

Site Administration

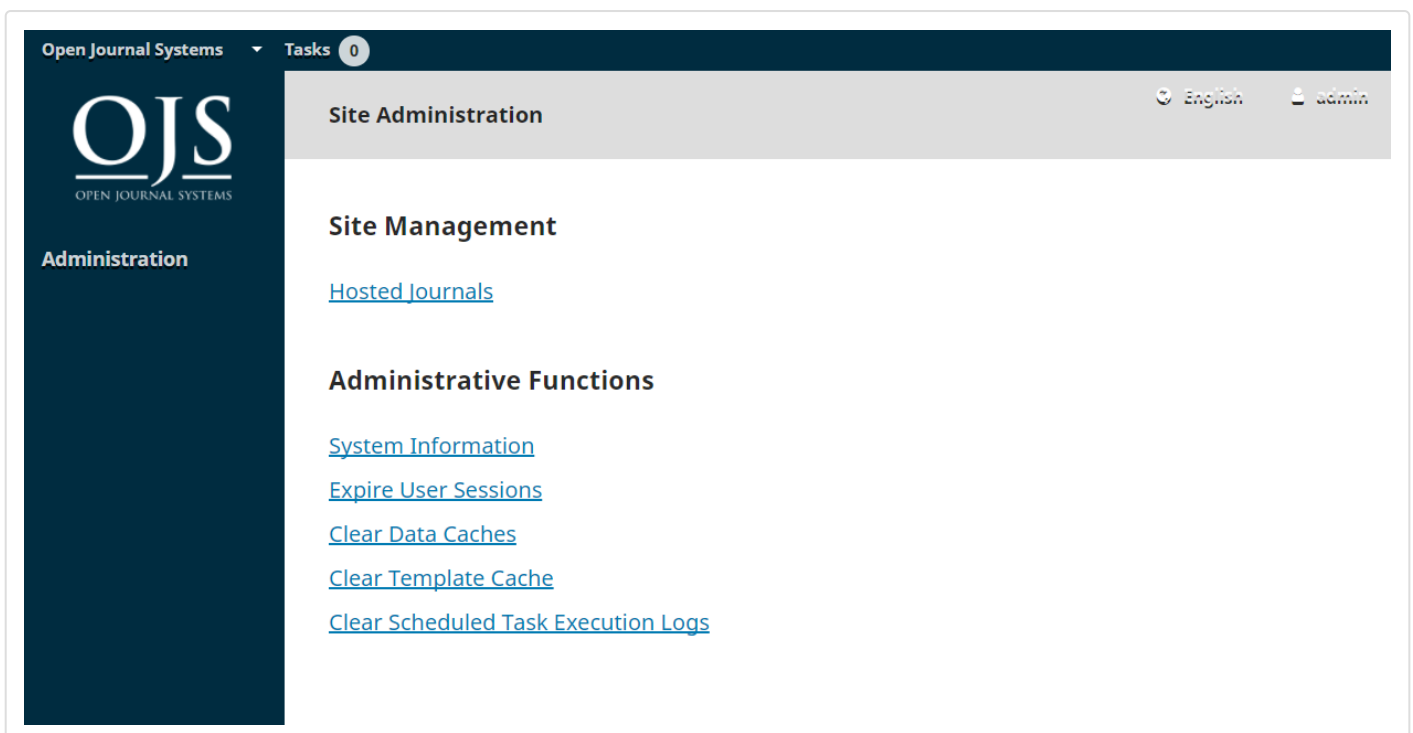
As part of installing OJS, you will have created a Site Administrator user account. When you log into OJS with that account you will have access to Site Administrator settings from the Dashboard.

You will be able to create new hosted journal instances, manage language support across your system, and perform other administrative functions.

More technical information about administering an OJS site, including upgrades, email, statistics, and importing and exporting, is available in the [Administrator's Guide](#).

