Research Dashboard User Guide: Dashboard Only Accounts

The Taylor & Francis Research Dashboard gives you visibility of all papers from corresponding authors affiliated with your institution on acceptance and allows you to:
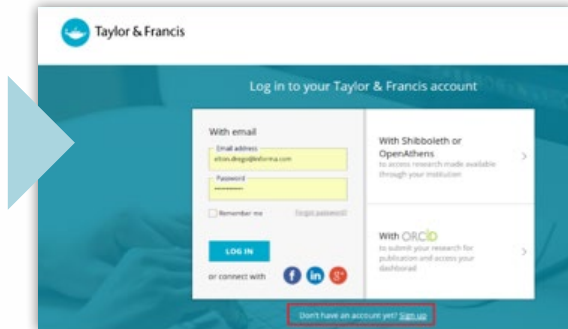
- View accepted article metadata from affiliated authors
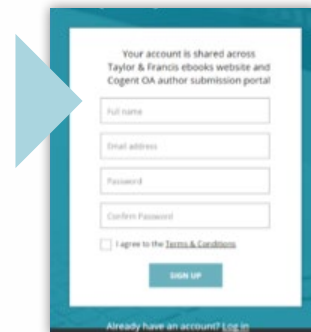- See where your researchers are publishing
- View research funding information

Getting started – register your user account

1. Visit: **www.taylorfrancis.com/oadashboard**
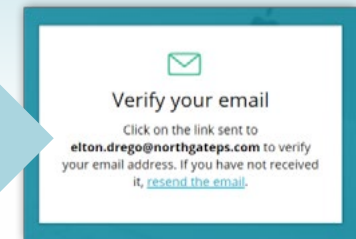   *Don't forget to bookmark the page!*

2. Click on 'Sign up'

3. Enter your full name, email address (this should be the same as the one you have already logged with us), and create a password

4. Read and tick 'I agree to the Terms & Conditions' box and click on the 'Sign up' button

Verify your user account

An email will be sent directly to your inbox, simply click on the link provided to verify your email address.

Verify your email

Click on the link sent to **elton.drego@northgateps.com** to verify your email address. If you have not received it, resend the email.

Thank you for registering an account at Taylor & Francis. In order to complete the registration process please click on the button to verify your email address.

VERIFY

Please note that this link is valid for only 14 days.

If you have any further queries please contact our Customer Services team at support@taylorfrancis.com who will be happy to help.

Thanks,
Taylor & Francis Online Customer Services
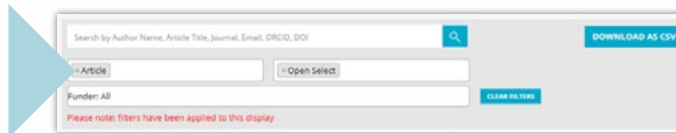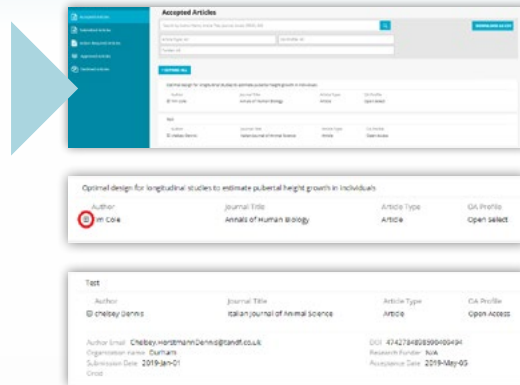
You're all set!

Simply use the menu on the left-hand side to explore the dashboard.

Accepted Articles

You can view accepted article metadata including DOI and funder information (if available), for the latest accepted articles by authors whose email address or affiliation matches your institution.

Click on the 'expand' icon to view the author's email address, DOI, organisation name, acceptance date, DOI, and research funder.

You can apply filters to your view by article type, open access profile, and funder.

Download Data

To download an excel report of articles appearing on your '*Accepted Articles*' tab, click the 'Download as CSV' button.

Additional Tabs

You will notice some other tabs displayed, these are inactive for your type of membership. If you'd like more information about different membership types and how they can support open access at your university, please get in touch with your local sales representative.

Frequently asked questions

- **Can the notification email be sent to multiple email addresses?** Yes, just let us know the contact's name and email address and we can set this up for you.

- **Can we have more than one user?** Yes. All users need to create their own personal log-in. Let us know the contact's name and email address and we will prepare this on the dashboard and work with them to get them started.

Get in touch!

We are continually developing this tool, and welcome any questions, comments or feedback. Simply email Sabyasachi.Bhuyan@tandf.co.uk.

Please contact your local sales representative if you would like to discuss your agreement or make changes to your Research Dashboard account:

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