



# **SAE MOBILUS<sup>®</sup>**

YOUR DESTINATION FOR MOBILITY  
ENGINEERING RESOURCES

## **ADMINISTRATOR GUIDE**

August 2018

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## 1. LOGGING INTO SAE MOBILUS®

There are two distinct login options available for the SAE MOBILUS® technical resource platform: Subscription and Personal.

The Subscription login allows you to login to the platform and have full access to the content that is available with your subscription. The subscription login options are:

- Subscription Login - login that requires a username and password
- Institutional Login – used for single sign-on (via Shibboleth)
- IP Authentication

The Personal login to the Dashboard allows you the opportunity to customize your SAE MOBILUS experience.

### 1.1. Subscription Login

Navigate to the SAE MOBILUS homepage by visiting <https://saemobilus.sae.org/>

1. Select “LOGIN” located in the upper right.
2. Enter the username and password provided by your administrator under “Subscription Login” or, if you have “single sign-on” credentials (via Shibboleth), select your Institution from the available dropdown

The screenshot displays the SAE MOBILUS login interface. At the top, there is a navigation bar with the SAE MOBILUS logo, a language selector, and links for HELP, LOGIN, and a user profile icon. Below the navigation bar, the main content area is titled "Login to SAE MOBILUS: Check My Access!". It features two primary login sections: "Subscription Access" and "Institutional Login". The "Subscription Access" section includes fields for "User ID:" and "Password:", a "Remember Me" checkbox, and a "LOGIN" button. The "Institutional Login" section includes an "Institution:" dropdown menu, a "LOGIN" button, and a note to contact the administrator if the institution is not listed. To the right of these sections, there is a "Subscribe to SAE MOBILUS" section with descriptive text and links for "CONTACT SALES FOR SUBSCRIPTION INFORMATION" and "BROWSE THE PRODUCT PORTFOLIO".

3. For IP Authentication, you will automatically be given access and will be directed to the SAE MOBILUS platform without the need to login.

## 1.2. Dashboard Login

The credentials for the Dashboard are the same credentials that you utilize for access to mySAE, My TechZone, Conference Registrations and other SAE related sites. If you do not have credentials, you may register for a free Dashboard account using the available registration option.

For more information about the Dashboard and its features, turn to Section 5 of this User Guide.

To log in to the Dashboard:

1. Select the “Dashboard” tab, and login to the Dashboard using your existing mySAE username and password. If you do not have a mySAE username and password, select the “Register Now” option to create an account.

**SAE MOBILUS**

SELECT LANGUAGE | HELP | LOGIN

SAE MOBILUS HOME | SEARCH | **DASHBOARD** | KNOWLEDGE HUBS | BROWSE | HELP

Enter keyword, authors, product code... In: Metadata + Full Text | SEARCH | Advanced Search

### SAE MOBILUS Dashboard

Don't have an SAE Dashboard Account? Registering is free and allows you the opportunity to customize the SAE MOBILUS platform for your unique needs. Create personal project folders, Favorite publications for quick access, make personal annotations and so much more. Register today!

**Already registered? Log in below:**

Email Address:

Password:

☐ Remember Me

[FORGOT PASSWORD?](#)

**Register for your free SAE MOBILUS Dashboard account.**

**WHAT IS THE SAE MOBILUS DASHBOARD?**

**SAE MOBILUS TUTORIALS: Dashboard**

**DASHBOARD OVERVIEW**

[Dashboard Tutorial Video](#)

The Dashboard of SAE MOBILUS requires a personal login. Your personal login allows you to customize your experience by saving searches, creating project folders, annotating publications and much more.

**DASHBOARD FEATURES**

[Custom Annotations](#)

View online versions of documents and incorporate your own personal annotations.

[Project Folders](#)

Create unlimited project folders and add documents that you favorite for quick.

[Saved Searches](#)

Save searches that you have conducted, complete with applied filters, to quickly and easily continue research or find new publications that match your criteria.

## 2. SUBSCRIPTION ACCESS

Your SAE MOBILUS® administrator can provide detailed answers to questions regarding your subscription(s) access. For a quick list of the content that is available, use the Collections facet from the filters available on the Search page. The Collections facet will display a list of the full-text collections available in your subscription(s) and their relationship to the parent content type. These filters can be used to quickly drill down into your full text documents.

To use the Collections filter to identify your subscription(s) content:

1. From the “SEARCH” page, locate the filters on the left-hand side. Use the “+” next to the Collections filter to expand the filter to view all available content in your subscription(s). Use the “–” to minimize the filter.
2. Use the available “MY ACCESS” filter under “SHOW ONLY” to update the search results to only display content that is included in your subscription. Content that is not part of your subscription is easy to identify because of the lock icon that will appear with the content in the search results.

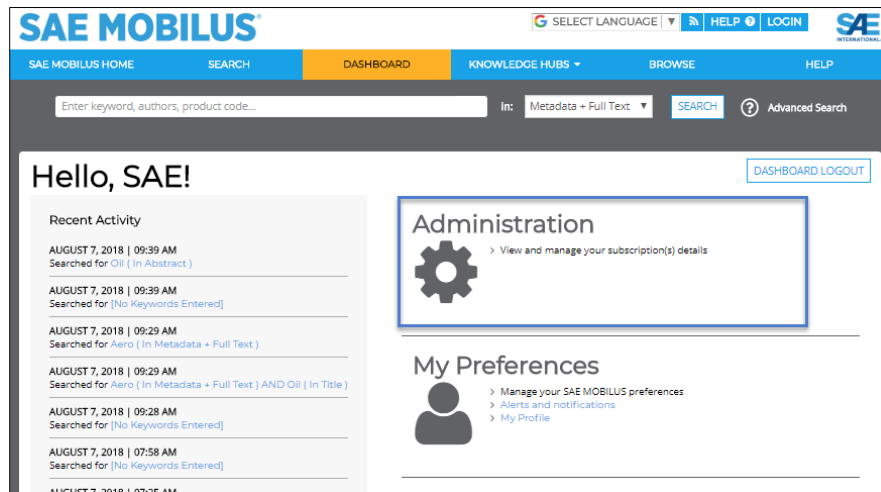
The screenshot shows the SAE MOBILUS search interface. On the left, the 'SHOW ONLY' section has a red box around the 'My Access' checkbox. Below it, the 'FILTERS' section has a red box around the 'Collections' filter. On the right, the search results show two items. The first item, 'Advances in UAV Applications and Propulsion Technologies Drive the Development of UAV Propulsion Standards', has a lock icon next to it, indicating it is not in the subscription. A red arrow points to this lock icon. The second item, 'SAE International Journal of Aerospace', is marked as 'Journal V127-1EJ'.

### 3. ADMINISTRATION

This guide provides an overview to the support tools available to customer administrators of SAE MOBILUS®. As the customer administrator you are the key point of contact with SAE International's Sales, Product Management, and Technical Support teams. Our goal is to provide you with the information and resources you need to ensure your users are delighted with SAE MOBILUS®.

The Administrator tools are available in the SAE MOBILUS® "Dashboard", and require you to register for a free account. Section 6 of this document has additional information regarding the features of the Dashboard.

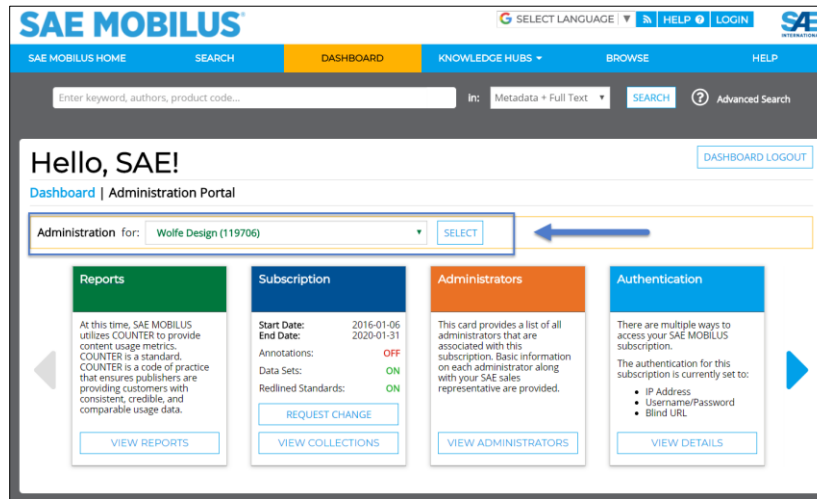
It is easy to determine if you are an Administrator on the account once you login to the Dashboard. On the Welcome screen, an Administrator icon will be one of the available options as shown in the image below.



