



SAE MOBILUS™

YOUR DESTINATION FOR MOBILITY
ENGINEERING RESOURCES

ADMINISTRATOR GUIDE

June 2017

TABLE OF CONTENTS

Features at a Glance	2
1. Logging into SAE MOBILUS	3
1.1 Subscription Login	3
1.2 Institutional Login	4
1.3 Dashboard Login	4
2. Administration	6
2.1 Tour of the Dashboard	6
2.2 Administration Tools	7
3. Subscription Tools	8
3.1 Testing IP Access	8
3.2 Testing User Access	9
3.3 Subscription Details	10
4. Subscription Details	11
4.1 Viewing Reports.....	11
4.1.1 Report Types	12
4.2 Viewing Collections.....	13
4.3 Viewing Administrators	14
5. Technical Support	14
5.1 Usage Monitoring.....	14
5.1.1 Alert Messages	15
5.1.2 Terminology	16
5.2 Authentication Methods	17
5.2.1 IP Authentication.....	17
5.2.2 Username and Password Authentication	17
5.2.3 Shibboleth Authentication	17
5.3 Contact Support.....	18
5.4 Feedback.....	18

FEATURES AT A GLANCE

Homepage. The place to view the most popular downloads, and recently published Technical Papers, Journal Articles and Standards.

Search. Search the database by keyword, document number, standard number, author or a combination of criteria. Have access to not only the content you Subscribe to, but to additional content available for purchase.

Filter. Powerful search facets expand or refine results by content type, date, author, topic, affiliation, and more.

Share/Export/Download. Conveniently email, export or download document metadata directly from the search results and document details page.

Download. One-click document downloads available directly on the search results page and within document detail pages.

Search History. Easy access to all recently conducted searches with the ability to not only instantly click on the results, but to also save the searches to your personal Dashboard.

Dashboard. The Dashboard is your personal space to save searches, organize annotations, favorite documents and see recent SAE MOBILUS activity

View/Annotate. View HTML versions of documents and incorporate your own annotations which can be saved to your personal Dashboard.

Favorite. Have a document that you want in easy access? Save it as a favorite to custom created folders on the Dashboard.

Saved Searches. Searches that you use a lot can be quickly saved to your personal Saved Search folder on the Dashboard.

Recent Activity. Quickly access the searches that you recently conducted.

Translations. Six language translations are available allowing ease of navigation through the platform in your preferred language.

1. LOGGING INTO SAE MOBILUS

There are two types of logins available for the SAE MOBILUS platform. The Subscription login allows you to login to the platform and have full access to the content that is available with your subscription. The personal login to Dashboard allows you the opportunity to customize the SAE MOBILUS platform. The Dashboard allows you to organize favorite documents into personal folders, save searches and annotate documents.

Based on your subscription your access to SAE MOBILUS may require a username and password, IP authentication, or single sign-on credentials. Contact your organizations SAE MOBILUS administrator for the specific details on how to gain access. The subscription login options are:

- Subscription Login - login that requires a username and password
- Institutional Login – used for single sign-on (via Shibboleth)

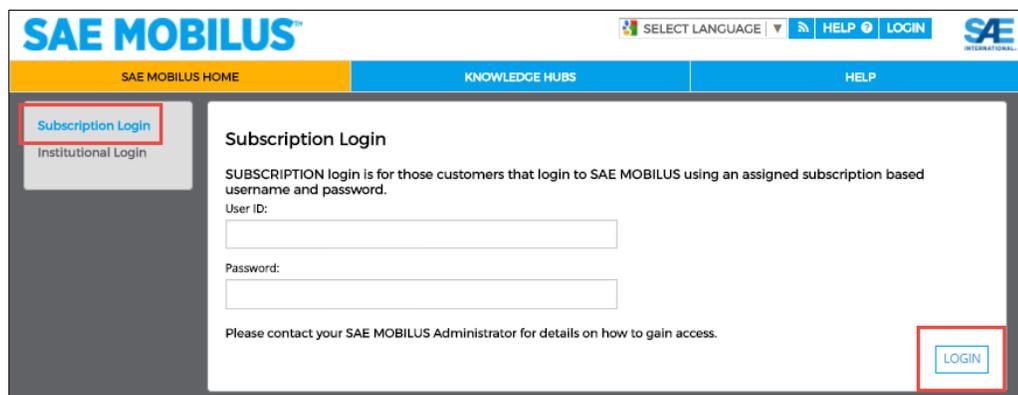
1.1 Subscription Login

Navigate to the SAE MOBILUS homepage by visiting <https://saemobilus.sae.org/>

1. Select “Login” located in the upper right.



2. Select “Subscription Login” from the left, and enter the User ID and password provided by your administrator. Select “LOGIN” and you will return to the SAE MOBILUS homepage.

The image shows the 'Subscription Login' page. On the left sidebar, there are two links: 'Subscription Login' (highlighted with a red box) and 'Institutional Login'. The main content area is titled 'Subscription Login' and contains the following text: 'SUBSCRIPTION login is for those customers that login to SAE MOBILUS using an assigned subscription based username and password.' Below this text are two input fields: 'User ID:' and 'Password:'. At the bottom of the form, there is a note: 'Please contact your SAE MOBILUS Administrator for details on how to gain access.' and a 'LOGIN' button (highlighted with a red box).

