

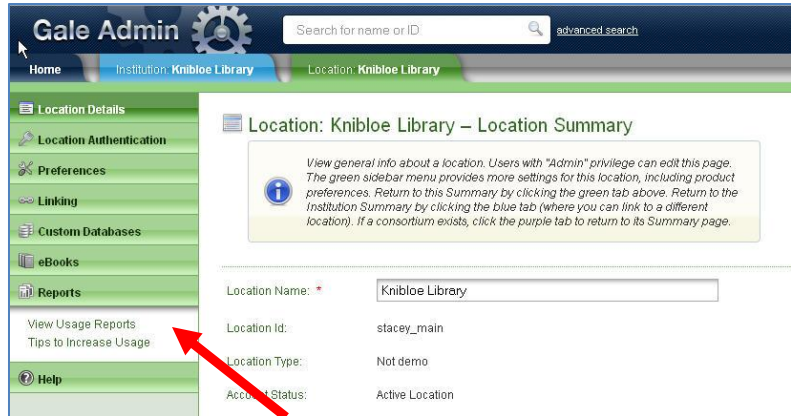
# Running Gale Usage Reports

## Creating A Report On-Demand Tip Sheet

Gale Usage Reports provide customers with flexible access to usage statistics for their Gale database subscriptions. The tip sheet will provide instructions for running usage reports on-demand.

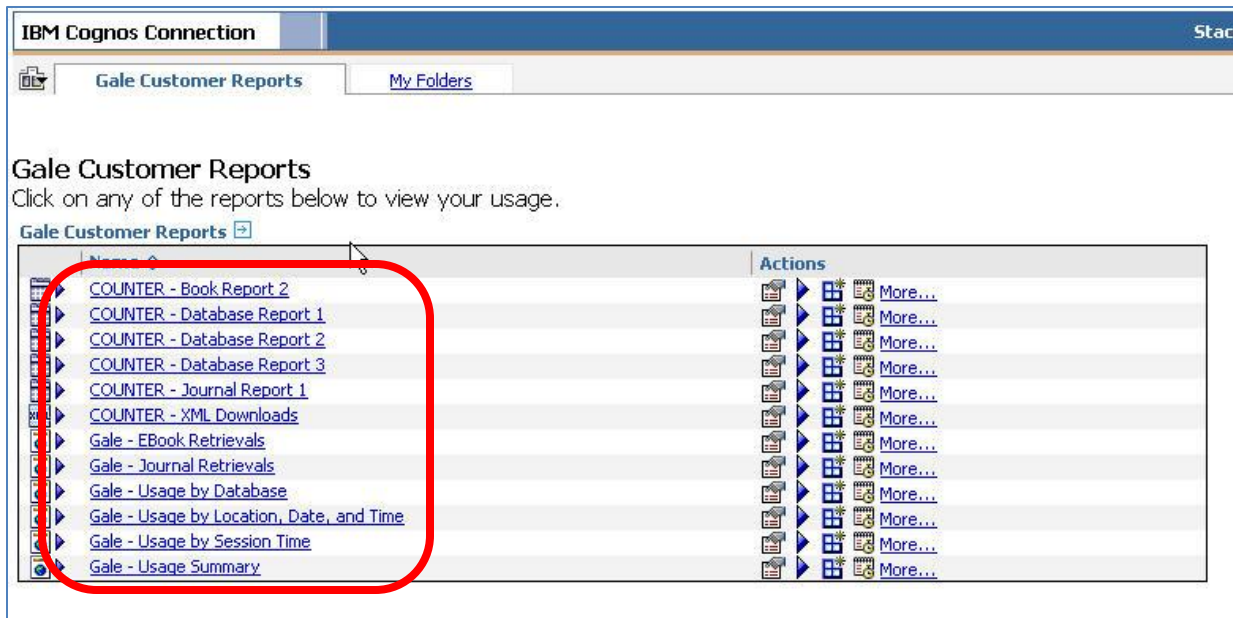
### STEP ONE: LOG INTO GALE ADMIN

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: CHOOSE YOUR REPORT

The **Gale Customer Reports** tab contains all the standard reports that are available to you. Locate the desired report. Click the report’s name to launch the report viewer.



