16"/>	px
Font Color	:	<input type="text" value="000000"/>	
Border	:	<input checked="" type="checkbox"/> show borders?	
Border Size	:	<input type="text" value="1"/>	px
Border Type	:	<input type="text" value="Solid"/>	▾
Border Color	:	<input type="text" value="d1c9d1"/>	
Background Color	:	<input type="text" value="ffffff"/>	
Banner	:	<input type="text" value="zinio-house-home.jpg"/>	▾

Style Settings Preview



Service Subscriptions – shows secure URL of the library’s collection page

Collection Creation – magazine metadata is uploaded to our secure server and used to create custom collections.



The screenshot shows a web application interface for managing Zinio service subscriptions. At the top, there is a navigation bar with tabs for Settings, Filters, Admins, Patrons, Page Settings, Service Subscriptions (which is active), Marketing, and Reports. On the left side, there is a sidebar menu with options for RDIO, ZINIO (selected), ATOMIC, and INDIEFLIX. The main content area is titled "ZINIO Service Subscription" and contains the following information:

User Page URL:	<input type="text"/>
Subscription Status:	Active
Expiration Date:	12/31/2013
Classic Ebooks:	Inactive

Accessible Magazines

- Architectural Record
- ARTnews
- Astronomy
- Audubon Magazine
- Backcountry Magazine
- BasketBull Magazine

Marketing

Downloadable marketing recourses are available for inside the library and community marketing. Use the .doc and .ppt files to modify with your own logos and wording. The .pdf files are ready-made posters and bookmarks for your use. Also, updated user guides and links to the admin site overview video are included.

The screenshot shows a web browser window with the URL <https://rbdg.envionsoftware.com/skipjacktest/admin/marketing/>. The interface includes a navigation menu with tabs for Settings, Filters, Admins, Patrons, Page Settings, Service Subscriptions, Marketing, and Reports. A search bar is present with the text 'ZINIO' and a dropdown arrow. Below the search bar is a table listing various marketing files.

File Name	Type	Size, B	Comment	Last Update	Modify	Delete
Zinio - Magazine Label - Avery template 8160.doc	application/msword	1985024	Zinio Magazine Label for print copy marketing	08/10/2012		
Zinio Admin Guide August 2012.pdf	application/pdf	1944762	Zinio Admin User Guide	08/03/2012		
Zinio Admin Site Overview 2012 -- 11 min.wmv	video/x-ms-wmv	12705351	Zinio Admin Gateway Video	09/18/2012		
Zinio Devices 062112.doc	application/msword	34304	Zinio Devices as of June 2012	06/21/2012		
Zinio Individual Magazine In-Library Computer Kiosk Template.ppt	application/vnd.ms-powerpoint	807424	Zinio In-library small 'kiosk' announcement	08/10/2012		
Zinio Individual Magazine In-Library Shelf Notice Template.ppt	application/vnd.ms-powerpoint	761344	Zinio in-library magazine in-use shelf notice	08/10/2012		
Zinio Library Patron Guide - Sep2012.pdf	application/pdf	1979205	Zinio User Guide 2012	09/24/2012		
Zinio Master Selection Tool by Subject Category August 2012.xls	application/vnd.ms-excel	3126784	Zinio Master Publication List	08/10/2012		
Zinio_Bookmark 2012.pdf	application/pdf	2055750	Zinio Library Bookmarks	08/03/2012		
Zinio_Patron Library Flier 2012.pdf	application/pdf	1895611	Zinio Library Patron Flyer	08/03/2012		
Zinio_Patron Library Poster 2012.pdf	application/pdf	3178671	Zinio Library Patron Poster	08/03/2012		

Reporting – Two Report Options are available.

New Patron Report – tracks new patron accounts by a date span.

- a. Click on the New Patron Report Tab
- b. Select the Date Span by typing or selecting start and end date for the report. Then click Create Report.
- c. The result can be exported as .csv file or .pdf.

Magazine Checkouts Report – tracks every patron new issue check out (magazine click) for every magazine from your library collection. See screen shot below for accessing the report.

