

# ACCESS YOUR GALE LEGALFORMS USAGE REPORTS

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

## ACCESS THE USAGE DASHBOARD

Navigate to [usage.gale.com](https://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](mailto:gale.technicalsupport@cengage.com).

## FIND YOUR REPORTS

Select **Reports** at the top of the page and select **Gale LegalForms Reports** on the right side of the page.

From here you have access to five separate reports based on the type of content accessed. Below is a review of each report type.

### Downloads Report

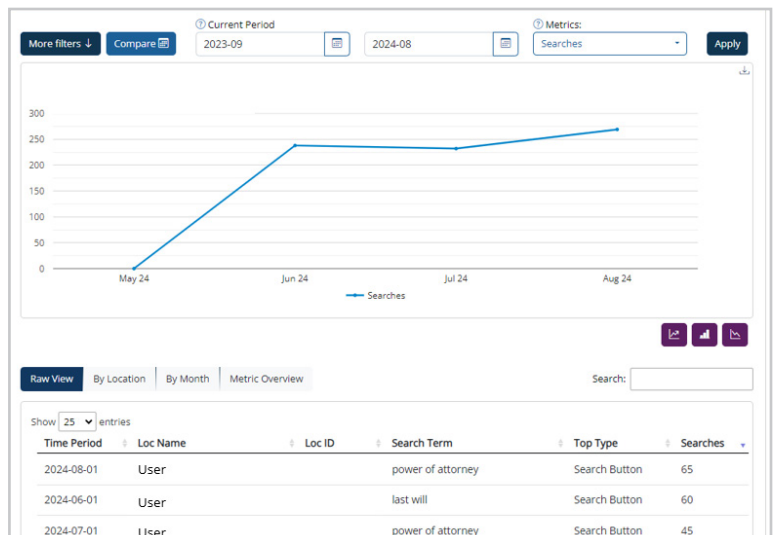
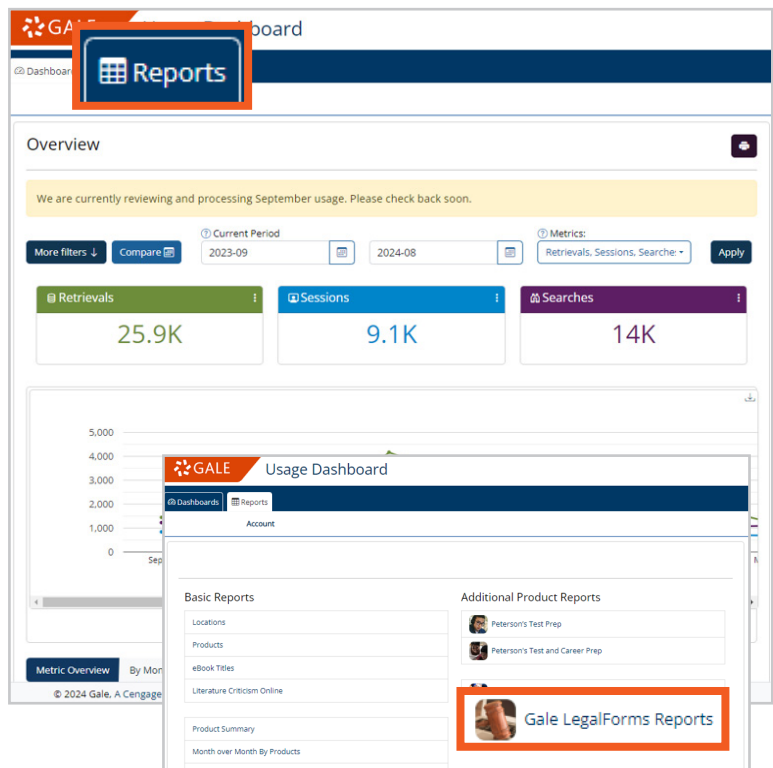
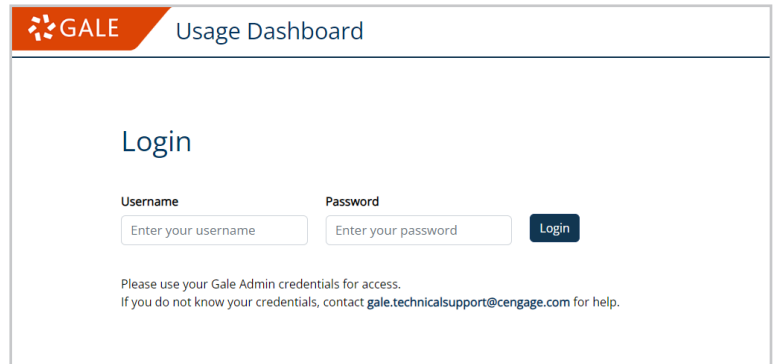
The number of times a user selects a form and downloads it, downloads the sample on the page, or interacts with an online-fillable form. While in this report you will see:

- » The form title
- » The type of form, including English or Spanish, Online, and Merged (having both English and Spanish versions)
- » The number of downloads

### Top Searches Report

The top-searched terms either using the **Search Bar** or the **Search Buttons**. **Search Buttons** are those listed in blue on the left side of *Gale LegalForms*, or those listed under the **Sample Searches** section. While in this report you will see:

- » The search term
- » The search type, either typed into the **Search Bar** or selected from one of the **Search Buttons**
- » The number of searches



## Top Categories Report

The top-selected categories from the **Browse By Main Categories** section found on the homepage. While in this report you will see:

- » The category
- » The number of page views

## Top Forms Report

The most selected forms from either a search or a browse workflow (with or without downloading). While in this report you will see:

- » The form title
- » The number of page views

## Sections Report

The number of clicks into each section found on the left side of the page including, **Legal Definitions, Attorney Directory, Law Digest, Legal Q & A, LegalLife Articles, and Helpful Topics**. While in this report you will see:

- » The name of the section
- » The number of page views

## DOWNLOAD AND PRINT YOUR REPORTS

Select your report and use the options at the top of the page to choose your time period.

After you select **Apply**, utilize either the **Download** or **Print** buttons at the top of the page to access your report.

## LOOKING FOR BASIC SESSION, SEARCH, RETRIEVAL REPORTS?

Click back into the **Reports** tab at the top of the page. Select one of the basic product reports, either **Products, Product Summary, or Month over Month By Products** to see basic *Gale LegalForms* usage information.

Within these reports, you will only see:

- » Sessions: Any time a user accesses *Gale LegalForms*
- » Searches: Any time a user utilizes the Search Bar to find forms
- » Retrievals: When a user selects a legal form

