

How to activate an Electronic Collection from the Community Zone?

- **Product:** Alma

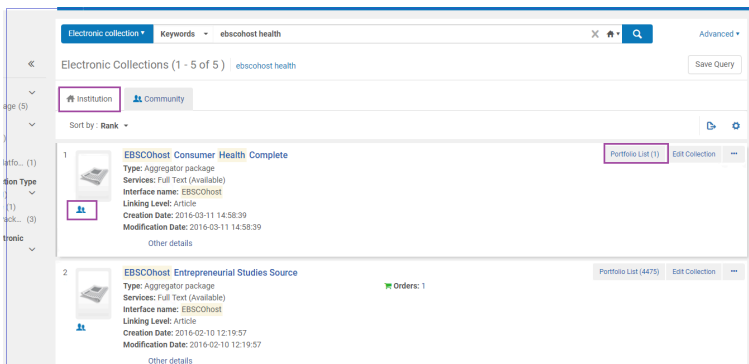
Question

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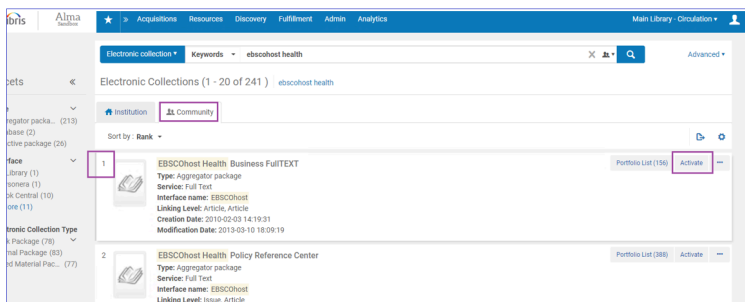
Answer

Follow these steps:

1. Search the **Institution Zone** to double check that the Electronic Collection is not already activated at your Alma. If the “People” icon shows up – it means the collection is already active in my Alma (and users will find the information in Primo).



2. If the collection is not found- click the **Community** tab to proceed in the Community Zone (CZ).
3. E.g. here for “EBSCOhost Health Business FullTEXT” - Click: Activate



4. Follow the Wizard - most important is to fill the **Full Text Service** switches - activate this electronic collection service, make service available, and as relevant - automatically activate new portfolios (as they are added through the Community Zone updates):

5. Fill full text parameters as relevant. Most important - decide on **Proxy setup** (usually - **Yes**).

6. Decide if to activate all portfolios immediately, or via Excel, or individually later:

7. Confirm to Activate:

Additional Information

Click here for documentation on: "[Activating an Electronic Collection Using the Activation Wizard](#)".

The documentation confirms that to manage electronic resources, **you must have the following roles**:

- Electronic Inventory Operator
- Electronic Inventory Operator Extended (required for delete operations)
- Repository Manager

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