

# Administrative Features

Each my.BigTimberMedia.com account is assigned one administrative username and password. This username and password allows access to special administrative features in the account.

From the Home Page of your account, click on the **Manage Account** link in the upper right corner of the page to access the Organization Admin page.

The screenshot shows the 'Organization Admin - Edit' page. At the top, there is a navigation bar with 'Welcome, Big Timber Media (New)!', 'Manage Account', and 'Sign Out'. Below this, the page is divided into several sections:

- Organization Info:** Contains form fields for Organization Name (pre-filled with 'Big Timber Media (New)'), First Name, Last Name, Address, City, State, Zip Code, Phone, and E-Mail. There is also a dropdown for 'Allow Downloadable eBook Link' set to 'Yes' and a 'SAVE RECORD' button.
- Activity Report:** Contains 'Date Start' and 'Date End' input fields and a 'RUN REPORT' button.
- User Import:** Includes instructions on how to import user accounts via CSV file, a link to a sample file, and an 'Import File' section with a 'Choose File' button and an 'UPLOAD' button.
- User Accounts:** A table with columns for First Name, Last Name, Username, Password (not shown), and Account Type. It shows one existing account and a 'New' button to add more.

As the administrator on your account, you are able to:

- Edit / update the Organization name and information
- Run Activity Reports (enter Date Start and Date End, hit Run Report)
- Create / Edit / Delete User Accounts

To return to the Home Page ... just click on the my.BigTimberMedia.com logo.

There are two new features on the my.BigTimberMedia.com platform, introduced in January 2022, that are managed by the Admin User on the account... Collections and Message Board.

## COLLECTIONS

Create unique collections using the books in your account.

On the Home Page of your account, click the **View Collections** link.



MANAGE ACCOUNT    FAQ    CONTACT

Big Timber Media (New)    sign out

[VIEW ALL](#)    [VIEW COLLECTIONS](#)

Search

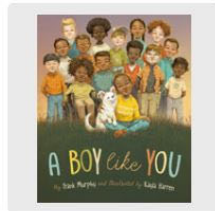
Advanced Search...

Library / ALL

Subject

Reading level

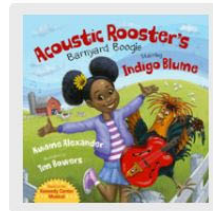
Language



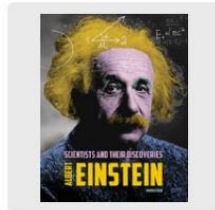
A Boy Like You



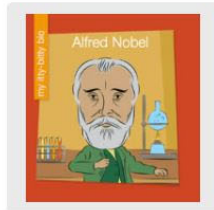
A Career in Civil Engineering



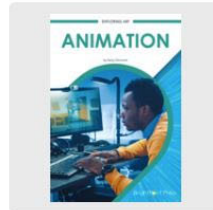
Acoustic Rooster's Barnyard Boogie Starring Indigo Blume



Albert Einstein



Alfred Nobel



Animation

### - Message Board

Your account's administrator has not added any messages yet.

**B** *I* U       14 ▾   

Title

Message

[Post Message](#)

If there have been no Collections created in your account, your Collections page will be blank. Click the **Add New Collections** button to begin a new Collection.



MANAGE ACCOUNT    FAQ    CONTACT

Big Timber Media (New)    sign out

[VIEW ALL](#)    [VIEW COLLECTIONS](#)

Search

Advanced Search...

[Add New Collection](#)

Your account's administrator has not added any collections yet.

### - Message Board

Your account's administrator has not added any messages yet.

