

Updating Links in EBSCO Full Text Finder to Work with the New OhioLINK Electronic Journal Center

Overview

What

This guide will walk you through how to update EBSCO's links to the OhioLINK EJC in Full Text Finder.

Why

Currently, links to the EJC work by passing a search from EBSCO to the EJC. The syntax used by the new EJC for queries will be changing, so as the new EJC goes live, a new linking structure needs to be put in place so that links to the EJC continue to work.

When

Because it could take up to a few hours for this link to become active, it is recommended that you add the link to the new EJC at the end of the day on Wednesday (8/3). The link to the legacy EJC should be removed Thursday morning (8/4) after 7am.

Where

You will be making all changes in the EBSCOadmin interface.

Support

If you have questions at any time about the changes that need to be made or would like help in making these changes, you can do either (or both) of the following:

1. Email support@ohiolink.edu to put in a support ticket with OhioLINK.
2. Join the New EJC office hours via WebEx on 8/4 (<https://oh-tech.webex.com/oh-tech/j.php?MTID=md5382fc4e36c69e115da7bca30de542a>).

Adding the New EJC link to Full Text Finder

All libraries using Full Text Finder (FTF) will need to make this change. It is recommended that you make this change at the end of the day on Wednesday (8/3).

****Note that the link that you will be copying will not be available to select until Wednesday (8/3)****

1. Log in to EBSCOadmin.
2. Click on the "Holdings Management" tab at the top.
3. Click on either the "Manage Your Links" link in the middle of the page *or* click on the "Links" link at the top right of the page; both will take you to the FTF link menu.
4. At the top right of the page, click on the "New Link" option, choose "Copy from existing System Link", and continue with the selection.
5. Change the category at the top left from "Abstract and Index Databases" to "Full Text".
6. At the bottom of the page skip ahead to page 8 or 9 to view the OhioLINK FTF links.
7. Click on the link called "OhioLINK Electronic Journals Center: EJC (Article) – New".

At this point, there are a few options that you will be able to select to customize the New EJC link. Step 8 outlines which settings can be changed. If you wish to use the settings that OhioLINK has already set up, skip to step 9.

8. Make any necessary changes to the New EJC link. Recommendations are:
 - a. Link Name: do not change
 - b. Rank: change the rank of this link as necessary. Leaving the rank at 1 (the default) will make the EJC link the first to appear in the FTF menu.
 - c. Allow EBSCO to Manage Assignments: do not change
 - d. Category: do not change
 - e. Link Text: change if desired
 - f. Hover Text: change if desired
 - g. Base URL: do not change
 - h. Query String: do not change
 - i. Mandatory Fields: do not change
 - j. Proxy Server: Select either 1) to inherit your institution's proxy or 2) to inherit no proxy (the new EJC itself will prompt for authentication in case 2)
 - k. Display Settings: change if desired
 - l. General Settings: change if desired
 - m. Icon Settings: change if desired
9. Click on "Save" to save the New EJC link to your FTF menu.
10. The New EJC link has been added to FTF.

Removing the Old EJC link from Full Text Finder

All libraries using Full Text Finder (FTF) will need to make this change. It is recommended that you make this change on Thursday morning after 7am (8/4).

1. Log in to EBSCOadmin.
2. Click on the "Holdings Management" tab at the top.
3. Click on either the "Manage Your Links" link in the middle of the page *or* click on the "Links" link at the top right of the page; both will take you to the FTF link menu.
4. To the far right of the old EJC link, click on the box with the "x".



5. Confirm that you would like to remove this link.
6. The old EJC link has been removed from FTF.