Consortia portal guide

Learn how to access and use the RightsLink® institutional portal to manage your open access business at a consortia level, where funding requests are auto approved.

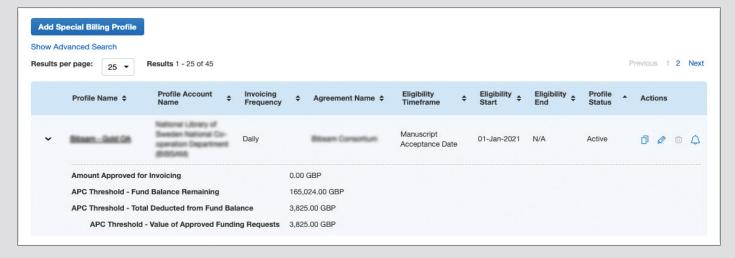
How to access

- Visit apcfunding.copyright.com
- You should have received login credentials from BMJ. If not contact oasales@bmj.com, or if you encounter any difficulties with the system, email openaccess@bmj.com.

Balance

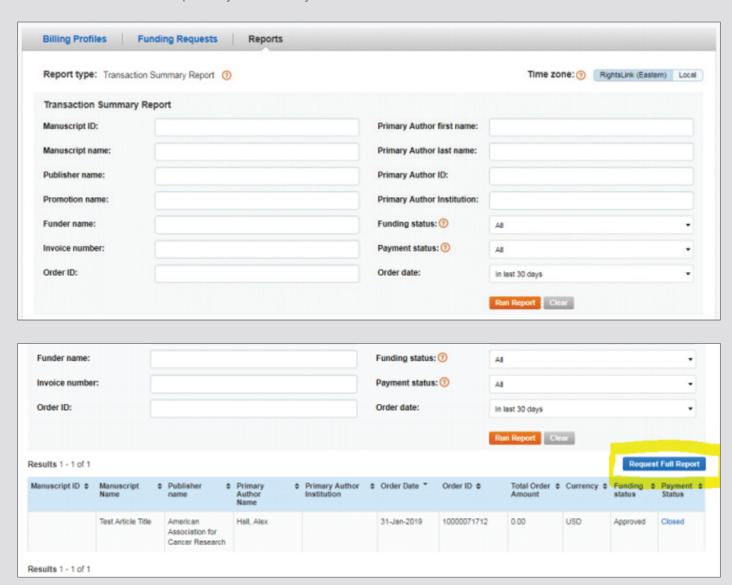
You can check the balance of your OA Agreement at any time, on the threshold display screen.

Now you can go to reports to generate a report which has hundreds of data points about your organisation's transactions.



Reports

Go to the 'Reports' tab to generate a report which has hundreds of data points about your organisation's transactions. The search and filtering functionality will apply to any transactions associated with your organisation, whether they are funding requests submitted by authors or one-off transactions placed by a member of your team.



After filtering the report using the criteria of your choice (primary author institution, selected dates, approved articles only), simply click 'Run Report.' This will give you a list of results on screen.

To request a full excel download of the report you'll need to email openaccess@bmj.com - including the name of your institution and the relevant date range. Your report will be emailed back to you.

For more resources to make the most of your institutional portal visit CCC's library at copyright.com/learn/resource-library

Resource Centre

To help raise awareness of open access within your institution, visit our resource centre where you will find relevant materials to download and share.

bmj.com/company/bmj-resource-centre

Support

If you need any support accessing BMJ resources please visit support.bmj.com For any other queries contact

openaccess@bmj.com

