Infobase Quick Tips to Schedule Regular Usage Reports

Receive Regular Usage Reports for Infobase Resources

In your Infobase Admin portal, you can schedule monthly, quarterly, or annual usage reports via email by using the Alerts feature. You can receive alerts for all products at once or just for individual products.

1. Open your Infobase **Admin portal**.

2. To receive email reports for all Infobase resources in your subscription, click the **COUNTER Reports** button on the left-hand side of your Admin portal.

3. Click the **Alerts** button.

4. Click **Add Alert**.

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1120
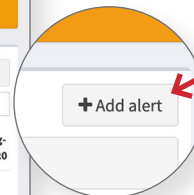
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5. Enter the email address(es) of the person or persons you'd like to receive the reports.

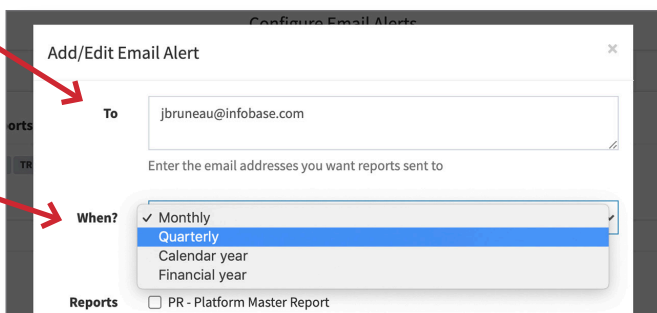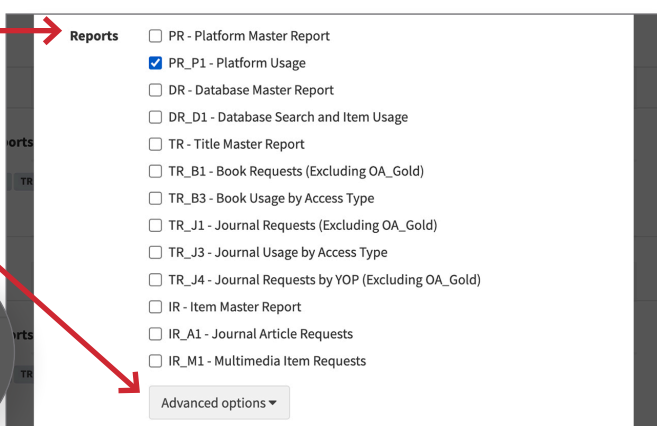**6.** Select how frequently you'd like to receive the reports from the **When?** drop-down menu.

7. Select the **Reports** you'd like to receive.

8. Use the **Advanced** option if you'd like to write a note in the email itself.
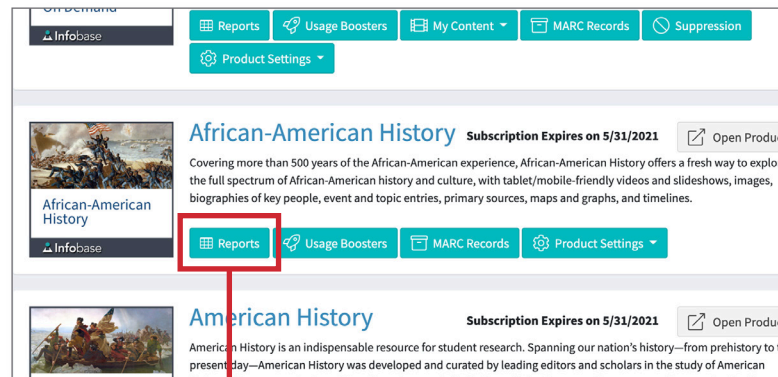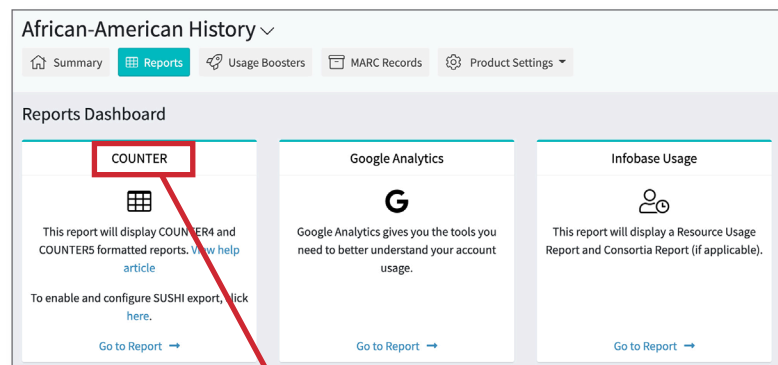
9. Save to see the current alerts.

10. You can add as many different email alerts as you'd like, and you can **Edit** or **Delete** them at any time.

11. To schedule alerts for a single product, select the **Reports** button under the product description.

12. On the **Reports Dashboard**, select **COUNTER** and then **Alerts** to add an alert.

1120

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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.**

1120