

Transparent Language Online: Library Administrative Guide

Introduction

This guide will serve an overview of some of the key functions for your Transparent Language Online account. Throughout the setup process, please don't hesitate to ask any questions, and feel free to give us any feedback or ideas you may have that will help us improve Transparent Language Online in the future.

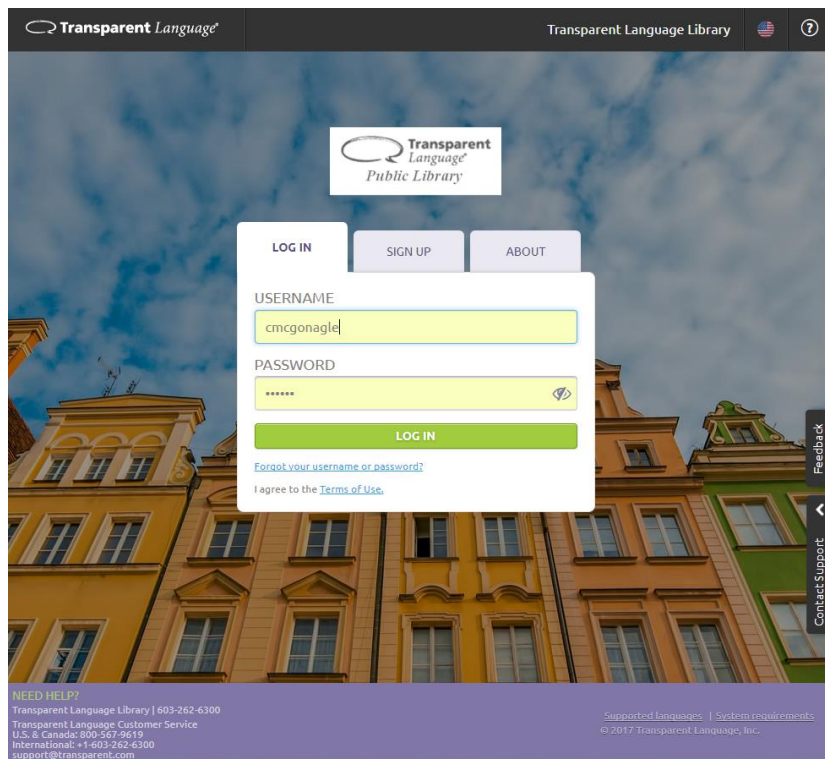
Creating Patron Accounts

Patron accounts can be self-created when patrons access the Transparent Language Online login page. The URL to the login page has been sent to you in a previous email.

Accessing the Administrator Portal

In order to access all of the administrator functions, you will need to log into Transparent Language Online using the Administrator login provided to your library. If you don't have this login, please contact Transparent Language or Recorded Books.

To log in, go to your library's Transparent Language Online login page and enter the Administrator login provided to you.



Transparent Language®
Transparent Language Library

Transparent Language®
Public Library

LOG IN SIGN UP ABOUT

USERNAME
cmcgongle

PASSWORD

LOG IN

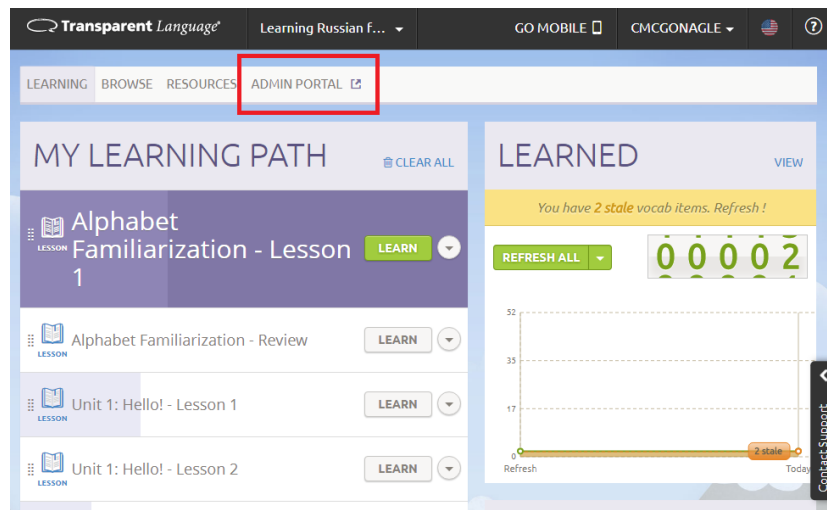
[Forgot your username or password?](#)
I agree to the [Terms of Use](#).

