

GALE USAGE REPORTS PORTAL

TRACK YOUR GALE USAGE

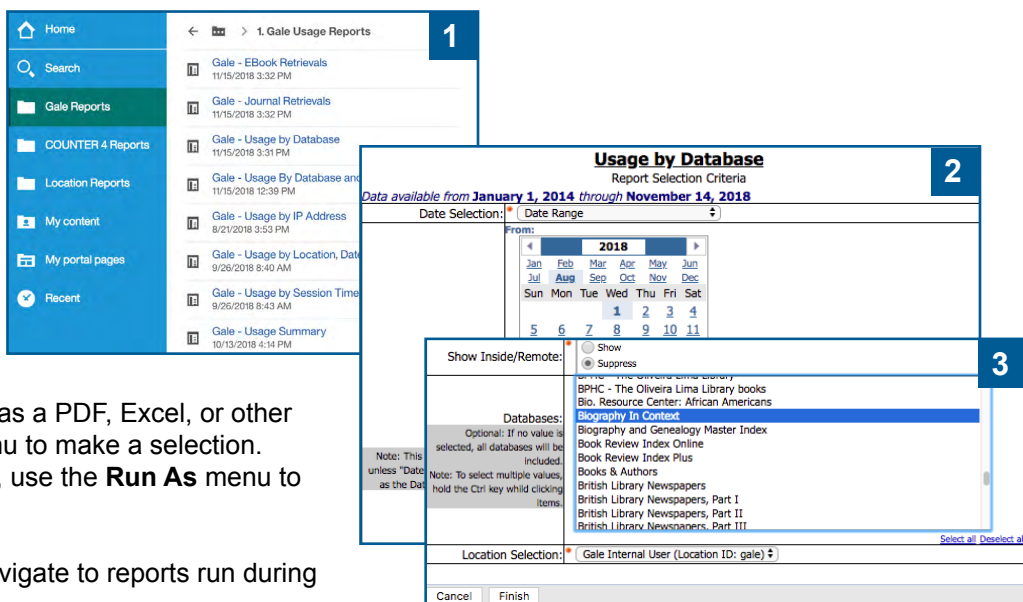
Visit <http://admin.galegroup.com/> and log in. Contact **Technical Support** at 1-800-877-4253 option 4 for help with your user name or password.

Click **View/Edit**, and expand **Reports** in the left-hand menu. Click **View Usage Reports** to open the Usage Portal.

If your library uses Ebsco Discovery Service (EDS) and has SmartLinks enabled, add the Gale resource usage reported in your Ebsco Link Activity Report to the data reflected in your Gale Usage Reports Portal in order to capture a complete picture of your Gale usage.

GENERATE REPORTS

1. Click to expand folder options and select reports.
2. If desired, change report selections.
 - If you use calendars to set a custom timeframe, be sure to select **Date Range** as your **Date Selection**.
3. Click **Finish** to run the report.



If you would like to view the report as a PDF, Excel, or other output type, use the **Run As** menu to make a selection. To reset the report and run it again, use the **Run As** menu to choose **Reset Prompts and Run**.

Click **Gale welcome** to close or navigate to reports run during your session.

Gale Standard Usage Reports

Display in Gale's standard format

- EBook Retrievals**
Number of retrievals from individual EBook titles for a specific timeframe
- Usage by Database**
Usage by database for a specified timeframe
- Usage by Session Time**
Session count based on day and time

- Journal Retrievals**
Number of retrievals from individual journal titles for a specific timeframe
- Usage by Location, Date, and Time**
Specific times users are accessing resources
- Usage Summary**
Usage of all Gale resources from a specific timeframe rolled into one number

EBook Retrievals

EBook Title	eISBN	Full Text Retrievals	Retrievals
Evolution and the Fall	9781457446860	9	9
Just Immigration: American Policy in Christian Perspective	9781457446785	4	4
Computer Sciences, 2nd ed. vol. 3	9780028662251	2	2