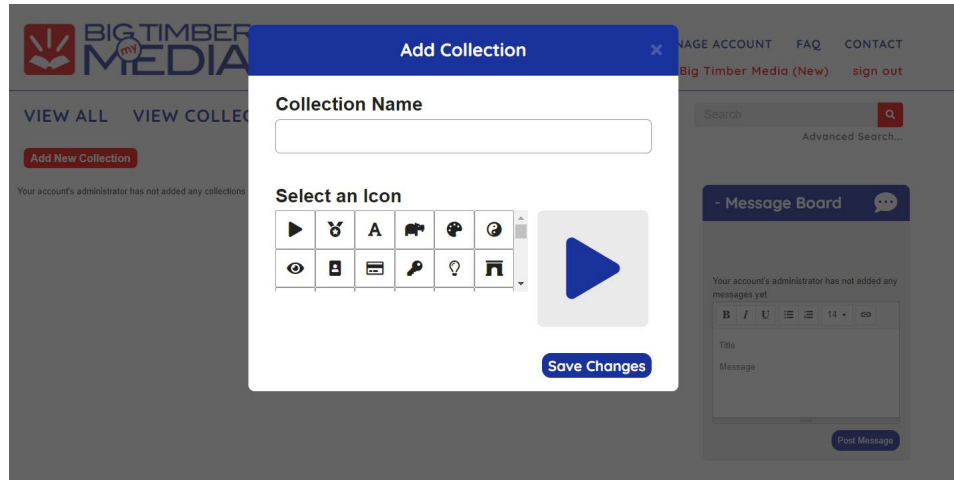
**B** *I* U       14 ▾   

Title

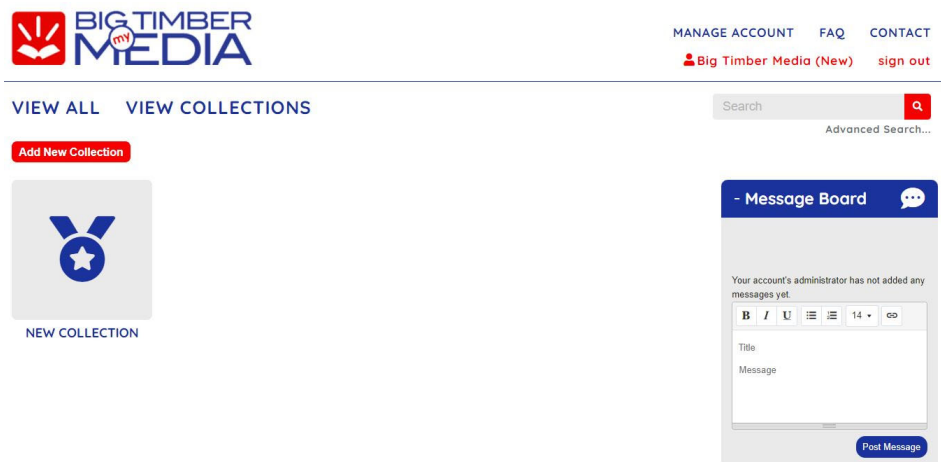
Message

[Post Message](#)

Create a **Collection Name** and **Select an Icon** to represent your Collection. Click Save Changes.



*Your new Collection will now be visible on the View Collections page.  
The Collection will also be visible to the general users on your account.*



**You can also create new collections directly from the bookshelf:**

Scroll over the cover of a book on your bookshelf and click the "+" that appears in the lower right corner.  
Click Create Collection from the drop-down menu, create a Collection Name and Select an Icon.  
Click Save Changes.

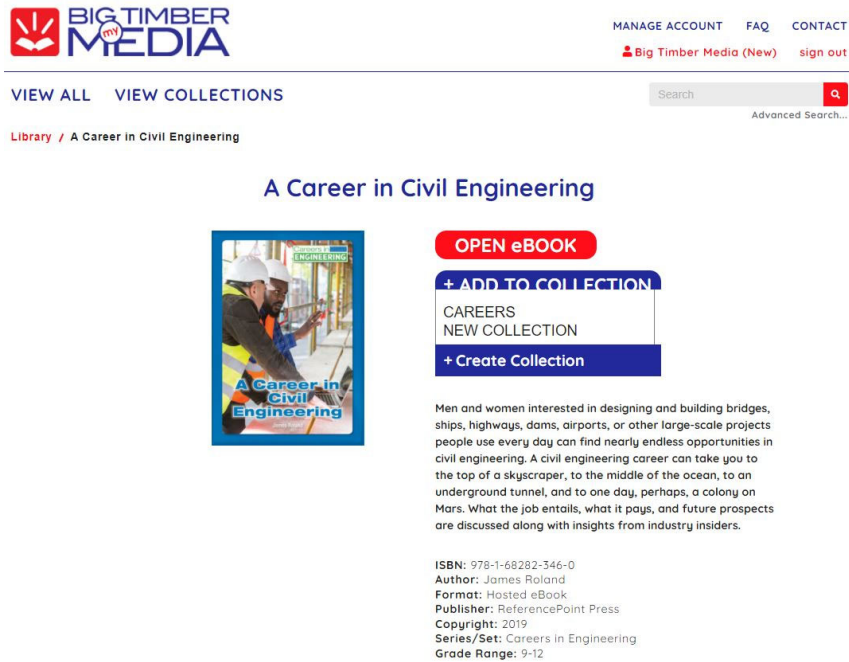
**OR**

Click on the cover of a book on your bookshelf and then click Add to Collection.  
Click Create Collection and Select an Icon. Click Save Changes.

*Please note that creating a Collection in this way DOES NOT automatically add that particular book to the new collection. To add the book to your new Collection, you must either scroll over the book cover again, click the "+" and select the Collection name OR click on the book cover, click Add to Collection and select the Collection name.*

## To add eBooks to a Collection...

- Search through your eBook library to locate the desired books.
- When you locate a book to add to the Collection, scroll over the cover image of the book to reveal a "+" in the lower right corner of the cover image.
- Click the "+" and select the Collection you would like to add the book to.
- You can also click on the cover of a book to open the description page, then click Add to Collection and select the Collection you would like to add the book to.



**BIG-TIMBER MEDIA**

MANAGE ACCOUNT    FAQ    CONTACT

Big Timber Media (New)    sign out

VIEW ALL    VIEW COLLECTIONS

Search    Advanced Search...