1.2 Institutional Login

IP Authentication

For IP Authentication, click on the link provided by your administrator. If you are allowed access via IP authentication you will automatically be given access and will be directed to the SAE MOBILUS homepage.

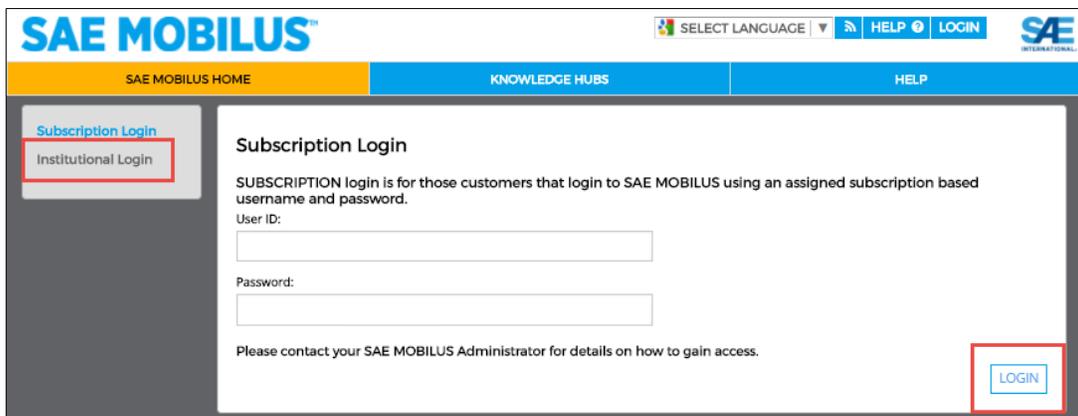
Single Sign-On

If you have “single sign-on” credentials (via Shibboleth), go to the SAE MOBILUS homepage by visiting <https://saemobilus.sae.org/>

1. Select Login located in the upper right.



2. From the left, select “Institutional Login”. Choose the Federation and Institution to which you are affiliated, and click “LOGIN”.



1.3 Dashboard Login

To login to the Dashboard, you must first login to your subscription following one of the methods outlined above. Upon successful subscription login, the Dashboard tab will be visible on the SAE MOBILUS homepage.

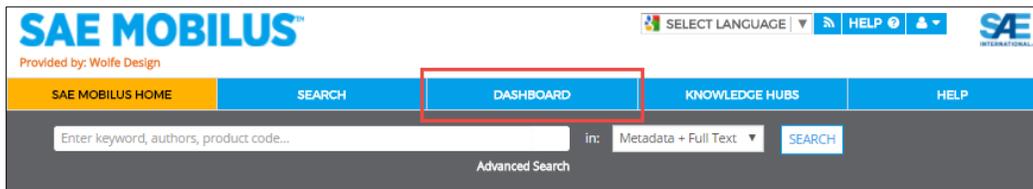
The credentials for the Dashboard are the same credentials that you utilize for access to My SAE, My TechZone, Conference Registrations and other SAE related sites. If you do not have credentials, you may register for the Dashboard using the available registration option.

SAE MOBILUS ADMINISTRATOR GUIDE

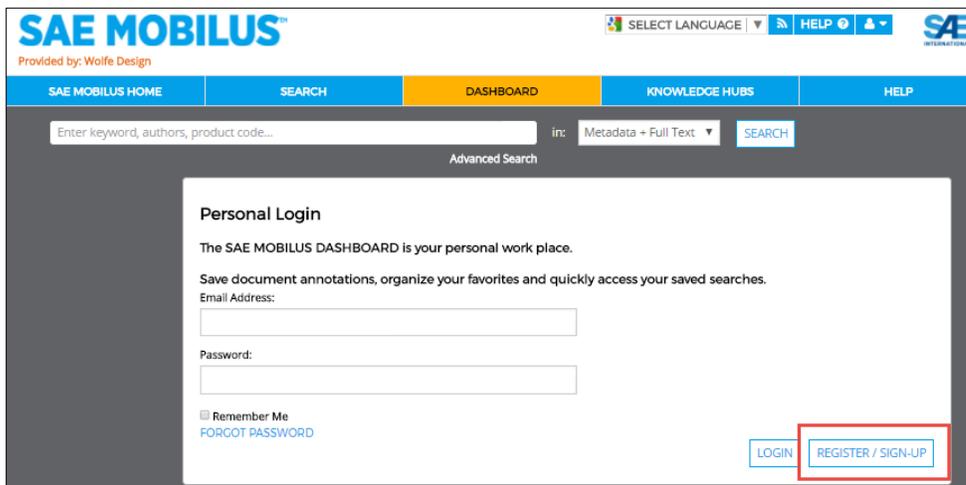
For more information about the Dashboard and its features, turn to Section 6 of this User Guide.