Usage by Database

Product Description	Sessions	Full Text Retrievals	Retrievals	Searches	Turn-Aways
Academic OneFile	4	1	1	8	0
Biography In Context	1	0	0	3	0
Gale Virtual Reference Library	3	7	7	11	0
General OneFile	1	0	3	3	0
Opposing Viewpoints In Context	7	10	10	14	0

Usage Summary

	Inside Usage	Remote Usage	Total Usage
Total Sessions	6	0	6
Total Connect Time (min)	56	0	56
Average Connect Time (min)	9		9
Total Fulltext	21	0	21
Total Retrievals	21	0	21
Total Searches	12	0	12
Total Turnaways	0	0	0

COUNTER Reports

Follow COUNTER usage reporting standards and formatting (<http://www.projectcounter.org/faqs.html>)

Database Report 1

Total Searches, Result Clicks, and Record Views by Month and Database

Database Report 2

Access Denied by Month, Database, and Category

Journal Report 1

Number of Successful Full-Text Article Requests by Month and Journal

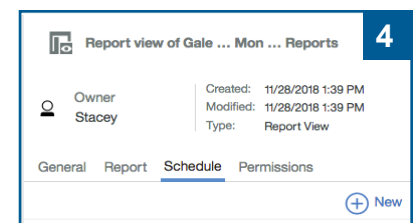
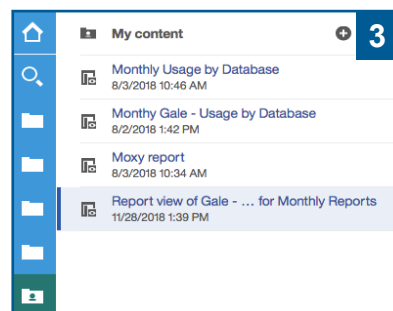
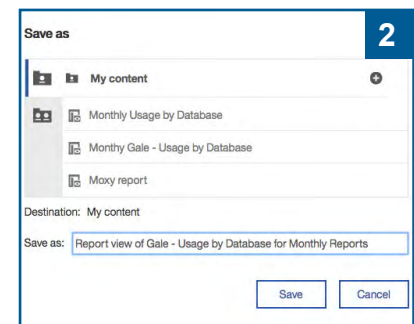
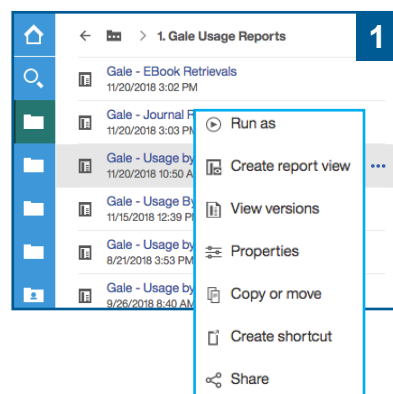
Book Report 2

