

# Mendeley

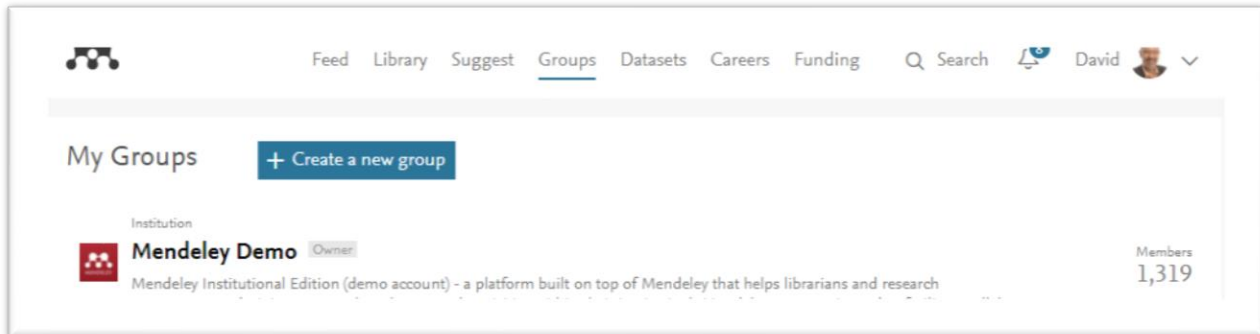
## Mendeley Institutional Edition (MIE) Administration Guide

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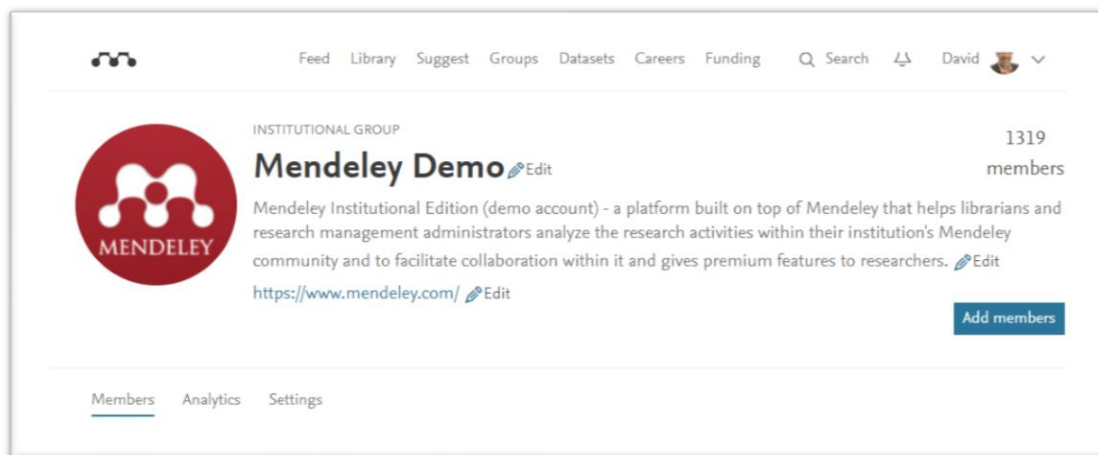
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## MIE group

If you are already signed into the Mendeley website, you will find your own MIE group set up under the 'Groups' tab. Every institutional member will be automatically added to your MIE group as soon as they sign in to Mendeley from within your institution's IP range. The group owner can also manually add members.



In the MIE group the group owner will see three tabs: Members, Analytics and Settings:



