College Administration Module

How to Login College Administrator Module?

Visit N-LIST Website <u>https://nlist.inflibnet.ac.in/</u> and click on College Administrator Login.

| N-LIST National Ubrary and Information Services Infrastructure for Scholardy Content extending crees to a findeaures to coeffeque in Indio | 0 | College Admin I | ABOUT MEMB | Fair Use FAQs Downloads Awareness Programme ERS - REGISTER E-RESOURCES SEARCH |
|--|---|---|--|--|
| A college component of e-ShodhSindhu consortium with access to 6,000+ journals, 1,64,300+ ebooks under N-LIST and 6,00,000 ebooks through NDL. READ MORE • | ✓ W ✓ All Govt Section 128 o ✓ Non-Aidec Engineering, Pharmacy, Der | ho are elig aided colleges f UGC Act. I colleges (exce Managemen htistry and Nursi | gible? covered under upt Agriculture, t. Medical, ng). | REGISTERED MEMBER'S LOGIN ▲ Important for the colleges under firewall, the port nos 2048-3251 required to be open for login. Please ask your Network Admin/TSPs. ▲ Login Help Manual ▲ LOGIN ● |
| FOR PAYMENT RELATED QUERIES paymentinfo[at]inflibnet.ac.in | Search e-bo | oks and e-journals | ٩ | FOR ACCESS RELATED ISSUES college[at]inflibnet.ac.in |
| COLLEGE ADMINISTRATOR | SUMMARY ST | | | TOP 10 COLLEGE USERS BASED ON JAN-2021 USAGES |
| Administrator Login | 3425 Beneficiary Colleges | 370785 Total Active Users | 30758 Users Activated in Feb-2021 | St Xavier's College, Dhobi Talao, Mumbai, Maharashtra Ananda Mohan College, Kolkata, West Bengal |
| The Proforma Invoice, Invoice and Payment Receipt of Annual Membership / Renewal Fees for the financial year 2021-2022 can be generated by clicking below link. | WHAT'S NEW available to IN-LL | 51 USers. | | Kalindi College, New Delhi, Delhi Sri Guru Tegh Bahadur Khalsa College, Delhi, Delhi Marian College Kuttikkanam, Peermade, Kerala Y K College, Wangjing, Manipur Dnyanprassarak Mandal's College and |

Enter the username and password which colleges get from the N-LIST Team via email and click on to Login button.

| INFLIGNET | N-LIST National Ubrary and Information Services Infrastructure for Scholarly Content extending access to e-Resources to celleges in India | College Admin Login Licences and Fair Use FAQs Downloads Awareness Programme HOME ABOUT MEMBERS REGISTER E-RESOURCES SEARCH |
|---------------------------------|--|---|
| | | COLLEGE ADMINISTRATOR |
| College Login college | Administrator Login | Instructions Only authorized college administrator can login to this system. If your college is not having college admin login details, please download the Authorization Letter from here and send the duly filled signed copy to INFLIBNET Centre at college[at]inflibnet.ac.in. If College has already made payment for N-LIST membership for the year [2021-2022], but N-LIST service is not started in the college then please submit your payment details. Refer the N-LIST College Administrator Manual for more details about managing your college users and college details. For further query/help, please contact us on +91 79 2326 8243/8244. |
| Forgot P | assword? 🕒 Login | |

If N-LIST College do not have Administrator login credentials then send authorisation letter to <u>college@inflibnet.ac.in</u>, N-LIST Team will create username and password and send through email to particular colleges.

After Login College Administrator Module, Dashboard will open which shows the details of the Colleges and their users i.e. active users, expired users and pending users. Colleges can edit the Principal, N-LIST College Admin and Technical Person's name and contact number only.

| N-LIST National Ubrary and Information Serv Infrastructure for Scholarly Content extending access to e-Resources to colleges in | K65 | College Admin Log | in Licences and Fair Use | FAQs Downloads | Awareness Programme |
|---|--|--|---|---|---|
| | Home | INFLIBNET | board | | |
| □ Dashboard DASHBOARD ▲ Users Details INFLIBNET ♥ Upload Bulk Users ♀ Address: INFL ● Website: ww ♀ Ativate Bulk Users ● Member Delete list ♀ GST No: 123 | .IBNET, Gandhinagar, Guj w.inflibnet.ac.in C-00000 456789po123 (Verified) | arat - 382007 | | 259 Active Users 2 Pending Users | 0 Expired Users 0 Delete Request |
| Image Statistics Invoice / Receipt | a 27 Jh Joorel Jibnet.ac.in 3/44 | N-LIST College Roshni Yada college@inf 0792326834 | Admin Details v libnet.ac.in 3 | Technical Perso Roma Asnan paymentinfo 079-2326824 | on Details 7 i @inflibnet.ac.in 14 |

If Colleges wish to change Principal, N-LIST College Admin and Technical Person's email id then colleges need to send email regarding the same at <u>college@inflibnet.ac.in</u>

How to create individual login credentials for faculty members and students?

