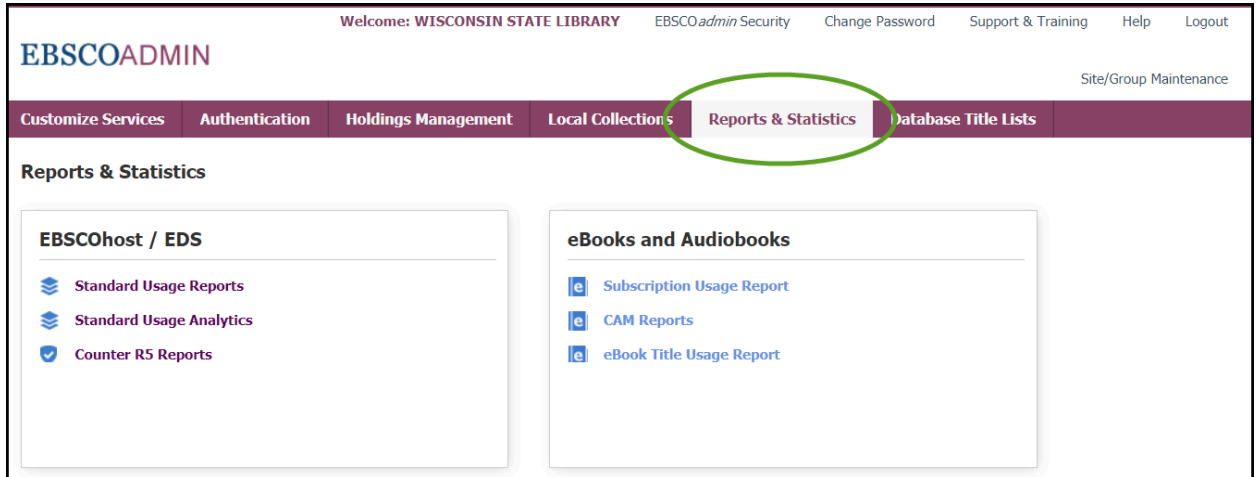


Accessing Reports & Statistics in EBSCOadmin

For library & school staff - updated January 2024

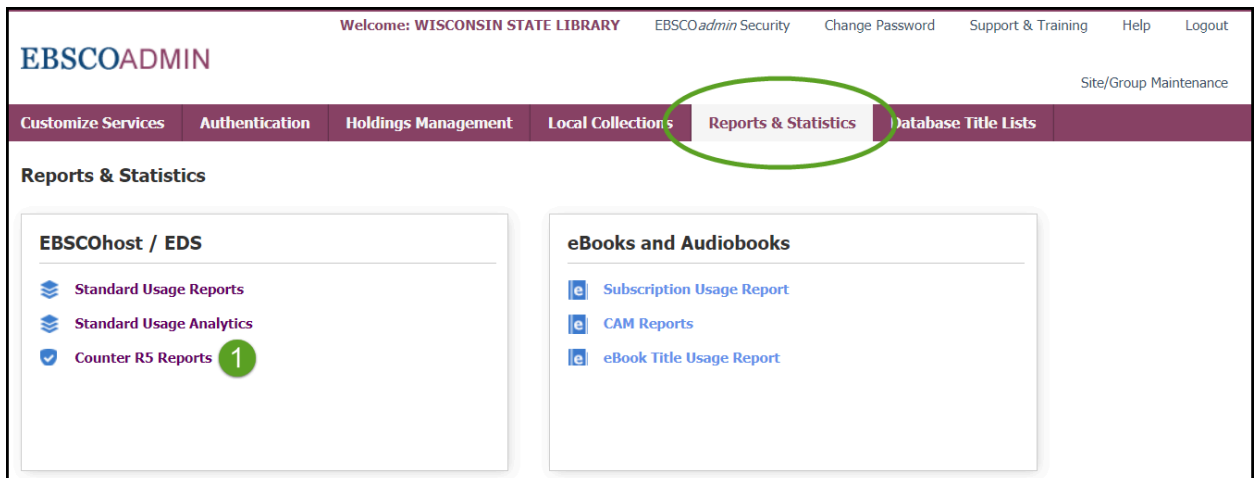
[Complete list of EBSCO databases provided by BadgerLink](#)

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



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 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

7

Filters

Sites All **2**

Database All Databases Select/View **3**

4 Reporting Period December 1, 2023 - December 31, 2023

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
- Institution_ID
- Institution_Name

5

Export

Delivery Download E-mail

6 Create Report for Download View Sample Report

- Choose the report type
 - Public libraries should run the **Database Master Report** and use the **Total Item Investigations** metric type data for the Annual Report
- Select the Site - you may have access to multiple Sites/accounts
 - If you are signed in as a consortial account (public library system, school district), you may select the System under Sites, then follow the additional steps in #5 to run a single report that shows usage by library/school
- Select Databases to include - see [Statewide \(BadgerLink\) Databases](#) for complete list
- Update the Reporting Period
- Expand the **Include Attribute Column** box and select **Institution_ID** and **Institution_Name**

- If you are running a consortial account (public library system, school district) and would like to see usage by individual library, add these two attributes
6. Select the Delivery Option
 7. 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 menu with tabs: Customize Services, Authentication, Holdings Management, Local Collections, Reports & Statistics (highlighted with a green circle), and Database Title Lists. The main content area is titled 'Reports & Statistics' and is divided into two columns. The left column is titled 'EBSCOhost / EDS' and contains three items: Standard Usage Reports (highlighted with a green circle containing the number 2), Standard Usage Analytics, and Counter R5 Reports. The right column is titled 'eBooks and Audiobooks' and contains 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](#).

Standard Usage Reports - [Tutorial](#) - [Glossary of Terms](#)

Reports

[Download Reports](#)

[Scheduled Reports](#)

Report Type

- Database Usage Report
- Database Usage Report**
- Interface Usage Report
- Link Activity Report
- Login Usage Report
- Title Usage Report



Sites

All

User Defined Field 1

All

User Defined Field 2

All

Database

All Databases Accessed All Subscribed Databases

Select/View

Interface

All

Reporting Period

October 1, 2017 - October 31, 2017



Grouping

Analysis Level

Database



Count Aggregation

Total By Year By Month