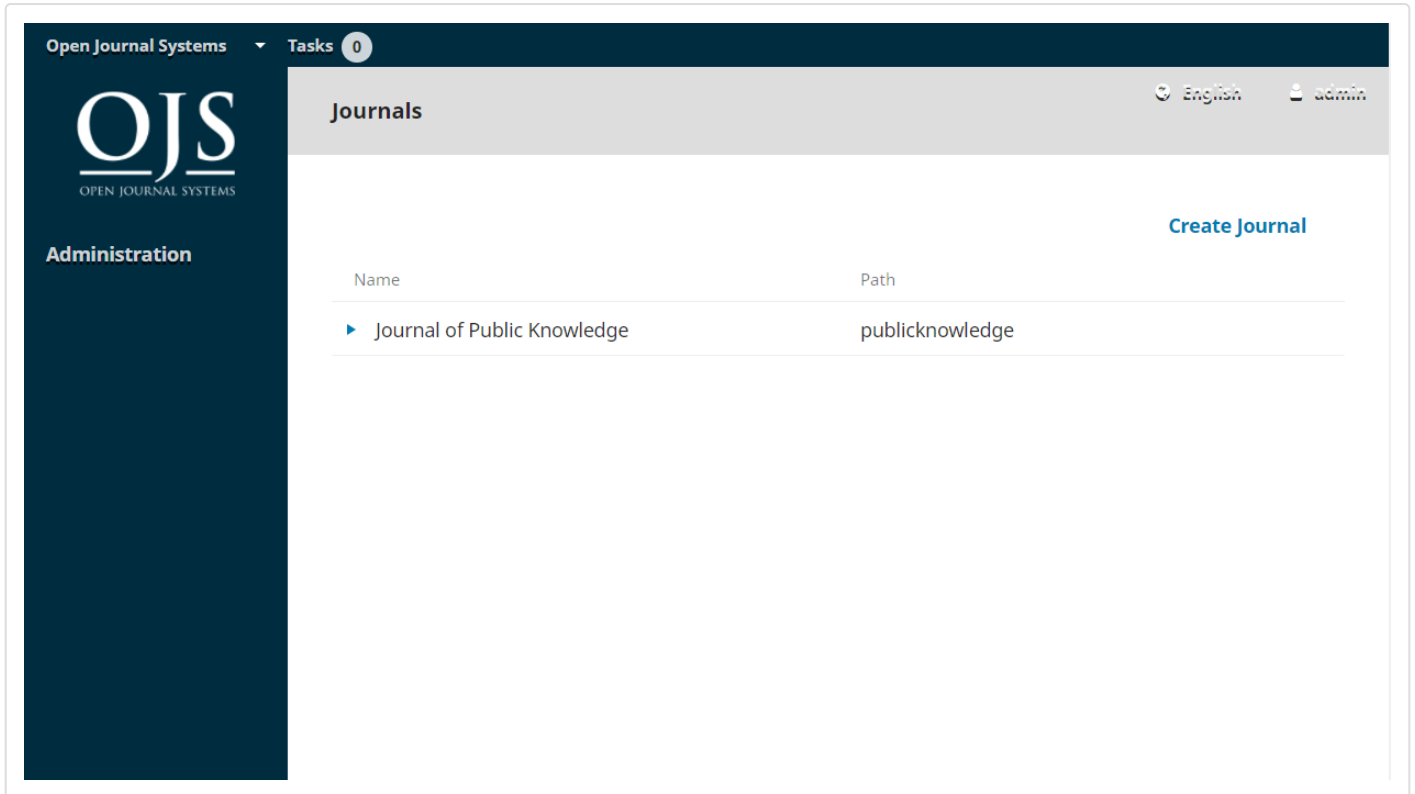
Site Management

To get to Site Management, login as the Site Administrator, and choose Administration from the left menu.



Hosted Journals

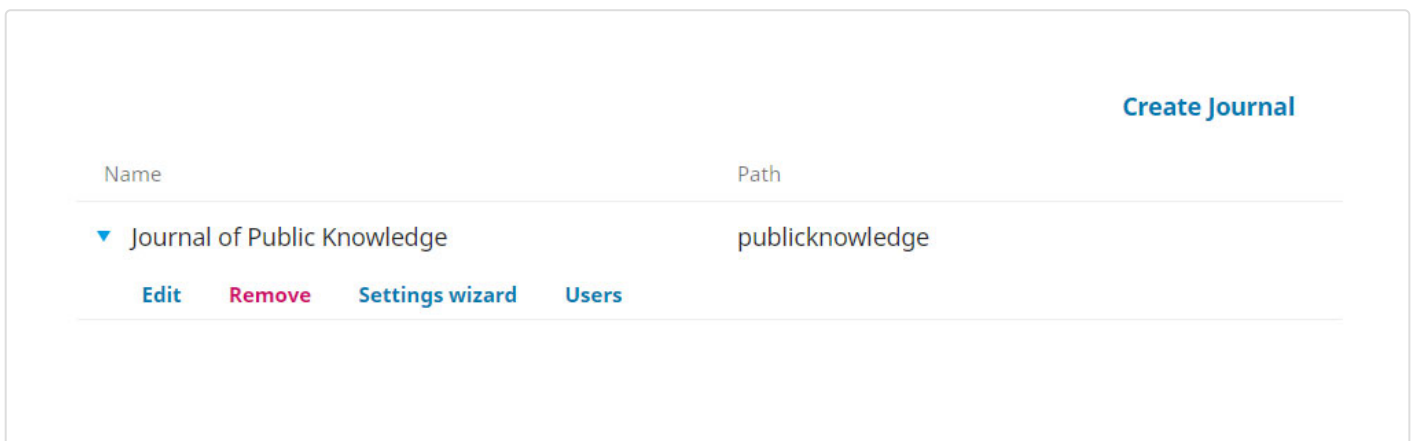
From here, choose Hosted Journals. On the resulting page, you will see all of the journals in this OJS installation. In the example, below, there is only one.



The screenshot shows the OJS Administration interface. The top navigation bar includes "Open Journal Systems" and "Tasks 0". The left sidebar contains the OJS logo and "Administration". The main content area is titled "Journals" and features a "Create Journal" button in the top right. A table lists the journals:

Name	Path
▶ Journal of Public Knowledge	publicknowledge

To edit the existing journal, click on the blue arrow to the left of the journal name. You will see options to edit, remove, or update the settings.