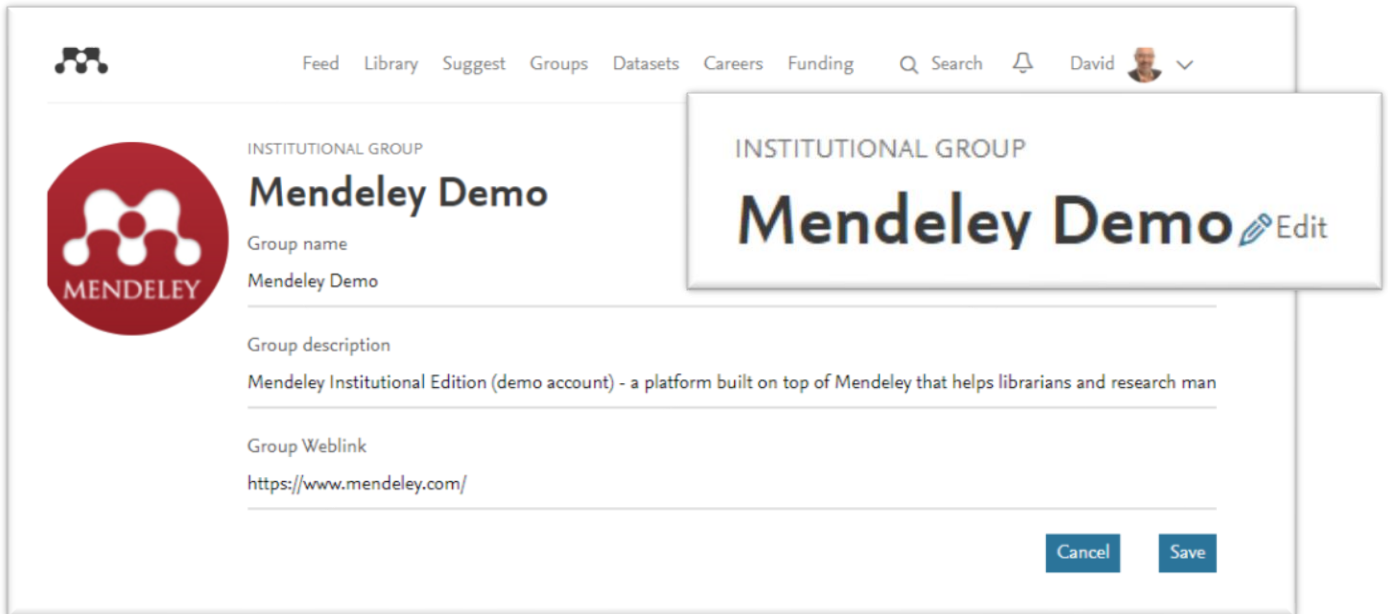
**Members** is the front page of your group. It provides some basic information about the group, which you can later edit. It also showcases a public listing of the members in your group - ordered by owner, followed by analytics users, then all other members. As the group owner, you can carry out administrative actions on each individual member on this page.

**Analytics** is only available to the group owner as well as all analytics users. This section redirects you to the Elsevier Product Insights for Customers (E-PIC) dashboard, where you will find the MIE analytics about active members divided by discipline and academic status. You will also find an overview of the collaboration, reading and publishing activities of your members.

**Settings** is only available to the group owner. This tab is currently under review.

## Editing group details

The MIE group page acts as a public profile for your institution on Mendeley. The group will appear whenever a Mendeley user searches for your institution's name. It is therefore important that you provide useful public information about your institution and MIE group.



The screenshot shows the Mendeley user interface for editing a group. At the top, there is a navigation bar with links for Feed, Library, Suggest, Groups, Datasets, Careers, and Funding, along with a search bar and a user profile for David. The main content area is titled 'INSTITUTIONAL GROUP' and features a red circular logo with the Mendeley icon and the text 'MENDELEY'. The group name is 'Mendeley Demo'. Below the name, there are fields for 'Group name' (Mendeley Demo), 'Group description' (Mendeley Institutional Edition (demo account) - a platform built on top of Mendeley that helps librarians and research man), and 'Group Weblink' (https://www.mendeley.com/). An 'Edit' button with a pencil icon is visible next to the group name. At the bottom right, there are 'Cancel' and 'Save' buttons.

The group description and the group link appear on the top of the overview/members page. We recommend putting your institution's public website as the 'Group Weblink'.

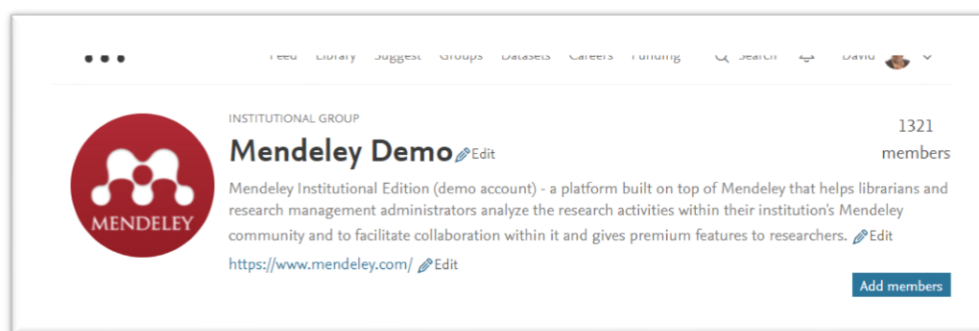
You can also edit the group photo and upload your institution's logo/image.