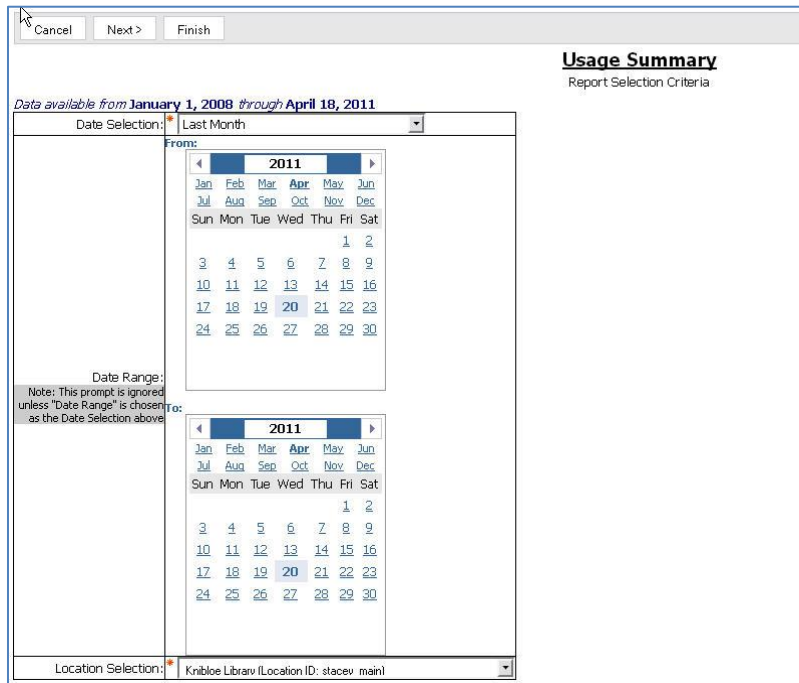
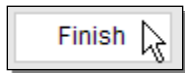
Reports in this tab give you the option to customize the report; options vary depending on the report chosen. You can choose to export the report once it’s run.

### STEP THREE: CHOOSE YOUR DATE RANGE

Choose your date range from the **Date Selection** drop box. Usage is available for the current years plus the three previous years. *Note: You will only need to use the two calendars if you've selected Date Range.*

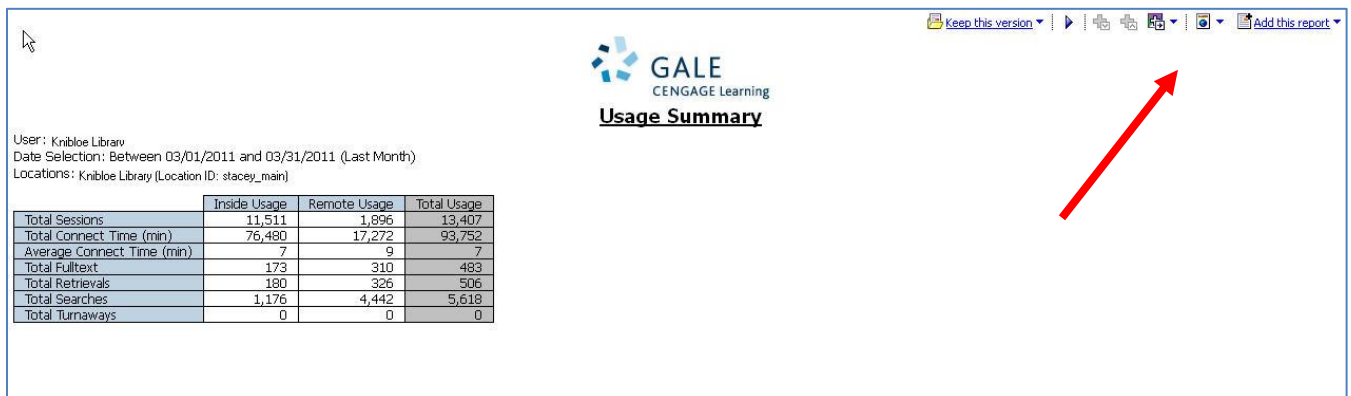
Choose your library from the **Location Selection** drop box.

Click the **Finish** button.

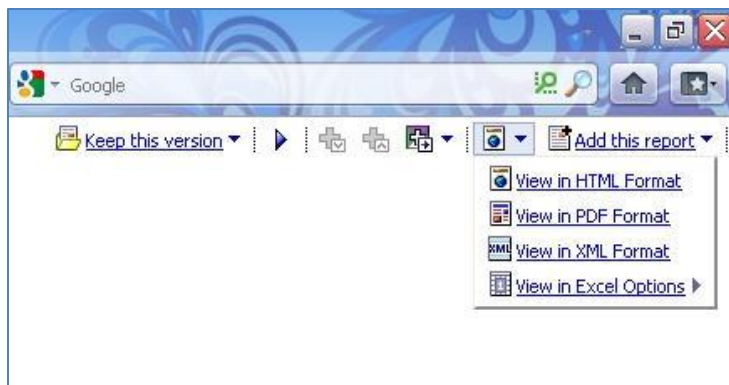


### STEP FOUR: VIEW YOUR REPORT

Your report will display automatically. Note the options in the upper right hand corner.



You can export your report in a variety of formats – HTML, PDF, XML, Excel (2000, 2002, 2007, CSV).



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>.