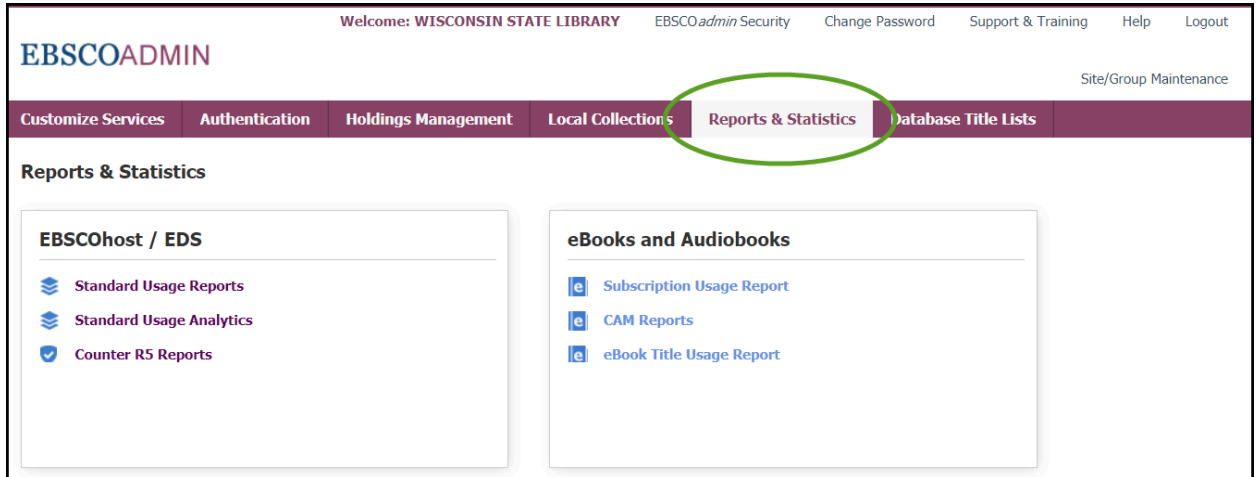# Accessing Reports & Statistics in EBSCOadmin

For library & school staff - updated January 2024
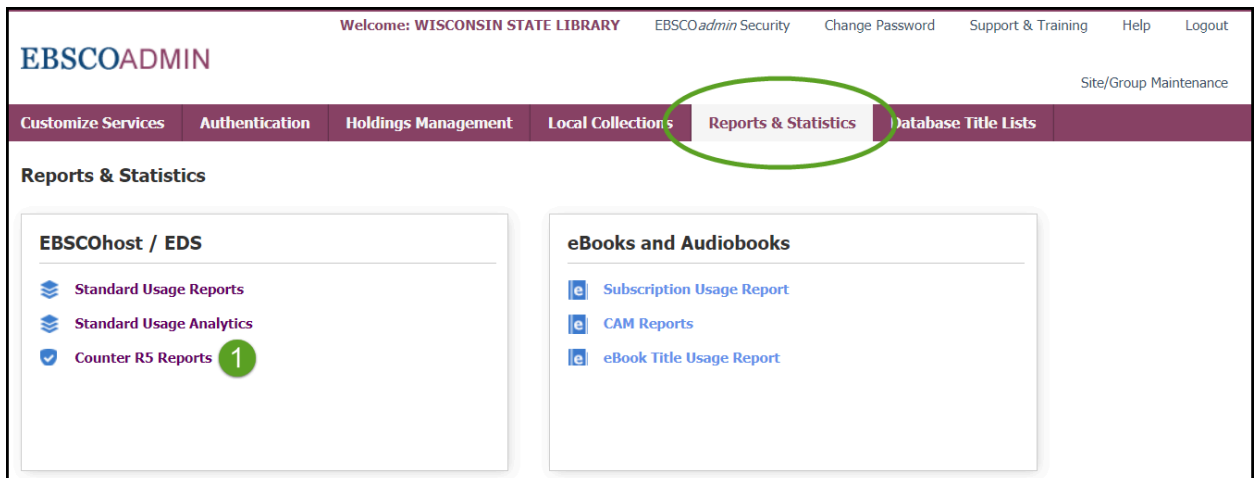
Complete list of EBSCO databases provided by BadgerLink

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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.

1. 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
2. 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
3. Select Databases to include - see **Statewide (BadgerLink) Databases** for complete list
4. Update the Reporting Period
5. Expand the *Include Attribute Column* box and select Insitution_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**

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   (?)