

Transparent Language Online: Librarian Administrative Functions

Introduction

We are pleased that your library has chosen to offer Transparent Language Online via the RBdigital Gateway to your customers. Throughout the setup process, please don't hesitate to ask any questions and provide us with any feedback or ideas you may have that will help us improve Transparent Language Online in the future.

Creating User Accounts

User accounts can be created via your library's Transparent Language Online URL – just add that URL to your library's website and hyperlink it to one of the Transparent Language Online logos. Logos can be found through the marketing materials pages for [Transparent Language](#) and [Recorded Books](#).

Administrative Access – Usage Reports Only

To connect to the Transparent Language Online Librarian Administrative system, use the admin URL that was provided to your library's Transparent Language Online administrator upon signing up. If you are unsure of what your library's admin URL is or who the designated admin is, please contact us. (See contact information below.)

When you see the log in dialog, use the user name and password provided to the designated admin to access the administrative system.



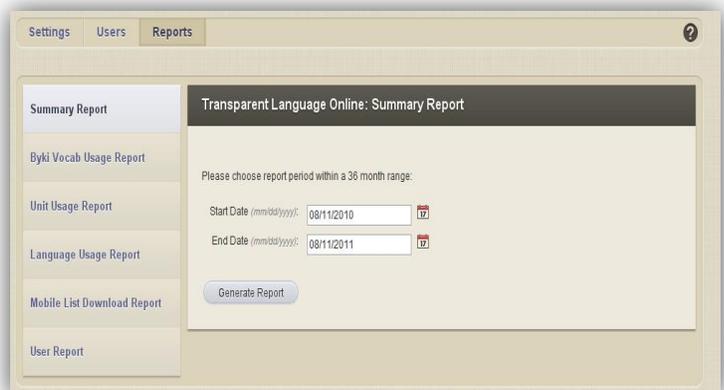
The screenshot shows a login dialog box titled "Transparent Language Online Administration Console Login". It contains two input fields: "User Name" with the text "msmith" and "Password" with masked characters. Below the fields is a "Log In" button.

Changing Settings/Modifying User Accounts

In order to have your settings changed or modify a user account, please contact Recorded Books with any changes you need to make. Unfortunately, at this time, this function is not available to library administrators. We would be happy to assist you.

Usage Reports

Under the "Reports" menu, you can view a Summary report of user activity, vocabulary list usage, course unit usage, language usage, and mobile downloads. We will be adding additional reports in the future.



The screenshot shows the "Reports" section of the administrative system. On the left is a sidebar menu with options: Summary Report, Byki Vocab Usage Report, Unit Usage Report, Language Usage Report, Mobile List Download Report, and User Report. The main content area is titled "Transparent Language Online: Summary Report" and includes a message: "Please choose report period within a 36 month range:". Below this are two date pickers: "Start Date (mm/dd/yyyy): 08/11/2010" and "End Date (mm/dd/yyyy): 08/11/2011". A "Generate Report" button is located at the bottom of the main area.

Marketing Materials

We also encourage you to promote the service to your library customers. Marketing materials can be ordered through Recorded Books by emailing your request to transparent@recordedbooks.com or contacting your representative. Please include the titles and quantity when requesting items.

Getting Help

Please feel free to contact us at the number below if you have questions about any of these steps or issues with the setup or integration of Transparent Language Online into your library's system.

<p>Please feel free to contact Recorded Books at:</p> <p>Digital Products Group 877-828-2833 transparent@recordedbooks.com</p>	<p>Please feel free to contact Transparent Language at:</p> <p>Andrew Paquette 603-262-6342 apaquette@transparent.com</p> <p>Or if you need any technical support please contact: Michael McGonagle 603-262-6363 MCMcGonagle@transparent.com</p>
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