To log in to the Dashboard:

1. Login to your SAE MOBILUS subscription by utilizing one of the methods outlined in Section 1 of the User Guide.
2. Once logged in, a tab for the Dashboard will appear on the Home Page.



3. Select the “Dashboard” tab, and login to the Dashboard using your MY SAE username and password. If you do not have an MY SAE username and password, select the “Register/Sign Up” option to create an account. The Dashboard is covered in greater detail in Section 6.



If you do not have an MY SAE username and password, select the “Register/Sign Up” option to create an account. The Dashboard and the registration process are covered in greater detail in the User Guide, Section 6.

2. ADMINISTRATION

This guide provides an overview to the support tools available to customer administrators of SAE MOBILUS. As the customer administrator you are the key point of contact with SAE International's Sales, Product Management, and Technical Support teams. Our goal is to provide you with the information and resources you need to ensure your users are delighted with SAE MOBILUS.

The Administrator tools are available in the SAE MOBILUS "Dashboard".

2.1 Tour of the Dashboard

The screenshot shows the SAE MOBILUS Administrator Dashboard. At the top, there is a navigation bar with the following items: SAE MOBILUS HOME, SEARCH, DASHBOARD (highlighted), KNOWLEDGE HUBS, and HELP. Below the navigation bar is a search bar with a search button. The main content area is titled "Hello, User Name!" and contains five sections, each with a red circle containing a number:

- Recent Activity**: A list of search logs with columns for date, time, search term, and filters applied.
- Administration**: A gear icon and a link to "View and manage your subscription(s) details".
- Annotations**: A folder icon and a link to "Store notes and comments you make to documents" and "Highlight documents and print your annotations to reference later".
- Favorites**: A folder icon and a link to "Create and manage documents into personal project folders" and "Automatic email notifications for all standards saved in favorites (Adjust Notification Settings)".
- Saved Searches**: A folder icon and a link to "Maintain your search filters, advanced search settings, and search terms".

- 1. Recent Activity:** The recent activity displays a list of keyword searches that the user recently conducted on the SAE MOBILUS platform. A hyperlink of the keyword search used is available to instantly launch the search results.
- 2. Administration:** If you are an SAE MOBILUS Administrator, information regarding testing IP, collections and usage reporting will be found here. These tools can be used to check basic access issues. SAE MOBILUS will check a username and password, or IP address for authentication. If you experience access issues to your subscription, an easy to use tool is provided to test your authentication.

3. **Annotations:** Many Technical Papers have the option to “View/Annotate” from the summary and detail page (see Section 5). Any annotation made, will be automatically saved to the “Annotations” folder.
4. **Favorites:** You are able to tag documents as “Favorites” in SAE MOBILUS (See section 6). Once the document is classified as a Favorite, you are able to save the document to personally created and named folders found within the “Favorites” folders.
5. **Saved Searches:** If there are searches that you routinely conduct, you can now save them to the “Saved Searches” section of the Dashboard.

2.2 Administration Tools

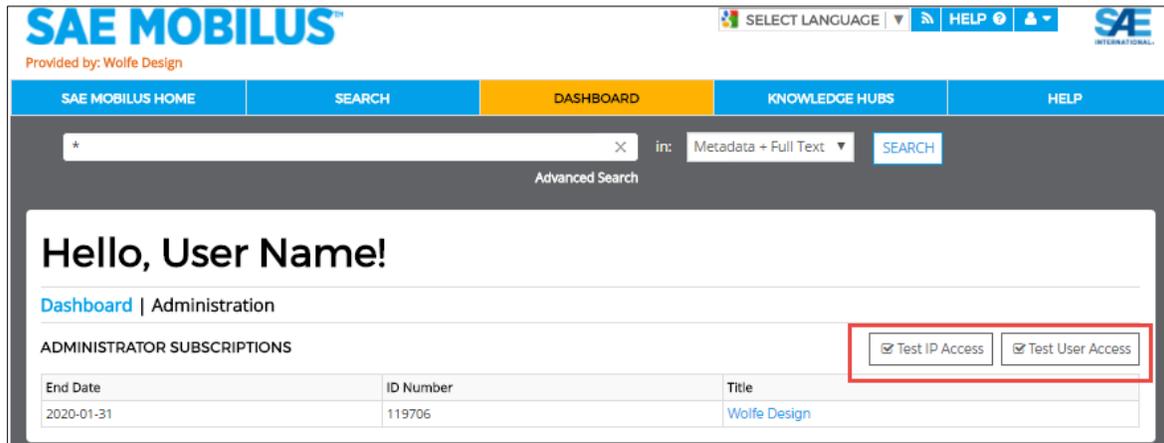
To access the administration tools, select the “Administration” icon from the Dashboard. The Administrator Subscription table will appear.