Step 1: Click on Users Detail option and after then click on Add New User.

(If colleges have aleady created username and password for their faculty members and students then colleges can click on the text boxes to check the status and details regarding how many number of users are active, expired and still activation pending.)

| INFLIGNCE INFLIGNCE | y and Information Servic for Scholarly Content to e-Resources to colleges in Ir | es dio #HO | Admin Login Licences a | MBERS - REGI | Downloads | Awareness | Programme SEARCH |
|--|---|--------------------------|------------------------|-----------------------------------|----------------|-----------|---------------------|
| | | INFLIE Home | Users List | | | | |
| Dashboard | USERS DETAILS | 259 | 0 | 1 | 1 | | |
| Upload Bulk Users Activate Bulk Users Member Delete list | Total Users | Active Users Exp | k on this onti | ing Users | Invalid Email | | |
| Usage Statistics Invoice / Receipt Activity Log | Show 10 | Extend Validity Deto | create new us | | | Add | New User |
| Change Password | Name | Email | Designation | Department | Validity | Status | Action |
| | 0 | saroj@inflibnet.ac.in | | INFLIBNET and OTHER Members | 2021-02- 28 | • | |
| | | ankur@inflibnet.ac.in | | INFLIBNET and OTHER Members | 2021-02- 28 | 0 | |

Step 2: Add User's details like Name, Department, Designation, Email ID, Phone no. and set the validity as requirement of user (Students: 3 yrs or 5 yrs; Faculty: 10 yrs)

Step 3: Then click on Save.

| User Details | | | × |
|---|---|-------------------------------|--------|
| * Required fields | | | |
| • Note: Login details will be sent on e-m | ail address of user. Please ensure the e-mail | address is correct and valid. | |
| Name of User * | Department * | Designation * | |
| Roshni | Inflibnet | Sr. Project Associate | |
| Email Address (Username) * | Mobile | Validity * | |
| roshniyadav963@gmail.com | 0 | <mark>31</mark> -03-2022 | |
| | | | |
| | | | E Save |

Step: 4 System will send an email to particular user with OTP and activation link. User will need to click on that activation link and enter the **Username**, **OTP** and set the desired **Password**.

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|--|---|---------------------------------|--------------|--------------------------------|---------------------|
| | | | | | |
| ombor Usor Activation | / Decet Deceword | | | | |
| ember User Activation | / Reset Password | | | | |
| ember User Activation Activate User / Reset Password Email (Username) * | / Reset Password | | | | |
| ember User Activation Activate User / Reset Password Email (Username) * Enter Username | / Reset Password Current Password/One Time Password * | | | | |
| ember User Activation Activate User / Reset Password Email (Username) * Enter Username New Password * | / Reset Password | | | | |

How to upload bulk users?

College Administrator can create 50 username and password for the faculty members and students through Upload bulk users at a time.

Step: 1 Click on Upload Bulk Users option and Copy Paste the user details created in excel file. (The format of excel is available in Bulk Users Template)

| INFLIGNT | rary and Information Services e for Scholarly Content ss to e-Resources to colleges in India | College Admin Login Lic | ences and Fair Use FA | AQs Downloads | Awareness Programme | |
|---|---|---|--|--------------------------------------|--------------------------------|------------------------|
| 🖬 Dashboard | He USERS BULK UPLOAD | INFLIBNET Template for creating excelsion | eet | | | |
| ➡ Users Details ➡ Upload Bulk Users | Note: Login details will be a Prepare your list of users in the at a time in the box below. * | sent on e-mail address of user. Pl | ease ensure the e-ma provided and copy & pa | ail address is aste the details c | Copy & Paste details create | the user d in excel |
| Activate Bulk Users Member Delete list Usage Statistics Invoice / Receipt Activity Log Change Password | Prepare your list of users in th | e excel template provided and copy a | ind paste here the detai | ils of maximum 50 | users at a time | |
| 🔁 Logout | | | | | | |

Prepare a user list in prescribed excel format, copy that list and paste in the box.

| | А | В | С | D | E | F |
|---|---------|----------------------|------------------|---------------|------------|-----------------------|
| 1 | Name | Email | Department | Designation | Contact No | Validity [mm/dd/yyyy] |
| 2 | Dinesh | dinesh@inflibnet.ac | Library Science | Scientist | 9898123405 | 3/31/2022 |
| 3 | Hitesh | hitesh@inflibnet.ac. | Computer Science | Scientist | 9898120345 | 3/31/2022 |
| 4 | Roshni | roshni@inflibnet.ac | Library Science | Project Staff | 7892345432 | 3/31/2022 |
| 5 | Priyesh | ess.spa1@inflibnet. | Computer Science | Project Staff | 8987654312 | 3/31/2022 |
| 6 | Shivani | shivanit@inflibnet.a | Library Science | Project Staff | 8787654321 | 3/31/2022 |
| 7 | Roma | paymentinfo@inflib | Library Science | STO | 9332222222 | 3/31/2022 |

