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.

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Monday to Friday 08.30-17.30 (GMT)
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Email: help.book@nielsen.com

**BookData Australia Help Desk**
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**User Administration**

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

All the Usernames 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**

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.
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

Click on either of the New buttons.

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.