NEED HELP?
Transparent Language Library | 603-262-6300
Transparent Language Customer Service
U.S. & Canada: 900-597-9619
International: +1-603-262-6300
support@transparent.com

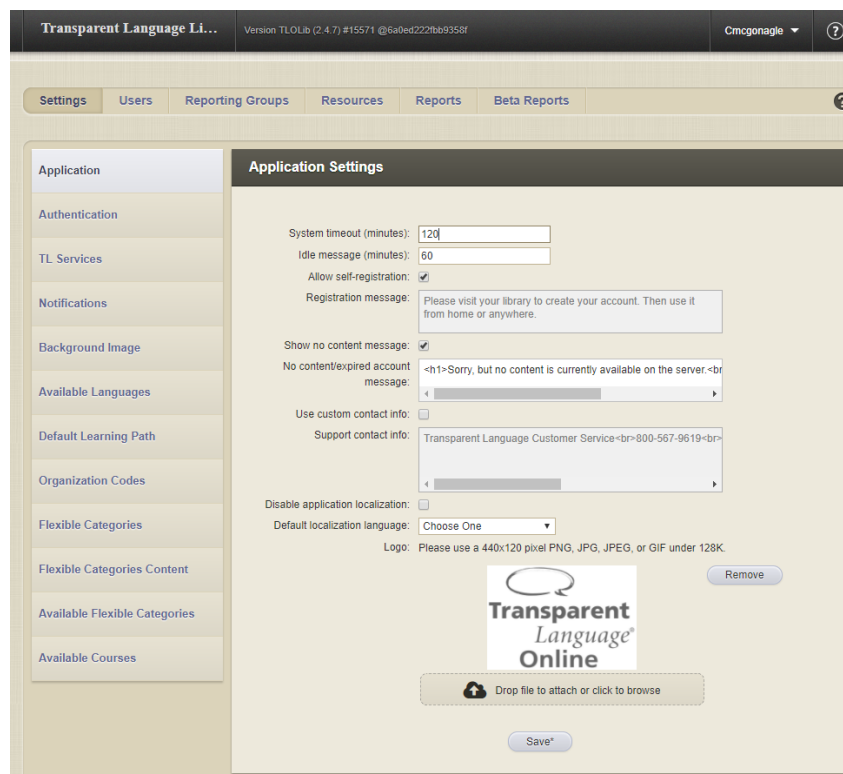
Supported Languages | System requirements
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Feedback
Contact Support

When the Learning screen loads, click **ADMIN PORTAL** in the top navigation bar.



This link will open the Admin Portal, where you can access the settings and reports for your library.



Authentication Methods

Next, let's set up an authentication method for your library. Most public libraries will use one of the three authentication methods described below to validate patron accounts and provide access to Transparent Language Online.

Note: In addition to the methods below, we can help you set up the application through a proxy such as ezProxy. If you prefer that option, we recommend that you contact Transparent Language.

Most common authentication methods:

- **Barcode:** This method of authentication is ideal for authenticating users based on their library card number. When enabled, new users must enter a barcode or an ID number when registering for Transparent Language Online. You can indicate the length of a valid barcode or ID number, as well as a specific sequence of characters that must occur at the beginning of it. [Click here](#) to access a tutorial of Barcode authentication setup.

