▲ Info base Quick Tips: How to Run Infobase Usage Reports
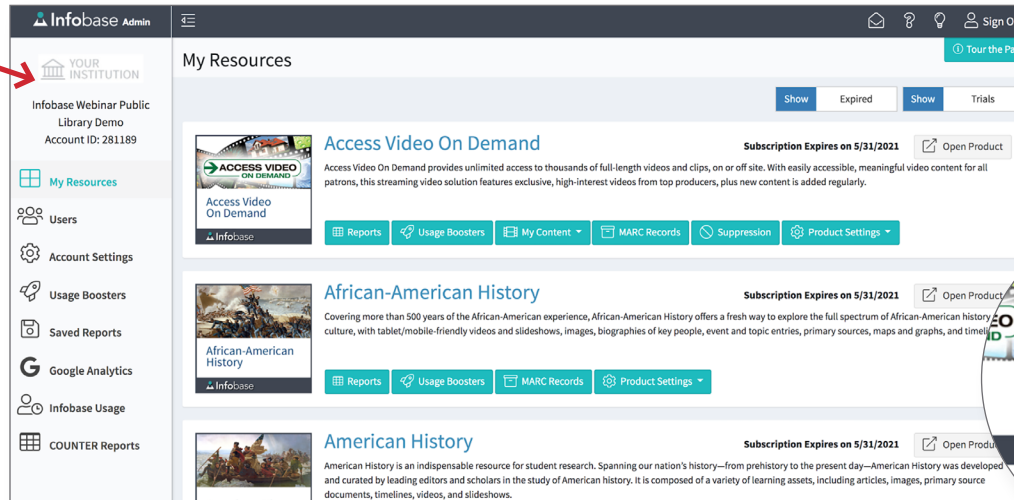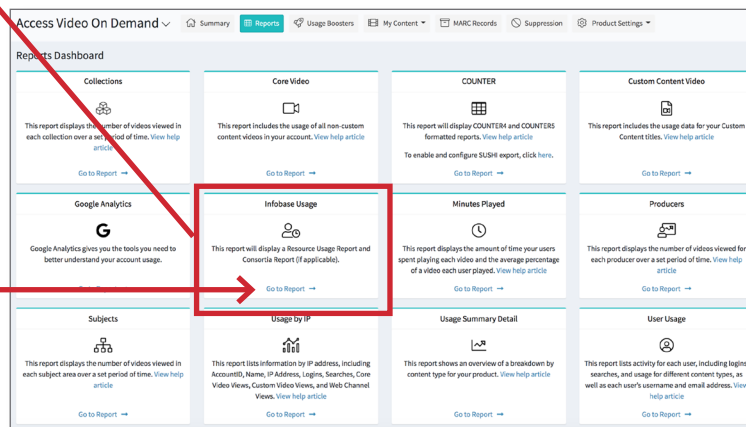
Creating a Usage Report for a Single Infobase Resource

You can view and export usage statistics for any or all Infobase resources in your Admin Portal.

1. Open your Infobase **Admin Portal** at https://admin.infobase.com.

Enter your username and password.

If you don't know it, contact Support@Infobase.com.

2. To view statistics for a single resource, click the **Reports** button under the resource name.

3. On the **Report Dashboard**, locate the **Infobase Usage** field.

(Note: Each product's reporting options may appear differently. This example illustrates the reports available for Access Video On Demand streaming video.)
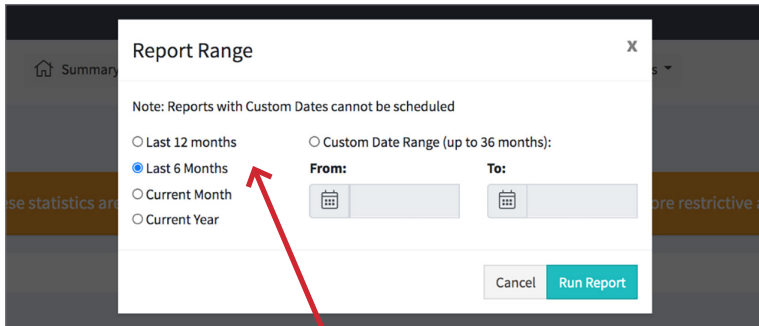
4. Click **Go to Report**.
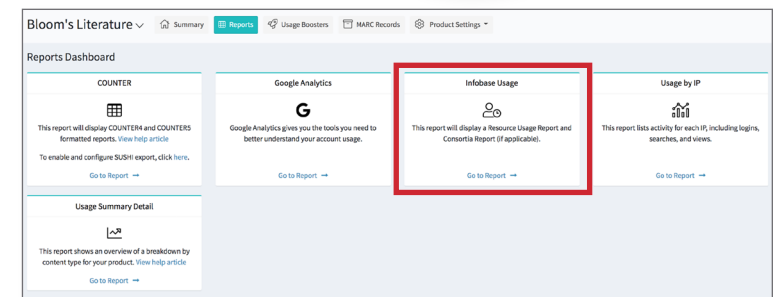
(Report Dashboard example for Bloom's Literature reference database.)