If you are not an administrator, please contact your SAE Representative.

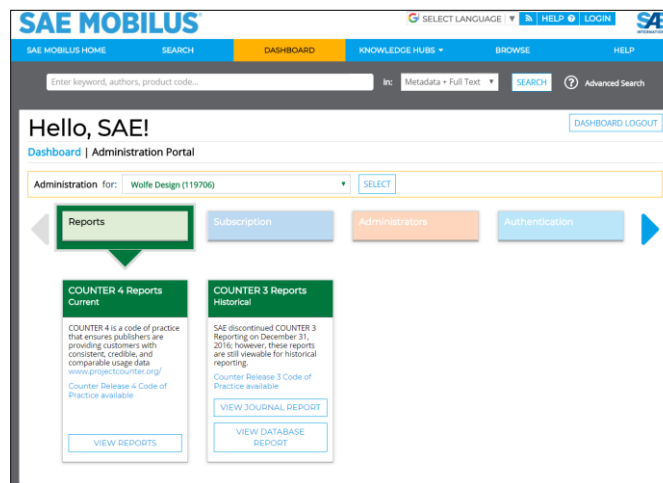


From the Administrator screen, you will be able to easily manage all subscriptions by using the drop down to select the subscription that you would like to manage. Both active and inactive subscriptions are available.



## 3.1 Report Card

Selecting the “Reports” card provides access to the current and historical COUNTER standard content usage summary reports. There is a card for COUNTER 4 reports, and a separate card for the COUNTER 3 Historical Reports.



COUNTER 4 provides online usage data regarding the collections that you have subscribed to and have access to in the SAE MOBILUS® platform. The data has been provided in both CSV and SUSHI XML format. A link to the COUNTER Release 4 Code of Practice which provides additional details about the usage data is provided for your convenience.

Please note, the COUTNER 3 Historical reports will no longer be offered after December 31, 2018.

### 3.2 Subscription Card

Additional details about the current subscription being viewed, and the collections within the subscription are available from the “Subscription Card”. The top-level Subscription card provides the start and end date of the subscription, along with information about which platform features are currently accessible to individuals that use the subscription. Use the “REQUEST CHANGE” button to complete a simple form that will be sent to your SAE Representative asking changes to be made to the subscription. Such changes could include turning a feature on, adding a collection, or a subscription renewal.

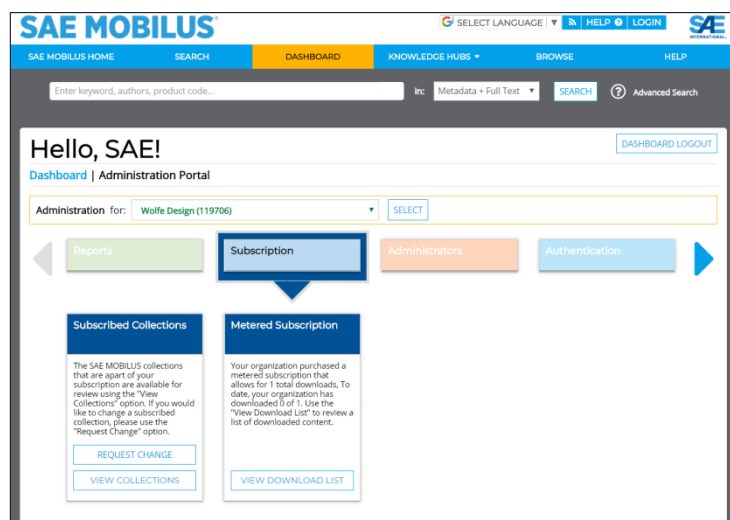
Subscription	
Start Date:	2016-01-06
End Date:	2020-01-31
Annotations:	OFF
Data Sets:	ON
Redlined Standards:	ON
<a href="#">REQUEST CHANGE</a>	
<a href="#">VIEW COLLECTIONS</a>	

The “VIEW COLLECTIONS” button, depending on the subscription you are currently managing, will open two additional cards:

#### Subscription Collections:

The subscription collection card will list all collections that comprise the subscription. Special features available in a collection, like 2D/3D, will be highlighted along with whether the feature is turned on and available to users, or turned off. Again, a “REQUEST CHANGE” button is available that allows you to request your SAE Representative to make desired changes.

**Metered Subscription:** If a metered subscription is available, using the “VIEW DOWNLOAD LIST” button will provide a list of all publications that have been downloaded.

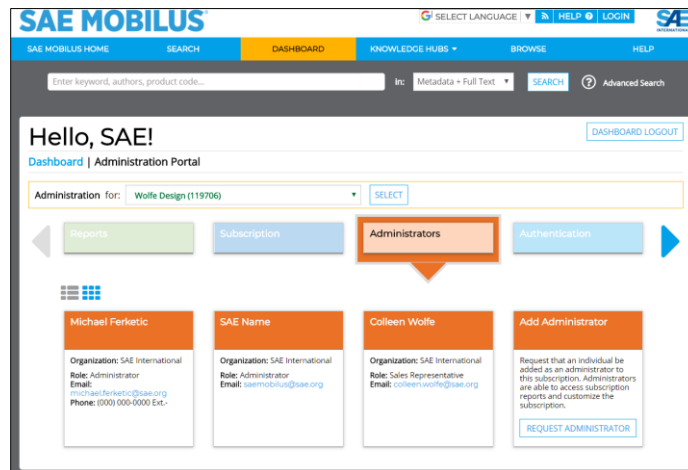


### 3.3 Administrators Card

Not sure who is an administrator on a subscription? The Administrator card will provide basic information on all administrators that are assigned to a subscription. The administrators listed will be individuals assigned from your company as an administrator, and also SAE Representatives, such as your account manager. These administrators receive automated email communications from SAE technical support when a usage alert occurs on a subscription.



When available, the administrator email and phone number are listed. Use the available “REQUEST ADMINISTRATOR” button to add or request the removal of administrators on the subscription. You may request to add as many administrators as you need to a subscription.



## 3.4 Authentication Card

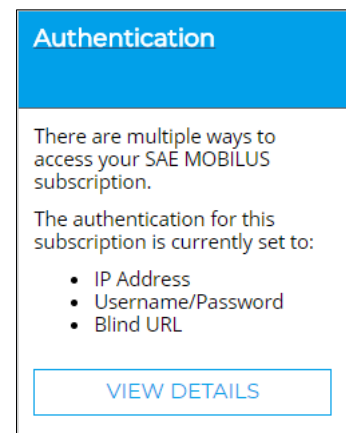
The “Authentication Card” provides the current authentication process that is available on the subscription. Your subscription may be using one authentication process, or multiple. Use the “VIEW DETAILS” option to see additional information.

Each card available will either be active, which means that the subscription is currently using the selected authentication option, or inactive, in which the authentication option is not being utilized but can be requested. Each card has options to view details or request the authentication option to be turned on by your SAE Sales representative.

The available Authentication cards are:

**Manage IP Addresses:** If IP authentication is established, use this card to view a list of the IP addresses including the range, CIDR, and the current status of the listed IP address. Easily export a list of the IP addresses using the “EXPORT IP ADDRESS” button or request changes using the “REQUEST CHANGE” button to complete a short form that will be sent to your SAE Representative. If you are not using IP Authentication, the option to request this functionality will be available.

