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 scroll to where *ChiltonLibrary* is listed. Select it to be launched to your usage.

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.

Each **Retrieval** will list the make, model, and year selected for more detailed information.

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.

Gale, here for **everyone.**