Library / A Career in Civil Engineering

### A Career in Civil Engineering

**OPEN eBook**

**+ ADD TO COLLECTION**

CAREERS  
NEW COLLECTION

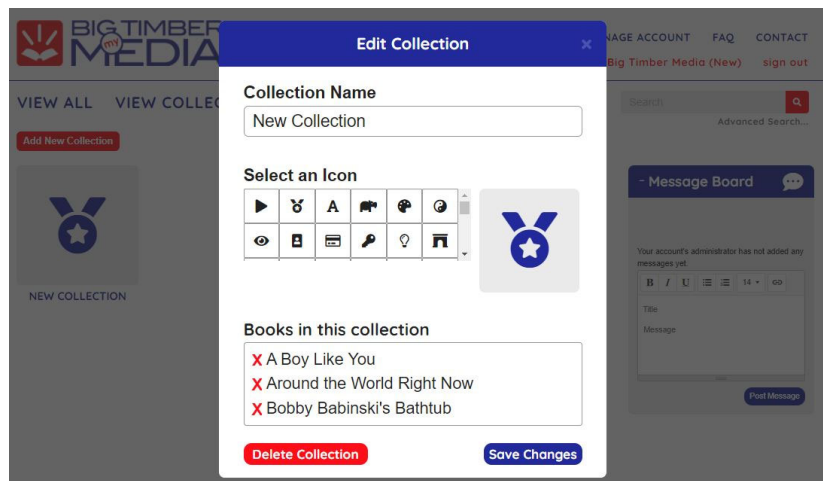
+ Create Collection

Men and women interested in designing and building bridges, ships, highways, dams, airports, or other large-scale projects people use every day can find nearly endless opportunities in civil engineering. A civil engineering career can take you to the top of a skyscraper, to the middle of the ocean, to an underground tunnel, and to one day, perhaps, a colony on Mars. What the job entails, what it pays, and future prospects are discussed along with insights from industry insiders.

ISBN: 978-1-68282-346-0  
Author: James Roland  
Format: Hosted eBook  
Publisher: ReferencePoint Press  
Copyright: 2019  
Series/Set: Careers in Engineering  
Grade Range: 9-12

Scroll your cursor over the Collection icon and click Edit Collection to see a list of books in the Collection.

*When in Edit Collection, you will also be able to edit the Collection name, icon, delete individual books in the Collection or delete the entire collection.*



**BIG-TIMBER MEDIA**

MANAGE ACCOUNT    FAQ    CONTACT

Big Timber Media (New)    sign out

VIEW ALL    VIEW COLLECTIONS

Search    Advanced Search...

Message Board

Your account's administrator has not added any messages yet.

Post Message

### Edit Collection

Collection Name  
New Collection

Select an Icon

Books in this collection

- X A Boy Like You
- X Around the World Right Now
- X Bobby Babinski's Bathtub

Delete Collection    Save Changes

Click on the Collection title to view the Collection as a General user would view the Collection.

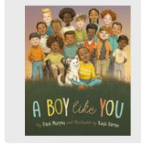


MANAGE ACCOUNT    FAQ    CONTACT  
Big Timber Media (New)    sign out

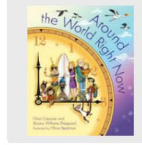
VIEW ALL    VIEW COLLECTIONS

Search    
Advanced Search...

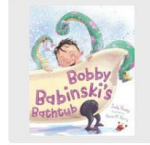
Library / Collections / New Collection



A Boy Like You



Around the World Right Now



Bobby Babinski's Bath tub

**- Message Board**

Your account's administrator has not added any messages yet.

**B** *I* U 14 ▾

Title

Message

**Post Message**

To return to the Home Page ... just click on the my.BigTimberMedia.com logo or the View All link.

## MESSAGE BOARD

Create messages for your general users -- student body, specific classes or individuals.

Click on the **Message Board** icon to open the window.

*Closed*



*Open*

**- Message Board**

Your account's administrator has not added any messages yet.

**B** *I* U 14 ▾

Title

Message

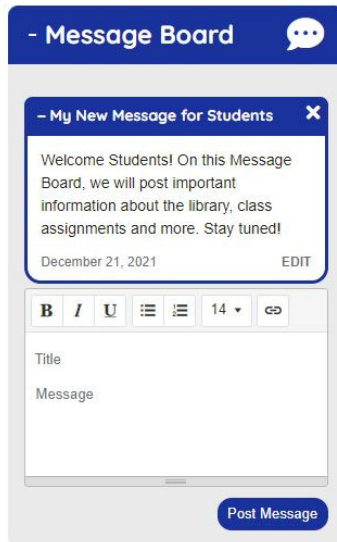
**Post Message**

## To create a new Message...

Click on Title in the text box to create a title for your Message.

Click on Message in the text box to create your Message.

Click Post Message.



## To Manage the Message Board...

*By default, the most recent messages will appear at the top of the message board.*

- Messages can be rearranged by scrolling over the "hamburger" icon (3 stacked horizontal lines) located in the blue Message title banner; click and hold your cursor to drag the Message to a new location in the list of Messages.
- To edit a Message, click on the Message title to open the Message box. Click Edit to make changes to the title or text of the Message. Click Save.
- To delete a Message, click the X in the Message title bar.
- To close the Message Board, click the Message Board title bar.