This close-up shows the journal entry from the previous screenshot. The "Journal of Public Knowledge" entry is expanded, revealing a blue downward-pointing arrow to its left and four action links below it: "Edit", "Remove", "Settings wizard", and "Users".

Name	Path
▼ Journal of Public Knowledge	publicknowledge


[Edit](#) [Remove](#) [Settings wizard](#) [Users](#)

Edit will let you change the title, description, or path.

Edit ✕

Journal title *

Journal description



A journal for testing OJS 3.

Path *

This should be a single short word or acronym that identifies the journal. The journal's URL will be <http://journals.sfu.ca/uiux/index.php/path>

Enable this journal to appear publicly on the site

Remove will let you delete the journal from the installation. You will be asked to confirm that you really do want to do this, as it is irreversible.

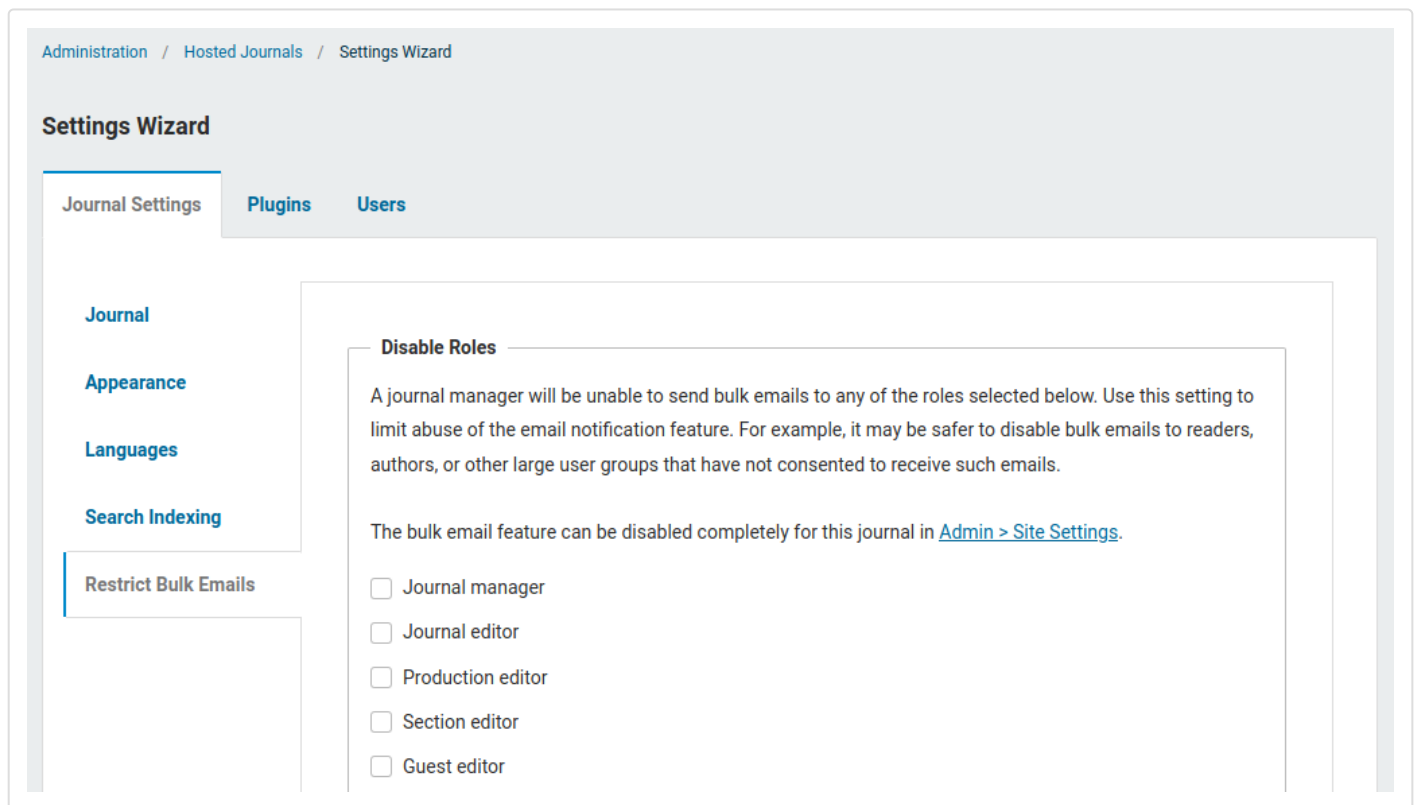
Confirm ✕

Are you sure you want to permanently delete this journal and all of its contents?

Settings wizard

Settings Wizard will take you to the various settings options for that journal.

Restrict Bulk Emails allows the journal administrator to disable the ability to send bulk emails to certain roles. The bulk email feature can be enabled under [Site Settings > Bulk Emails](#). A journal manager will be unable to send bulk emails to any roles that you select under the “Disable Roles” setting. Use this setting to limit abuse of the email notification feature. For example, it may be safer to disable bulk emails to readers, authors, or other large user groups that have not consented to receive such emails.



