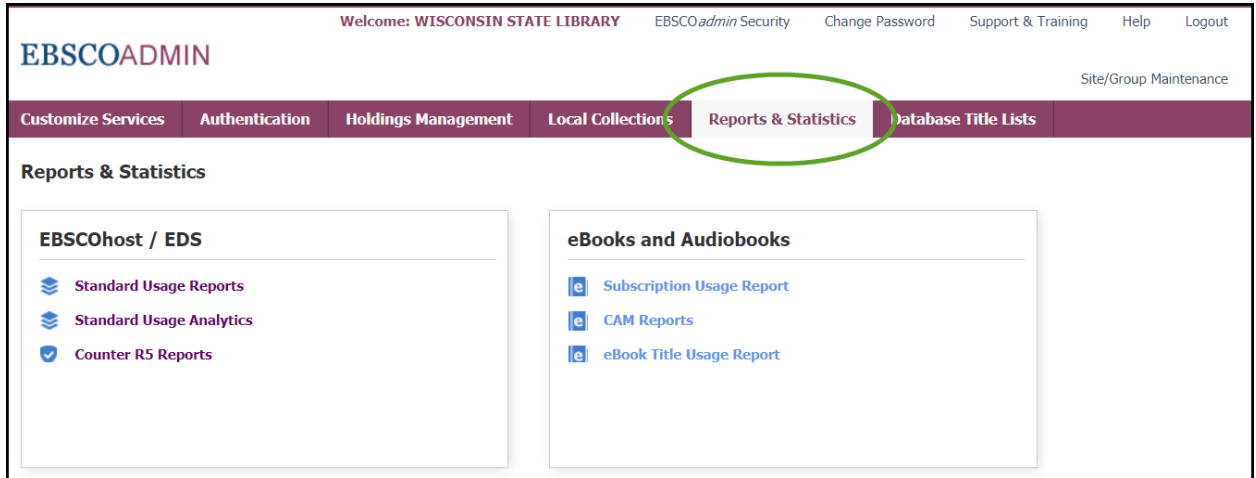


# Accessing Reports & Statistics in EBSCOadmin

For library & school staff - updated October 2020

[Complete list of EBSCO databases provided by BadgerLink](#)

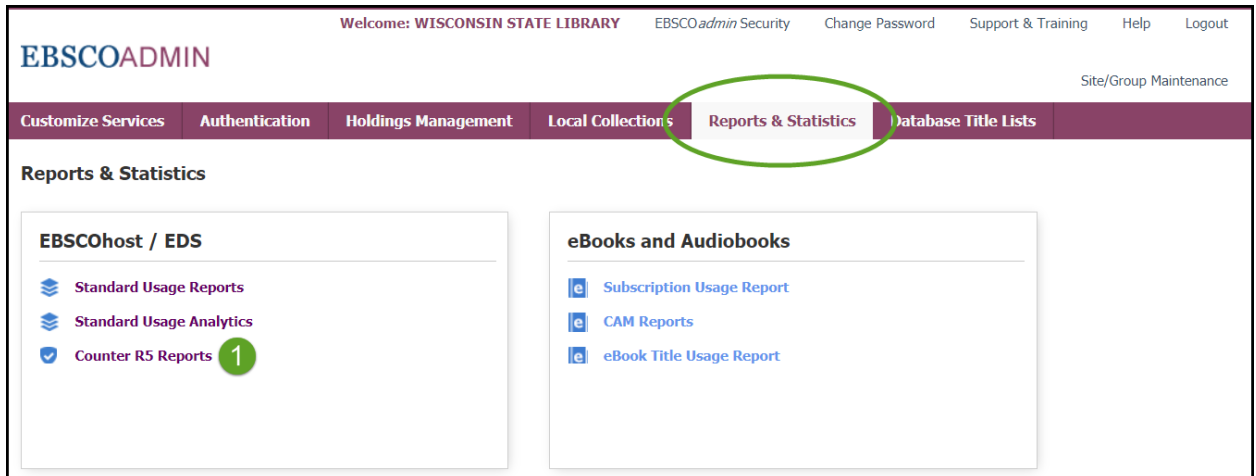
1. Log into [EBSCOadmin](#). [Contact BadgerLink](#) if you do not have a login.
2. Select **Reports & Statistics** from the navigation menu



The screenshot shows the EBSCOADMIN interface. At the top, there is a header with the text "Welcome: WISCONSIN STATE LIBRARY" and "EBSCOadmin Security". To the right of the header are links for "Change Password", "Support & Training", "Help", and "Logout". Below the header is a navigation menu with several items: "Customize Services", "Authentication", "Holdings Management", "Local Collections", "Reports & Statistics", and "Database Title Lists". The "Reports & Statistics" item is highlighted with a green oval. Below the navigation menu is a section titled "Reports & Statistics". This section contains two main categories: "EBSCOhost / EDS" and "eBooks and Audiobooks". Under "EBSCOhost / EDS", there are three report options: "Standard Usage Reports", "Standard Usage Analytics", and "Counter R5 Reports". Under "eBooks and Audiobooks", there are three report options: "Subscription Usage Report", "CAM Reports", and "eBook Title Usage Report".

