

# Running Gale Usage Reports

## Creating A Recurrent Usage Report Tip Sheet

Gale Usage Reports provides customers with flexible access to usage statistics for their Gale database subscriptions. The tip sheet will provide instructions for setting up usage reports to run on a regular basis – monthly, bi-weekly, etc.

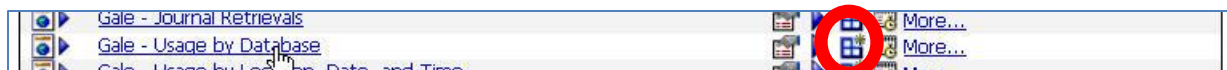
### STEP ONE: LOG INTO GALE ADMIN

Log into Gale's Administrative tool, **Gale Admin** and select your institution or library; most customers will see only one library in Gale Admin. Then select, **Reports -> View Usage Reports**. If you don't have access to Gale Admin, contact Gale's Technical Support at 1-800-877-4253 for log-in credentials.

### STEP TWO: CREATE A REPORT VIEW

Report Views allow you to configure specific reports to run more than once. By the prompt values you choose, you can make the report run on a regular scheduled basis.

- Locate and click the report you would like to run recurrently; we'll use the Gale-Usage by Database as an example.

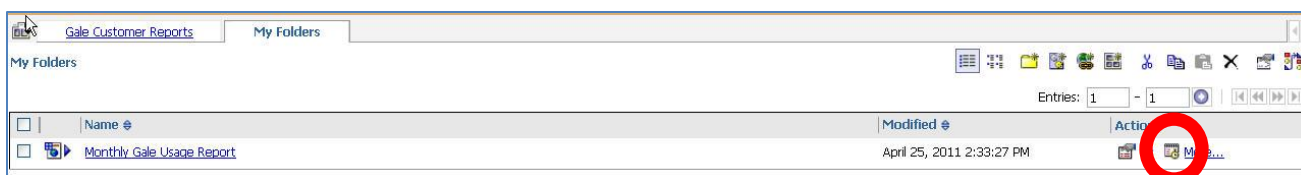


- Click the Report View icon; it looks like a window.
- Give the report a meaningful name; Description and Screen Tip are optional.
- We have to save this report view to our folders so under Location, click Select My Folder.
- Click the Finish button. This will return you to the main window.

### STEP THREE: CONFIGURE AND SCHEDULE YOUR REPORT

Now we'll set up the report to run when we want with the statistics we want.

- Locate your report in the My Folders Tab.
- Click the Schedule icon. It looks like a calendar with a clock in the corner.



- Select the option you want for your recurrent report. In this example, we've set up the report to run monthly to be delivered in CSV format via e-mail. Other options are available; popular choices below:

- i. Frequency – choose how often you want your report to run. **If you are setting up a monthly report, make sure to choose to have the report run on Day 3 of every 1 month.** This will ensure that you get the entire previous month's usage as the system only has statistics from two days prior.
- ii. Options – choose to Override the default values.

- iii. Format – you may choose more than one format for your report.
  - iv. Delivery – for e-mail delivery, click Edit the options to include your e-mail address. You can then choose to have the usage report delivered as an e-mail attachment or as a link to the report.
- d. Under Prompt values, you must choose to override the default values. Then click Set.
  - e. Make your Date Selection – since this is a report you want to run recurrently, do not select Date Range with specific dates. Choose Last Month if you are setting up a monthly report.
  - f. Choose if you'd like to **Show** Inside and Remote usage as separate counts or if you'd like to **Suppress** and combine them into one count.
  - g. When running a Usage by Database report, you may choose the databases you want usage for.
  - h. Click Finish.
  - i. Click OK. Your report is now set up to run recurrently!

If you have any questions, please contact Gale's Technical Support at 1-800-877-4253 or [Gale.TechnicalSupport@cengage.com](mailto:Gale.TechnicalSupport@cengage.com) or refer to the complete user's guide at <http://www.gale.cengage.com/usage>.