



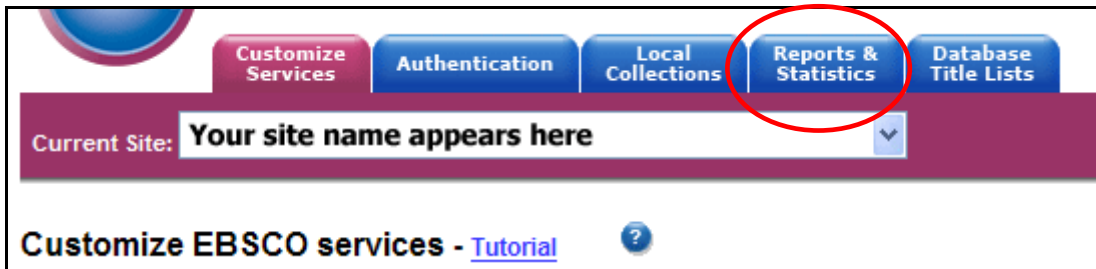
## Retrieving Statistics from EBSCOadmin

Institution administrators can gain access to EBSCOhost usage statistics by logging into EBSCOadmin with their admin user ID and password. This is different than the login credentials used for access to the EBSCOhost databases.

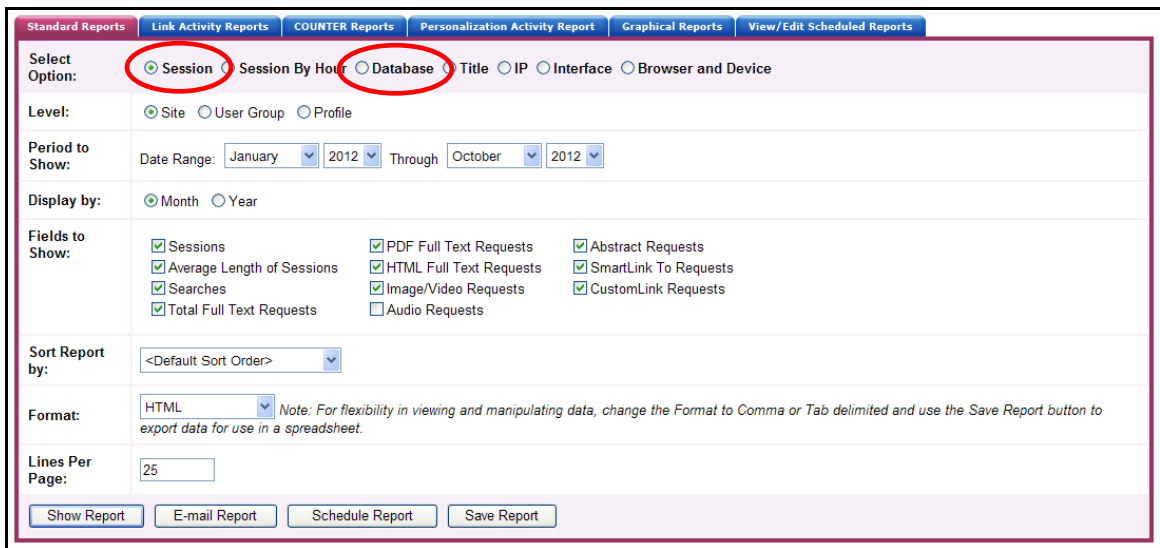
If you are an institution's administrator and do not have your EBSCOadmin login information, you can obtain it by contacting EBSCO Publishing Technical Support at 800-758-5995 or emailing [eptech@ebSCOhost.com](mailto:eptech@ebSCOhost.com).

### To retrieve EBSCOhost usage statistics:

1. Access EBSCOadmin at the following URL and log in with your ID and password.  
<http://eadmin.ebscohost.com>
2. Upon logging in, you will be brought to the Customize Service tab of EBSCOadmin. Click on the blue **Reports & Statistics** tab found at the top of the screen.



3. On the Reports & Statistics page, you will see several reporting options are available. To view a report of the total number of EBSCOhost sessions and searches with full text requests, click the **Sessions** radio button. To view a report of the number of sessions and searches broken down by individual database searched, click the **Database** radio button.



- After choosing the type of report, select the date range for which you would like the report to display results. You can have the report display with your date range broken down by month or display usage for the calendar year.
- To view the report in your web browser, click **Show Report**.

The screenshot shows a web interface for configuring a report. At the top, there are tabs for 'Standard Reports', 'Link Activity Reports', 'COUNTER Reports', 'Personalization Activity Report', 'Graphical Reports', and 'View/Edit Scheduled Reports'. The 'COUNTER Reports' tab is active. Below the tabs, there are several sections for configuration:

- Select Option:** Radio buttons for Session (selected), Session By Hour, Database, Title, IP, Interface, and Browser and Device.
- Level:** Radio buttons for Site (selected), User Group, and Profile.
- Period to Show:** Date Range: January 2012 Through October 2012.
- Display by:** Radio buttons for Month (selected) and Year.
- Fields to Show:** Checkboxes for Sessions, Average Length of Sessions, Searches, Total Full Text Requests, PDF Full Text Requests, HTML Full Text Requests, Image/Video Requests, Audio Requests, Abstract Requests, SmartLink To Requests, and CustomLink Requests.
- Sort Report by:** A dropdown menu set to '<Default Sort Order>'.  
Note: For flexibility in viewing and manipulating data, change the Format to Comma or Tab delimited and use the Save Report button to export data for use in a spreadsheet.
- Format:** A dropdown menu set to 'HTML'.
- Lines Per Page:** A text input field containing '25'.

At the bottom, there are four buttons: 'Show Report', 'E-mail Report', 'Schedule Report', and 'Save Report'. The 'Show Report' button is highlighted with a red box.

If displayed in your web browser, your session report will appear as follows.

Database Usage Report Site: All Detail Level: Database Period: January 2012 - October 2012

Database Name	Year	Month	Sessions	Searches	Requests							
					Total Full Text	PDF Full Text	HTML Full Text	Image/Video	Abstract	Smart Link To	Smart Link From	Custom Link
Academic Search Complete	2012	October	205	559	201	149	52	0	223	74	2	0
Alt HealthWatch	2012	October	129	395	4	1	3	0	6	0	0	0
Bibliography of Native North Americans	2012	October	120	333	0	0	0	0	0	0	0	0
Biography Reference Center	2012	October	939	2874	1391	7	1384	0	1980	0	0	0

- To have the report emailed to you, click **E-mail Report**. You will be asked to enter your e-mail address and select the format you wish the report to be sent in. Select HTML for viewing in your web browser or select Comma or Tab Delimited for a file that can be imported into Microsoft Excel. Click **Submit** and your report will be emailed to you shortly.

The screenshot shows the 'E-mail the Database Usage Report' form. At the top, it says 'E-mail the Database Usage Report Site: All Detail Level: Database Period: January 2012 - October 2012'. Below this, there are three main sections:

- E-mail Address:** A text input field.
- Report Name:** A text input field containing 'Database Usage Report' with a note below it: '(used as subject of the e-mail)'.  
Note: For flexibility in viewing and manipulating data, change the Format to Comma or Tab delimited and use the Save Report button to export data for use in a spreadsheet.
- Output Format:** A dropdown menu with 'HTML' selected. The dropdown is open, showing the following options: 'HTML', 'HTML', 'Comma delimited', and 'Tab delimited'. The first 'HTML' option is highlighted with a blue background.

At the bottom, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with a red box.