## Group members

All members can be found on the member's page. There are various administrative options to manage membership on this page.

### Adding members

The group owner can add members to the group - the new member needs to already have a Mendeley account to be added. Once added, they will be entitled to premium MIE benefits and will receive an email with details about this. It is possible to add a maximum of 20 members at a time.



### Removing members

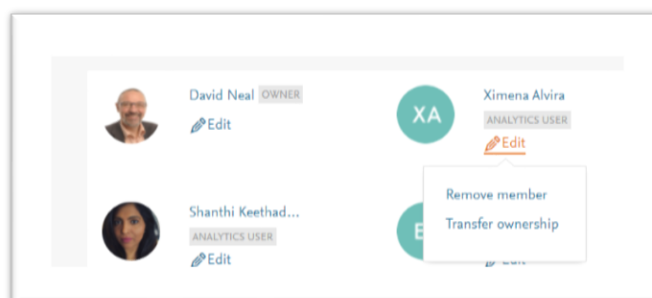
Removing a member from the group will remove the premium benefits from their account (the user will not get the premium benefits again when they enter your institution's IP Range. The user will only get the premium benefits again if they are manually re-added to the group). Members can only be removed and re-added by the group owner.

### Transferring ownership

While MIE groups can have multiple analytics users, there can only be one group owner. Only the group owner can transfer ownership to another member of the group.

To promote an existing member to group owner, go to the members page, browse through the list of members and select 'Transfer Ownership'.

When group ownership is transferred, the original owner will immediately lose their administrative privileges.



## Premium MIE benefits

Group members are entitled to premium MIE benefits:

- 100 GB personal storage
- 100 GB shared storage
- Unlimited private groups of up to 100 collaborators

### IP Access

These premium benefits are automatically granted to your group members as soon as they sign in to Mendeley from within your institution's IP range.

To have continued access to these benefits, members must sign in to Mendeley from within your institution's IP range at least once every 12 months.

A member's access to these benefits will expire 12 months after the last time they sign in to Mendeley from within your institution's IP range, following which their account will return to the standard, free version.

Members will receive an email 30 days prior to the expiration due date, reminding them to sign in from within their institution's IP range to continue to receive their benefits. If they do not subsequently sign in within those 30 days, they will lose access to their premium benefits - at which point they will be sent an email confirming this.

Members who wish to re-access their benefits after they've expired can do so at any time by signing in to Mendeley from within your institution's IP range. Alternatively you, as the MIE group owner, can manually re-add a member to the MIE group using the "Add members" button.

# Analytics

Under the Analytics tab you will see a link to E-PIC analytics. On E-PIC you will find your institutional dashboard with analytics about your active Mendeley users. This number could be different from the number of MIE group members, since this gives you the active members since March 2018. You have the option to see these members by discipline and academic status.

You also have the option to see collaborations within your institution, which journals/articles your members are reading, and in which journals your members are publishing.

Members Analytics Settings

### Analytics

The Elsevier Product Insights for Customers (E-PIC) analytics dashboard helps you to understand the research and publication activity of your community, including the impact of their research outputs. You can easily see which library subscriptions are important to your researchers and where they publish their findings.

To get started go to [E-PIC](#) and use your Mendeley credentials to sign in. If you have problems signing in, please contact support.

[Link to E-PIC analytics](#)

Add/remove analytic users for this group

To add or remove an analytics user for this group, please create a support request, choose 'Access' as the contact reason and add 'MIE' in the subject line.



Journal	Article
PLoS ONE	879
Proceedings of the National Academy of Sciences of the United States of America	737
Nature	541
Science	485
Journal of Neuroscience	355
Circulation	319
Journal of Biological Chemistry	304
NeuroImage	286
New England Journal of Medicine	239
The Lancet	237



## Questions and support

If you have any questions about your institution's MIE subscription please contact Customer Support at <https://service.elsevier.com/app/contact/supporthub/mendeley/>, making sure you indicate that you are an MIE customer so that we can help you as quickly as possible.