

Outside Tool Account Settings

Created: February 27, 2008; Updated: June 21, 2023.

The Outside Tool Account Settings is a Web module that is password-protected and it is used to manage [Outside Tool](#) accounts. In the Outside Tool Account Settings, users can manage:

- Contact Information
- Basic Settings
- Outside Tool Icon Settings
- Usage Statistics

To **login** into the Outside Tool Account Settings module:

1. Go to the [login portal](#)
2. Log in with your library's Username and Password. Both Username and Password are case sensitive. If you have forgotten your password, click on "I forgot my password," your library's password will be sent to the e-mail address(es) registered with LinkOut.

The screenshot shows the LinkOut logo at the top left. Below it is the title "Outside Tool Account Settings Login". A paragraph explains that the pages are password-protected and only available to libraries that participate in Outside Tool, with a link to "LinkOut Help: Outside Tool". A note states "Note: User name and password are case sensitive." Below the note are two input fields: "User Name:" and "Password:". A blue "Sign In" button is positioned below the fields. At the bottom left, there is a link "Forgot your password?" with a red arrow pointing to the right.

If you do not remember your library's Outside Tool username, go to the [Outside Tool provider list](#).

Manage Outside Tool

Outside Tool allows an institution to place a link on every PubMed record. This link points back to a resource offered by the institution for their users.

Contact Information

The contact information is used only by the LinkOut Team and is not publicly available. It is important to keep this information current because the library contact is the recipient of the “I forgot my password” automated e-mail and to allow the LinkOut team to contact you in the event of a problem with your account.

1. Click **Add/Edit Contacts** to see your current contact information. Click **Add/Edit** to edit information.
2. On the next screen you can edit the current information or enter additional contacts by clicking **Add Contact**. When you are finished, click **Save**. Changes will take effect immediately.

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Outside Tool Account Contact Information

[Account Settings](#) | [Contact Information](#) | [View Usage Statistics](#)

*Input fields with a * are required*

Contact Name * Contact Email *

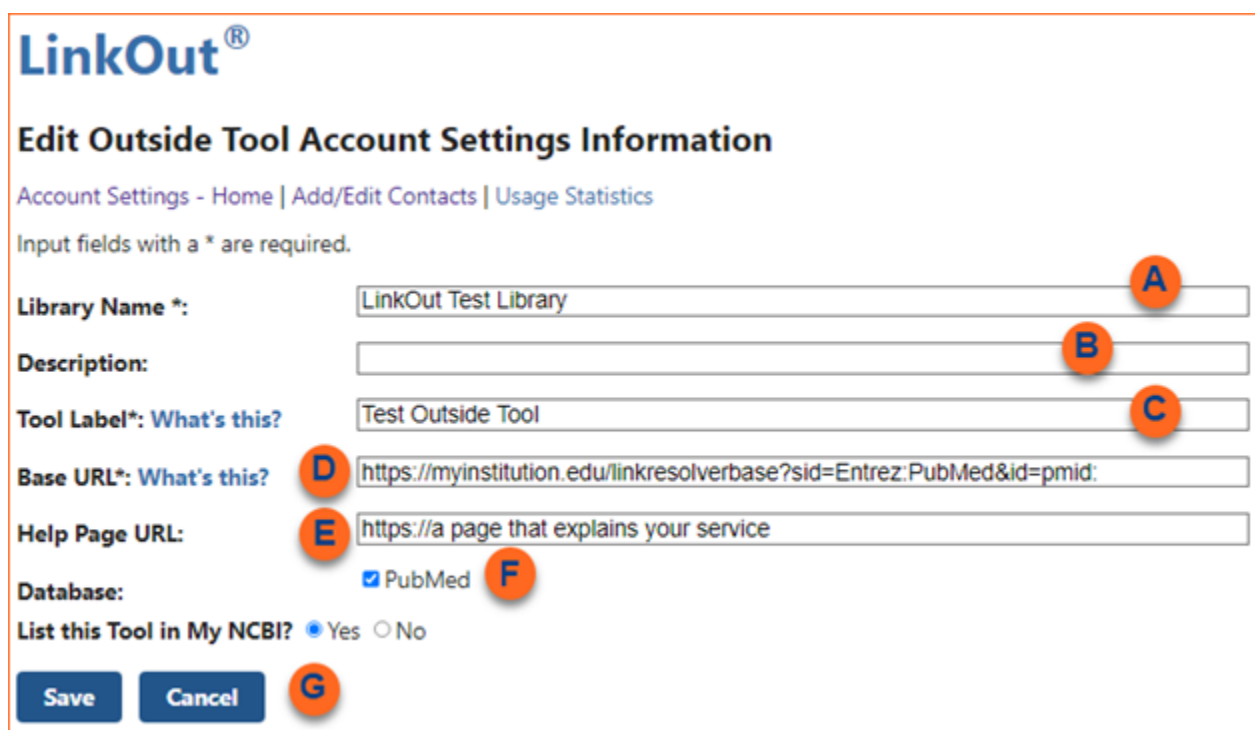
Outside Tool contact name contactemail@yourlibrary.edu **Delete**

