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.
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

- **Report Type**
  - 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

- **Interface**
  - All

- **Reporting Period**
  - October 1, 2017 - October 31, 2017

### Grouping

- **Analysis Level**
  - Database

- **Count Aggregation**
  - Total
  - By Year
  - By Month