Number of Successful Section Requests by Month, Title, and Category

Database Report 1				Reporting											
Database	Publisher	Platform	User Activity	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018		
9 Academic OneFile	Gale Cengage	GOLD	Regular Searches	37	3	15	6	0	1	0	4	2	4		
10 Academic OneFile	Gale Cengage	GOLD	Searches federated and automated	0	0	0	0	0	0	0	0	0	0		
11 Academic OneFile	Gale Cengage	GOLD	Result Clicks	7	2	0	1	0	0	0	3	0	1		
12 Academic OneFile	Gale Cengage	GOLD	Record Views	4	2	0	1	0	0	0	0	0	1		
13 Biography In Context	Gale Cengage	GOLD	Regular Searches	20	16	8	4	0	1	0	0	0	3		
14 Biography In Context	Gale Cengage	GOLD	Searches federated and automated	0	0	0	0	0	0	0	0	0	0		
15 Biography In Context	Gale Cengage	GOLD	Result Clicks	16	9	7	0	0	0	0	0	0	0		
16 Biography In Context	Gale Cengage	GOLD	Record Views	20	13	7	0	0	0	0	0	0	0		
17 Gale Virtual Reference Library	Gale Cengage	GOLD	Regular Searches	30	6	15	0	0	1	0	0	1	10		
18 Gale Virtual Reference Library	Gale Cengage	GOLD	Searches federated and automated	0	0	0	0	0	0	0	0	0	0		
19 Gale Virtual Reference Library	Gale Cengage	GOLD	Result Clicks	7	2	3	0	0	0	0	0	0	2		
20 Gale Virtual Reference Library	Gale Cengage	GOLD	Record Views	17	3	8	0	0	0	0	0	0	6		
21 General OneFile	Gale Cengage	GOLD	Regular Searches	43	19	13	0	1	1	6	0	0	3		
22 General OneFile	Gale Cengage	GOLD	Searches federated and automated	0	0	0	0	0	0	0	0	0	0		
23 General OneFile	Gale Cengage	GOLD	Result Clicks	24	11	1	0	3	0	0	0	0	0		
24 General OneFile	Gale Cengage	GOLD	Record Views	23	11	2	0	2	0	5	0	0	3		
25 Global Issues In Context	Gale Cengage	GOLD	Regular Searches	32	2	10	1	0	3	0	1	1	14		
26 Global Issues In Context	Gale Cengage	GOLD	Searches federated and automated	0	0	0	0	0	0	0	0	0	0		
27 Global Issues In Context	Gale Cengage	GOLD	Result Clicks	11	0	0	0	0	3	0	0	0	6		
28 Global Issues In Context	Gale Cengage	GOLD	Record Views	14	2	0	0	0	3	0	0	0	9		
29 GREENR (Global Ref on the E	Gale Cengage	GOLD	Regular Searches	3	3	0	0	0	0	0	0	0	0		
30 GREENR (Global Ref on the E	Gale Cengage	GOLD	Searches federated and automated	0	0	0	0	0	0	0	0	0	0		
31 GREENR (Global Ref on the E	Gale Cengage	GOLD	Result Clicks	0	0	0	0	0	0	0	0	0	0		
32 GREENR (Global Ref on the E	Gale Cengage	GOLD	Record Views	2	2	0	0	0	0	0	0	0	0		
33 Health and Wellness Resource	Gale Cengage	GOLD	Regular Searches	18	0	18	0	0	0	0	0	0	0		
34 Health and Wellness Resource	Gale Cengage	GOLD	Searches federated and automated	0	0	0	0	0	0	0	0	0	0		
35 Health and Wellness Resource	Gale Cengage	GOLD	Result Clicks	11	0	11	0	0	0	0	0	0	0		
36 Health and Wellness Resource	Gale Cengage	GOLD	Record Views	16	0	16	0	0	0	0	0	0	0		
37 Kids InfoBits	Gale Cengage	GOLD	Regular Searches	25	4	0	0	5	0	13	0	0	3		
38 Kids InfoBits	Gale Cengage	GOLD	Searches federated and automated	0	0	0	0	0	0	0	0	0	0		
39 Kids InfoBits	Gale Cengage	GOLD	Result Clicks	8	0	0	1	0	6	0	0	0	0		
40 Kids InfoBits	Gale Cengage	GOLD	Record Views	9	1	0	0	1	0	7	0	0	0		

SCHEDULE RECURRING REPORTS

1. Click to expand report folder options. Hover over the report you want to schedule. Click the **More** icon and choose **Create Report View**.
2. In the **Save As** menu, set the **My Content** folder as the Destination, add a meaningful title, and then click **Save**.
3. Click to expand the **My Content** folder. Hover over the report view you just saved. Click the **More** icon and choose **Properties**.
4. Click the **Schedule** tab, and select **New**.
5. Set the desired schedule and click to change options as desired. To have the report automatically emailed to you, click **Delivery**, select **Send Report by Email**, fill in the fields, and click **Done**. Click **Create** to schedule the report.



To **modify**, **disable**, or **remove** a scheduled report at any time, click your **Profile** icon in the upper right corner and select **My Schedules and Subscriptions**. Locate the schedule, click the **More** icon and select the desired option.

ADDITIONAL SUPPORT

Contact gale.customersuccess@cengage.com for help with all the tools available to manage, use, and promote your Gale resources. You can also contact gale.usage.statistics@cengage.com to set up automatic usage emails for your resources.

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If you require further assistance, visit support.gale.com/training.