The screenshot shows the SAE MOBILUS Administrator interface. At the top, there is a navigation bar with 'SAE MOBILUS HOME', 'SEARCH', 'DASHBOARD' (highlighted), 'KNOWLEDGE HUBS', and 'HELP'. Below this is a search bar with a search icon and a dropdown menu set to 'Metadata + Full Text'. The main content area displays a greeting 'Hello, User Name!' and a breadcrumb 'Dashboard | Administration'. Underneath, there is a section titled 'ADMINISTRATOR SUBSCRIPTIONS' with two checkboxes for 'Test IP Access' and 'Test User Access'. A table below shows the subscription details:

End Date	ID Number	Title
2020-01-31	119706	Wolfe Design

3. SUBSCRIPTION TOOLS

Based on the type of authentication being used, the “TEST IP ACCESS” and “TEST USER ACCESS” can be used to check if an IP address or username and password are authenticating correctly to your subscription(s). To access these tools, select the “Administration” icon from the “Dashboard” landing page.

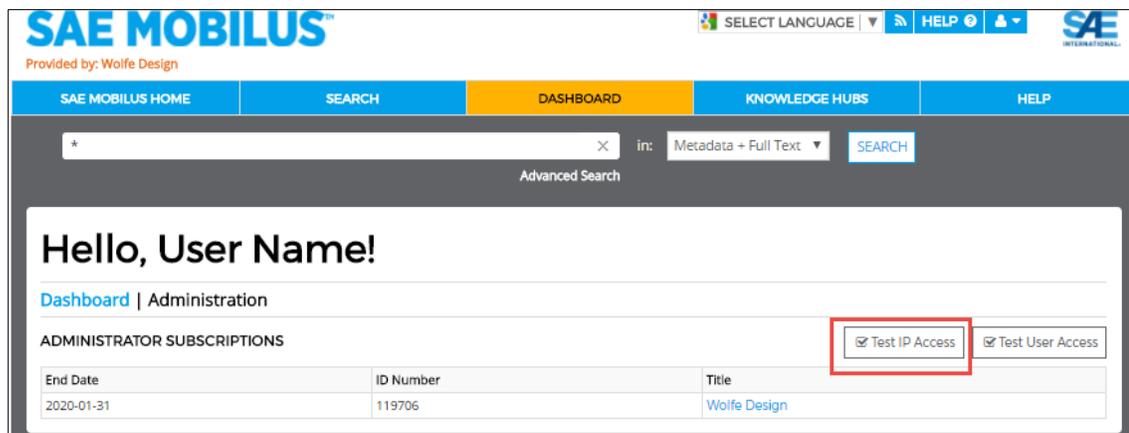


The screenshot shows the SAE MOBILUS Administrator Dashboard. The top navigation bar includes 'SAE MOBILUS HOME', 'SEARCH', 'DASHBOARD', 'KNOWLEDGE HUBS', and 'HELP'. Below the navigation bar is a search bar with a dropdown menu set to 'Metadata + Full Text' and a 'SEARCH' button. The main content area displays 'Hello, User Name!' and 'Dashboard | Administration'. Under the 'ADMINISTRATOR SUBSCRIPTIONS' heading, there are two buttons: 'Test IP Access' and 'Test User Access', both of which are highlighted with a red box. Below the buttons is a table with the following data:

End Date	ID Number	Title
2020-01-31	119706	Wolfe Design

3.1 Testing IP Access

1. Select the “TEST IP ACCESS” button from the “Administration” landing page.



This screenshot is identical to the one above, showing the SAE MOBILUS Administrator Dashboard. The 'Test IP Access' button is highlighted with a red box, while the 'Test User Access' button is not. The table below the buttons remains the same:

End Date	ID Number	Title
2020-01-31	119706	Wolfe Design

- The “IP Address” dialogue box will display. Enter the IP address you wish to check and click ‘TEST IP ACCESS’. Enter the IP address that you wish to validate and select “TEST IP ACCESS”.

The system will display a message if the IP entered is active in our subscription management system. You will see confirmation immediately if the test is good. If an IP address is not active, has been suspended, or is not valid for the subscription you will see a message stating ‘Test Failed’. Please contact your SAE representative if this occurs.

3.2 Testing User Access

- Click on the “TEST USER ACCESS” button from the “Administration” landing page.

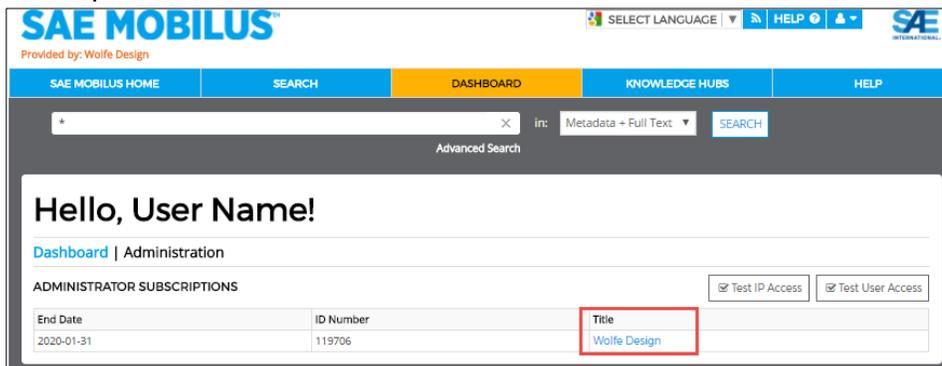
End Date	ID Number	Title
2020-01-31	119706	Wolfe Design

- The “Test User Access” dialogue box will display. Enter the username and password you wish to check and click ‘TEST USER ACCESS’.