Step: 2 If valid records will be inserted then the message will be showing as 'Data Validation Completed'. Click on Ok button for the further process.

| NALIST NALISAT National Ubrary and Infrastructure for Sch extending access to e-Res | Information Services Information Services Information Services Information Services | College Admin Login Licence | s and Fair Use FA | Qs Downloads | Awareness Programme | - |
|---|--|---|-------------------|-------------------|---------------------|---|
| | | | | | | |
| Dashboard Dashboard Users Details Upload Bulk Users | SERS BULK UPLOAD | on e-mail address of user. Pleas | e ensure the e-ma | il address is con | rect and valid. | |
| Activate Bulk Users | Export | | 5 | earch: | | |
| B Member Delete list | Name | | nation | Mobile | Validity | |
| Let Usage Statistics | Dinesh Data Vali | dation Complete | d " | 9898123405 | 2022-03-31 | |
| Invoice / Receipt | Hitesh | | ;t | 9898120345 | 2022-03-31 | |
| Activity Log | Priyesh 6 valid users and 0 | invalid users found. Please try for invalid users. | staff | 8987654312 | 2022-03-31 | |
| Change Password | Roma | | | 9332222222 | 2022-03-31 | |
| €> Logout | Roshni | Ok | Staff | 7892345432 | 2022-03-31 | |
| | Shivani | | Staff | 8787654321 | 2022-03-31 | |
| | Showing 1 to 6 of 6 entries | | | Previous | 1 Next | |
| | Save Bulk Users Details | | | | | |

Step: 3 Click on save bulk User Details.

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| | | INFL Home I C | IBNET | | | |
| | | | | | | |
| Dashboard | ISERS BULK U | PLOAD | | | | |
| 📥 Users Details | ONOTE: Logi | n details will be sent on e-mail | address of user. Please | e ensure the e-ma | ail address is con | rect and valid. |
| 👕 Upload Bulk Users | - | | | | earch: | |
| Activate Bulk Users | Export | | | | | |
| Member Delete list | Name | Email | Department | Designation | Mobile | Validity |
| Usage Statistics | Dinesh | dinesh@inflibnet.ac.in | Library Science | Scientist | 9898123405 | 2022-03-31 |
| Invoice / Receipt | Hitesh | hitesh@inflibnet.ac.in | Computer Science | Scientist | 9898120345 | 2022-03-31 |
| Activity Log | Priyesh | ess.spa1@inflibnet.ac.in | Computer Science | Project Staff | 8987654312 | 2022-03-31 |
| 🔦 Change Password | Roma | paymentinfo@inflibnet.ac.in | Library Science | STO | 9332222222 | 2022-03-31 |
| E Logout | Roshni | roshni@inflibnet.ac.in | Library Science | Project Staff | 7892345432 | 2022-03-31 |
| | Shivani | shivanit@inflibn et.ac.in C | ick on it to save | e ect Staff | 8787654321 | 2022-03-31 |
| | Showing 1 | to 6 of 6 entries | | | Previous | 1 Next |
| | | _ | | | | |
| | Save Bulk Us | ers Details | | | | |

Step: 4 If invalid mail Id has been uploading in the file than it will show as an **Invalid Email ID**. Valid details of users will get saved and the records will be showing in the Activate Bulk users automatically.

| 🔮 N-LIST | | College Admin Login Licence | es and Fair Use FA | Qs Downloads | Awareness Programme |
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| | | | | | |
| | | e College Administrator | | | |
| | | | | | |
| C Dathboard | USERS BULK UPLOAD | | | | |
| Le Users Details | Note: Login details will be set | nt on e-mail address of user. Pleas | e ensure the e-ma | ail address is con | rect and valid. |
| 🖶 Upload Bulk Users | | | | | |
| Activate Bulk Users | Export | | s | earch: | |
| 🗃 Member Delete list | Name | Desertment | Destruction | Mobile | Validity |
| LL Usage Statistics | Dinesh | | it | 9898123405 | 2022-03-31 |
| Invoice / Receipt | Hitesh | Saved | it | 9898120345 | 2022-03-31 |
| Activity Log | Priyesh User(s | details saved successfully. | Staff | 8987654312 | 2022-03-31 |
| 🔩 Change Password | | | | | |
| · · · | Roma | | | 9332222222 | 2022-03-31 |
| Logout | Roshni | Ok | Staff | 9332222222 7892345432 | 2022-03-31 2022-03-31 |
| 🕀 Logout | Roma Roshni Shivani shivanit@inflibnet | Ok .ac.in Library Science | Staff Project Staff | 9332222222 7892345432 8787654321 | 2022-03-31 2022-03-31 2022-03-31 |
| & Logout | Roma Roshni Shivani shivanit@inflibnet Showing 1 to 6 of 6 entries | Ok Library Science | Staff Project Staff | 9332222222 7892345432 8787654321 Previous | 2022-03-31 2022-03-31 2022-03-31 |