A variety of options are available depending on the EBSCO products to which you subscribe, or have access to through BadgerLink.

3. **Counter R5 Reports**



The screenshot shows the EBSCOADMIN interface, similar to the previous one. The "Reports & Statistics" menu item is highlighted with a green oval. In the "Reports & Statistics" section, the "Counter R5 Reports" option under the "EBSCOhost / EDS" category is highlighted with a green circle and has a "1" in a green circle next to it, indicating it is the selected report.

The COUNTER R5 Reports follow [the Code of Practice standard](#) and provide multiple report types on overall book, database, journal, or platform use. Earlier Release 4 reports are no longer available.

**EBSCOADMIN**

Customize Services Authentication Holdings Management Local Collections Reports & Statistics Database Title Lists

Reports & Statistics / COUNTER R5 Reports

COUNTER R5 Reports - [Tutorial](#) - [Glossary of Terms](#)

Reports SUSHI Authentication Download Reports Scheduled Reports

1 Report Type Database Master Report

Filters

Sites All

Database All Databases Select/View

4 Reporting Period September 1, 2020 - September 30, 2020

Metric Type

- Searches\_Automated
- Searches\_Federated
- Searches\_Regular
- Total\_Item\_Investigations
- Total\_Item\_Requests
- Unique\_Item\_Investigations
- Unique\_Title\_Investigations
- Unique\_Item\_Requests
- Limit\_Exceeded
- Unique\_Title\_Requests
- No\_License

Data Type

- Book
- Journal
- Database
- Multimedia
- Newspaper\_or\_Newsletter
- Other
- Report
- Thesis\_or\_Dissertation

Access Method Regular TDM

Options

Include Attribute Column

- Database
- Publisher
- Publisher\_ID
- Platform
- Proprietary\_ID
- Metric\_Type
- Reporting\_Period\_Total
- Monthly\_Usage\_Details

Export

Delivery  Download  E-mail

5 Create Report for Download View Sample Report

1. Choose the report type
  - o Public libraries should run the **Database Master Report** and use the **Total Item Investigations** metric type data for the Annual Report
2. Select the Site - you may have access to multiple Sites/accounts
3. Select Databases to include - see [Statewide \(BadgerLink\) Databases](#) for complete list
4. Update the Reporting Period
5. Select the Delivery Option
6. Downloaded reports will appear in the *Download Reports* tab

#### 4. Standard Usage Reports

The screenshot shows the EBSCOADMIN interface. At the top, there is a navigation bar with the following items: Welcome: WISCONSIN STATE LIBRARY, EBSCOadmin Security, Change Password, Support & Training, Help, Logout, and Site/Group Maintenance. Below this is a main navigation bar with the following tabs: Customize Services, Authentication, Holdings Management, Local Collections, Reports & Statistics (highlighted with a green circle), and Database Title Lists. The Reports & Statistics section is expanded, showing two main categories: EBSCOhost / EDS and eBooks and Audiobooks. Under EBSCOhost / EDS, there are three items: Standard Usage Reports (highlighted with a green circle and a '2' in a green circle), Standard Usage Analytics, and Counter R5 Reports. Under eBooks and Audiobooks, there are three items: Subscription Usage Report, CAM Reports, and eBook Title Usage Report.

Standard Usage Reports do not follow the COUNTER Code of Practice but may be helpful for viewing *Interface* usage (i.e. *Explora*, *History Reference Center*, *Literary Reference Center/Plus*). Definitions available on the [EBSCO Connect website](#).

The screenshot shows the Standard Usage Reports configuration page. At the top, there are links for Tutorial and Glossary of Terms. The page is divided into three tabs: Reports (selected), Download Reports, and Scheduled Reports. The main configuration area includes the following fields: Report Type (Database Usage Report, with a dropdown menu showing Database Usage Report, Interface Usage Report, Link Activity Report, Login Usage Report, and Title Usage Report), Sites (All), User Defined Field 1 (All), User Defined Field 2 (All), Database (All Databases Accessed, All Subscribed Databases, with a Select/View button), Interface (All), Reporting Period (October 1, 2017 - October 31, 2017), Grouping (Analysis Level: Database, Count Aggregation: Total, By Year, By Month), and a Select/View button.

