

Obtaining & Scheduling Usage Reporting

Gathering Product Usage Statistics

Our updated statistics engine allows you to quickly access information about product usage within your school or group of sites, including total queries, retrievals, logins, and hours/minutes connected.

Our engine allows you to access usage reports for June 2004 to the present, and even set up scheduled reporting to get the information automatically.

To access the engine, first log in to your product, then open a new browser window and link to: <http://elibrary.bigchalk.com/reports>

How to generate a usage report

The screenshot shows the 'eLibrary LOCAL ADMINISTRATION' interface. At the top right, it says 'INFOHIO - RFP ACCOUNT' with a 'Logout' link. Below this is a navigation bar with 'Usage Reports' and two buttons: 'Create a Usage Report' (highlighted in yellow) and 'Scheduled Reports'. Under 'Create a Usage Report', there are three sections: 'Report Type' with a pull-down menu showing 'Database Activity - Annual Report', 'Delivery Method' with a pull-down menu showing 'Display to screen as Web page', and 'Usage Period' with 'From: 12 previous months' and 'To: Feb 2005'. A checkbox 'Show items with zero usage' is also present. To the right of these sections is a yellow box titled 'About this Report Type' containing text about the 'Database Activity - Annual Report'. At the bottom of the form is a 'Create Report' button. A footer at the bottom of the page contains copyright information and the 'From: ProQuest COMPANY' logo.

1. Choose a report type by clicking the report type (A) pull-down menu. When you select a report type, you'll notice that the text on the right side under Tips will change to help you make sense of what each report will include.
2. Choose how you want the report delivered (B).
3. Select the usage period (C) for the report.
4. Click Create Report (D) to get your statistics.

How to set up scheduled reporting

The screenshot shows the 'Usage Reports' interface. At the top, there are two tabs: 'Create a Usage Report' and 'Scheduled Reports'. A red arrow labeled 'A' points to the 'Scheduled Reports' tab. Below the tabs is the 'Create a Usage Report' form. The form has several sections:

- Report Type:** A dropdown menu with 'Database Activity - Annual Report' selected. A red arrow labeled 'B' points to this dropdown.
- Delivery Method:** A dropdown menu with 'Schedule report for periodic email delivery' selected. A red arrow labeled 'C' points to this dropdown.
- Usage Period:** A dropdown menu with '12' selected, followed by the text 'months'. A red arrow labeled 'D' points to this dropdown.
- Email Address:** A text input field with the placeholder '(enter a single address)'. A red arrow labeled 'D' points to this field.
- Scheduled Delivery Options:** A section with three fields: 'Deliver on the 5th day of the month', 'every 1 month(s)', and 'beginning from Feb 2005'. A red arrow labeled 'E' points to the 'beginning from' field.

At the bottom of the form is a 'Create Report' button. To the right of the form is a yellow box titled 'About this Report Type' containing text about the 'Database Activity - Annual Report'.

Scheduled report interface

1. Click the Scheduled Reports tab. Choose a report type by clicking the report type (A) pull-down menu.
2. Choose how you want the report delivered (B).
3. Select the usage period (C) for the report.
4. Enter the email address where the report should be sent (D).
5. Set up a delivery date and when the reports should begin to be delivered. Click Create Report (E).