Step: 5 College Admin needs to send activation link via email to individual user by clicking on activate symbol ☑ and also can delete the record by clicking on the delete symbol ☑.

| INFLIGNCE | y and Informati or Scholarly Cor o -Resources to co | ion Services Nent | College Admin L | ogin Licences an | d Fair Use FAQ | Downloads | Awareness | Programme |
|--|---|----------------------------------|-------------------|-------------------------|-----------------|------------------|-------------------------|--------------------|
| | ACTIVATI | Home | INFLIBNET | F ministrator | | Click activat | k on it to tion link | o send to users |
| Dashboard Lisers Details | ONOTE: Lo | ogin details will be sent on e-n | nail address of u | ser. Please ensure | e the e-mail ad | dress is corre | ect and valid. | |
| 😁 Upload Bulk Users | Export | | | | | Search: | / | |
| Activate Bulk Users | Name | Email | Designation | Department | Mobile | Validity | Activate | Delete |
| Member Delete list Usage Statistics | Dinesh | dinesh@inflibnet.ac.in | Scientist | Library Science | 9898123405 | 2022-03- 31 | | |
| Invoice / Receipt | Hitesh | hitesh@inflibnet.ac.in | Scientist | Computer Science | 9898120345 | 2022-03- 31 | | |
| Change Password | Priyesh | ess.spa1@inflibnet.ac.in | Project Staff | Computer Science | 8987654312 | 2022-03- 31 | | |
| 🔁 Logout | Roma | paymentinfo@inflibnet.ac.in | STO | Library Science | 9332222222 | 2022-03- 31 | | |
| | Roshni | roshni@inflibnet.ac.in | Project Staff | Library Science | 7892345432 | 2022-03- 31 | | Click on it to |
| | Shivani | shivanit@inflibnet.ac.in | Project Staff | Library Science | 8787654321 | 2022-03- 31 | | delete the recor |
| | Showing 1 | to 6 of 6 entries | - | - | - | P | revious 1 | Next |

Step:6 After clicking on activate button the system will send activation link to users . The message will be show as **Activation Email Sent** to the user.

| INFLIGNCE INFLIGNCE | y and Informati or Scholarly Col o e-Resources to c | ion Services Itent Illeges in India | College Admin L | ABOUT MEM | d Fair Use FAQ BERS - REG | s Downloads | Awareness I | Programme SEARCH |
|------------------------|---|---|--------------------|--------------------|------------------------------|---------------------------|---------------|---------------------|
| | | | | | | | | |
| | | | College Ad | | | | | |
| Dashboard | ACTIVATI | E BULK USERS | mail address of u | ser. Please ensure | the e-mail ad | dress is corre Search: | ct and valid. | |
| Activate Bulk Users | Name | Email | Designation | Department | Mobile | Validity | Activate | Delete |
| Member Delete list | Dinesh | dir | | | 18123405 | 2022-03- | | |
| Usage Statistics | Priyesh | ess Activat | ion Emai | Sent | 7654312 | 2022-03- 31 | | |
| Activity Log | Hitesh | hit Activation ema | ail sent to user s | uccessfully. | 8120345 | 2022-03- 31 | | |
| Logout | roma | paj | Ok | | 2222222 | 2022-03- 31 | | |
| | Roshni | roshni@inflibnet.ac.in | Project Staff | Library Science | 7892345432 | 2022-03- 31 | | |
| | Shivani | shivanit@inflibnet.ac.in | Project Staff | Library Science | 8787654321 | 2022-03- | | |

Step:7 Users have to activate the account by clicking on that activation link which they have received in respective mail IDs.

How to resend the activation link ?

If College Administrator noticed that particular user has not activated the account and showing as activation pending then College Administrator have to resend the activation link to users.

| N-LIST Infrastructure f | y and Info or Scholar | ormation Services Ily Content es to colleges in India | | College Admin | ogin Licen | ces and Fair Use | FAQs I | Downloads | Awareness SOURCES | Programme SEARCH |
|---|--------------------------|---|------------------------|-------------------|-------------|--------------------|--------|------------------|----------------------|---------------------|
| | | | Hor | INFLIBNE | s List | | | Searcl user i | h the p n this | articular |
| D ashboard | USEF | S DETAILS | | | | | | | | |
| 🖀 Users Details 👕 Upload Bulk Users | | 262 | 259 | 0 | | 2 | | 1 | | |
| Activate Bulk Users Member Delete list | <u>т</u> | tal Users | Active Users | Click on | it to res | end | | alid Email | · / | / |
| Le Usage Statistics | ⊘ - A | elect all | - Invalid Email ID; @ | the activ | ation li | nk 陷 | Send | Activation | Email | New User |
| Activity Log | Sho | ow 10 🗸 en | tries | Export | | | Sear | rah: paym | | |
| Logout | | Name | Email | | Designation | n Departm | nent | Validity | Status | Action |
| | | Roma | paymentinfo@infl | libnet.ac.in | STO | Library Science | 2 | 2022-03- | . 🐵 🔁 | |
| | Show | ing 1 to 1 of 1 | entries (filtered from | n 262 total entri | es) | | | Pre | vious 1 | Next |