Add Contact **Save** **Cancel**

Basic Settings

1. Edit the information as shown in the image below:
 - A. **Library Name:** Verify that your Library Name is correct
 - B. **Description:** Enter a brief description for your library (optional). This information appears in MyNCBI
 - C. **Tool Label:** A short label (less than 50 characters) that identifies your institution and local service in MyNCBI. The label must begin with your institution's name. NCBI reserves the right to adjust this label.
 - D. **Base URL:** Enter your institution's link resolver base URL, right before where the PubMed ID (PMID) number is supposed to go. For example:

https://myinstitution.edu/linkresolverbase?sid=Entrez:PubMed&id=pmid:
 - E. **Help Page URL:** The URL of a HTML help page that explains your service, to be used in My NCBI
 - F. **Databases:** Indicate whether you would like your Outside Tool to be listed in MyNCBI
2. Click **Save (G)**. Updates take effect in PubMed in 48 hours



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Edit Outside Tool Account Settings Information

Account Settings - Home | Add/Edit Contacts | Usage Statistics

Input fields with a * are required.

Library Name *: **A**

Description: **B**

Tool Label*: What's this?: **C**

Base URL*: What's this?: **D**

Help Page URL: **E**

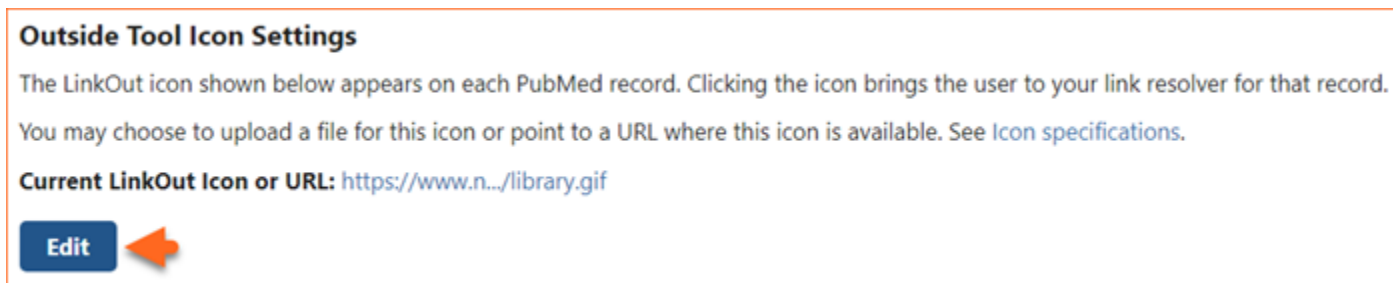
Database: PubMed **F**

List this Tool in My NCBI? Yes No

Save **Cancel** **G**

Outside Tool Icon Settings


- 1 At the bottom of the Outside Tool main page click **Edit** to upload an icon file or enter a URL that leads to your library's icon file.




Outside Tool Icon Settings

The LinkOut icon shown below appears on each PubMed record. Clicking the icon brings the user to your link resolver for that record. You may choose to upload a file for this icon or point to a URL where this icon is available. See [Icon specifications](#).

Current LinkOut Icon or URL: <https://www.n.../library.gif>

Edit 

2. To use the default Outside Tool icon, choose the option **Use the default icon** (See **A** below). This is the default Outside Tool icon: 
3. To provide an image located on a publicly accessible Web server, enter the URL under **Use an icon available on the Internet** (See **B** below). The URL must point directly to the icon file, not to an HTML page.
4. To upload an image file from your computer, choose the option **Upload an icon** and then click on the **Choose File** button (**C** in the image below). A popup window will allow you to browse your computer for the file. Select the gif, jpg, or png file that you would like to upload. Only those image file formats can be used for your library icon.
5. Click **Save** (**D** in the image below).

Add or Edit LinkOut Icon

[Account Settings - Home](#) | [Add/Edit Contacts](#) | [Usage Statistics](#)

Use the options below to specify a LinkOut icon that will be displayed for users to click on to go to your link resolver.

[Learn more about LinkOut icon design requirements](#)

Use the default icon

A

Use an icon available on the Internet

URL:

B

Upload an icon

C

File: No file chosen

Save

Cancel

D

Note: New icon will display on the next business day soon after 2 p.m. Eastern Time.

Usage Statistics

To see the statistics recorded for your library, click **Usage Statistics**. Statistics are kept for the current and the previous year. Statistics can be displayed for daily, weekly, monthly or yearly numbers, and can be downloaded as a CSV file (to MS Excel for example) or as a text file.

Outside Tool Account Settings

Outside Tool displays an icon linked to the article via your link resolver on all PubMed records.

[Account Settings - Home](#) | [Add/Edit Contacts](#) | [Usage Statistics](#)



The following statistics are available:

Total: The aggregation of the number of times users click on Outside Tool links and icons.

Outside Tool: Number of times users click on your library's Outside Tool icon

otool=[outside tool username]: Number of times users click on the special URL with your Outside Tool username. The special URL turns on your library's Outside Tool icon.

Note: Statistics may change during the first 2 weeks that they are available. After 2 weeks, statistics will be stable.