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 **https://support.gale.com/connect/support**.

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 also access **Session View**, which shows the number of sessions by location during the reporting period.

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.