Users' will get the username and OTP (one Time Password) along with activation link in their respective email id. Users' need to activate their password through activation link.

| To Roma STO Library Science INFLIENET Gandhinagar - Gujarat. | |
|--|---|
| This is an auto-generated email. Please DO NOT REPLY. | |
| Dear N-LIST Member | |
| Please find below the Member Username and password for NLIST member login detail, which will allow you to access E-resources. The N-LIST Me in:2443/login | ember login interface is available at <u>https://iproxy.inflibnet.ac.</u> |
| N-LIST Login Details for Member Login | Click on it to activate |
| Username: paymentinfo@inflibnet.ac.in Password: 522496 (One Time Password) | the password |
| You need to activate your username using the OTP and set your desired password using https://nlist.inflibnet.ac.in/vactivate.php. | |
| Systematic download of e-resources content is Strictly Prohibited. Terms and Condition for access to e-resources is available at https://nlist.ir | flibnet.ac.in/vlicence.php |
| Important Note: Please do not share the username and password with any one. You will be responsible, if any violation is reported during the access terms. | ess period. Access to N-LIST e-resources will be stopped if found |
| You may contact us on college@inflibnet.ac.in for further any assistance. | |

After clicking on activation link, users' need to enter the username, OTP (one time password), New password (set the password), retype new password, calcutate the captcha and click on activate user/reset password.

| INFLIGNET | N-LIST Notional Ubrary and Information Services Infrastructure for Scholarly Content extending access to e-Resources to colleges in India | College Admin Login Licences and Fair Use FAQs Downloads Awareness Programme HOME ABOUT MEMBERS - REGISTER E-RESOURCES SEARCH |
|--------------------|--|--|
| | | MEMBER USER ACTIVATION Home Member User Activation |
| Member Activate | User Activation / Reset | Password |
| Email (User | mame) * | Current Password/One Time Password * |
| payment | tinfo@inflibnet.ac.in | |
| New Passw | • hord | Retype New Password * |
| | | |
| 4 x | 3 | Activate User / Reset Password |

| N-LIST National Library and Information Infrastructure for Scholarly Conte extendeg access to effective to cafe | College Admin Login Licences and Fair Use FAqs Downloads Awareness Programme Services and block Members - Register E-Resources Search |
|--|---|
| | MEMBER USER ACTIVATION Home Member User Activation |
| Member User Activation / Activate User / Reset Password | Reset Password |
| Email (Username) * | Current Password/One Time Password * |
| paymentinfo@inflibnet.ac.in | |
| New Password * | User Activated You have access of e-Resources till 2023-03-31 subject to your college membership validity. |
| | ок |

How to edit the details and extend the validity?

Step:1 After login in College Administration Module, click on users details and search the name or username i.e. email id, click on the edit button.

Step:2 User details can be editable in the field of Name, Department, Designation, Mobile and extend the validity as per require **but email id is not editable**. Then click on Save button.

(If there is spelling mistake in email id then College Administrator needs to delete that record and create/add the new user again.)

| | User Details | | | | | | × | Programme |
|--------------------------------------|-------------------------|--------------------|--|-------------------------|--------------------|----------------|----------|-----------|
| INCLINA | * Required fields | | | | | | | SEARCH |
| | • Note: Login details v | vill be sent on e- | mail address of user. Please ensure the e- | mail address is correct | t and valid. | | | |
| | Name of User * | | Department * | | Designation * | | | |
| | Roma | | Library Science | | STO | | | |
| | Email Address (Userna | me) * | Mobile | | Validity * | | | |
| | paymentinfo@inflib | net.ac.in | 933222222 | | 03/31/2022 | | | |
| Activate B Member D Usage Stat | ulk Users | Total Users | Active Users Expire Activation Friend Mainting | Pending; O - Expi | red Users; | Invalid Email | n Email | Now Hear |
| Activity Lo | g Sho | ow 10 🗸 er | ntries Export | | 2 | Search: paym | Add | New Oser |
| 🗣 Logout | Ssword | Name | Email | Designation | Department | Validity | Status | Action |
| | 0 | Roma | paymentinfo@inflibnet.ac.in | STO | Library Science | 2022-03- 31 | 0 | |
| | Show | ing 1 to 1 of 3 | 1 entries (filtered from 262 total e | ntries) | | Pre | evious 1 | Next |

For extending the validity, College Administrator needs to select particular user or select all for listed users then click on extend validity.