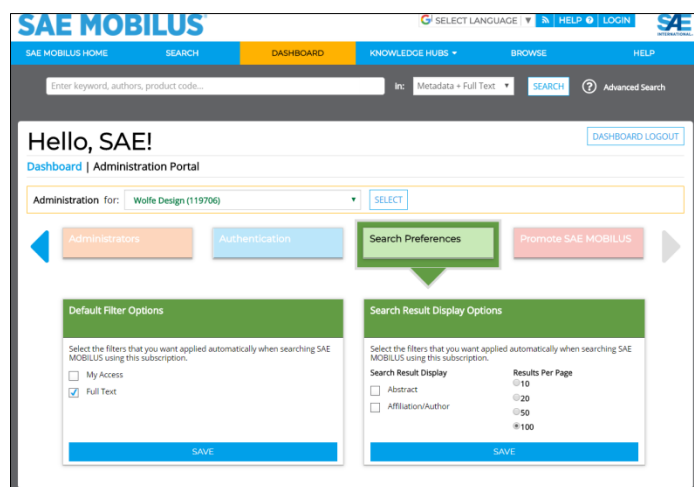
**Blind URL:** If Blind URL is applied to the subscription, the option to “COPY BLIND URL” and Renew “BLIND URL” are available. Some corporations like to renew their Blind URL every few months for security reasons. If you renew the Blind URL, be sure to update any internal documentation and users that the URL has been updated. This can easily be accomplished by using the “COPY BLIND URL” option. Again, if Blind URL is not setup, a request option will be available.



**Single-Sign-On:** Institutional access through an Identity federation is available by selecting this authentication option. In addition, establishing SAE as an SSO provider is available. Please contact your administrator.

### 3.5 Search Preference Card

The “Search Preference Card” allows you the ability to set default search preference settings for all users of a subscription on the SAE MOBILUS® platform. Before applying default settings, we advise notifying users that the changes have been applied.



**Default Filter Options:** Select the filters that you want applied automatically for your users when they search SAE MOBILUS®.

**My Access:** Use this option to default the search results to only show content that is available in your subscription and that your users have full access to or apart of the SAE MOBILUS complimentary content. While this option only shows content that your users have full access to, it also limits limit them from seeing other publications that may be available to solve their research goals.

**Full Text:** The Full Text option will only show search results that have the full text available. Please note, that there is a wealth of resources in SAE MOBILUS, such as training courses, that will not be visible once the Full Text option is selected.

#### Search Result Display Options:

**Search Result Display:** Restrict whether the abstract and author/affiliation information appears in each search result.

**Results Per Page:** Determine the number of pages of results that are available for users.

### 3.6 Promote SAE MOBILUS Card

The Promote SAE MOBILUS® card was designed with you, the Administrator in mind. This area of the Administrator portal offers resources that you are able to download for distribution, post to your intranet or use electronically.

**Informational Flyer - Professional:** SAE MOBILUS informational flyer that is customizable for your organization. Intended audience is corporate professionals.

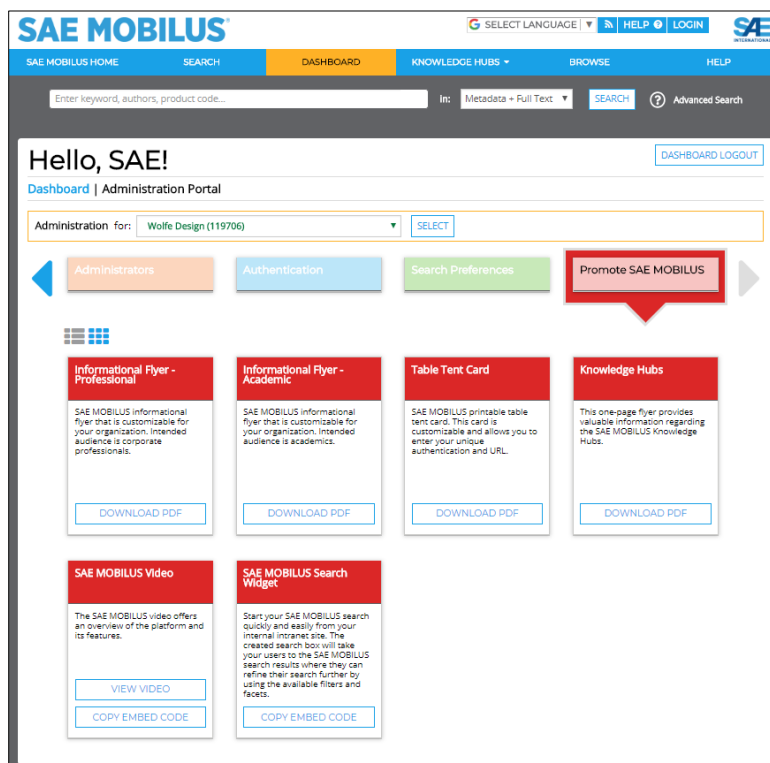
**Informational Flyer – Academic:** SAE MOBILUS informational flyer that is customizable for your organization. Intended audience is academics.

**Table Tent Card:** SAE MOBILUS printable table tent card. This card is customizable and allows you to enter your unique authentication and URL.

**Knowledge Hubs:** This one-page flyer provides valuable information regarding the SAE MOBILUS Knowledge Hubs.

**SAE MOBILUS Video:** The SAE MOBILUS video offers an overview of the platform and its features.

**SAE MOBILUS Search Widget:** Start your SAE MOBILUS search quickly and easily from your internal intranet site. The created search box will take your users to the SAE MOBILUS search results where they can refine their search further by using the available filters and facets.



## 4. SEARCHING SAE MOBILUS®

### 4.1 Before you Search

SAE MOBILUS® contains both filter and facet navigation. “Filters” and “Facets” are used to help analyze a large set of content and narrow search results to aid the end user in finding relevant information.

“Filter” is used to limit search results based on specific criteria. Collections and Date are filters in SAE MOBILUS®. Selecting collection(s) or entering a specific date range will limit the search results per your criteria.

**Collections:** The “Collections” represent all available documents that are contained within your subscription.

**Date:** Select a year or enter a date range to filter the results set.

“Facets” group content under headings that are related and deemed useful by the end user. Facets are based on content within your latest search result. For example, in SAE MOBILUS® the facets Content Type, Topic, Sector and Author to name a few are provided. Facets can be used individually, or layered, which means that as a facet is applied, and the results are analyzed, additional facets can be applied.

Applying filters and facets can take a broad topic, such as engines, and narrow the results to much more specific content (e.g., LACE Jet Engine Aerospace Standards published in the past three years).

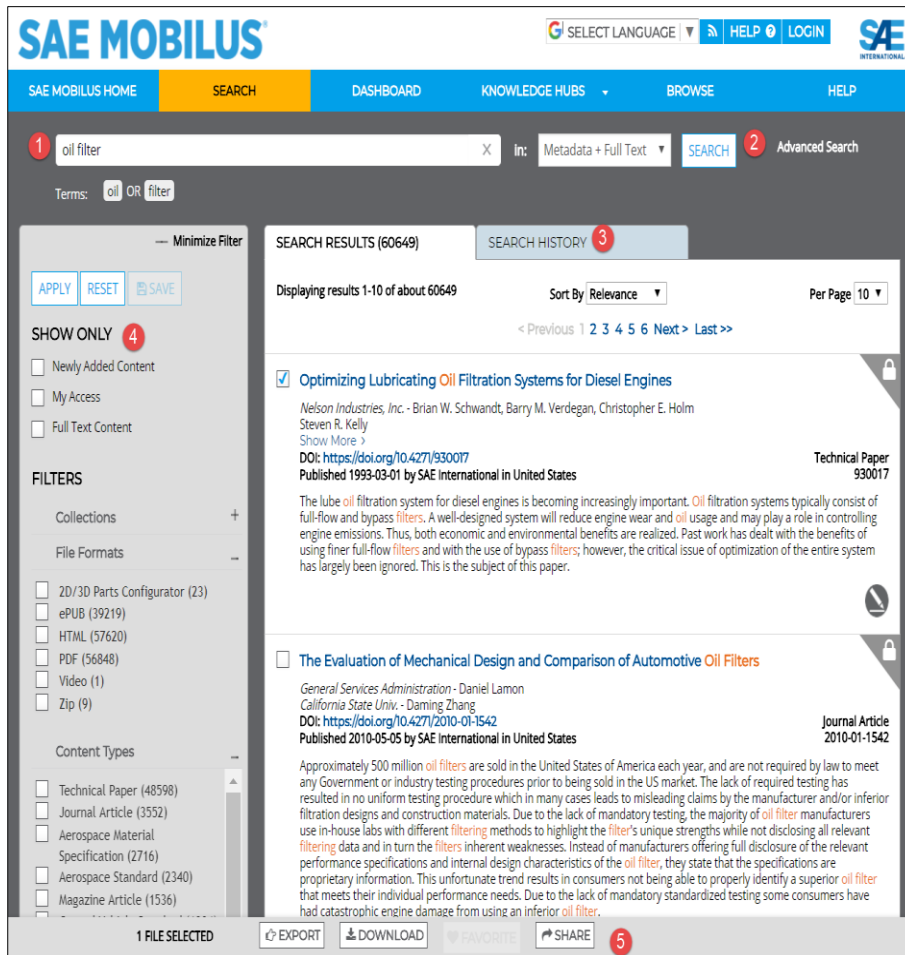
The facets will update and display based on the search conducted and corresponding search results. You can select as many facets to a new search or search results as needed.

