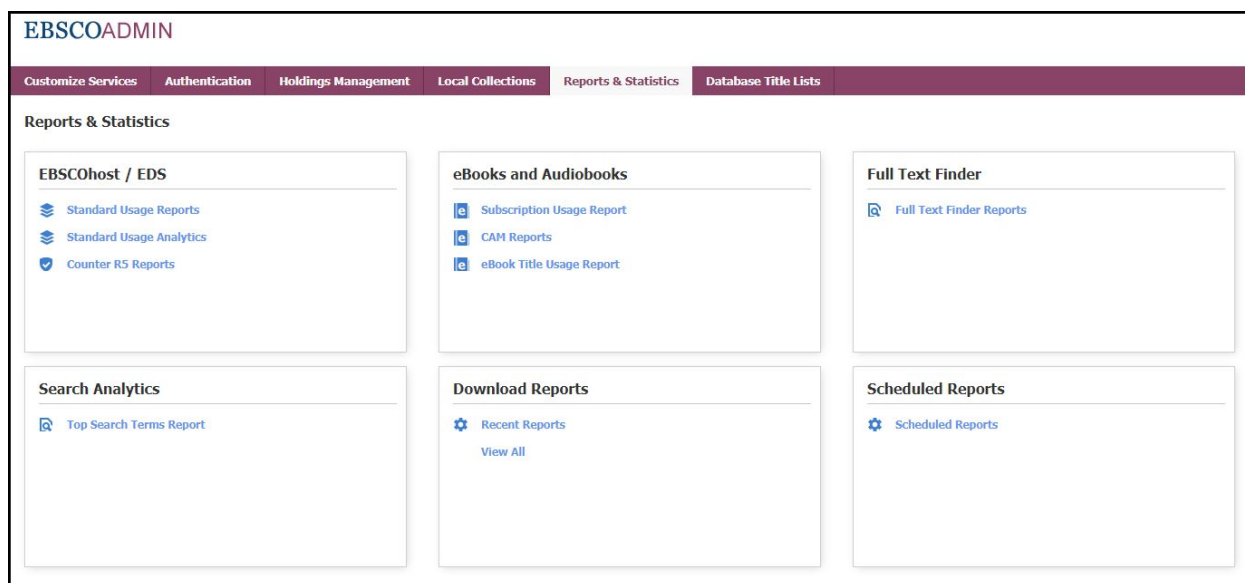


Accessing Statistics Reports in EBSCOadmin

For library & school staff - updated February 2020

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 the navigation menu



The screenshot shows the EBSCOADMIN interface. At the top, there is a navigation menu with the following items: Customize Services, Authentication, Holdings Management, Local Collections, Reports & Statistics (highlighted), and Database Title Lists. Below the navigation menu, the "Reports & Statistics" section is displayed, containing several report categories:

- EBSCOhost / EDS**
 - Standard Usage Reports
 - Standard Usage Analytics
 - Counter R5 Reports
- eBooks and Audiobooks**
 - Subscription Usage Report
 - CAM Reports
 - eBook Title Usage Report
- Full Text Finder**
 - Full Text Finder Reports
- Search Analytics**
 - Top Search Terms Report
- Download Reports**
 - Recent Reports
 - View All
- Scheduled Reports**
 - Scheduled Reports

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

Option #1 Counter R5 Reports

The screenshot displays the COUNTER R5 Reports interface. At the top, there is a navigation bar with tabs for 'Customize Services', 'Authentication', 'Holdings Management', 'Local Collections', 'Reports & Statistics', and 'Database Title Lists'. Below this, the page title is 'COUNTER R5 Reports' with links for 'Tutorial' and 'Glossary of Terms'. The main content area is divided into sections: 'Reports' (with sub-tabs for 'SUSHI Authentication', 'Download Reports', and 'Scheduled Reports'), 'Filters', 'Options', and 'Export'. The 'Filters' section includes dropdown menus for 'Report Type' (set to 'Platform Usage'), 'Sites' (set to 'All'), 'Reporting Period' (set to 'January 1, 2020 - January 31, 2020'), 'Metric Type' (with selected options: 'Searches_Platform', 'Total_Item_Requests', 'Unique_Item_Requests', 'Unique_Title_Requests'), 'Data Type' (with selected options: 'Platform', 'Database', 'Book', 'Journal', 'Multimedia', 'Newspaper_or_Newsletter', 'Report', 'Thesis_or_Dissertation', 'Other'), and 'Access Method' (set to 'Regular'). The 'Options' section has an 'Include Attribute Column' dropdown with selected options: 'Platform', 'Metric_Type', 'Reporting_Period_Total', and 'Monthly_Usage_Details'. The 'Export' section shows 'Delivery' options: 'Download' (selected) and 'E-mail'. At the bottom, there is an orange button labeled 'Create Report for Download' and a link for 'View Sample Report'.

The COUNTER R5 Reports follow COUNTER (<https://www.projectcounter.org/>) standards and provides multiple report types on overall book, database, journal, or platform use.

1. Choose your report type
2. Select the Site - your login may provide access to multiple Sites/accounts.

3. Update the Reporting Period
4. Select the Delivery Option:
 - a. Click **Download** and then **Create Report for Download** to save it to your computer. Downloaded reports will appear under the **Download Reports** tab.
 - b. Choose **E-mail** and enter an e-mail address, or schedule a recurring report.

Public libraries should run Database Master Report and use the Total Item Investigations total for the *Successful Retrieval of Electronic Information* element on the 2019 Annual Report. *Note: the recommended metric may change for 2020 reporting.

Option #2 Standard Usage Reports

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

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

Interface ▼
 All

Reporting Period ?
 October 1, 2017 - October 31, 2017 📅

Grouping

Analysis Level ?
 Database ▼

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_User_Guide/EBSCOadmin_Standard_Reports_Column_Definitions).

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.