To require a barcode or ID number for registration:

1. Click the **Barcodes** icon on the Authentication screen.
2. If you want to enable barcode authentication, set the switch at the top of the screen to **ON**. If you want to disable it, set it to **OFF**.
3. With barcode authentication enabled, fill in the **Prefix** field with a sequence of characters that will occur at the beginning of all valid barcodes or ID numbers. For example, if all IDs from your library begin with the sequence 123, you should enter 123 in this field. Prefixes are not case-sensitive.
4. In the **Length** field, indicate the expected length of the barcode or ID number. You can use any whole number between 1 and 64.
5. If you want to limit the number of users who can register with this prefix, mark the **Limited Use** checkbox, then enter a number between 1 and 9999 in the Number of Uses field. Only that number of users will be able to register with the specified prefix.
6. Click **Add** to save the new information. The new prefix will be added to the list of **Registered Barcode or User ID Prefixes** list. You may register as many prefixes as necessary. When there is more than one registered prefix, the program will accept barcodes or ID numbers that contain any of the registered prefixes.
7. If you later need to remove a prefix, click the **X** in the row for that prefix in the list of registered prefixes. If you want to stop requiring barcodes or ID numbers altogether, set the switch at the top of the screen to **OFF**.

The following authentication methods are enabled: IP Filtering, HTTP Filtering and Barcodes.

ON

Prefix: STAFF Limited Use:

Length: 12 Number of Uses:

Add

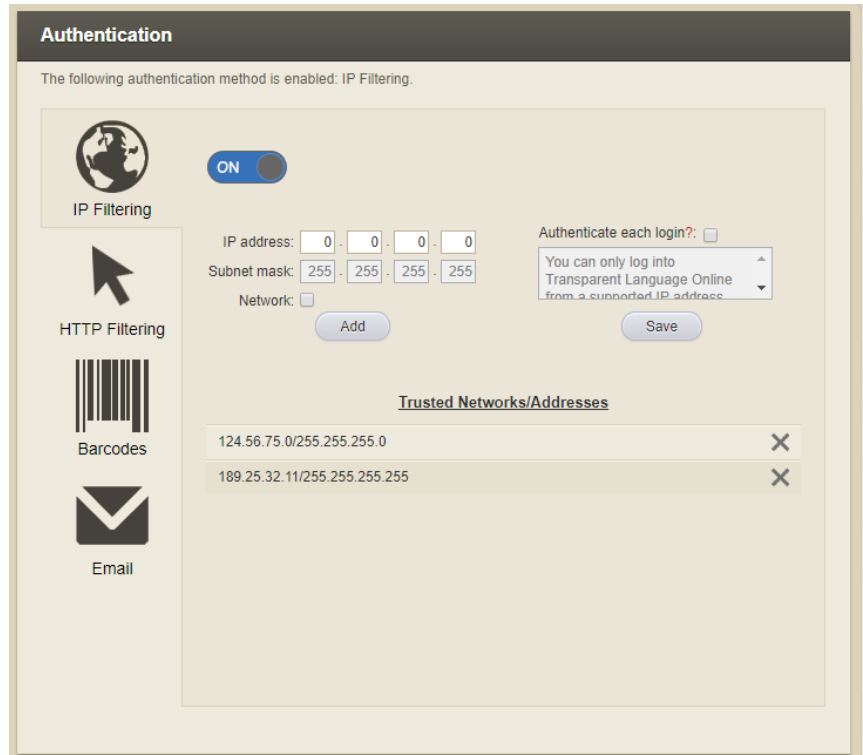
Registered Barcode or User ID Prefixes

Prefix	Length	Remaining
ANY	12	Unlimited X
STAFF	12	Unlimited X

- **IP Filtering:** When IP Filtering is turned on, only users who connect to Transparent Language Online through the specified IP address range can create a new account for Transparent Language Online. Anyone who tries to connect from an outside IP address does not get the option to create an account. [Click here](#) to access a tutorial of IP Filtering setup.

To control the IP addresses which allow user registration and logins:

1. Click the **IP Filtering** icon on the Authentication screen.
2. If you want to enable IP filtering, set the switch at the top of the screen to **ON**. If you want to disable it, set it to **OFF**.
3. With IP filtering enabled, enter the numbers for a trusted IP address in the **IP address** field. This field consists of four boxes that can each hold up to three digits. The focus will automatically move from one box to the next box after three digits. If you don't need all three digits in a box, you can press

