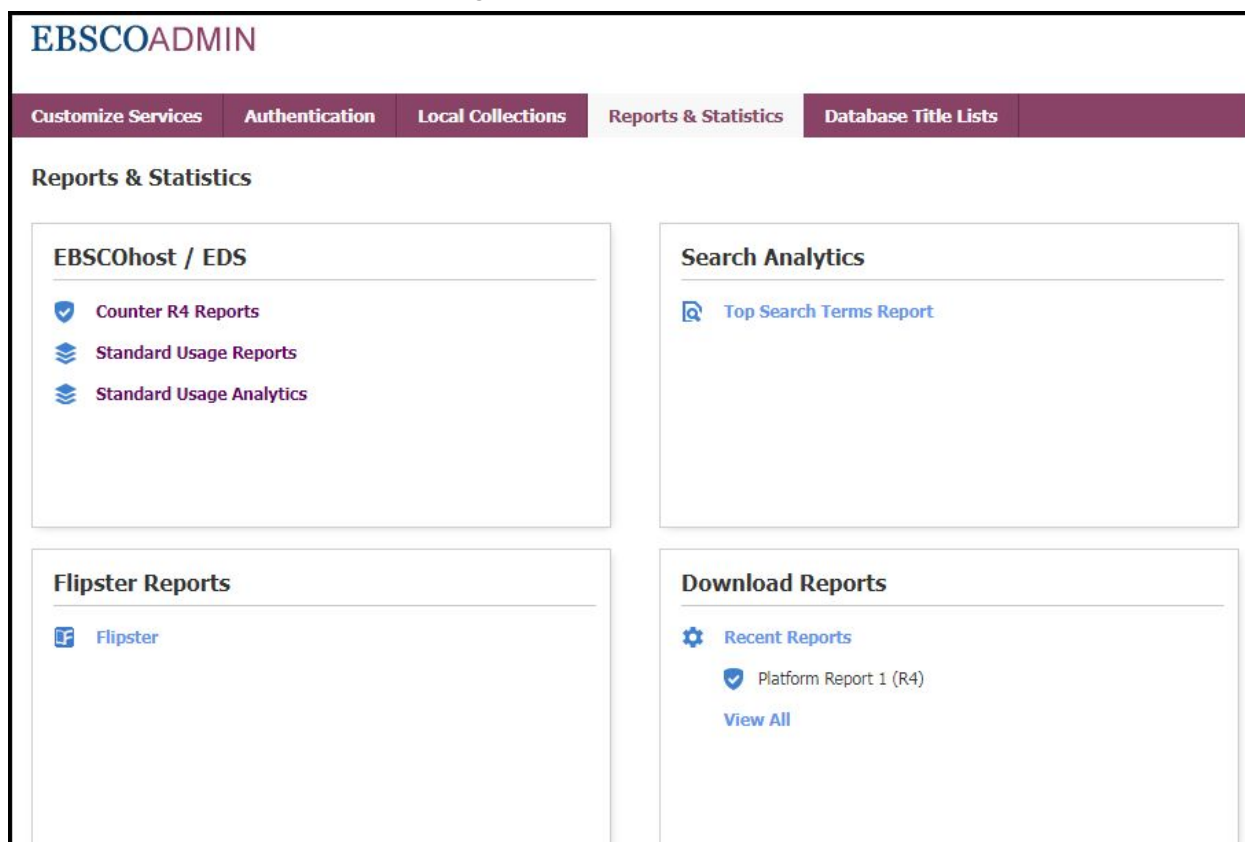


Accessing Statistics Reports in EBSCOadmin

For library & school staff

Log into EBSCOadmin at <http://eadmin.ebscohost.com/EAdmin/Login.aspx>. Contact us at <https://badgerlink.dpi.wi.gov/contact-us> if you do not have a login.

Select **Reports & Statistics** from navigation menu



The screenshot shows the EBSCOADMIN interface. At the top, the navigation menu includes: Customize Services, Authentication, Local Collections, Reports & Statistics (selected), and Database Title Lists. The main content area is titled "Reports & Statistics" and is divided into four panels:

- EBSCOhost / EDS**: Contains three items: Counter R4 Reports (checked), Standard Usage Reports, and Standard Usage Analytics.
- Search Analytics**: Contains one item: Top Search Terms Report.
- Flipster Reports**: Contains one item: Flipster.
- Download Reports**: Contains two items: Recent Reports and Platform Report 1 (R4) (checked). A "View All" link is also present.

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

Counter R4 Reports

The screenshot shows the 'Counter R4 Reports' interface. At the top, there are navigation tabs: 'Customize Services', 'Authentication', 'Local Collections', 'Reports & Statistics' (which is active), and 'Database Title Lists'. Below the tabs, the breadcrumb 'Reports & Statistics / COUNTER R4 Reports' is visible. The main heading is 'COUNTER R4 Reports' with links for 'Tutorial' and 'Glossary of Terms'. There are four tabs: 'Reports' (active), 'SUSHI Authentication', 'Download Reports', and 'Scheduled Reports'. Under the 'Reports' tab, there are three sections: 'Report Type' with a dropdown menu set to 'Book Report 1 (R4): Number of Successful Title Requests by Month and Title' and a help icon; 'Site' with a dropdown menu set to 'All'; and 'Reporting Period' with two date pickers set to 'November 2016' and 'October 2017'. Below these is the 'Delivery Options' section with radio buttons for 'Download' (selected) and 'E-mail'. At the bottom, there is an orange button labeled 'Create Report for Download' and a blue link labeled 'View Sample Report'.

Follows COUNTER (<https://www.projectcounter.org/>) standards and provides reports on overall book, database, journal, or platform use.

Choose your parameters (if your login provides access to multiple accounts, select your desired location from the *Site* dropdown before creating the report), select the **Download** delivery option, and click **Create Report for Download** to save it to your computer.

Reports will appear under the **Download Reports** tab. Or you can choose the **E-mail** delivery option to send it to e-mail addresses you specify, or schedule a recurring report.

Note: Public libraries should run **Database Report 1** and use the **Result Clicks** total for the *Successful Retrieval of Electronic Information* element on the Annual Report.

Standard Usage Reports

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

Reports Download Reports Scheduled Reports

Report Type ?
Database Usage Report
Interface Usage Report
Link Activity Report
Login Usage Report
Title Usage Report

Sites

User Defined Field 1

User Defined Field 2

Database All Databases Accessed All Subscribed Databases

Interface

Reporting Period ?

Grouping

Analysis Level ?

Count Aggregation Total By Year By Month ?

For reports containing non-COUNTER metrics.

Includes Database, Interface, Link Activity, Login, and Title Usage Reports.

While some of these reports include a *Session* metric, many major vendors no longer see this as a valid metric. Information on metrics available here [https://help.ebsco.com/interfaces/EBSCOadmin/Admin User Guide/EBSCOadmin Standard Reports Column Definitions](https://help.ebsco.com/interfaces/EBSCOadmin/Admin%20User%20Guide/EBSCOadmin%20Standard%20Reports%20Column%20Definitions).

Choose your parameters, select the **Download** delivery option, and click **Create Report for Download** to save it to your computer. Reports will appear under the **Download Reports** tab. Or you can choose the **E-mail** delivery option to send it to e-mail addresses you specify, or schedule a recurring report.