The screenshot shows the 'Settings Wizard' interface. At the top, there is a breadcrumb trail: 'Administration / Hosted Journals / Settings Wizard'. Below this, the 'Settings Wizard' title is displayed. A navigation bar contains three tabs: 'Journal Settings', 'Plugins', and 'Users'. Under 'Journal Settings', a sidebar lists several categories: 'Journal', 'Appearance', 'Languages', 'Search Indexing', and 'Restrict Bulk Emails'. The 'Restrict Bulk Emails' category is selected, and its content is displayed in the main area. This content includes a sub-section titled 'Disable Roles' with a descriptive paragraph and a list of roles with checkboxes.

Administration / Hosted Journals / Settings Wizard

Settings Wizard

Journal Settings Plugins Users

Journal

Appearance

Languages

Search Indexing

Restrict Bulk Emails

Disable Roles

A journal manager will be unable to send bulk emails to any of the roles selected below. Use this setting to limit abuse of the email notification feature. For example, it may be safer to disable bulk emails to readers, authors, or other large user groups that have not consented to receive such emails.

The bulk email feature can be disabled completely for this journal in [Admin > Site Settings](#).

- Journal manager
- Journal editor
- Production editor
- Section editor
- Guest editor

We'll go over the remaining settings in detail in the Settings chapters.

Settings Wizard



Masthead

Contact

Appearance

Submission

Indexing

Users

 Help

Journal Name *

Journal initials *

Journal Abbreviation

Publisher

The name of the organization publishing the journal may be included in metadata provided to third-party archival bodies.

ISSN

The ISSN (International Standard Serial Number) is an eight-digit number which identifies periodical publications as such, including electronic serials. It is managed by a world wide network of National Centres coordinated by an International Centre based in Paris, backed by Unesco and the French Government. A number can be obtained from the [ISSN web site](#). This can be done at any point in operating the journal.

Online ISSN

Print ISSN

Users will allow you to add and manage users associated with this journal.



Current Users			Q Search	Add User
First Name	Last Name	Username	Email	
▶ admin		admin	pkpadmin@mailinator.com	
▶ Karim	Al-Khafaji	kalkhafaji	kalkhafaji@mailinator.com	
▶ Rana	Baiyewu	rbaiyewu	rbaiyewu@mailinator.com	
▶ Daniel	Barnes	dbarnes	dbarnes@mailinator.com	
▶ Stephanie	Berardo	sberardo	sberardo@mailinator.com	
▶ David	Buskins	dbuskins	dbuskins@mailinator.com	
▶ Leo	Christopher	lchristopher	lchristopher@mailinator.com	

Back on the Hosted Journals page, you can use the Create Journal link to add a new journal to this OJS installation. From the resulting form, fill in the fields with the new information.

Create Journal



You will automatically be enrolled as the manager of this journal. After creating a new journal, you will be redirected to its settings wizard, to complete the initial journal setup.

Journal title *

Journal description

Rich text editor toolbar: **B** *I* U x^2 x_2

This is a test journal used for documenting OJS 3.

Path *

This should be a single short word or acronym that identifies the journal. The journal's URL will be <http://journals.sfu.ca/uiux/index.php/path>

Enable this journal to appear publicly on the site

Note: If you do not want the new journal to be visible yet, uncheck the *Enable this journal to appear publicly on the site* box.