Each time you refine your search by applying filters and facets, you will need to “APPLY” and “RESET” the available filters. The “APPLY” and “RESET” buttons are available at both the top and bottom of the filter list for easy access.

- Use “APPLY” when adding, removing, or making changes to a facet
- Use “RESET” to remove all filters and facets that have been applied to your search results.

### 4.2 Tour of the Search page

1. **Search Field:** The “Search Field” is where the initial search for content takes place. Use the “SEARCH” button or “ENTER” on your keyboard to execute the search A dropdown is available to instantly search within specific content attributes. Key term breadcrumbs will appear under the search field.



## 2. Advanced Search:

Advanced search operators are available by selecting the “Advanced Search” that appears to the right of the search field.

**3. Search History:** The searches conducted during your SAE MOBILUS® session are captured as part of the “Search History” and can be saved to your personal Dashboard.

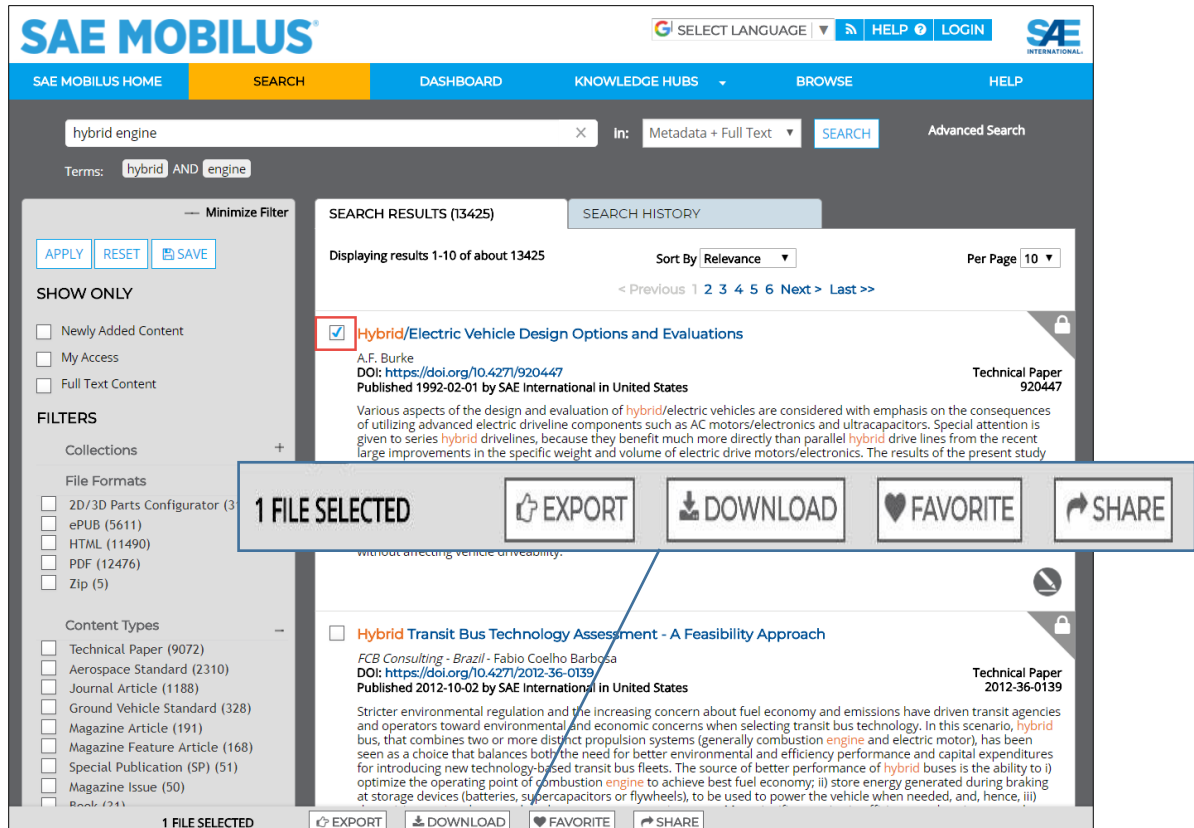
**4. Show Only:** The “Show Only” option will reduce your search results to only show content that:

- Newly Added Content:** content added to the platform in the past 45 days
- My Access:** content that is full text accessible as part of your subscription
- Full Text Content:** content that has a PDF available

**5. Search Results Task Bar:** The “Search Result Task Bar” is activated when selecting a document by using the available check boxes or by using select all. The task bar will scroll up and down the page to offer quick access to “EXPORT”, “DOWNLOAD”, “FAVORITE” and “SHARE”.

## 4.3 Search Result Task Bar

The search result page contains a “Search Result Task Bar” that will appear when you select a title by using the check box to the left of the document name, or as you use “SELECT ALL”. This task bar will remain active as you scroll up and down the search result page.



## Export publication metadata and citations:

- **Export:** Allows for the export of the metadata for selected results can be exported in .csv, .txt and .xlsx formats.
- **Citation:** Citation exports utilize the same export tool described above for “RIS Format”, “REFWORKS”, “ENDNOTE” and “BIBTEX”.

## Download documents quickly in multiple file formats.

**Favorite** is a feature of the SAE MOBILUS® Dashboard that requires a personal login. This feature allows you to select documents, tag them as a favorite, and save them to individual folders located in the Dashboard.

**Share:** Allows you to share a selection of results through email. The document record(s) is cleanly formatted and inserted into an email. Each record in the email is linked back to the corresponding document detail page in SAE MOBILUS®.

## 4.4 Saving a Search via filter pane

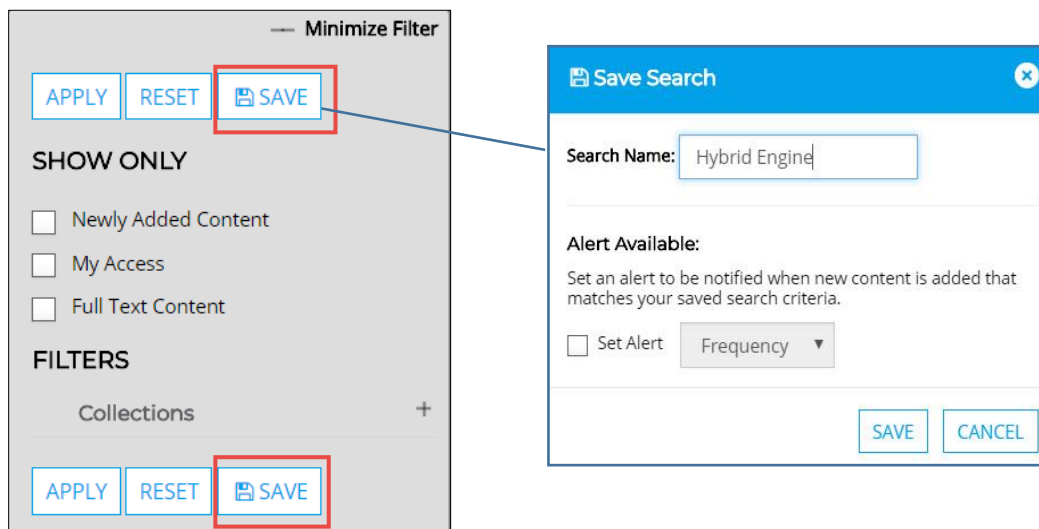
When conducting research, there may be times that you will want to save your current search, with all filters and facets applied. This can be useful for continued research, refinement as new requirements become available, or a convenient way to identify new content against a commonly conducted search. SAE MOBILUS® has multiple ways that you can easily save a



search and execute the saved search with one click.