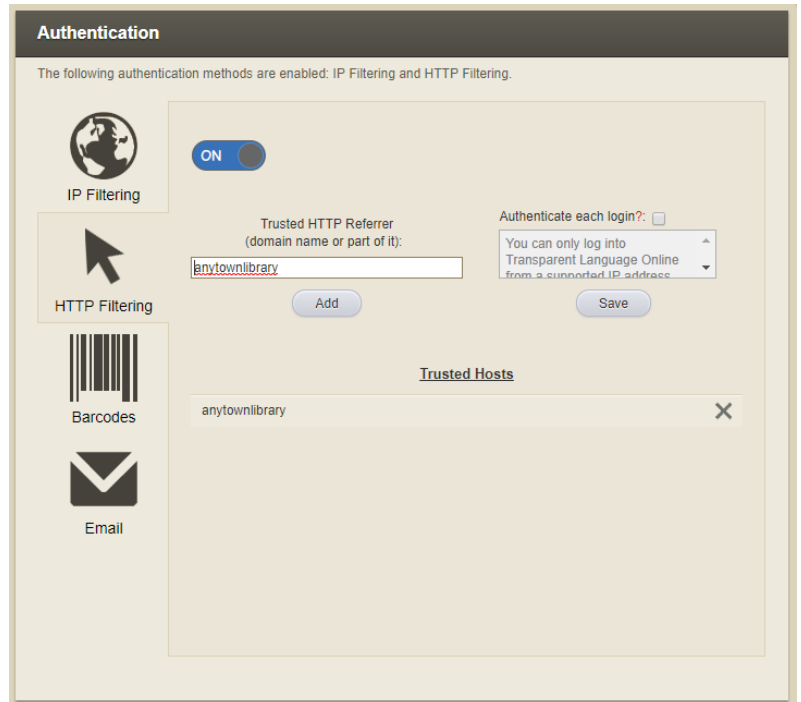


- the period key or the Tab key to move the focus when needed.
4. If you want to enter a subnet mask to further refine the results, mark the **Network** checkbox and fill in the **Subnet** mask field. This field is optional.
5. Click **Add**. The IP address will be added to the list of Trusted Networks/Addresses on the screen. As long as this list is not empty, only the addresses listed will be able to register Transparent Language Online users. (If the list is empty, all IP addresses will allow user registration.)
6. If you want the program to check the IP address each time a user logs in, not just at registration, mark the **Authenticate each login** checkbox, then enter a message in the field below it. This message will appear when a user tries to log in from an IP address that is not on your list of your trusted referrers. You can customize this message to fit your library's exact situation.
7. If you later need to remove a trusted IP address, click the **X** in the row for that address in the list. If you want to stop filtering by IP addresses altogether, set the switch at the top of the screen to **OFF**.
8. Click **Save** to save your changes.

- **HTTP Referrer Filtering:** HTTP Referrer Filtering requires your library have a website or portal to which your patrons can connect. This feature allows you to designate trusted websites that can refer new users to Transparent Language Online. If you add sites to this list, people who click the link to Transparent Language Online at your organization from those domains will be able to register as users, but anyone who links to it from other domains will not. [Click here](#) to access a tutorial of HTTP Referrer Filtering setup.

To control the trusted HTTP referrers:

1. Click the **HTTP Filtering** icon on the Authentication screen.
2. If you want to enable HTTP filtering, set the switch at the top of the screen to **ON**. If you want to disable it, set it to **OFF**.
3. With HTTP filtering enabled, enter all or part of a domain name in the **Trusted HTTP Referrer** field. If you choose not to enter the whole name, enter enough of it to be distinctive. All websites that include the text entered here as part of their domain name will be trusted.
4. Click **Add** to save the new trusted HTTP referrer. The referrer information will be updated, and that domain will now appear in the **Trusted Hosts** list.
5. If you want the program to check the HTTP referrer each time a user logs in, not just at registration, mark the **Authenticate each login** checkbox, then enter a message in the field below it. This message will appear when a user tries to log in from a site that is not on your list of your trusted referrers. You can customize this message to fit your library's exact situation.
6. If you later need to remove a trusted HTTP referrer, click the **X** in the row for that referrer in the Trusted Hosts list. If you want to stop filtering by HTTP referrers altogether, set the switch at the top of the screen to **OFF**.
7. Click **Save** to save your changes.