Site Settings

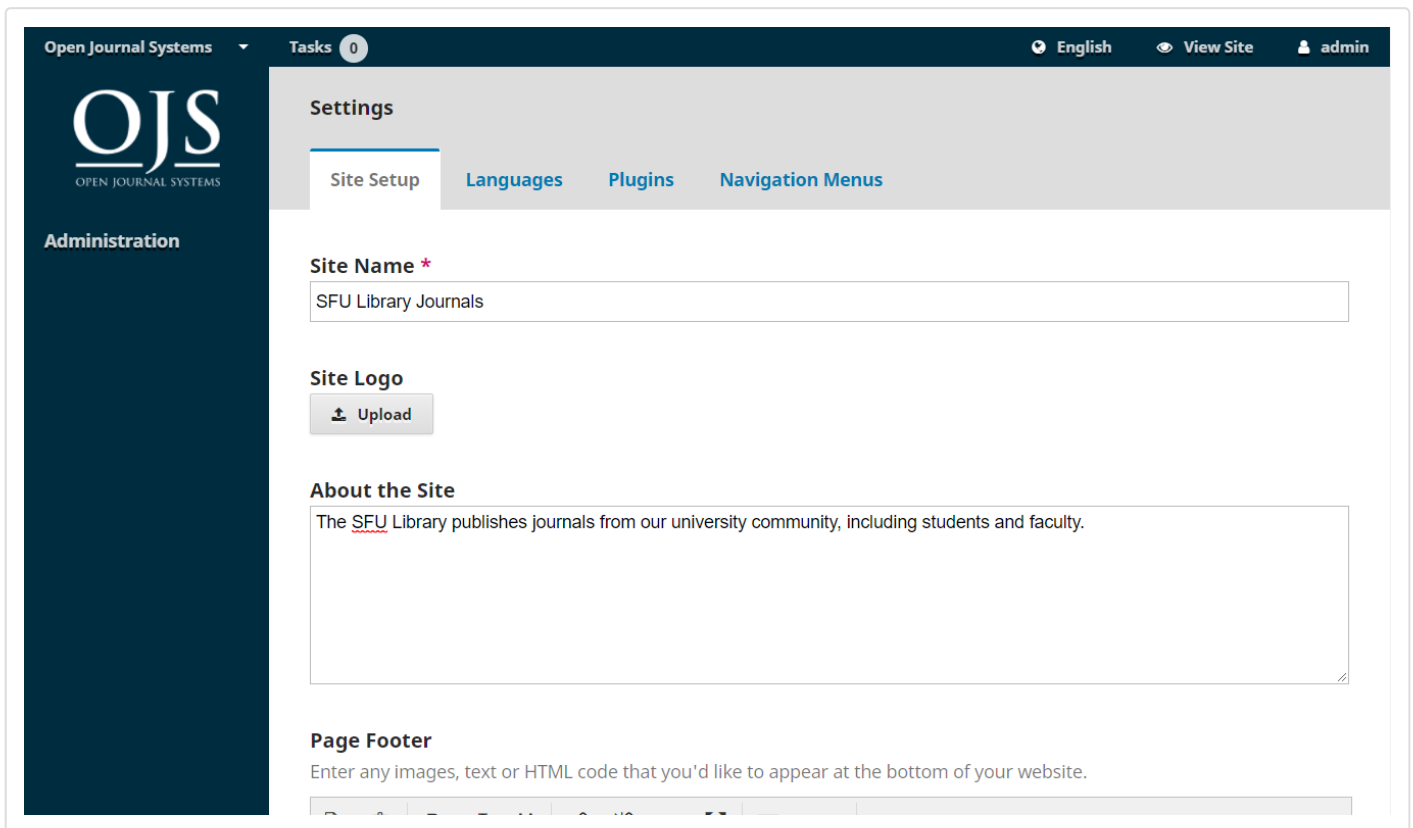
This section will appear if you have two or more journals, and allow you to add information regarding your overall OJS installation, not individual journals.

Site Setup

This includes the name of your site, a site logo, an introductory statement about your site, a site footer, a redirect option (if you only plan to have one journal on this

installation), contact information, a minimum password length for registered users, style sheet and theme options, and sidebar management.

You will have the opportunity to provide details about your individual journal(s) at a later stage.



The screenshot displays the OJS Administration interface. The top navigation bar includes 'Open Journal Systems', 'Tasks 0', 'English', 'View Site', and 'admin'. The left sidebar features the OJS logo and 'Administration'. The main content area is titled 'Settings' and has tabs for 'Site Setup', 'Languages', 'Plugins', and 'Navigation Menus'. The 'Site Setup' tab is active, showing the following sections:

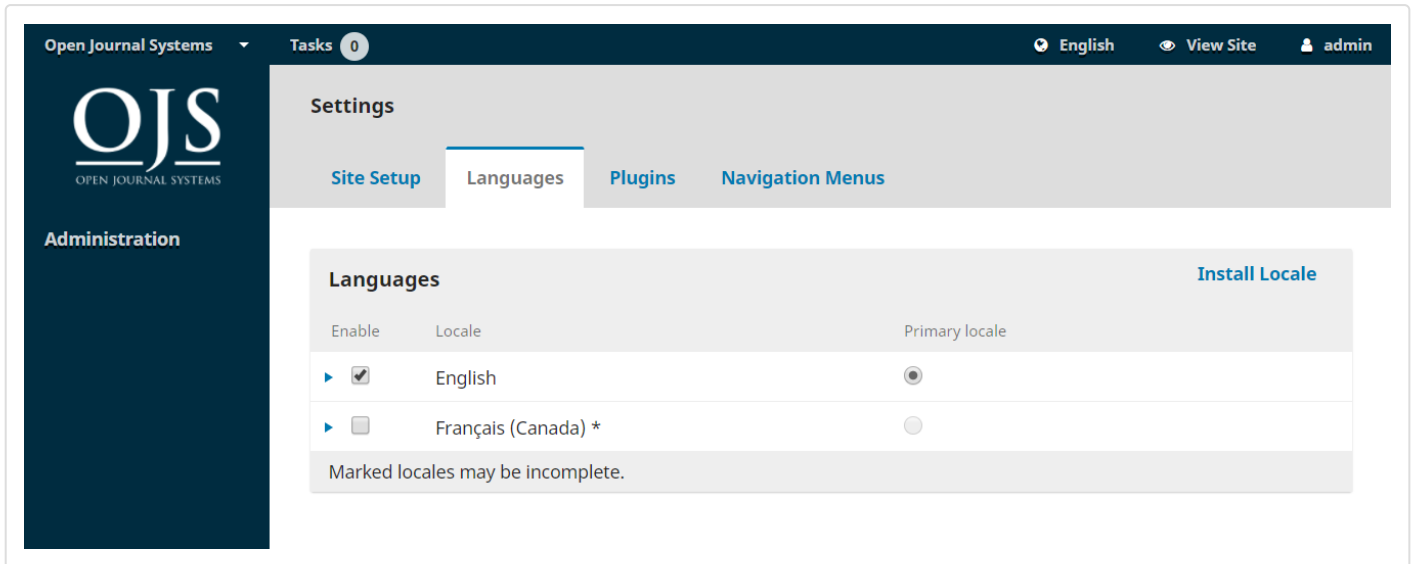
- Site Name ***: A text input field containing 'SFU Library Journals'.
- Site Logo**: An 'Upload' button with a file icon.
- About the Site**: A text area containing the text 'The SFU Library publishes journals from our university community, including students and faculty.'
- Page Footer**: A text area with the instruction 'Enter any images, text or HTML code that you'd like to appear at the bottom of your website.'

