# nielsen

# 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**
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Tel: +64 0800 447 029
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**BookData Asia Pacific Help Desk**
Monday to Friday 08.30-17.30
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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.