

ACCESS YOUR GALE PRESENTS: MISS HUMBLEBEE'S ACADEMY USAGE REPORTS

Utilize this tip sheet to access your *Gale Presents: Miss Humblebee's Academy* 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 support.gale.com/technical.

FIND AND CUSTOMIZE YOUR REPORTS

Select **Reports** at the top of the page and navigate to *Miss Humblebee's Academy* under the **Additional Product Reports** section.

The report defaults to the last full month of usage. You can change the date range at the top of the page.

Another default is the type of data shown. When first selecting the report, you will see **Total Usage Minutes**, **Total Guest Logins**, and **Total Named User Logins**. Utilize the **Metrics** dropdown to edit this default.

While on this report there are many data point labels you should be aware of, these are listed below.

- **Usage Minutes:** The amount of time a user is active within the resource.
- **Guest Login:** A user accessing without creating an account.
- **Named User Login:** A user accessing by signing into their own account.
- **In Library Usage:** Users accessing at your library.
- **Remote Usage:** Users accessing away from your library (like at home).

DOWNLOAD OR PRINT YOUR USAGE

Once your report is customized, utilize the **Download** or **Print** buttons found next to the report title to save it for later.

There are no download limits, so you can download as many times as needed.

The screenshot shows the 'Usage Dashboard' login page. It features a 'Login' section with fields for 'Username' and 'Password', each with a placeholder 'Enter your username' and 'Enter your password' respectively. A 'Login' button is to the right. Below the fields, a note states: 'Please use your Gale Admin credentials for access. If you do not know your credentials, contact gale.technicalsupport@engage.com for help.'

The screenshot shows the 'Usage Dashboard' with the 'Reports' tab selected. It displays two columns of report options. The 'Basic Reports' column includes 'Locations', 'Products', 'eBook Titles', 'Gale Directory Library Titles', 'Product Summary', 'Month over Month By Products', 'Search KPI', 'Top Search Terms', and 'Archives Unbound Report'. The 'Additional Product Reports' column includes 'Gale Presents: Peterson's Usage Reports', 'Gale LegalForms Reports', 'Gale Business: Plan Builder', 'Gale Business: DemographicsNow', and 'Miss Humblebee's Academy'. The 'Miss Humblebee's Academy' report is highlighted with a red box. At the bottom, a link says 'Looking for COUNTER reports? Access them in the Gale Usage Portal.'

The screenshot shows a table of usage data for 'Miss Humblebee's Academy'. The table has columns for 'Report Date', 'Location Name', 'Loc ID', 'Total Usage in Minutes', 'Total Guest Logins', 'Total Named User Logins', 'Number of Logins', 'Minutes', '% of Total Usage Minutes', and 'Number of Logins'. The data is organized into two main sections: 'In Library Guest Usage' and 'In Library Named User Usage'. The table shows usage data for four dates: 2025-01-01, 2025-02-01, 2025-03-01, and 2025-04-01.

Report Date	Location Name	Loc ID	Total Usage in Minutes	Total Guest Logins	Total Named User Logins	Number of Logins	Minutes	% of Total Usage Minutes	Number of Logins	Minutes	% of Total Usage Minutes	Number of Logins
2025-01-01			848	19	32	12	56	7	1	0	0	7
2025-02-01			650	18	32	10	33	5	1	4	1	8
2025-03-01			756	28	35	20	90	12	0	0	0	8
2025-04-01			386	6	20	5	4	1	0	0	0	1