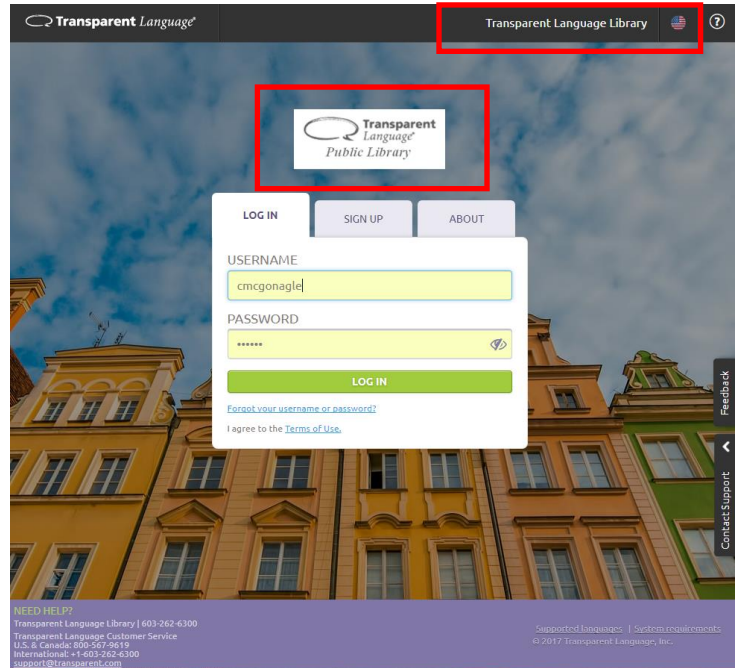


Please contact Recorded Books if you need help setting up one of the above authentication methods.

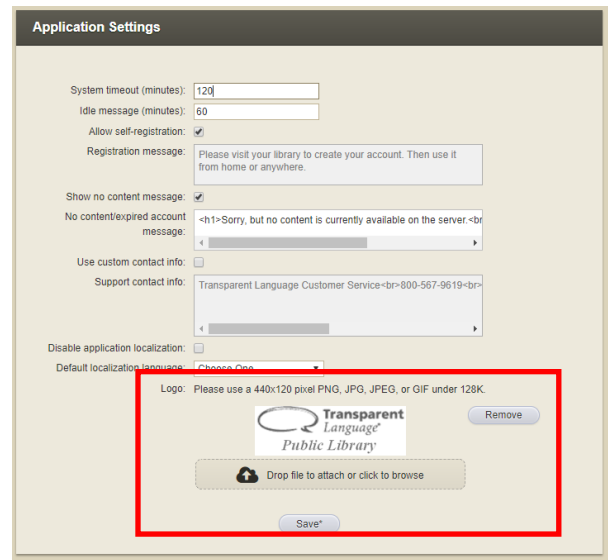
Account Branding Options

Your Transparent Language Online account can be branded for your library. The areas where the branding information will appear are highlighted in red in the screenshot below.

In the top right corner, your library's name will appear as a clickable link to your library's website (if one is provided). This information is set up for you automatically.



The area above the Log In box can be customized to show your library's logo. To upload a logo, open the Transparent Language Online admin site, then click on the **Settings** tab, then choose **Application Settings** in the side bar. To attach a logo image, either drag and drop a file onto the area where it says **Drop file to attach or click to browse**, or click on that area to browse for an image. The logo should be in the format of a 440x120 .png, .jpg, or .gif file, with a maximum file size of 128KB. Be sure to follow the size and file type restrictions, or your logo may not look correct. To remove an existing logo image, click **Remove**, then click **OK** when asked to confirm your action.



Usage Reports

Using the Reports screen along with the new Beta Reports screen, you can view summary reports of user activity, lesson usage, course unit usage, language usage, and mobile activity. Beta Reports are part of a new reporting system that we are now adding to the program. Additional reports will be added to the Beta Reports in the future. Eventually, the Beta Reports will replace the current Report options.

Marketing Materials

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

Additional marketing materials can be downloaded online at <http://www.recordedbooks.com/Resources/Marketing-Materials/Digital-Resources> and <http://home.transparent.com/library-marketing-kit>

Getting Help

Feel free to contact us at the numbers 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>If you need technical support, please contact:</p> <p>Michael McGonagle 603-262-6363 MCMcGonagle@transparent.com</p>
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