

ACCESS AND UTILIZE YOUR DASHBOARD WITHIN GALE'S USAGE DASHBOARD

Gale's Usage Dashboard provides usage information for your Gale resources. The first step in visualizing usage is the Dashboard section. Use this tip sheet to better understand what you can find and how.

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.

DASHBOARD ORIENTATION

Upon signing in, you will automatically be taken to your Dashboard. You can consider this an overview of your usage, great for at a glance information.

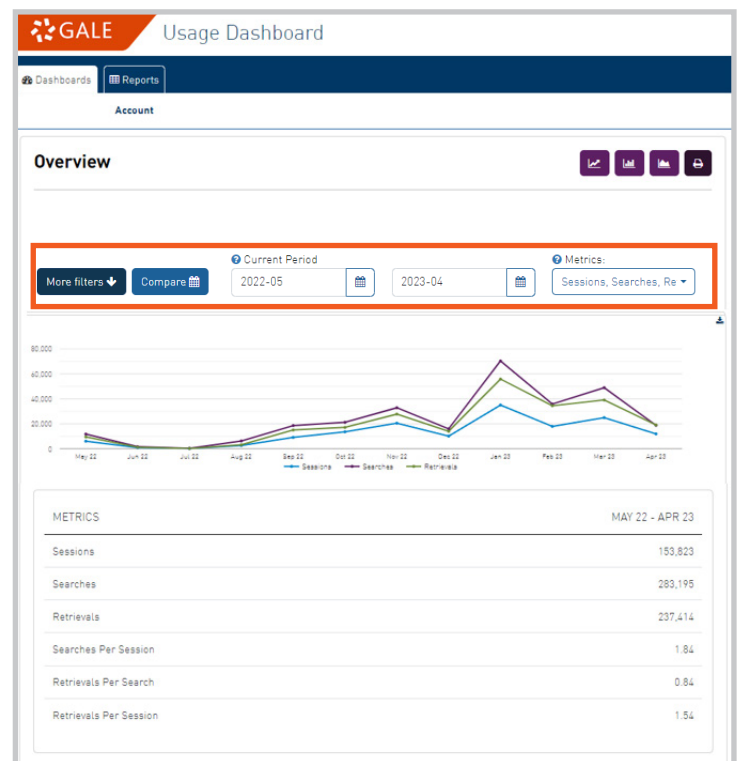
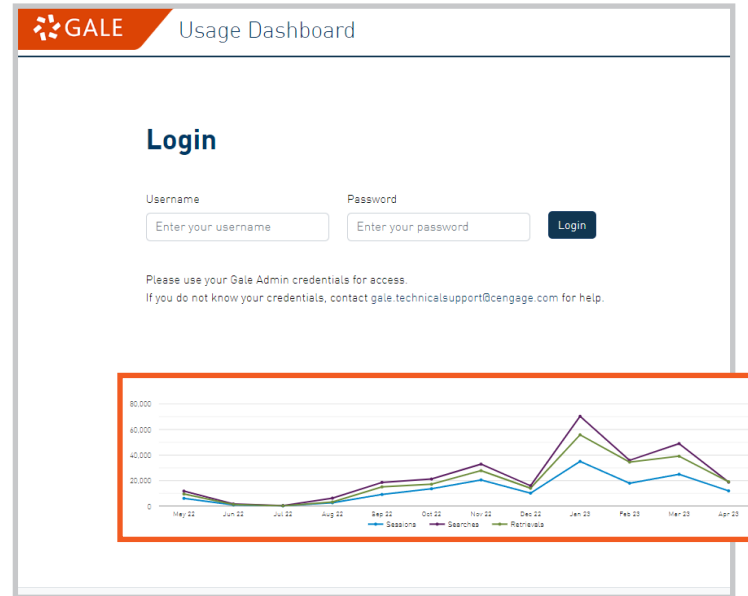
- **Usage Chart:** Defaults to showing a full year's worth of usage for all of your Gale resources.
- **Metrics:** Found below the chart, this provides you with raw usage numbers, as opposed to a visual.
 - » You can view a **Metrics Overview**, **Metrics By Month**, or a **Custom Period** by utilizing the buttons above the **Metrics** chart.

DASHBOARD FILTERS AND TOOLS

FILTERS

Filter options are found above the usage chart. Filters can be compounded to ensure you get precise data.

- **Timeframe:** Utilize the drop downs to chose a start and end time for your usage. You can view from a full month to multiple years.
- **Compare:** This option allows you to compare two time periods.
 - » Example: Compare usage from last year to this year.
- **Metrics:** Use the drop down to change the information you see. You can change from Sessions, Searches, and Retrievals to Full Text, Minutes, or EDS SmartLinks.



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- **More Filters:** Select the drop down to choose access types, or narrow to specific resources.
 - » The resource selection allows for multi-selection to see more than one resource at a time.

TOOLS

Built-in tools allow you to better visualize your usage and save it for later.

- **Chart Type Tools:** These are purple buttons located above the Usage Graph. Each option allows you to view usage in a different format, including Line Charts, Column Charts, or Area Charts.
- **Print:** Found next to the Chart Type buttons. This feature will print the full Dashboard page, including both the Graph and Metrics sections.
- **Download:** Found in the upper right corner of the chart.
 - » This downloads the chart as a PNG (image) file.

FOR MORE INFORMATION:

VISIT:

<https://support.gale.com/training/tools/usage>

CONTACT YOUR CUSTOMER SUCCESS MANAGER:

Gale.customersuccess@cengage.com

