

BookData Online Guide for Superusers (Administrator Function)

This guide has been created for those who have been nominated as a BookData Online “Superuser” to provide administrative access to the system within your organisation.

Our local Help Desk teams are available during normal working hours if you require further assistance.

UK Help Desk

Monday to Friday 08.30-17.30 (GMT)
Tel: +44 (0)1483 712 260
Email: help.book@nielsen.com

BookData Australia Help Desk

Monday to Friday 08.30-17.30
Tel: +61 1800 683 522
Email: support@nielsenbookdata.com.au

BookData New Zealand Help Desk

Monday to Friday 08.30-17.30
Tel: +64 0800 447 029
Email: support@nielsenbookdata.co.nz

BookData Asia Pacific Help Desk

Monday to Friday 08.30-17.30
Tel: +64 9 360 3294
Email: support@nielsenbookdata.biz

BookData South Africa Help Desk

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Tel: +27 (0)21 852 3716
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User Administration

Username	Superuser	Edit
a	✓	edit / delete
b	✗	edit / delete
c	✗	edit / delete
d	✓	edit / delete

Click on the **User Administration** tab in the top right hand corner of the screen.

All the **Username**s for your subscription are listed, a green tick next to a Username indicates they have **Superuser** status.

To delete a user click on the **delete** link in the third column. Please note the Search History, Saved Searches and Lists will be lost for that Username.

To edit a user’s details click on the **edit** link.

To allow a user to have **Superuser** status giving them access to the **User Administration** tab; click on the **edit** link and then tick the **Roles** box labelled **Superuser**. **Superuser** status gives you administrator responsibilities and only one **Superuser** access is permitted per subscription. To return to the list of users click on the **Cancel** button.

Reset your user password

Username:

Roles: Administrator

Buttons: Cancel, **Reset Password**, Submit

To reset a user’s password click on the **edit** link and then click on **Reset password** to generate a new password. The existing password will automatically be overwritten.

Please ensure the user is informed of their new password.

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Your password has been reset to yGUIXgoViePS

Username

Roles Administrator

[Cancel](#) | [Reset Password](#) | [Submit](#)

BookData will always have a record of everyone's username and password (including Superusers) on our administration database so please contact us if you need assistance with the **User Administration** options.

Add a new user

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[New](#)

Username	Superuser	Edit
a	✓	edit / delete
b	✗	edit / delete
c	✗	edit / delete
d	✓	edit / delete

[New](#)

Click on either of the **New** buttons.

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Username

Password

Re-Type Password

Roles Administrator

[Cancel](#) | [Submit](#)

Fill in the **Username** and **Password**, repeat the **Password** and click on **Submit**.

Please note: to add a new user with MARC Download permissions please contact our Help Desk, see contact details overleaf.