| INFLIGHT | and Information Services Scholarly Content e-Resources to colleges in Indi | College Admi | in Login Licences a | and Fair Use FAQs MBERS - REGI | Downloads Av | vareness Programme |
|---|---|---|--|--------------------------------------|--|--------------------------------------|
| | | INFLIBN Home Us | ET ers List | | | |
| 🖬 Dashboard | USERS DETAILS | 259 | lick on Exte | end Validit | y | |
| 🔮 Upload Bulk Users | Total Users | Active Users O Expired | Users 🙁 🔞 Pend | ding Users | Invalid Email | |
| Member Delete list Mut Usage Statistics Annoice / Receipt Activity Log | Total Users Active Users: Select all Show 10 ~ en | - Invalid Envel ID; - Activation Extend Validity Delete tries Export | Pending; 😋 - Expir | red Users; 💼 Se | end Activation Er | nail Ir Add New User |
| Change Password | Name | Email | Designation | Department | Validity S | itatus Action |
| | Roma | paymentinfo@inflibnet.ac.in | STO | Library Science | 2022-03- (8) 31 | |
| N-LIST Incline Incline | Showing 1 to 1 of 1 and Information Service Scholarly Content = Resources to colleges in Inf | entries (filtered from 262 total en College Ad Man INFLIB | tries) Imin Login Licenc ME ABOUT NET | es and Fair Use] [] MEMBERS +] | Previo | us 1 Next |
| | | Home | Users List | | | |
| C Dashboard ♣• Users Details ♥ Upload Bulk Users ♥ Activate Bulk Users ♥ Member Delete list | USERS DETAILS 262 Total Users | 259 • Active Users | 0 ed Users 🗶 🖉 F | 2 Pending Users | 1 D Invalid Email | |
| Let Usage Statistics | - Active User Select all Show 10 Name Roma | Validity Ext Do you want to extend validi Cancel Ye | ension ty of selected us s, Extend it! | rs; sers? | Send Activati Search: payr nt Validity 2022-03- | n Email Add New User n Status Action |
| | Showing 1 to 1 of | 1 entries (filtered from 262 total | entries) | Science | 31 P | revious 1 Next |

After clicking on Yes, Extend it!. College Administrator needs to set the validity through Calender or can enter the validity manually.

| INFLIGNCT extending access | for Schola to e Resourc | rly Content es to colleges in | * Required fields Select Date* | | REGIS | STER E-R | ESOURCES | SEARCH |
|----------------------------|----------------------------|----------------------------------|--|--------------------|----------------|---------------|----------|----------|
| | | | 03/31/2023 | | | | | |
| | | | March 2023 ▼ ↑ ↓ Su Mo Tu We Th Fr Sa | | Save | | | |
| Dashboard | USEF | RS DETAILS | 26 27 28 1 2 3 4 5 6 7 8 9 10 11 | | | | | |
| Users Details | | 262 | 12 13 14 15 16 17 18 19 20 21 22 23 24 25 | | 2 | 1 | | |
| Activate Bulk Users | | Total Users | - 2 3 4 5 6 7 8 | Users | ing Users | nvalid Email | _ | |
| Member Delete list | o - A | Active Users; E | - Invalid Email ID: 🐵 - Activation | Pending; 😋 - Expir | ed Users; 💼 Se | end Activatio | n Email | |
| Invoice / Receipt | | elect all | 🖬 Extend Validity 💼 Delete | | | | 📥 Add | New User |
| Activity Log | She | w 10 🗸 e | entries Export | | s | earch: paym | | |
| Change Password | | Name | Email | Designation | Department | Validity | Status | Action |
| Logout | 2 | Roma | paymentinfo@inflibnet.ac.in | STO | Library | 2022-03- | • | |

| INFLIDNET | y and Information Services or Scholarly Content o e-Resources to colleges in India | | College Admin Login | Licences and Fair Us | FAQs Download | RESOURCES | rogramme SEARCH |
|---|--|------------------------|----------------------|----------------------|-------------------|------------|--------------------|
| | | | | | | | |
| Dashboard | USERS DETAILS | | | | | | |
| Lisers Details | 262 | 259 • Active Users | O • Expired Users | 2 | 1 Invalid Emai | | |
| Activate Bulk Users Member Delete list Usage Statistics | Total User Active User | | | rs | Send Activat | ion Email | |
| Invoice / Receipt Activity Log | Show 10 | The validity of sele | cted users has beer | updated | Search: pay | Add N | ew User |
| ♣ Change Password ♣ Logout | Name Roma | | Ok | 50 | rtment Validity | Status | Action |
| | Showing 1 to 1 of 1 o | entries (filtered from | 262 total entries) | | | Previous 1 | Next |

How to delete the User?

Step:1 After login College Administration Module, click on users details and search the name or username i.e. email id, click on the Delete button.