The “SAVE” functionality of SAE MOBILUS® is a part of your personal Dashboard, which requires an individual login. SAVE is discussed briefly below and Section 5 offers detailed information regarding the Dashboard and its features.

1. Conduct a search by entering a key word and using the “ENTER” key on your keyboard or the “SEARCH” button.
2. From the left filter navigation tree, select any filters and facets necessary to narrow your search and select “APPLY” from either the top or bottom of the filter navigation tree.
3. The search results will automatically update to display results based on the filters and facets applied.
4. Select “SAVE” from the top or bottom of the filter navigation tree to save your search. A window will display that will allow you to name the search which will automatically be saved to the “Saved Searches” section of the Dashboard.

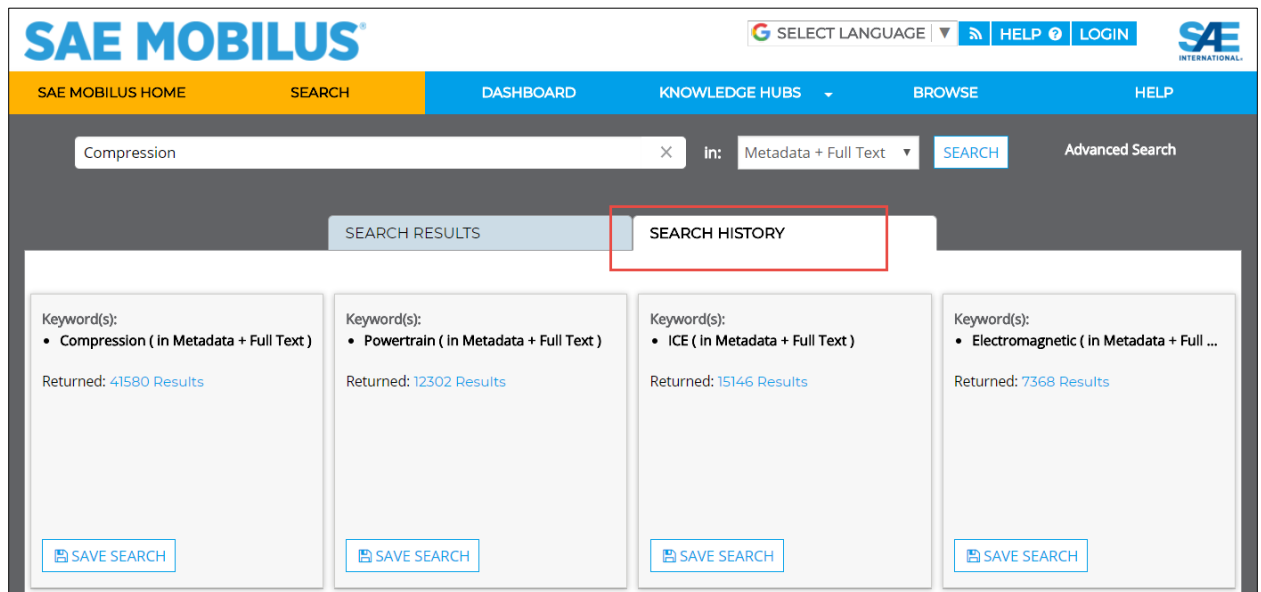


## 4.5 Search History

SAE MOBILUS® saves the searches conducted during a user session on the “Search History” tab of the search results page. The keyword used for the search along with all filters and facets applied are included in the search history information. Further, the total results found for both the subscribed and non-subscribed content are maintained and are hyperlinked allowing for immediate search execution.

To view and Save Searches:

1. From the Search Results page, select the “Search History” tab.
2. If you are not logged into the Dashboard, the Search History page will display and list all searches that have been conducted during the session. If you are logged into the Dashboard, then the last 12 searches conducted will be displayed.
3. On each Saved Search is a “SAVE SEARCH” button which allows the search to be saved with a customized name. The search will be saved to the Dashboard which is discussed in greater detail in Section 5.



## 4.6 Advanced Search

Advanced search helps you to search using more specific terms within selected metadata fields. You can build the search by adding additional rows of text and use the Boolean operators of “And, Not, and Or” to restrict the metadata search even further.

Using the attribute drop down further restricts each row by the selected value. The available fields are:

- Metadata + Full Text
- Metadata Only
- Abstract
- Author Affiliation
- Author Name
- Cross Reference Number or Cross Ref. Number
- Country Published
- Document Number
- Digital Object Identifier (DOI) Number
- Issue
- Larger Publication Number
- Meeting Name
- Publisher
- Title

To conduct an advanced search:

1. From the main “Search” window, select the “ADVANCED SEARCH” link which is available to the right of the search button.
2. Enter the search term in the first row available and select “ENTER” on your keyboard or the “SEARCH” button to execute the search. Use the “X” to remove your keyword from the search field
3. Continue to add additional search criteria by using the “+” button to add additional query rows to specify additional search criteria. To remove a row, use the “X”

The screenshot displays the advanced search interface with the following elements:

- Row 1:** Search term "oil", attribute "Metadata + Full Text".
- Row 2:** Logical operator "AND", search term "synthetic", attribute "Metadata + Full Text". A red box highlights the "X" button to remove the term.
- Row 3:** Logical operator "NOT", search term "car", attribute "Metadata + Full Text". A red box highlights the "X" button to remove the term.
- Row 4:** A red box highlights the "+" button to add a new search row.
- Bottom Right:** A "SEARCH" button.

## 5. CONTENT SUMMARY AND DETAIL PAGE

SAE MOBILUS® comprises over 200,000 full text and bibliographic records of the most current technical papers, standards, ebooks, magazine content, and related publications. The different document content types contain unique features to maximize their value. For example, Technical Papers have enhanced features that allow annotation while some standards contain 2D/3D parts standards.

### 5.1 Tour of the Summary and Details Page

The elements available on the Details and Summary page are dependent on the type of document being viewed. There are five (5) main types of documents: Technical Papers, Standards, Professional Development, Videos and Other (books). Each document element is covered in detail below.

The screenshot displays the SAE MOBILUS web application. At the top, the SAE MOBILUS logo is visible, along with a language selector and a help icon. Below the logo, a navigation bar includes links for SAE MOBILUS HOME, SEARCH, DASHBOARD, KNOWLEDGE HUBS, BROWSE, and HELP. The main content area shows a search bar with the query 'AS9558D' and a dropdown menu set to 'Metadata + Full Text'. A search button is located to the right of the search bar. On the left side of the page, a sidebar menu is labeled 'Summary & Details' and includes links for Scope & Rationale, Table of Contents, Topic(s), 2D3D, Data Sets, References, and Revisions. The main content area displays the title 'BOLT, MACHINE - DOUBLE HEXAGON EXTENDED WASHER HEAD, CORROSION AND HEAT RESISTANT STEEL, UNS S66286, UTS 130 KSI MIN, .3125-24 UNJF-3A'. Below the title, there is a section for 'Revised' information, stating 'Published November 29, 2017 by SAE International in United States'. To the right of this section, a checkbox labeled 'Highlight Keywords' is checked. Below the revised information, there is a section for 'Sector: Aerospace', 'Issuing Committee: E-25 General Standards for Aerospace and Propulsion Systems', and 'Language: English'. At the bottom of the page, a 'Table of Contents' section is visible, listing 'RATIONALE', 'NOTICE', and 'NOTES'. The page is annotated with five red circles and numbers 1 through 5, highlighting key features: 1. Left Feature Elements (Sidebar), 2. Export/Download/Print/Share/View/Annotate buttons, 3. Highlight Keywords checkbox, 4. Standard AS9558D, and 5. Table of Contents.

