

ACCESS YOUR CHILTONLIBRARY USAGE REPORTS

Utilize this tip sheet to access your *ChiltonLibrary* usage through Gale's Usage Dashboard, and better understand the data.

ACCESS THE USAGE DASHBOARD

Navigate to **usage.gale.com** and sign in utilizing your **Admin Credentials**.

If you don't know your credentials, reach out to Gale Technical Support at gale.technicalsupport@cengage.com.

FIND YOUR REPORTS

Select **Reports** at the top of the page and choose **ChiltonLibrary** under the **Additional Product Reports** section.

Once selected, you will notice the metric reported is **Retrievals**. A **Retrieval** is counted any time a user selects a vehicle in the **Find Your Vehicle** section, and each time they access a new piece of content.

Videos, NHTSA Recalls, and ASE Tests are not counted as Retrievals.

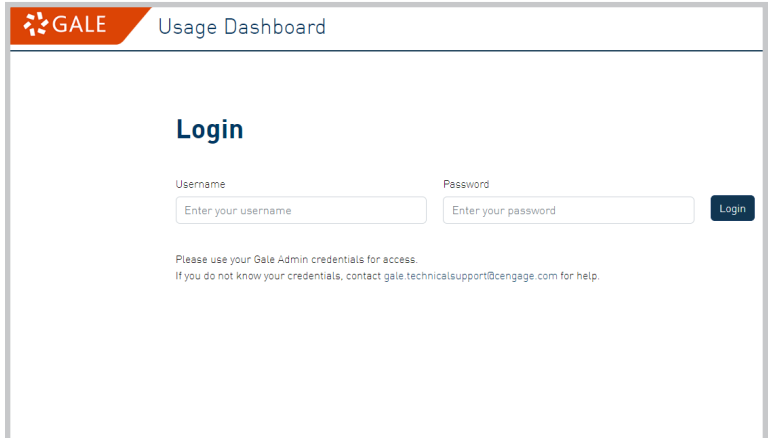
You can choose to view by **Location** (if you have more than one branch), by **Make and Model**, by **Make** only, by **Model** only, or by **Year**.

RUN AND DOWNLOAD YOUR USAGE

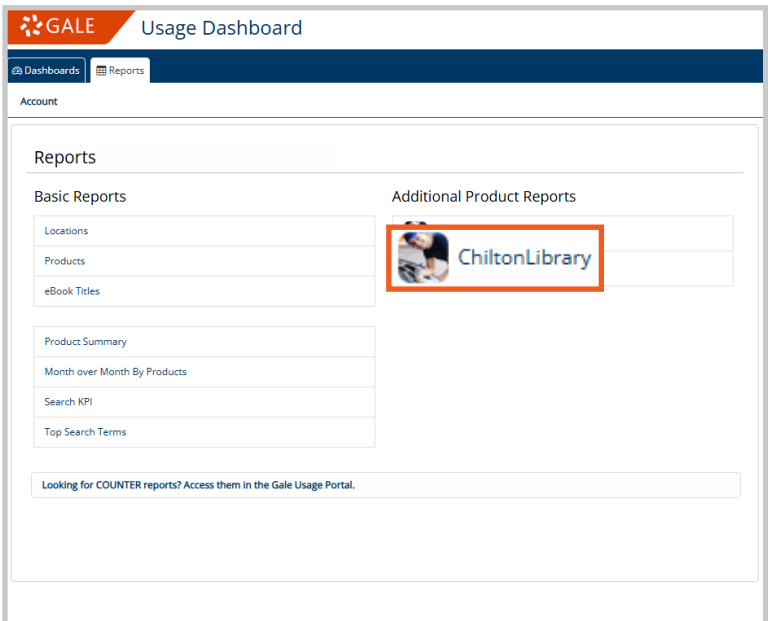
Select your report and you will see usage for the last full month. Change the **Date Range** at the top of the page to limit to a specific time frame.

Including multiple months will generate a graph in addition to the chart.

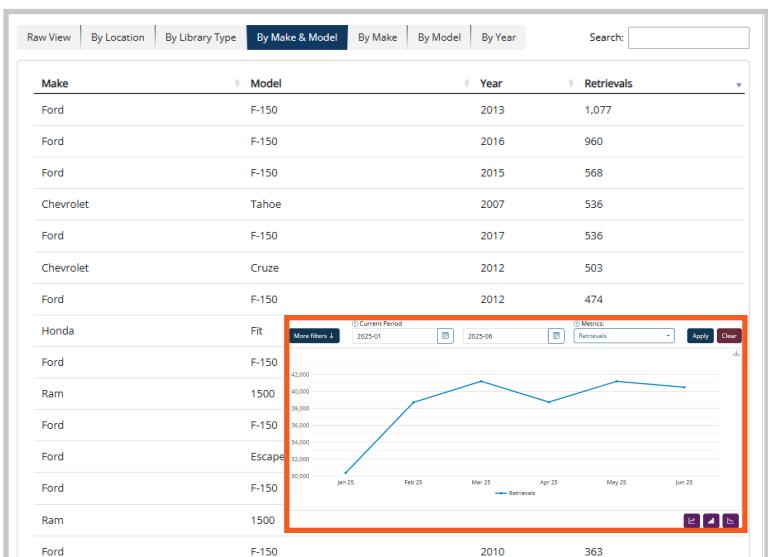
Utilize the **Download** or **Print** button at the top of the page to export your information.



The login screen for the Gale Usage Dashboard. It features the Gale logo and the title "Usage Dashboard". Below the title is a "Login" section with two input fields: "Username" and "Password". The "Username" field has a placeholder "Enter your username" and the "Password" field has a placeholder "Enter your password". To the right of the password field is a "Login" button. Below the input fields, there is a note: "Please use your Gale Admin credentials for access. If you do not know your credentials, contact gale.technicalsupport@cengage.com for help."



The "Reports" section of the Gale Usage Dashboard. It has a navigation bar with "Dashboards" and "Reports" tabs, with "Reports" selected. Below the navigation bar is the "Account" section. The main content area is titled "Reports" and contains two columns: "Basic Reports" and "Additional Product Reports". The "Basic Reports" column lists "Locations", "Products", "eBook Titles", "Product Summary", "Month over Month By Products", "Search KPI", and "Top Search Terms". The "Additional Product Reports" column features a "ChiltonLibrary" report, which is highlighted with a red box. Below these columns is a link: "Looking for COUNTER reports? Access them in the Gale Usage Portal."



The data table and chart section of the Gale Usage Dashboard. The table is titled "Raw View" and has columns for "Make", "Model", "Year", and "Retrievals". The table contains data for various vehicles, including Ford F-150, Chevrolet Tahoe, Ford F-150, Chevrolet Cruze, Ford F-150, Honda Fit, Ford F-150, Ram 1500, Ford F-150, and Ford F-150. The "Retrievals" column shows the number of retrievals for each vehicle. Below the table is a line chart showing the "Current Period" from 2025-01 to 2025-06. The chart displays a line graph of "Retrievals" over time, with a red box highlighting the chart area. The chart includes a "More than 1" button and a "Metrics" dropdown menu.

Make	Model	Year	Retrievals
Ford	F-150	2013	1,077
Ford	F-150	2016	960
Ford	F-150	2015	568
Chevrolet	Tahoe	2007	536
Ford	F-150	2017	536
Chevrolet	Cruze	2012	503
Ford	F-150	2012	474
Honda	Fit		
Ford	F-150		
Ram	1500		
Ford	F-150		
Ford	Escape		
Ford	F-150		
Ram	1500		
Ford	F-150	2010	363