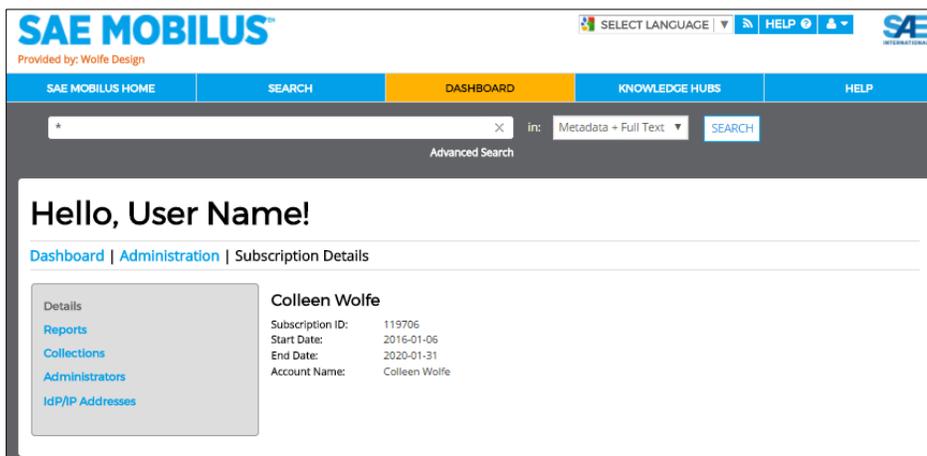
The system will display a message if the username or password entered is active in our subscription management system. You will see confirmation immediately if the test is good. If a username and password is not active, or is not valid for the subscription you will see a message stating 'Test Failed'. Please contact your SAE representative if this occurs.

3.3 Subscription Details

Additional details, reports, and information about collections, administrators, and IdP/IP Addresses can be located by selecting the subscription "Title" from the Administrator Subscription table.



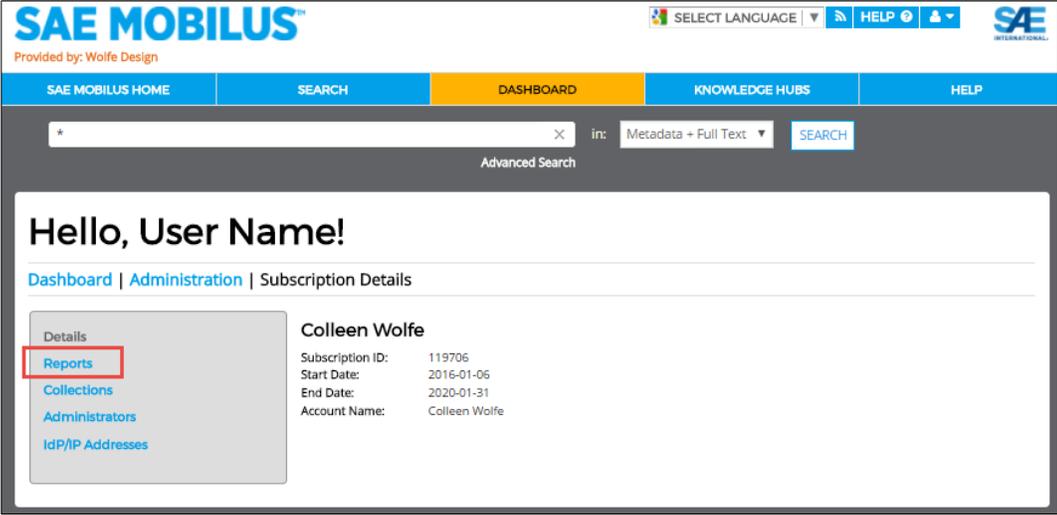
The "Subscription Details" page will display. This page displays the selected subscription from which you can view the subscription details, access usage reports, view the content collections, and get contact information of the subscription administrators.



4. SUBSCRIPTION DETAILS

4.1 Viewing Reports

Selecting the “Reports” link from the left provides access to the current and historical COUNTER formatted summary reports. The reports are organized by type and sorted historically; the most recent of each type is displayed first.



The screenshot displays the SAE MOBILUS Administrator interface. At the top, the SAE MOBILUS logo is visible, along with a language selection dropdown, a help icon, and a user profile icon. Below the logo, it states "Provided by: Wolfe Design". The main navigation bar includes links for SAE MOBILUS HOME, SEARCH, DASHBOARD (highlighted in yellow), KNOWLEDGE HUBS, and HELP. A search bar is present with a dropdown menu set to "Metadata + Full Text" and a SEARCH button. Below the search bar, the text "Advanced Search" is displayed. The main content area features a greeting "Hello, User Name!" and a breadcrumb trail: "Dashboard | Administration | Subscription Details". On the left, a sidebar menu lists "Details", "Reports" (highlighted with a red box), "Collections", "Administrators", and "IdP/IP Addresses". To the right of the sidebar, the user's name "Colleen Wolfe" is displayed, followed by a table of subscription details:

Subscription ID:	119706
Start Date:	2016-01-06
End Date:	2020-01-31
Account Name:	Colleen Wolfe

Note: More information on COUNTER formatted reporting is available at www.projectcounter.org. A Glossary of Terms for COUNTER formatted reporting is also available at: www.projectcounter.org/code_practice.html

4.1.1 Report Types

COUNTER 4

COUNTER 4 provides online usage data regarding the collections that you have subscribed to and have access to in the SAE MOBILUS platform. The data has been provided in both CSV and SUSHI XML format. A link to the COUNTER Release 4 Code of Practice which provides additional details about the usage data is provided for your convenience.

