

Intota Assessment: User Permissions

- **Product:** Intota Assessment

My library has a Client Center profile, what account permissions do I need in order to run 360 Counter reports in Intota Assessment?

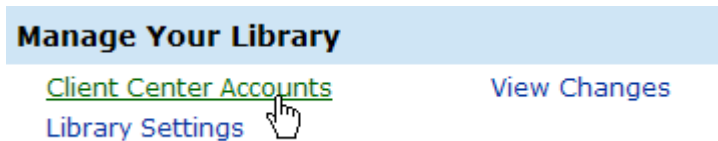
For libraries that manage their holdings in the Client Center (not in Intota - Intota users should see the Resource Management section of [Intota Permissions](#)), Client Center account permissions are important for Intota Assessment so that you can easily view the analytic reports but also so that you have appropriate access to the COUNTER Configuration tool in the Client Center where your library takes care of tasks such as uploading COUNTER reports.

Manage Your Data	
Management Tools	
Data Summary	Licenses
Collections	Notes
Menus	Cost Data Upload
Alerts	Vendor Statistics Metadata
Contacts	Knowledgebase Notifications
Data Management	
Business Intelligence Tools	
360 Usage Statistics	Intota Assessment
Overlap Analysis	COUNTER Configuration
Data On Demand	Ulrichsweb Usage Statistics
Management Reports	Ulrich's Serials Analysis System

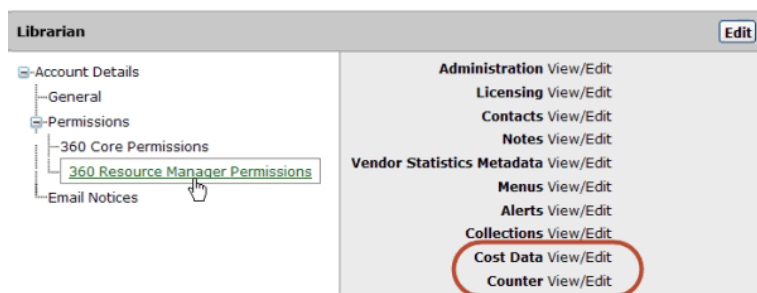
[Client Center Account Permissions](#)

Permissions for Intota Assessment are set for each staff member (account) at your library who will be using the Client Center and 360 Counter tools to support Intota Assessment reports.

To access account permissions, go to the [Client Center home page](#) and click on **Client Center Accounts** in the **Manage Your Library** section:



Click on the name of the account you want to view. From the **Account Details** page, click **360 Resource Manager Permissions** on the left side:



Cost Data "View" permission allows:

- Ability to view cost data in the Client Center

Cost Data "View/Edit" permission allows:

- Ability to view, edit, and update cost data in the Client Center

Counter "View" permission allows:

- Access to Intota Assessment through the Client Center or directly via the login page
- Access to the Client Center's COUNTER Configuration page with read-only capabilities
- Ability to pass from Intota Assessment to the COUNTER Configuration page with read-only capabilities

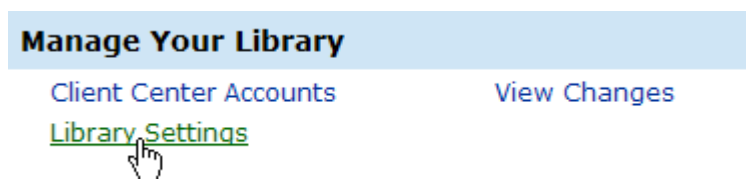
Counter "View/Edit" permission allows:

- Access to Intota Assessment through the Client Center or directly via the login page
- Access to the Client Center's COUNTER Configuration page with full editing capabilities
- Ability to pass from Intota Assessment to the COUNTER Configuration page with full editing capabilities, including loading reports

Click [here](#) for additional information about setting permissions in the Client Center.

NOTE: If your library wishes to prevent ProQuest staff from seeing your usage and other data, you may block access by changing various permissions in the Client Center. See below instructions. If you configure such blocked access, anytime you need to work with ProQuest on a problem in your profile, you can temporarily change these settings.

1. From the **Client Center Home** page, click **Library Settings** in the **Manage Your Library** section



2. From the **Library Settings** page, click **Serials Solutions Permissions** on the left side:

Serials Solutions Permissions	View/Edit
Administration	View/Edit
Licensing	View/Edit
Contacts	View/Edit
Notes	View/Edit
Vendor Statistics Metadata	View/Edit
Menus	View/Edit
Alerts	View/Edit
Collections	View/Edit
CostData	View/Edit
Counter	View/Edit

3. Set the appropriate Serials Solutions permissions (for example, CostData or Counter) to **None** to prevent ProQuest staff from seeing that content.

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