

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.

Infobase Admin

YOUR INSTITUTION

Infobase Webinar Public Library Demo
Account ID: 281189

My Resources

Users

Account Settings

Usage Boosters

Saved Reports

Google Analytics

Infobase Usage

COUNTER Reports

Help

My Resources

Show Expired Show Trials

Access Video On Demand **Subscription Expires on 5/31/2021** Open Product

Access Video On Demand provides unlimited access to thousands of full-length videos and clips, on or off site. With easily accessible, meaningful video content for all patrons, this streaming video solution features exclusive, high-interest videos from top producers, plus new content is added regularly.

Reports Usage Boosters My Content MARC Records Suppression

Product Settings

African-American History **Subscription Expires on 5/31/2021** Open Product

Covering more than 500 years of the African-American experience, African-American History offers a fresh way to explore the full spectrum of African-American history and culture, with tablet/mobile-friendly videos and slideshows, images, biographies of key people, event and topic entries, primary sources, maps and graphs, and timelines.

Reports Usage Boosters MARC Records Product Settings

American History **Subscription Expires on 5/31/2021** Open Product

American History is an indispensable resource for student research. Spanning our nation's history—from prehistory to the present day—American History was developed and curated by leading editors and scholars in the study of American history. It is composed of a variety of learning assets, including articles, images, primary source documents, timelines,

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.

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COUNTER Report

As of September 1st, COUNTER R4 will only run reports for dates between January 2018 - August 2020. After that time, you must use COUNTER R5 reports. COUNTER R5 reports are available from January 2020 - present.

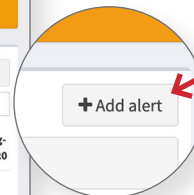
JAN 2020 TO OCT 2020 Filters PR - Platform Master Report < Help Alerts Download Sushi >

Search:

Platform	Metric_Type	Reporting_Period_Total	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020	Jul-2020	Aug-2020
Access Video	Searches_Platform	21	0	0	0	0	6	1	0	0

3. Click the **Alerts** button.

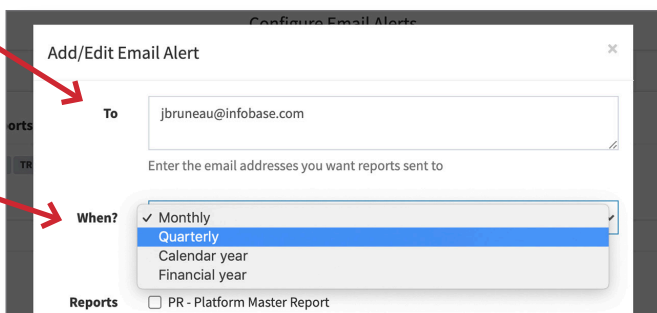
4. Click **Add Alert**.



(Continued)

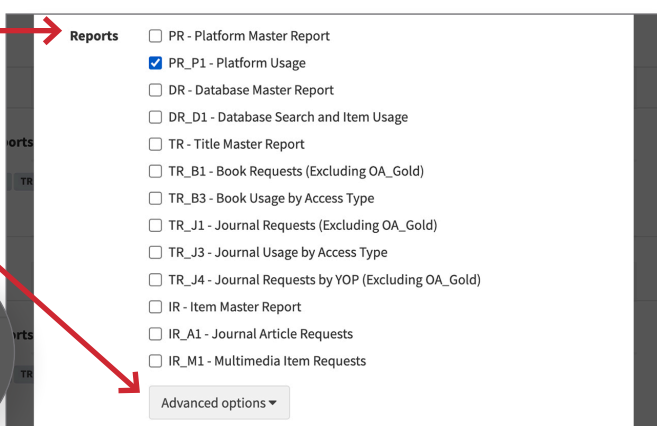
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5. Enter the email address(es) of the person or persons you'd like to receive the reports.



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.

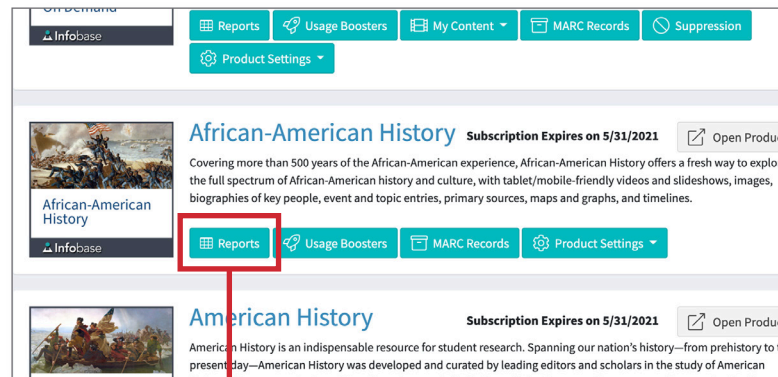
9. **Save** to see the current alerts.



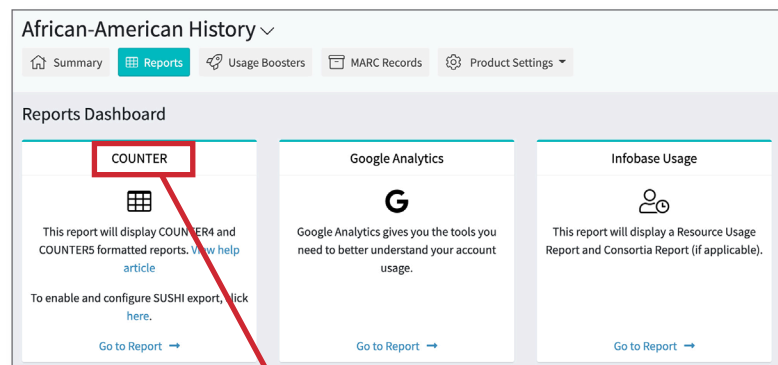
10. You can add as many different email alerts as you'd like, and you can **Edit** or **Delete** them at any time.



Period	Reports	Recipients	Format	
quarterly	PR_P1 TR	lhill@infobase.com library@library.edu	xls	Edit Delete



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.

Receive Regular Usage Reports 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.