The following reports are available:

Colleen Wolfe		
COUNTER 4 reports		
Subscription ID: 119706		Subscription Period: 2016-01-06 to 2020-01-31
Report Title	Report Description	File Type
Book Report 1	Number of Successful Title Requests by Month and Title	CSV SUSHI XML
Book Report 3	Access Denied to Content Items by Month, Title and Category	CSV SUSHI XML
Book Report 4	Access Denied to Content items by Month, Platform and Category	CSV SUSHI XML
Database Report 1	Total Searches, Result Clicks and Record Views by Month and Database	CSV SUSHI XML
Database Report 2	Access Denied by Month, Database and Category	CSV SUSHI XML
Journal Report 1	Number of Successful Full-Text Article Requests by Month and Journal	CSV SUSHI XML
Journal Report 2	Access Denied to Full-Text Articles by Month, Journal and Category	CSV SUSHI XML
Journal Report 5	Number of Successful Full-Text Article Requests by Year of Publication (YOP) and Journal	CSV SUSHI XML
Multimedia Report 1	Number of Successful Multimedia Full Content Unit Requests by Month and Collection	CSV SUSHI XML
Platform Report 1	Total Searches, Result Clicks and Record Views by Month and Platform	CSV SUSHI XML

[COUNTER Release 4 Code of Practice](#)

1. *Book Report 1* – Number of Successful Title Requests by Month and Title
2. *Book Report 3* – Access Denied to Content Items by Month, Title and Category
3. *Book Report 4* – Access Denied to Content items by Month, Platform and Category
4. *Database Report 1* – Total Searches, Result Clicks and Record Views by Month and Database
5. *Database Report 2* – Access Denied by Month, Database and Category
6. *Journal Report 1* – Number of Successful Full-Text Article Requests by Month and Journal
7. *Journal Report 2* – Access Denied to Full-Text Articles by Month, Journal and Category

8. *Journal Report 5* – Number of Successful Full-Text Article Requests by Year of Publication (YOP) and Journal
9. *Multimedia Report 1* –Number of Successful Multimedia Full Content Unit Requests by Month and Collection
10. *Platform Report 1*- Total Searches, Result Clicks and Record Views by Month and Platform

COUNTER 3

COUNTER 3 reporting is also available, but only provides a Journal Report and a Database Report. COUNTER 3 reports are limited and provide usage statistics up until December 2016, due to the implementation of COUNTER 4.

COUNTER 3 reports	
Subscription Period	Report Files
January, 2016 - January, 2020	Journal Report 6143347187.119706.R1.2016-01-06-2020-01-31.xls
January, 2016 - January, 2020	Database Report 6143347187.119706.R2.2016-01-06-2020-01-31.xls

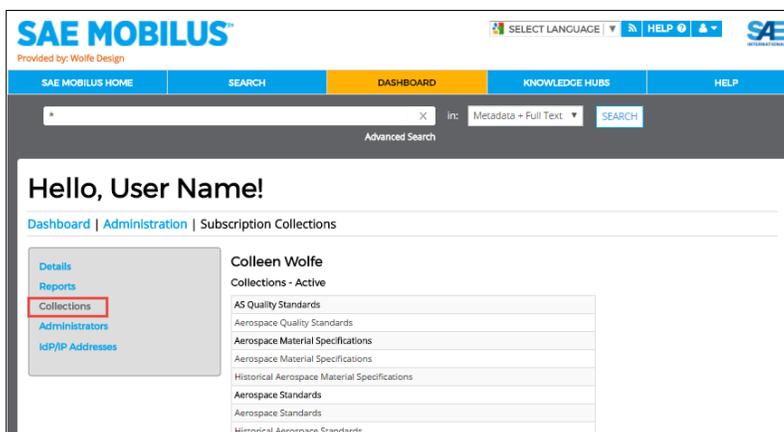
[COUNTER Release 3 Code of Practice](#)

Journal Reports display the monthly “Number of Successful Full-Text Article Requests” for the current subscription period and display the data for each content type. The format is an MS Excel file.

Database Reports display the monthly number of “Total Searches and Sessions” for the current subscription period. The format is an MS Excel file.

