

# TRAINING TOOLKIT

## Gale Analytics

The Gale Training Toolkit is a comprehensive resource that delivers expert guidance on effectively utilizing Gale Analytics, while providing you with the materials to conduct your own trainings. With step-by-step instructions, tutorials, and materials, it empowers users to navigate features. Learn how to integrate your library's user data with powerful demographics to make informed decisions that better serve your community with this user-friendly training toolkit!

### THE BASICS Everything you need to know to get started



- To get started access the [Gale Analytics gallery](#) and sign in with your **username** and **password**.
- First, data is needed from your ILS to create a report in Community Insights, view the [Data Needed to Create a Report](#) tip sheet.
- Once you have the data needed, use these step-by-step instructions to understand [How to Run a Report in Community Insights](#).

### EXPLORE QUICK TIPS Stay up to date with bite-sized learning



- Discover video tutorials that cover the basics in this three-part series.
- [Basics Part 1: How to Create a Report in Community Insights](#)
- [Basics Part 2: Tableau Reader Functions](#)
- [Basics Part 3: Interpreting Data within Tableau Reader](#)

### TOOLS FOR SUCCESS Required resources for implementation



- Access and download the required [Tableau Reader](#), only the free version is needed.
- Register for an account by emailing: [segmentationportal@experian.com](mailto:segmentationportal@experian.com). In the subject line, please use: **Mosaic USA Segmentation Portal New User Request**. In the body of the email, include your first and last name, email, company name, and share that you are requesting this information via [Gale Analytics on Demand](#). Don't forget the last part, it's important!
- To gain a deeper understanding of consumers, create a free account on the [Experian Segmentation Portal](#).

### FIND HELP



- You will find additional tutorials, tips, and helpful blog posts on the [Gale Analytics Support Site](#).
- View this technical document to learn [How to Create Shape Files](#).
- Questions? Connect with [Allie Everett](#), Customer Success Manager at Gale!