Languages

OJS is designed to be a multilingual system, allowing journals supporting a wide variety of languages to be hosted under a single site. When you install OJS, you can select one or more languages for your site.

The Site Administrator can set the default language of the site and install additional locales to make other languages available for use by journals. Journal Managers can then manage their own language settings under Website Settings > Languages. See the [Website Settings chapter](#) for details.

Under Administration > Site Settings > Languages you can see a list of languages that are installed on your site, enable languages, and set any language as the Default Locale, which means it is the language that users will first see when first visiting the site.



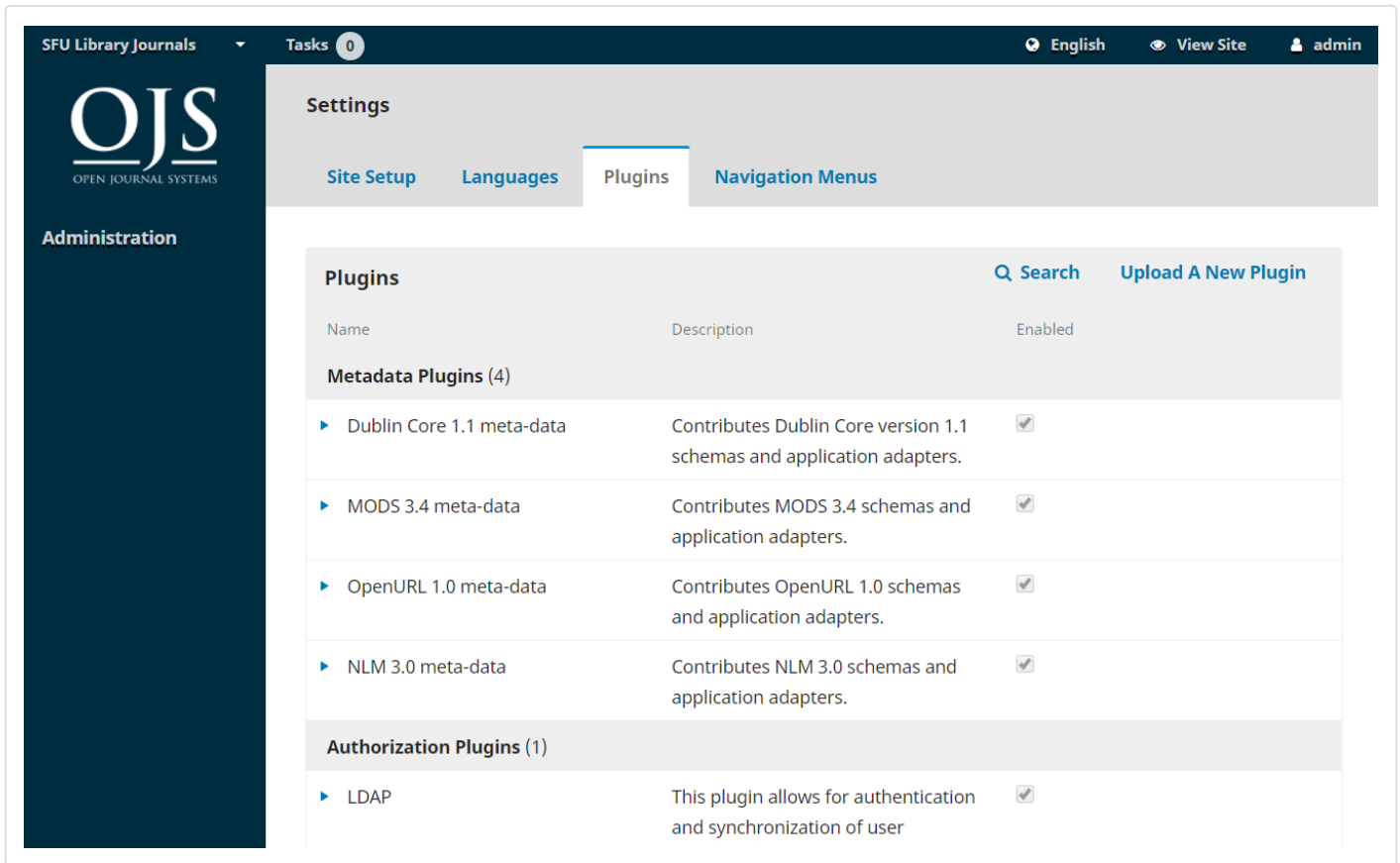
To add another language:

1. Click Install Locale
2. Check off the locales you would like to install
3. Click Save

After installing the new locale, you will have to enable it on the Site Settings > Languages page. Further configuration of the language's availability on the site can be done under Website Settings > Languages by a Journal Manager. See the [Website Settings chapter](#) for details.