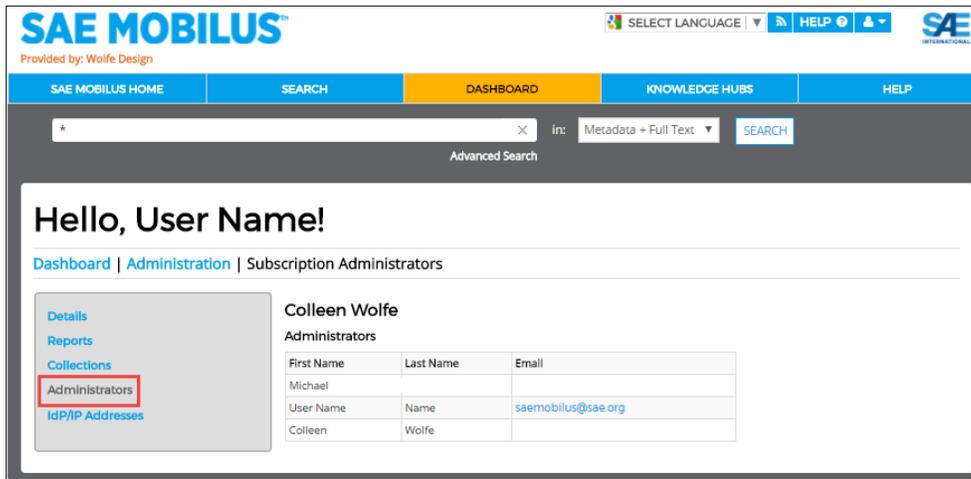
4.2 Viewing Collections

The “Collections” link provides a list of the full-text collections to which you have subscribed. This can be used to clarify any questions you may have on full-text content that is available in your subscription(s).



4.3 Viewing Administrators

The “Administrators” link displays a list of administrators and contact emails associated with the subscription(s). These administrators receive automated email communications from SAE technical support when a usage alert occurs on a subscription. This administrator list is managed by SAE. Any change requests concerning administrators should be directed to your SAE representative. You may add as many administrators as you need to a subscription. You may also see SAE and reseller (if appropriate) administrators in your administrator list.



5. TECHNICAL SUPPORT

5.1 Usage Monitoring

The downloading of PDF documents (full-text) is a popular feature of SAE International’s online subscription products. To protect our intellectual property (IP), we monitor the download rates of our customer accounts; comparing their download activity to established benchmarks of typical activity. If these limits are exceeded, we temporarily restrict access in a targeted way so as to affect the user’s access in a minimally invasive way.

The system is designed to protect our IP but also to identify whether any users are gaining unauthorized access to content. This is a valuable service we provide our customers, as it can identify security breaches to their private networks.

In addition, we monitor usage for systematic downloading of documents which can include:

- Logging in, taking one document, and repeating in a high volume over an extended period of time. A user would typically browse, search, and download in short period of time.

- Downloading of large numbers of documents, quicker than a user can browse and click. This includes several requests per second for downloads, from the same user session.
- Downloading of a large volume (thousands) or sequentially numbered documents. This is a thorough download of documents that is inconsistent with the typical use of an individual user.
- Downloading documents using a third party tool. These tools typically run independent of the users browsing activities, and often make multiple requests to our server to download one document. A typical user will make one request.

Note: Systematic downloading is not indicative to normal use of the library (for legitimate reference or research purposes). If this type of event occurs, we will suspend or deactivate some or all IP addresses and alert the customer to investigate the issue.

5.1.1 Alert Messages

In the majority of cases, when the document download limits are exceeded, it is accidental. Should that occur, the support team has a communication system in place to assist you as quickly as possible. The communication system comprises a series of emails informing you, the customer administrator, about the issue.

<i>Email Title</i>	<i>Description</i>	<i>SAE Action</i>	<i>Customer Action</i>
<i>SAE MOBILUS Subscription Suspension Alert</i>	One or more IPs exceeded the first download threshold	No action will be taken	None required. Recommend contacting the user(s) at the listed IP address to inform them of the situation
<i>SAE MOBILUS Subscription Reactivation</i>	One or more IPs exceeded the second download threshold	The affected IP is temporarily suspended. Access will be reinstated in 24 hours	Customer to contact the user(s) at the IP address to inform them of the situation and discuss their document needs
<i>SAE MOBILUS Account Deactivation</i>	Three or more IPs exceeded the second download threshold within a 24-hour period	The customer account is suspended until an explanation is provided by the customer	Provide a full explanation via email to SAE on the cause of the issue
<i>SAE MOBILUS Subscription Reactivation</i>	The affected IP or IPs are now able to download full-text documents	The suspended IP or IPs are reactivated	None Required
<i>SAE MOBILUS Account Reactivation</i>	Suspended account has been reactivated	The deactivated account IP or IPs are reactivated	None Required

- **SAE MOBILUS Subscription Alert:** An alert email is a friendly warning to inform you that that there may be an issue. The email is triggered when one or more IPs exceeded

the first document download threshold. You are not required to contact the SAE MOBILUS support team, but we encourage you to investigate the issue before it escalates to a more serious problem.

