

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 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 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

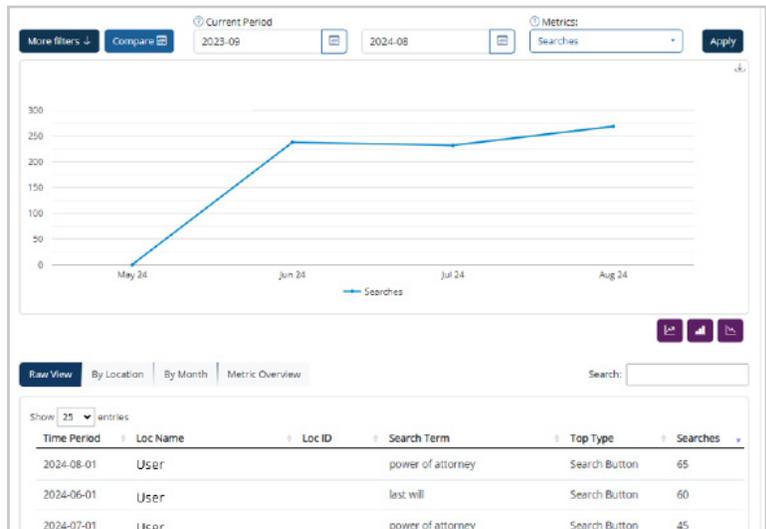
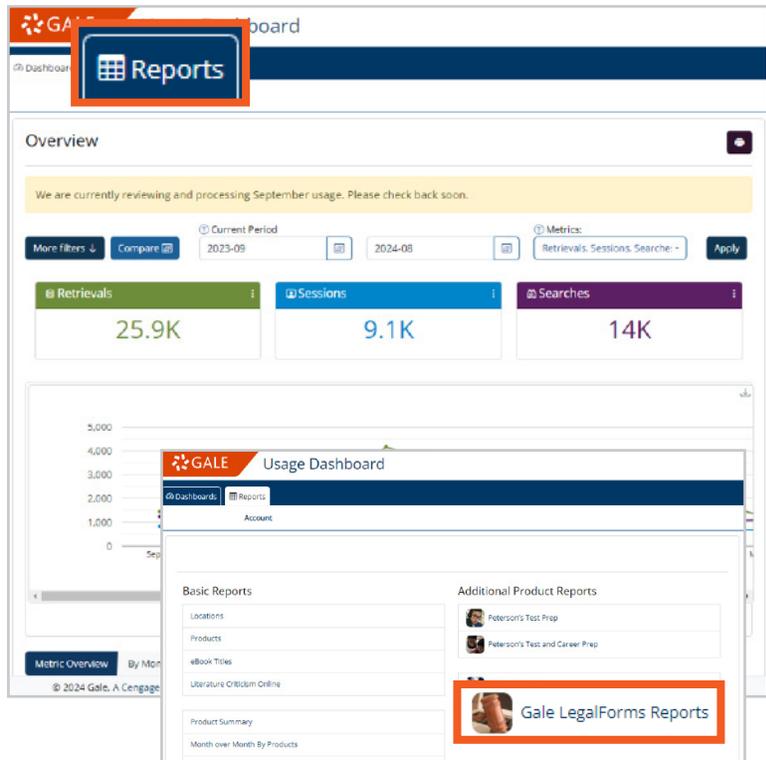
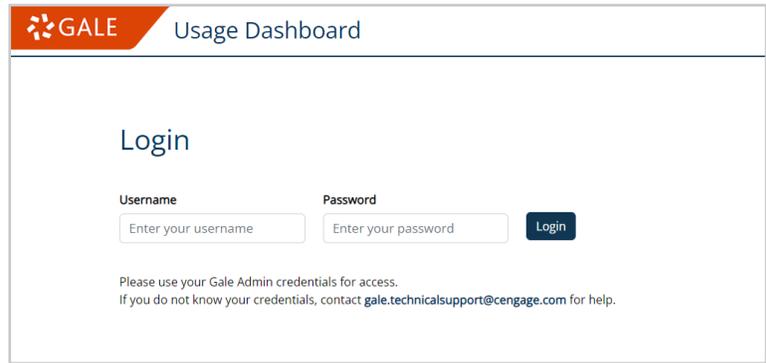
The number of times a user selects a form and downloads it, downloads the sample on the page, or interacts with an online-fillable form. While in this report you will see:

- » 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:

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.

ADDITIONAL LEGALFORMS SUPPORT

Find additional Gale LegalForms support including recorded webinars, tip sheets, tutorials, marketing materials, and more by visiting <https://support.gale.com/products/tglf>.