OJS 3 doesn't yet have as many translations as OJS 2, but we expect to have more contributed over time. Contributions are always welcome.

From here, you can choose to enable or disable various plugins, making them available (or not) to all of the journals on this OJS installation.



The screenshot shows the OJS Administration interface. The top navigation bar includes 'SFU Library Journals', 'Tasks 0', 'English', 'View Site', and 'admin'. The left sidebar contains the OJS logo and 'Administration'. The main content area is titled 'Settings' and has tabs for 'Site Setup', 'Languages', 'Plugins', and 'Navigation Menus'. The 'Plugins' tab is active, displaying a table of installed plugins. The table has columns for 'Name', 'Description', and 'Enabled'. There are two sections: 'Metadata Plugins (4)' and 'Authorization Plugins (1)'. All listed plugins are enabled.

Name	Description	Enabled
Metadata Plugins (4)		
▶ Dublin Core 1.1 meta-data	Contributes Dublin Core version 1.1 schemas and application adapters.	<input checked="" type="checkbox"/>
▶ MODS 3.4 meta-data	Contributes MODS 3.4 schemas and application adapters.	<input checked="" type="checkbox"/>
▶ OpenURL 1.0 meta-data	Contributes OpenURL 1.0 schemas and application adapters.	<input checked="" type="checkbox"/>
▶ NLM 3.0 meta-data	Contributes NLM 3.0 schemas and application adapters.	<input checked="" type="checkbox"/>
Authorization Plugins (1)		
▶ LDAP	This plugin allows for authentication and synchronization of user	<input checked="" type="checkbox"/>

Navigation Menus

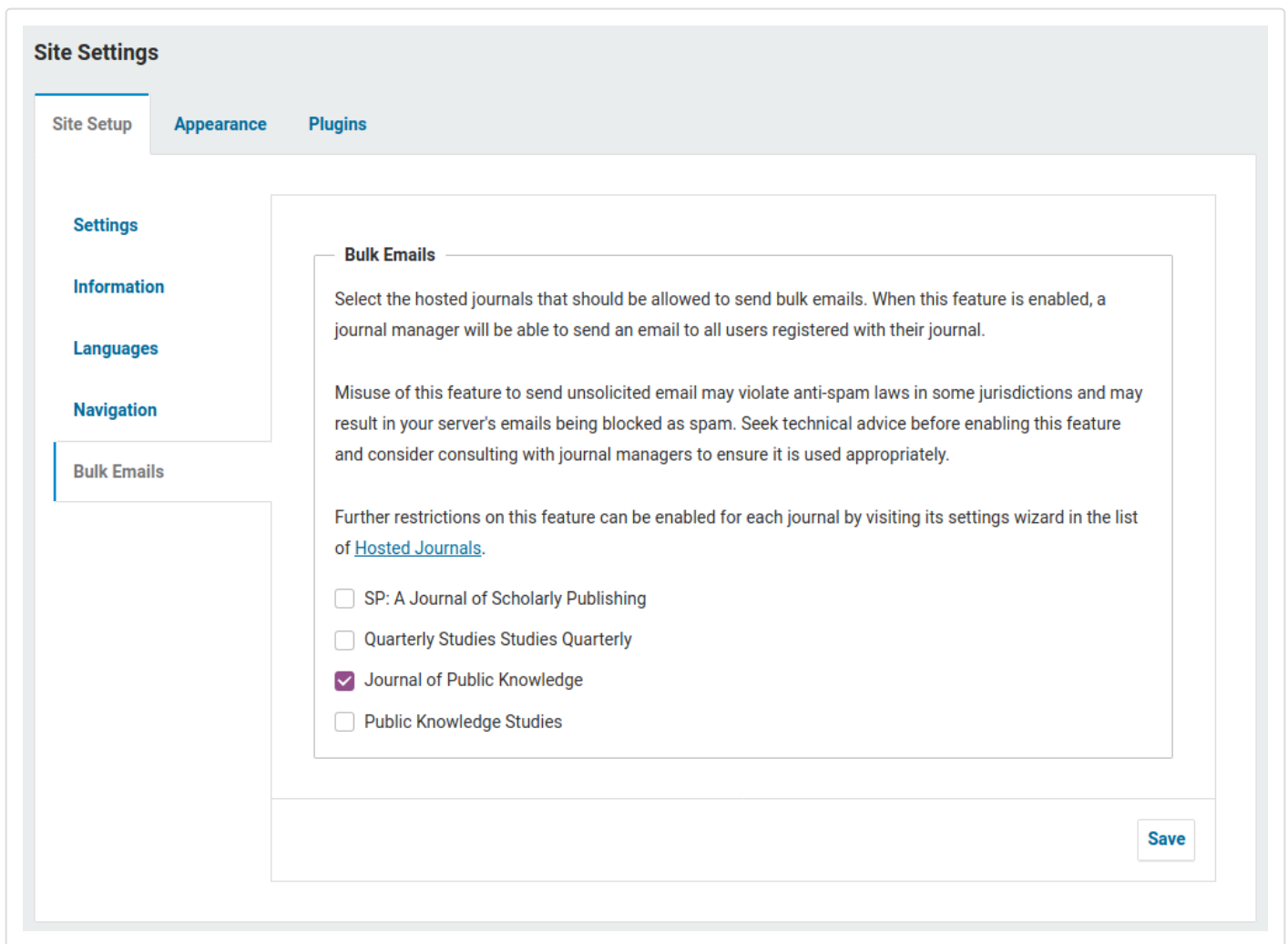
Use this section to modify your site-wide menus. You can learn more about configuring menus in the Website Settings chapter.