- **SAE MOBILUS Subscription Suspension:** When a subscription is suspended, full text access to all documents from a specific IP address has been temporarily suspended. During this time, users accessing SAE MOBILUS from that specific IP will still be able to do so, but they WILL NOT be able to download any documents. Users accessing SAE MOBILUS via other IP addresses will not experience any interruption of service.
- **SAE MOBILUS Subscription Reactivation:** When a subscription is reactivated, full text access to all documents via a specific IPs or IP ranges will be restored. At that time, users accessing the SAE MOBILUS platform will once again have full-text access and will be able to download documents. Typically, this will occur 24 hours after the subscription was suspended.
- **SAE MOBILUS Account Deactivation:** When an account is deactivated, full text access to all documents in the subscription has been temporarily suspended across all IPs and IP ranges. During this time, users accessing the SAE MOBILUS platform will still be able to do so, but they WILL NOT be able to download any documents.
- **SAE MOBILUS Library Account Reactivation:** When an account is reactivated, full text access to all documents in the subscription will be restored across all IPs and IP ranges. At this time, users accessing the SAE MOBILUS platform will once again have full-text access and will be able to download documents.

5.1.2 Terminology

You may find useful these definitions of terms frequently used in our communications with you.

- **Account:** Each SAE MOBILUS has a customer account name and number. When SAE sends an alert message we identify the account name on the first line of the email. Each account may have one or more subscriptions associated with it. Each subscription has a unique identifying number which will be displayed on all alert emails.
- **Subscription:** Each customer account has one or more subscriptions associated with it. Each subscription has a unique identifying number which will be displayed on all alert emails. Each subscription has a start and end date and defines the product and content available to the customer.
- **IP Address:** IP address is short for Internet Protocol (IP) address. An IP address is an identifier for a computer or device on a TCP/IP network. Networks using the TCP/ IP protocol route messages based on the IP address of the destination. For customers requiring access that is not via username and password login, we assign one or more IP addresses or ranges (supplied by the customer) to their subscription. Access to the SAE MOBILUS platform is controlled through these IP addresses.
- **Document download:** The transfer of a document from the SAE MOBILUS database to a customer user's computer. The document is typically in the PDF format.
- **Full-text:** We define full-text as the availability of documents that can be downloaded from our database.

5.2 Authentication Methods

SAE MOBILUS offers three different types of authentication, namely; IP, username and password, and Shibboleth single sign-on; giving our customers a variety of options to manage access to their subscription content. These authentication tools can be combined to suit the needs of our customers.

5.2.1 IP Authentication

IP authentication is used to identify users requesting access to the SAE MOBILUS platform via a pre-defined range of outward-facing IP addresses. An IP address represents the location of an organization's computers on the Internet. This technology enables SAE to automatically recognize users belonging to an organization or institution, allowing them instant access to their subscription without the need of a username and password. The result is a streamlined authentication process that saves time (bypassing the conventional login request), by taking a user directly to any specific page in the library. It also reduces the burden on the information manager or librarian by not having to manage multiple users' credentials. An additional advantage of this technology is that SAE is able to monitor your organization's usage for potential unauthorized access. To enable IP authentication contact SAE with a list of IP addresses and/ or ranges that will be used to access your subscription(s). If you are unsure about your IP information, contact your IT team—they will be able to provide you with the correct information.

5.2.2 Username and Password Authentication

Username and password authentication is a familiar authentication method used to identify users requesting access to the SAE MOBILUS via a pre-defined range of IP addresses. Users accessing SAE MOBILUS do not have to be within any specific IP range or domain to access their subscription. We currently do not support an automated username and password recovery service; contact SAE to recover or reset a username or password combination. Please note that these credentials are applied across the entire subscription and not to individual users within a subscription. Changing these credentials can only be done by an SAE Administrator.

5.2.3 Shibboleth Authentication

Shibboleth is a 'single sign-on', or logging-in system for computer networks and the Internet. Primarily (but not exclusively) used by Universities, it allows students to use their University identity (the one they use to access their University Intranet) to access multiple resources that are outside the University network, while preserving their privacy. Adding to this convenience, licensed users can utilize Shibboleth off-site (remotely) to access their SAE MOBILUS subscription. To know if your institution allows Shibboleth access, check with your Information Manager or Librarian. To date, SAE is a registered Service Provider member with several federations, and will join other country and regional federations as demand arises. To request that SAE becomes a member of a federation covering your region, please contact your SAE representative. To enable Shibboleth authentication for your organization complete the registration form accessed from the links shown below.

5.3 Contact Support

If you are experiencing problems with SAE MOBILUS, please contact support using one of the methods outlined below.

Option 1: Within SAE MOBILUS

Select HELP from the menu bar and select the “Contact Support” option.

Option 2. Contact Customer Sales

Phone: 1 – 724-772-4086

Fax: 724-776-3087

E-mail: customersales@sae.org

Option 3: Technical Assistance

Phone: 724-776-4970 (8:30 a.m.- 5:00 p.m. USA Eastern Time)

Fax: 724-772-4891

Email: epdtech@sae.org

For prompt results, please be prepared to provide browser, Internet connection, and hardware/software information.

5.4 Feedback

SAE wants to hear from you regarding SAE MOBILUS. Please use the “Feedback” button available on the right hand side of the SAE MOBILUS interface or contact saemobilus@sae.org.

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