1. **Left Feature Elements:** Each Summary and Details page contain enhanced feature elements that can be found on the left-hand side of the page. These features enhance the content of the document and include such elements as: Citations, 2D/3D standards, Revision History, Citing References, etc.
  - **Data Sets** are available for tables in publications that have been converted to XML.
  - **Cross References** are available with one click.
  - **Revisions** offer a list of the current version of the document (and revisions). Some standards in SAE offer Redlining that will display the content that has been changed

from one version of the document to the next. While not all standards currently offer redlining, additional content is being updated daily.

- **Citing References** will display available references contained within the document.

2. **Document Action Items:** Across the top, the document action items include:

- **Export** document metadata and available citations.
- **Download** a document quickly in the available formats.
- **Purchase** a document if it is not currently a part of your subscription
- **Print** either the entire document or utilize the ability to select specific document sections to print
- **Favorite** is a part of the Dashboard, covered in Section 5, and allows you to Favorite an item and save it to a personalized folder on the Dashboard.
- **Share** the document details quickly and easily via email.
- **Check My Access** appears when not logged into a subscription.

3. **View/Annotate/Preview:**

- **Preview** is associated with a document that is currently not available in your subscription and allows the ability to preview several pages of content to make informed decisions regarding a purchase.
- **View/Annotate** allows for the viewing of the XML version of the document along with annotations.

4. Content Enhancement Icons are used to convey interactive elements within content



SAE MOBILUS® currently has AMS Standards that have dynamic redlining. We are adding this functionality to our standards on a continual basis. Dynamic redlining offers a visual markup to revised standards that display the changes between revisions.



Many Technical Papers have the option to View/Annotate from the summary and detail page. The annotations that you make are automatically saved to the Dashboard Annotation folder. When you select a document to annotate, an XML version of the document will open. The header of the document contains 4 options:



The SAE Aerospace Standards configurator, provided by CADENAS PARTsolutions, generates a 2D and 3D preview of the specific standard desired, including the ability to interactively configure the standard part parameters such as diameter, length, etc., resulting in a fully defined SAE AS part number. In addition, the parts can be downloaded in many 2D/3D computer-aided design (CAD) and graphics formats for use within CAD or other downstream applications.



Tables within publications that have been converted to XML are available as downloadable datasets.

## 6. YOUR PERSONAL DASHBOARD

The Dashboard is your place to customize the SAE MOBILUS® platform for your specific needs. Create folders, organize documents, and save searches. The Dashboard requires a personal login so that the customization made is accessible and applied to you individually.

The credentials for the Dashboard are the same credentials that you utilize for access to mySAE, My TechZone, Conference Registrations and other SAE related sites. If you do not have credentials, you may register for a free Dashboard account using the available registration option.

To log in to the Dashboard:

1. Select the “Dashboard” tab, and login to the Dashboard using your existing mySAE username and password. If you do not have a mySAE username and password, select the “Register Now” option to create an account.

**SAE MOBILUS**

SELECT LANGUAGE | HELP | LOGIN

SAE MOBILUS HOME | SEARCH | **DASHBOARD** | KNOWLEDGE HUBS | BROWSE | HELP

Enter keyword, authors, product code... In: Metadata + Full Text | SEARCH | Advanced Search

### SAE MOBILUS Dashboard

Don't have an SAE Dashboard Account? Registering is free and allows you the opportunity to customize the SAE MOBILUS platform for your unique needs. Create personal project folders, Favorite publications for quick access, make personal annotations and so much more. Register today!

**Already registered? Log in below:**

Email Address:

Password:

☐ Remember Me

[FORGOT PASSWORD?](#)

**Register for your free SAE MOBILUS Dashboard account.**

**WHAT IS THE SAE MOBILUS DASHBOARD?**

**SAE MOBILUS TUTORIALS: Dashboard**

**DASHBOARD OVERVIEW**

[Dashboard Tutorial Video](#)

The Dashboard of SAE MOBILUS requires a personal login. Your personal login allows you to customize your experience by saving searches, creating project folders, annotating publications and much more.

**DASHBOARD FEATURES**

[Custom Annotations](#)

View online versions of documents and incorporate your own personal annotations.

[Project Folders](#)

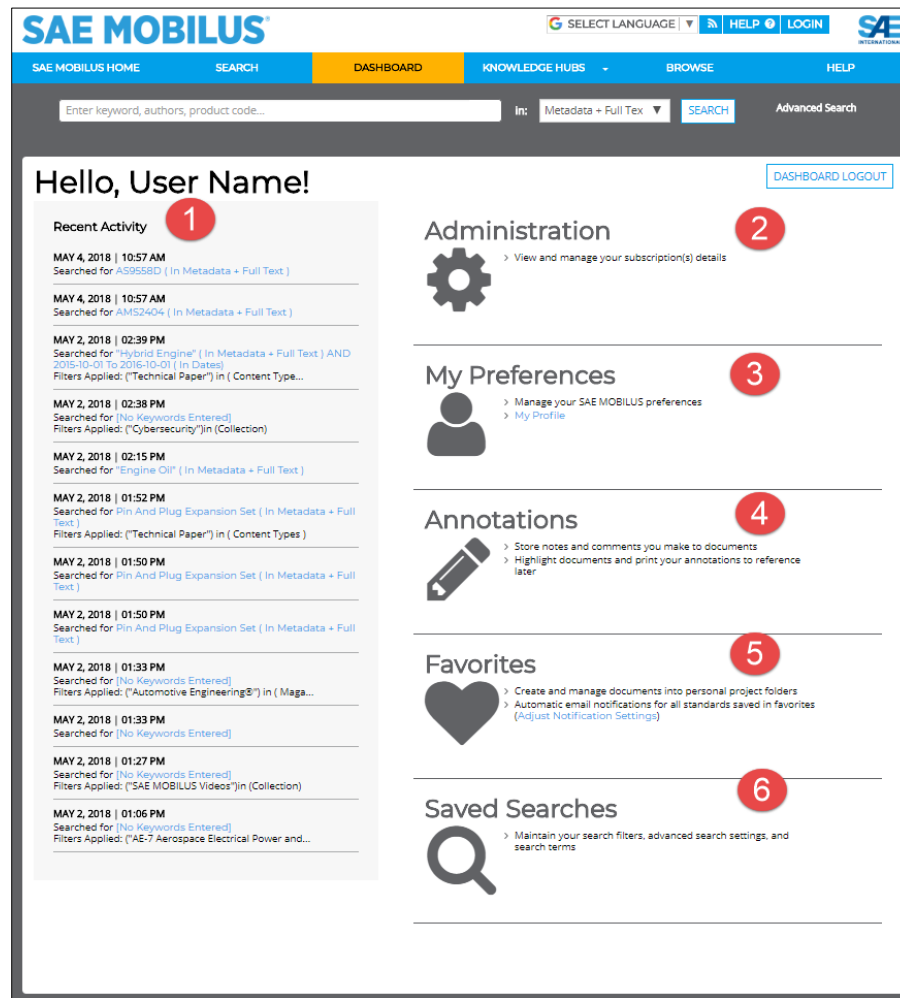
Create unlimited project folders and add documents that you favorite for quick.

[Saved Searches](#)

Save searches that you have conducted, complete with applied filters, to quickly and easily continue research or find new publications that match your criteria.