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Creating a Usage Report for a Single Infobase Resource

Report Range

x

Note: Reports with Custom Dates cannot be scheduled

○ Last 12 months   ○ Custom Date Range (up to 36 months):
● Last 6 Months   **From:**   **To:**
○ Current Month
○ Current Year

Cancel   **Run Report**

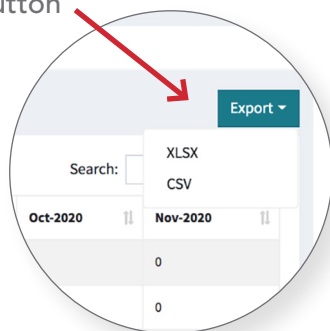**5.** In the **Report Range** dialog box, select a standard date range or create a custom range. Click **Run Report**.

6. On the **Usage Report**, the **User Activity** column displays the number of **Views**, **Searches**, and **Clicks**, and if the click is attributed to a **Discovery Service**.

7. Click the **Export** button to export the report to Excel.

Export ▾
XLSX
CSV
Search:
Oct-2020   Nov-2020
0
0

Access Video On Demand ∨   🏠 Summary   ▦ Reports   Usage Boosters   My Content ▾   MARC Records   Suppression   ⚙ Product Settings ▾

Infobase Usage Report   Subscription: 5/27/2020 - 5/31/2021   📅 Last 6 Months

⚠ Please note - These statistics are not comparable to COUNTER statistics as COUNTER tracking is much more restrictive as per the established COUNTER tracking guidelines.

Resource Usage

Show 25 entries   Search: Export ▾

Resource	User Activity	Reporting Period Total	May-2020	Jun-2020	Jul-2020	Aug-2020	Sep-2020	Oct-2020	Nov-2020
Access Video On Demand	Views	61	1	8	18	5	13	16	0
Access Video On Demand	Searches	57	7	21	9	1	4	15	0
Access Video On Demand	Clicks	118	8	29	27	6	17	31	0
Access Video On Demand	Discovery Service Usage	0	0	0	0	0	0	0	0

(Report results for streaming video.)

Bloom's Literature ∨   🏠 Summary   ▦ Reports   Usage Boosters   MARC Records   ⚙ Product Settings ▾   ⓘ Tour the Page

Infobase Usage Report   Subscription: 5/27/2020 - 5/31/2021   📅 Last 6 Months

⚠ Please note - These statistics are not comparable to COUNTER statistics as COUNTER tracking is much more restrictive as per the established COUNTER tracking guidelines.

Resource Usage

Show 25 entries   Search: Export ▾

Resource	User Activity	Reporting Period Total	May-2020	Jun-2020	Jul-2020	Aug-2020	Sep-2020	Oct-2020	Nov-2020
Bloom's Literature	Views	38	0	38	0	0	0	0	0
Bloom's Literature	Searches	2	0	2	0	0	0	0	0
Bloom's Literature	Clicks	3	0	3	0	0	0	0	0
Bloom's Literature	Discovery Service Usage	0	0	0	0	0	0	0	0

(Report results for a reference database.)

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Creating a Usage Report for Infobase Resources

To contact Infobase Tech Support, go to the searchable Support Center via the "**Help**" link in your Infobase resources, call **(800) 322-8755,** or email **Support@Infobase.com.**

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