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| | | | | INFLIBNE | т | | | | |
| | | | | ne Use | ers List | | | | |
| | | | | | | | | | |
| Dashboard | USEF | S DETAILS | | | | | Click i | t to del | ete |
| 📥 Users Details | | 262 | 260 | | | 1 | thons | rticula | rucor |
| 🖶 Upload Bulk Users | | ZOZ Total Users | | C Expired I | Isers 🙆 Pe | nding Users | | articula | i usei |
| Activate Bulk Users | _ | , lotar oscis | | | | | | 7 | |
| 🗃 Member Delete list | 👑 Te | otal Users | | | | _ | | \mathbf{i} | |
| 📕 Usage Statistics | 🛛 - A | (ctive Users; 🖻 | - Invalid Email ID; 🖲 | - Activation P | ending; 😆 - Exp | oired Users; | Send Activatio | on Email | |
| Invoice / Receipt | s | elect all 📑 | Extend Validity | Delete | | | | boA 📤 | New User |
| Activity Log | Sho | ow 10 🗸 er | tries | Fireset | | | Search: nav | | <u> </u> |
| 🔩 Change Password | | | | Export | | | bearen: pay | | |
| E Logout | | Name | Email | | Designation | Department | Validity | Status | Action |
| | | Roma | paymentinfo@infl | ibnet.ac.in | STO | Library | 2023-03- | 0 | |

Step:2 System will ask for confirmation.

| N-LIST National Ubrary Infrastructure for extending access to |) and Information Services or Scholarly Content o e-Resources to colleges in India | | College Admin Login | Licences and Fa | ir Use FAQs S ▼ REGI | Downloads | Awareness | Programme SEARCH | |
|---|---|---------------------------|----------------------|-----------------|-------------------------|-----------------------------|-----------|---------------------|--|
| | | Hom | NFLIBNET | : | | | | | |
| Dashboard Joers Details Upload Bulk Users Activate Bulk Users | USERS DETAILS | 260 • Active Users | 0 • Expired Users | 1 | sers | 1 Invalid Email | | | |
| | Active User Select all Show 10 ~ | Are You will not be ab | you sure? | iser details | rs; 💼 S | end Activati Search: pay | on Email | New User | |
| & Logout | Name Roma | Cancel | Yes, delete | it! | iry coce | Validity 2023-03- 31 | Status | Action | |
| | Showing 1 to 1 of 1 e | entries (filtered from | 262 total entries) | | | P | revious 1 | Next | |

(College Administrator can delete the users in bulk also. College Administrator needs to select the users or click on Select All for all listed users then click on Delete Button.)

How to delete users which are linked with another college?

College Administator needd to contact the NLIST Team at college@inflibnet.ac.in for deleting the users which are belonged with another college earlier. NLIST Team will provide a link for deleting the users and users need to filled up the below form.

| ogin / Delete Account | | | |
|-----------------------|--------------------------------------|------------------------|--|
| Email (Username) * | Password * | Login / Delete Account | varify your details |
| Enter Username | Enter New Password | roshni@infilonet.ac.in | You have to varify details and delete Next Ste |
| 9+3 ♥) ⊘ | Electric Login User / Delete Account | 3-2 • • | ok |

College Administrator needs to select the reason for deleting the username then click on the Delete NLIST Account.

| lame * | College Email * | Admin Email * | Address * |
|----------------------------|-------------------------|-------------------------|----------------------------|
| INFLIBNET | college@inflibnet.ac.in | college@inflibnet.ac.in | INFLIBNET Centre, Gandhina |
| Pepartment * | City * | Validity * | |
| eshodhsindhu | Gandhinagar | 2025-10-31 | |
| ISER INFORMATION | | | |
| lame * | Email * | Phone * | Join Date* |
| Roshni | roshni@inflibnet.ac.in | 23268000 | 2017-05-03 17:30:26 |
| alidity * | | | |
| 2025-10-31 | | | |
| urpose* | | | |
| Select purpose for Account | t Delete | | |
| | t Delete | | |

College Administrator of other college will get the request to delete the user's detail in Member's Delete list. Once the College Administrator approve for the request then user's detail will delete from the college.

How to check Usage Statistics?

College Administrator can download the usage statistics month-wise, year-wise and visited pages by the clicking on the header (column name) of the table. He/she needs to click on export the usage report and it will be downloaded in excel format. He/she can sort out the usage statistics through year-wise, month-wise and visited pages.

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|------------------------|--|-------------------------|------------------------|-------------------------|------------------|----------------|
| | | INFLIBNE Home Usage | T Statistics | | | |
| d Dashboard | USAGE STATISTICS | | | | | |
| ♣ Users Details | Note: Usage statistics of users Export | s are updated after End | of the Month | ь. 1 | Search: | |
| Activate Bulk Users | Username | | | Month | Year | Pages |
| usage Statistics | w4phjghczqaqo8fi1wqcnizxv5k= | - | | 01 | 2020 | 9 |
| E) Invoice / Receipt | vprajapati@inflibnet.ac.in | | | 01 | 2020 | 21 |
| Activity Log | vprajapati@inflibnet.ac.in | | | 02 | 2020 | 24 |
| | vprajapati@inflibnet.ac.in | | | 04 | 2020 | 18 |
| Ly Logour | vaishali@inflibnet.ac.in | | | 01 | 2020 | 637 |
| | vaishali@inflibnet.ac.in | | | 02 | 2020 | 795 |

How to generate the Receipt and Invoice?