## 6.1 Tour of the Dashboard



1. **Recent Activity:** The recent activity displays a list of keyword searches that the user recently conducted on the SAE MOBILUS® platform.
2. **Administration:** If you are an SAE MOBILUS Administrator, information regarding testing IP, collections and usage reporting will be found here. These tools can be used to check basic access issues. SAE MOBILUS will check a username and password, or IP address for authentication. If you experience access issues to your subscription, an easy to use tool is provided to test your authentication.
3. **My Preferences:** Allows you to manage your SAE MOBILUS® preferences including Alerts and Notifications.
4. **Annotations:** Many Technical Papers have the option to "View/Annotate" from the summary and detail page. Any annotation made will be automatically saved to the "Annotations" folder.

5. **Favorites:** You can tag documents as “Favorites” in SAE MOBILUS®. Once the document is classified as a Favorite, you can save the document to personally created and named folders found within the “Favorites” folders.
6. **Saved Searches:** If there are searches that you routinely conduct, you can save them to the Dashboard, “Saved Searches”.

### 6.2 Administration

The Administrator Portal is covered in detail in Section 3 of this document.

### 6.3 My Preferences: Alerts and Notifications

We know that knowing when a standard is revised or additional content is added to the SAE MOBILUS® technical resource platform is important to you. You need the latest revision to make changes to a project, or have awareness of new publications to make informed decisions. That is why in May 2018, Alerts and Notifications were introduced to SAE MOBILUS® standards and saved searches.

#### Publication Notification: Standards

Alerts are currently available for standards in the SAE MOBILUS® platform. By setting an alert for a standard, you will receive a notification when a revision for the standard is available. This functionality replaces the previous Doc Watch functionality.

An improvement from the Doc Watch experience is the ability for you to set the frequency of the notification to meet your needs. An Alert Standard Card frequency are:

- Daily: Sent at the end of the day if a change to the publication has occurred
- Weekly: Sent on Sunday for publications that had a change the week prior
- Monthly: Sent at the end of the month for publications that had a change within the current month

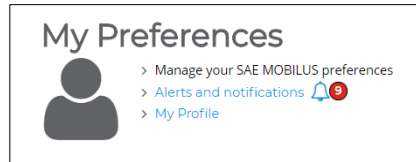
#### Saved Search Notifications

Saved search alerts will notify you when additional content is added to the SAE MOBILUS® platform that matches the key term and all criteria of the saved search. A Saved Search Alert Card frequency are

- Daily: Sent at the end of the day if a change to the publication has occurred
- Weekly: Sent on Sunday for publications that had a change the week prior
- Monthly: Sent at the end of the month for publications that had a change within the current month

## 6.4 Managing Alerts and Notifications

When logged into the Dashboard, the ability to manage your Alerts and Notifications is available under My Preferences. Look for a bell icon throughout the platform as an indicator that you can set an alert.



### Notification Inbox

You will receive a notification for an alert through the SAE MOBILUS® Dashboard and via email. The platform indicator will appear in both the Dashboard tab, and another indicator will appear in the Dashboard preferences, as shown above.

The frequency that you receive the notifications will be based on the frequency that you select when setting an alert. You can change the frequency at any time.

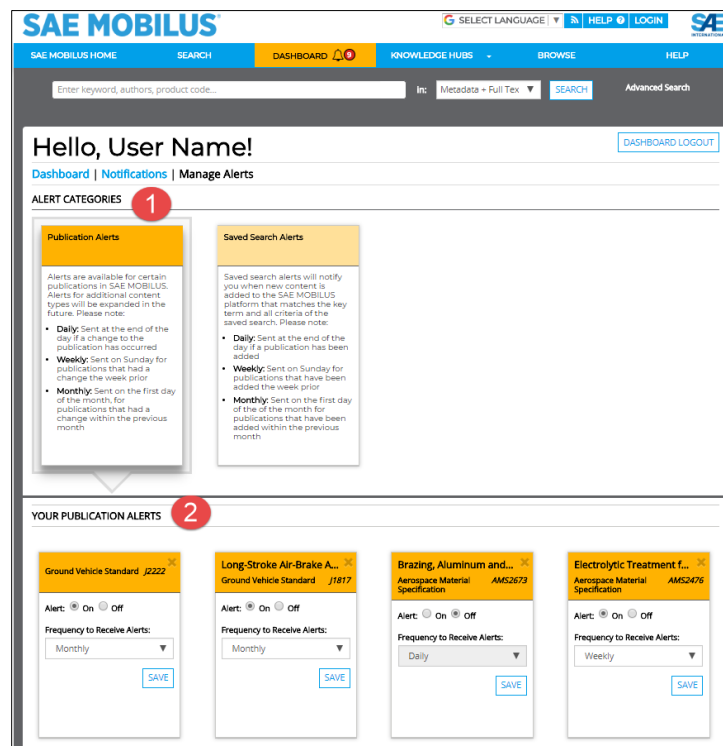
The Notification Inbox will organize your Notification Cards by “This Week”, “Last Two Weeks” and “Older”. Basic sorting and filters are available, and will be expanded upon as additional Alert functionality is added to the platform. A Notification Card will remain until you delete it from the Inbox.

At the top right of the Notification Inbox, is the “Manage Alerts” option. The ability to turn alerts on and off, change the frequency and delete alerts is available through the manager.

## Manage Alerts

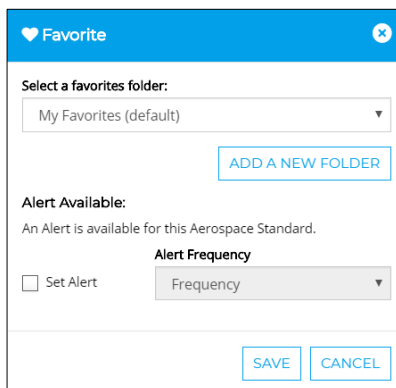
“Manage Alerts” allows you the opportunity to delete alerts, turn alerts on and off, and adjust the notification frequency. The top half of the page, (1) Alert Categories, depicts an Alert Card for each alert option that is currently available in the SAE MOBILUS® platform. Selecting a card for each alert category causes the (2) Alert Cards that you have set to appear in the bottom portion of the page.

From the Alert Cards, you are able to adjust the frequency, turn an alert on or off, and even delete an alert. There is no limitation to the number of alerts that you can set.



## How to Set Alerts

There are various locations throughout the SAE MOBILUS® platform that allow you the opportunity to set an Alert and Notification for a Standard.



### 1. Favoriting a Standard

When favoriting a standard, an option to set an alert will be available. The frequency of the alert can be set, and any changes made in the Alert manager as described above.

An icon will appear in the search results and on the Summary and details of the Standard as a visual indicator that an alert is set.

## 2. Favorite Folders

If you do not set an Alert when you save a standard as a “Favorite”, you will have an opportunity from your “Favorite Folders”. Any standard located in a Favorite Folder will have a gray bell next to it to indicate an alert is possible. Selecting the bell, opens an alert card that will allow you to set the frequency.

An icon will appear in the search results and on the Summary and details of the Standard as a visual indicator that an alert is set.

Hello, User Name!

DASHBOARD LOGOUT

Dashboard | Favorites | Hydraulic

Sort: Recently Added

Rename Folder

Archive Folder

Delete Folder

Delete	Document Number	Alerts	Title	Date Added
	17AERP12_08		Processing and Characterization of Lightweight Syntactic Materials	2018-04-18
	AS1975SUP1		Hose Assembly, Polytetrafluoroethylene, Para-Aramid Reinforced, 3000/4000 psi, 275 °F, Standard Duty, Hydraulic, Aircraft systems (Supplement I)	2018-04-18

## 7 TECHNICAL SUPPORT

### 7.1 Contact Support

If you are experiencing problems with SAE MOBILUS®, please contact support using one of the methods outlined below.