1. **Click** on Magazine Checkouts Tab
2. **Select either/both Include Zeros or Include Barcode** Check Box if applicable
 - Include Zeros option will report on your entire collection placing a zero (0) in the quantity column for magazines with no checkouts during the date span.
 - Include Barcode option will report include all patron barcodes (if required during initial patron account set up process).
 - Selecting the Barcode option sorts the report by barcode by magazine.
 - Not selecting Barcode option sorts the report by magazine (high circulation to low)
3. **Select Date Span** by typing or selecting start and end date for the report. Then click Create Report.

The screenshot shows the Zinio Reports interface. At the top, there is a navigation menu with tabs: Settings, Filters, Admins, Patrons, Page Settings, Service Subscriptions, Marketing, and Reports. The Reports tab is selected. Below the navigation menu is a dropdown menu showing 'ZINIO'. The main content area is titled 'Magazine Checkouts'. It contains a form with the following elements: 'Start Date (mm/dd/yyyy)' and 'End Date (mm/dd/yyyy)' fields with calendar icons; two checkboxes, 'Include Zeros' and 'Include Barcode'; and a 'Create Report' button. Three blue arrows point to specific elements: arrow 1 points to the 'Magazine checkouts' tab in the left sidebar; arrow 2 points to the 'Create Report' button; and arrow 3 points to the 'Include Barcode' checkbox.

- Example of Magazine Click Report (outputted to Excel via .CSV file.)
- Note: if the bar code option is not clicked, the report sorts by magazine.
- Note: if the bar code option is clicked, an additional column will show each bar code activity and the report sorts by bar code.

Title	ZINIO URL	Clicks
Consumer Reports	http://www.zinio.com/delivery?of=500426959	117
Astronomy	http://www.zinio.com/delivery?of=500427035	109
Clean Eating	http://www.zinio.com/delivery?of=500426953	67
Bloomberg Businessweek	http://www.zinio.com/delivery?of=500427017	59
Cosmopolitan	http://www.zinio.com/delivery?of=500427079	59
Dwell	http://links.zinio.com/rts/go2.aspx?h=953553&tp=l-4p-2x-6L4-1c-1c-G-DVgGT	57
Car and Driver	http://www.zinio.com/delivery?of=500426921	56
Us Weekly	http://www.zinio.com/delivery?of=500426925	44
Star Magazine	http://www.zinio.com/delivery?of=500426927	38
Chicago Home + Garden Magazine	http://www.zinio.com/delivery?of=500426985	36
Chicago Magazine	http://www.zinio.com/delivery?of=500426983	36
National Geographic Interactive	http://www.zinio.com/delivery?of=500427031	35
HGTV Magazine	http://www.zinio.com/delivery?of=500426969	34
ESPN The Magazine	http://www.zinio.com/delivery?of=500427041	33
Family Circle	http://www.zinio.com/delivery?of=500426945	32
Food Network Magazine	http://www.zinio.com/delivery?of=500426949	31
Rolling Stone	http://www.zinio.com/delivery?of=500426931	29
Vegetarian Times	http://www.zinio.com/delivery?of=500426967	28
Used Car Buying Guide	http://www.zinio.com/delivery?of=500426923	27
Do It Yourself	http://www.zinio.com/delivery?of=500426965	26
Dog's Life	http://www.zinio.com/delivery?of=500426963	25
Every Day with Rachael Ray	http://www.zinio.com/delivery?of=500427057	24
House Beautiful	http://www.zinio.com/delivery?of=500426957	23
Macworld	http://www.zinio.com/delivery?of=500427025	22

Thank you for familiarizing yourself with our Zinio Administrative Guide. We are pleased to offer this valuable online electronic resource for your viewing and collection service through your library.

There are many additional benefits to Zinio that we hope you find enjoyable. If you would like to suggest additional publications for us to consider adding to our Zinio library collection, please let us know. Happy viewing and reading!

Need more administrative support help: contact us at: ziniosupport@recordedbooks.com.