



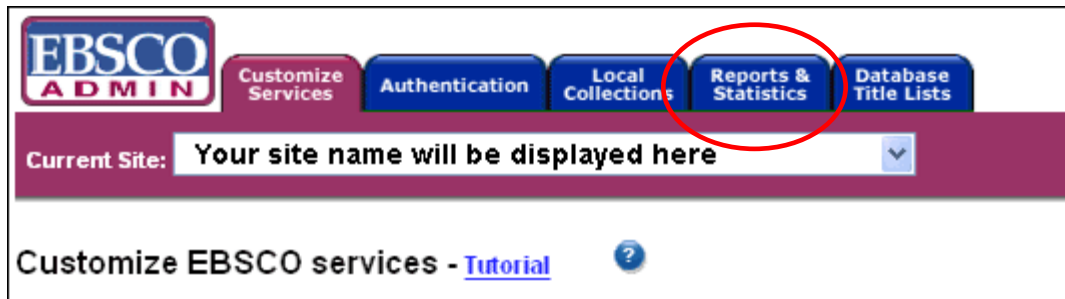
## Retrieving Statistics from EBSCOadmin

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.

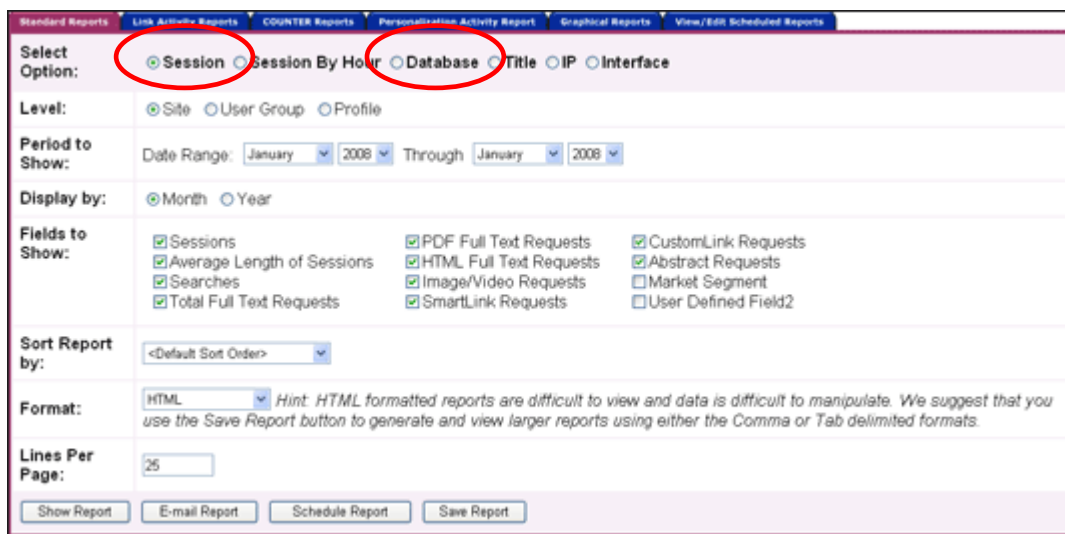
If you are an institution's administrator and do not have your EBSCOadmin login information, you can obtain it by contacting EBSCO Publishing Technical Support at 800-758-5995 or emailing [eptech@ebSCOhost.com](mailto:eptech@ebSCOhost.com).

### 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 the EBSCO report configuration interface. At the top, there are navigation tabs: Standard Reports, Link Activity Reports, COUNTER Reports, Personalization Activity Report, Graphical Reports, and View/Edit Scheduled Reports. The main form includes the following sections:

- Select Option:** Radio buttons for Session (selected), Session By Hour, Database, Title, IP, and Interface.
- Level:** Radio buttons for Site (selected), User Group, and Profile.
- Period to Show:** Date Range: January 2008 Through January 2008.
- Display by:** Radio buttons for Month (selected) and Year.
- Fields to Show:** A grid of checkboxes for various report fields, including Sessions, Average Length of Sessions, Searches, Total Full Text Requests, PDF Full Text Requests, HTML Full Text Requests, Image/Video Requests, SmartLink Requests, CustomLink Requests, Abstract Requests, Market Segment, and User Defined Field2.
- Sort Report by:** A dropdown menu set to <Default Sort Order>.
- Format:** A dropdown menu set to HTML, with a hint: "HTML formatted reports are difficult to view and data is difficult to manipulate. We suggest that you use the Save Report button to generate and view larger reports using either the Comma or Tab delimited formats."
- Lines Per Page:** A text input field set to 25.
- Buttons:** Show Report (circled in red), E-mail Report, Schedule Report, and Save Report.

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

Database Usage Report Site: PARKSIDE HIGH SCHOOL Detail Level: Database Period: October 2007 - January 2008												
				Requests								
Database Name	Year	Month	Sessions	Searches	Total Full Text	PDF Full Text	HTML Full Text	Image/Video	Smart Link	Custom Link	Abstract	
Canadian Reference Centre	2008	January	8	46	19	0	19	0	0	0	11	
Canadian Reference Centre	2007	December	1	13	0	0	0	0	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 Session Usage Report" form. It includes the following fields and options:

- E-mail Address:** An empty text input field.
- Report Name:** A text input field containing "Session Usage Report" with a note "(used as subject of the e-mail)".
- Output Format:** A dropdown menu with "HTML" selected and circled in red. Other options are "Comma delimited" and "Tab delimited".
- Buttons:** Submit and Cancel.