**Option 1:** Within SAE MOBILUS®

Select HELP from the menu bar to go to the Help Portal. The Help portal contains not only helpful information, but a link in the left navigation to “Contact Support”

**Option 2. Contact Customer Sales**

Phone: 1 – 724-772-4086  
Fax: 724-776-3087  
E-mail: [customersales@sae.org](mailto:customersales@sae.org)

**Option 3:** Technical Assistance

Phone: 724-776-4970 (8:30 a.m.- 5:00 p.m. USA Eastern Time)  
Fax: 724-772-4891  
Email: [epdtech@sae.org](mailto:epdtech@sae.org)

For prompt results, please be prepared to provide browser, Internet connection, and hardware/software information.

### 7.2 Content Usage Monitoring

The downloading of PDF documents (full-text) is a popular feature of SAE International's online subscription products. To protect our intellectual property (IP), we monitor the download rates of our customer accounts; comparing their download activity to established benchmarks of typical activity. If these limits are exceeded, we temporarily restrict access in a targeted way so as to affect the user's access in a minimally invasive way.

The system is designed to protect our IP but also to identify whether any users are gaining unauthorized access to content. This is a valuable service we provide our customers, as it can identify security breaches to their private networks.



In addition, we monitor usage for systematic downloading of documents which can include:

- Logging in, taking one document, and repeating in a high volume over an extended period of time. A user would typically browse, search, and download in short period of time.
- Downloading of large numbers of documents, quicker than a user can browse and click. This includes several requests per second for downloads, from the same user session.
- Downloading of a large volume (thousands) or sequentially numbered documents. This is a thorough download of documents that is inconsistent with the typical use of an individual user.
- Downloading documents using a third-party tool. These tools typically run independent of the users browsing activities, and often make multiple requests to our server to download one document. A typical user will make one request.

*Note:* Systematic downloading is not indicative to normal use of the library (for legitimate reference or research purposes). If this type of event occurs, we will suspend or deactivate some or all IP addresses and alert the customer to investigate the issue.

## Alert Messages

In most cases, when the document download limits are exceeded, it is accidental. Should that occur, the support team has a communication system in place to assist you as quickly as possible. The communication system comprises a series of emails informing you, the customer administrator, about the issue.

<b>Email Title</b>	<b>Description</b>	<b>SAE Action</b>	<b>Customer Action</b>
<b>SAE MOBILUS Subscription Suspension Alert</b>	One or more IPs exceeded the first download threshold	No action will be taken	None required. Recommend contacting the user(s) at the listed IP address to inform them of the situation
<b>SAE MOBILUS Subscription Reactivation</b>	One or more IPs exceeded the second download threshold	The affected IP is temporarily suspended. Access will be reinstated in 24 hours	Customer to contact the user(s) at the IP address to inform them of the situation and discuss their document needs
<b>SAE MOBILUS Account Deactivation</b>	Three or more IPs exceeded the second download threshold within a 24-hour period	The customer account is suspended until an explanation is provided by the customer	Provide a full explanation via email to SAE on the cause of the issue

<b>SAE MOBILUS Subscription Reactivation</b>	The affected IP or IPs are now able to download full-text documents	The suspended IP or IPs are reactivated	None Required
<b>SAE MOBILUS Account Reactivation</b>	Suspended account has been reactivated	The deactivated account IP or IPs are reactivated	None Required

- **SAE MOBILUS Subscription Alert:** An alert email is a friendly warning to inform you that there may be an issue. The email is triggered when one or more IPs exceeded the first document download threshold. You are not required to contact the SAE MOBILUS support team, but we encourage you to investigate the issue before it escalates to a more serious problem.
- **SAE MOBILUS Subscription Suspension:** When a subscription is suspended, full text access to all documents from a specific IP address has been temporarily suspended. During this time, users accessing SAE MOBILUS from that specific IP will still be able to do so, but they WILL NOT be able to download any documents. Users accessing SAE MOBILUS via other IP addresses will not experience any interruption of service.
- **SAE MOBILUS Subscription Reactivation:** When a subscription is reactivated, full text access to all documents via a specific IPs or IP ranges will be restored. At that time, users accessing the SAE MOBILUS platform will once again have full-text access and will be able to download documents. Typically, this will occur 24 hours after the subscription was suspended.
- **SAE MOBILUS Account Deactivation:** When an account is deactivated, full text access to all documents in the subscription has been temporarily suspended across all IPs and IP ranges. During this time, users accessing the SAE MOBILUS platform will still be able to do so, but they WILL NOT be able to download any documents.
- **SAE MOBILUS Library Account Reactivation:** When an account is reactivated, full text access to all documents in the subscription will be restored across all IPs and IP ranges. At this time, users accessing the SAE MOBILUS platform will once again have full-text access and will be able to download documents.

### 7.3 Authentication Methods

SAE MOBILUS offers three different types of authentication, namely; IP, username and password, and Shibboleth single sign-on; giving our customers a variety of options to manage access to their subscription content. These authentication tools can be combined to suit the needs of our customers.

### IP Authentication

IP authentication is used to identify users requesting access to the SAE MOBILUS® platform via a pre-defined range of outward-facing IP addresses. An IP address represents the location of an organization's computers on the Internet. This technology enables SAE to automatically recognize users belonging to an organization or institution, allowing them instant access to their subscription without the need of a username and password. The result is a streamlined authentication process that saves time (bypassing the conventional login request), by taking a user directly to any specific page in the library. It also reduces the burden on the information manager or librarian by not having to manage multiple users' credentials. An additional advantage of this technology is that SAE is able to monitor your organization's usage for potential unauthorized access. To enable IP authentication contact SAE with a list of IP addresses and/ or ranges that will be used to access your subscription(s). If you are unsure about your IP information, contact your IT team—they will be able to provide you with the correct information.

### Username and Password Authentication

Username and password authentication is a familiar authentication method used to identify users requesting access to the SAE MOBILUS via a pre-defined range of IP addresses. Users accessing SAE MOBILUS® do not have to be within any specific IP range or domain to access their subscription. We currently do not support an automated username and password recovery service; contact SAE to recover or reset a username or password combination. Please note that these credentials are applied across the entire subscription and not to individual users within a subscription. Changing these credentials can only be done by an SAE Administrator.

### Shibboleth Authentication

Shibboleth is a 'single sign-on', or logging-in system for computer networks and the Internet. Primarily (but not exclusively) used by Universities, it allows students to use their University identity (the one they use to access their University Intranet) to access multiple resources that are outside the University network, while preserving their privacy. Adding to this convenience, licensed users can utilize Shibboleth off-site (remotely) to access their SAE MOBILUS® subscription. To know if your institution allows Shibboleth access, check with your Information Manager or Librarian. To date, SAE is a registered Service Provider member with several federations, and will join other country and regional federations as demand arises. To request that SAE becomes a member of a federation covering your region, please contact your SAE representative. To enable Shibboleth authentication for your organization, complete the registration form accessed from the links shown below.

## 7.4 Terminology

You may find the following definitions of terms frequently used in our communications helpful.

- **Account:** Each SAE MOBILUS® has a customer account name and number. When SAE sends an alert message, we identify the account name on the first line of the email. Each account may have one or more subscriptions associated with it. Each subscription has a unique identifying number which will be displayed on all alert emails.

- **Subscription:** Each customer account has one or more subscriptions associated with it. Each subscription has a unique identifying number which will be displayed on all alert emails. Each subscription has a start and end date and defines the product and content available to the customer.
- **IP Address:** IP address is short for Internet Protocol (IP) address. An IP address is an identifier for a computer or device on a TCP/IP network. Networks using the TCP/ IP protocol route messages based on the IP address of the destination. For customers requiring access that is not via username and password login, we assign one or more IP addresses or ranges (supplied by the customer) to their subscription. Access to the SAE MOBILUS® platform is controlled through these IP addresses.
- **Document download:** The transfer of a document from the SAE MOBILUS database to a customer user's computer. The document is typically in the PDF format.
- **Full-text:** We define full-text as the availability of documents that can be downloaded from our database.

### 7.5 Feedback

SAE wants to hear from you regarding SAE MOBILUS®. Please contact [saemobilus@sae.org](mailto:saemobilus@sae.org).