College Administrator can get the receipt from the module and it can be downloaded once the confirmation mail will received to the Admin regarding receipt. Click on Print and it will be generated in pdf format. College Administrator can also check the status of the Receipt, if receipt is not generated then the status will be showing as **payment has been received and receipt is under process**.

| N-LIST INFLIGHT | | 🛠 НОМЕ | ABOUT | College Admin Logi MEMBERS - | n Licences a | nd Fairuse FAQs | Downloads SEARCH | | |
|--|--------------|---|--------------|--|------------------|-----------------|---------------------|--|--|
| | | | IN Home I | IFLIBNE Print Invoid | T ce / Receij | pt | | | |
| Dashboard | PRINT I | NVOICE / RECEIP | T | | | | | | |
| Upload Bulk Users | 2020 | Print Receipt Payment Received, Receipt Under Process | | | | | | | |
| Invoice / Receipt Im Activity Log & Change Password & Logout | 2019 2018 | Print Print | | | | | | | |

How to check daily activity of College Administrator?

An activity log is a report in which all the daily activities are sequentially ordered and displayed. College Administrator can add, edit and delete the users.

This function can helps to College Administrator to check when he/she login and logout the college administrator, he/she also see the records which add, edit and delete on particular date along with the detail of the IP Address.

| INFLIENT | y and Information Se or Scholarly Content ================================== | rvices In India | College | Admin Login Licences and | Fairuse FAQs Downloads |
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| | | | INFLIBNET | | |
| | | | Activity Log Details | | |
| | | | | | |
| Dashboard | ACTIVITY LOC | DETAILS | | | |
| ♣+ Users Details | Export | | | Search: | |
| 😁 Upload Bulk Users | Activity | User | Login | Logout | IP Address |
| Activate Bulk Users | Login Only | admin-logout | 2020-05-08 13:07:30 | 0000-00-00 00:00:00 | 47.29.188.150 |
| Lal Usage Statistics | Delete | null | 2020-05-08 10:42:56 | 0000-00-00 00:00:00 | 106.213.178.207 |
| Invoice / Receipt | Login Only | login-admin-user | 2020-05-08 10:41:50 | 0000-00-00 00:00:00 | 106.213.178.207 |
| I Activity Log | Login Only | login-admin-user | 2020-05-07 10:46:12 | 0000-00-00 00:00:00 | 219.91.213.244 |
| & Change Password | Login Only | admin-logout | 2020-05-06 14:29:50 | 0000-00-00 00:00:00 | 103 96 51 164 |
| G Logout | Login Only | admin-logout | 2020-05-06 11:14:46 | 0000-00-00 00:00:00 | 139.167.72.218 |
| | Login Only | admin-logout | 2020-05-05 22:13:57 | 0000-00-00 00:00:00 | 223.233.34.224 |

How to change Password?

After login College Administrator Module, if College Administrator wants to change the password then click on **change password**, enter the **new password** & **Retype new password** and click on Change Password.

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|--|---|--------------|--------------------------|--------------------|----------------|--------------|---------------------|
| | | INFL Home | IBNET Change Password | | | | |
| C Dashboard Jusers Details Discours Details Discours Dutk Users Lat Usage Statistics Discours / Receipt Activity Log C, Change Password F Logout | CHANGE PASSWORD | d | | | | | |

How to reset the password?

Step: 1 If College Admin forgets the password OR unable to login in College Administrator Module, then Go to College Administrator page and click on **Forgot Password**; enter the username and click on send OTP to Email.

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|--|---|---|--------|-------------|-----------|--------------|---------------|---------------------|
| | | | | | | | | |
| Forgot Fo | Password Password ername) * | | | | | | | |
| Enter U | Isername | | | | | | | |
| 5 Calcula | x 4 (a) x 4 (b) x 4 (c) x 4 (c) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c) | ↔ Send OTP to Email | | | | | | |

Step:2 New OTP will receive in the email along with the link. College Admin have to click on that link, enter the username, OTP and set the new password.

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|---|---|
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| ember User Activation / R | eset Password |
| Email (Username) * | Current Password/One Time Password * |
| Enter Username | Enter Current Password / OTP |
| New Password * | Retype New Password * |
| Enter New Password | Enter Confirm Password |
| 1 x 4 ♦ | D Activate User / Reset Password |
| Calculate and Give Ansi | |

For any queries related to access mail us at <u>college@inflibnet.ac.in</u> & related to payment mail us on <u>paymentinfo@inflibnet.ac.in</u> OR Please contact us on +91 79-2326 8243/8244.