The screenshot displays the OJS Administration interface. On the left is a dark sidebar with the OJS logo and the word "Administration". The top navigation bar includes "Open Journal Systems", "Tasks 0", "English", "View Site", and "admin". The main content area is titled "Settings" and has tabs for "Site Setup", "Languages", "Plugins", and "Navigation Menu". A "Help" button is visible in the top right. Under the "Navigation Menu" tab, there is a section titled "Navigation Menu" with an "Add Menu" button and a list containing a single item: "User". Below this is another section titled "Navigation Menu Items" with an "Add item" button and a list of items: "Register", "Login", "{\$loggedInUsername}", "Dashboard", "View Profile", "Administration", and "Logout".

Bulk Emails

OJS 3.3 has the option to allow bulk emails to be sent to several user groups in a journal at one time. See [Users and Roles > Email Users](#). As the site administrator, you can use the site settings to select the hosted journals that will be allowed to send bulk emails.

Note that misuse of this figure to send unsolicited email may violate anti-spam laws in some jurisdictions and may result in your server's emails being blocked as spam. Seek technical advice before enabling this feature and consider consulting with journal managers to ensure it is used appropriately.



It is possible to disable sending bulk emails to certain roles for individual journals under [Hosted Journals](#) > Settings Wizard.

Next Steps

Once you've created a journal and configured the site settings, you may want to create a user account for the Journal Manager or Editor – see the [Users and Roles](#) chapter for details.

Administrative Functions

This section provides detailed information about the server on which your OJS installation is running.

SFU Library Journals Tasks 0 English View Site admin

OJS
OPEN JOURNAL SYSTEMS

Administration

Site Administration

Site Management

- [Hosted Journals](#)
- [Site Settings](#)

Administrative Functions

- [System Information](#)
- [Expire User Sessions](#)
- [Clear Data Caches](#)
- [Clear Template Cache](#)
- [Clear Scheduled Task Execution Logs](#)

System Information

Use this section to find out details about the server running your installation.

SFU Library Journals Tasks 0 English View Site admin

OJS
OPEN JOURNAL SYSTEMS

Administration

System Information

Current version: 3.0.2.0 (October 2, 2017 - 07:31 PM)

[Check for updates](#)

Version history

Version	Major	Minor	Revision	Build	Date installed
3.0.2.0	3	0	2	0	2017-10-02

Server Information

Setting Name	Setting Value
OS platform	Linux
PHP version	5.6.27
Apache version	Apache
Database driver	mysql

OJS Version information shows which version is currently installed, and your version history including any upgrades. You can click the Check for updates link to see if you are using the most recent version of OJS.

The Server Information provides details about the server environment hosting your OJS installation.

The OJS Configuration section displays all of the configuration options and their values as they are in *config.inc.php*.

You can find more information about *config.inc.php* configuration parameters in the file itself.

The final section on this page displays additional server information: your operating system, PHP version, server and database information. You can also view extended PHP information by clicking the Extended PHP information link (this displays the output of `phpinfo()`)

All of this information can be useful when trying to troubleshoot a problem.

Expire User Sessions #

Clicking *Expire User Sessions* immediately clears all active user sessions in the system, requiring any user that is currently logged in to sign in to the system again. This can be useful before an upgrade, to ensure all users are logged out.

Clear Data Caches #

Clicking *Clear Data Caches* clears all cached data, including locale information, help cache, and search cache. This function may be useful to force data to be reloaded after customizations have been made.

Clear Template Cache #

Clicking *Clear Template Cache* clears all cached versions of HTML templates. This function may be useful to force templates to be reloaded after customizations have been made.

Clear Scheduled Task Execution Logs #

If scheduled tasks have been enabled for your journal, clicking *Clear Scheduled Task Execution Logs* will delete the task execution log files from your server. The execution log files include dates that correspond to previously completed scheduled tasks (e.g. sending automatic email review reminders).