

## Pulling your Ancestry.com Statistics For the State Report

1. Start at the Statistics page on OPLIN's website: <http://www.oplin.ohio.gov/statistics>
2. Click on the Ancestry Library Edition link. Note: you must do this from within the library.

Search Need help? (888) 966-7546

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**Where can I go?**

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### Get database statistics

#### Monthly database statistics

Some vendors provide very detailed spreadsheets of library activity in any given month. See the table at the end of this page to download those Excel spreadsheets.

Some other vendors provide direct access to statistics from their websites:

**Ancestry Library Edition**  
This link should recognize the IP address of your library, and provides various options for statistics delivery. These stats take some time to completely compile, so ProQuest recommends waiting until the 5th of the month to get accurate usage statistics for the previous month.

3. You should now see a page that looks like this:

ancestry library edition

Ohio Public Library Information Network OPLIN [Logout](#)

### Usage Reports

Create a Usage Report Scheduled Reports

#### Create a Usage Report

**Report Type**  
Database Activity Summary About this Report Type

**Delivery Method**  
Email report now Database Activity Summary  
This report provides an overview of database activity. It includes searches and document usage broken out by database.

**Usage Period**  
From: Jan 2016 To: Dec 2016

**Delivery Format**  
 HTML  
 Comma Separated(CSV)  
 Tilde Separated(~)  
 XML

**Email Address** (enter a single address)

Select "Database Activity Summary"

Select "Email report now"

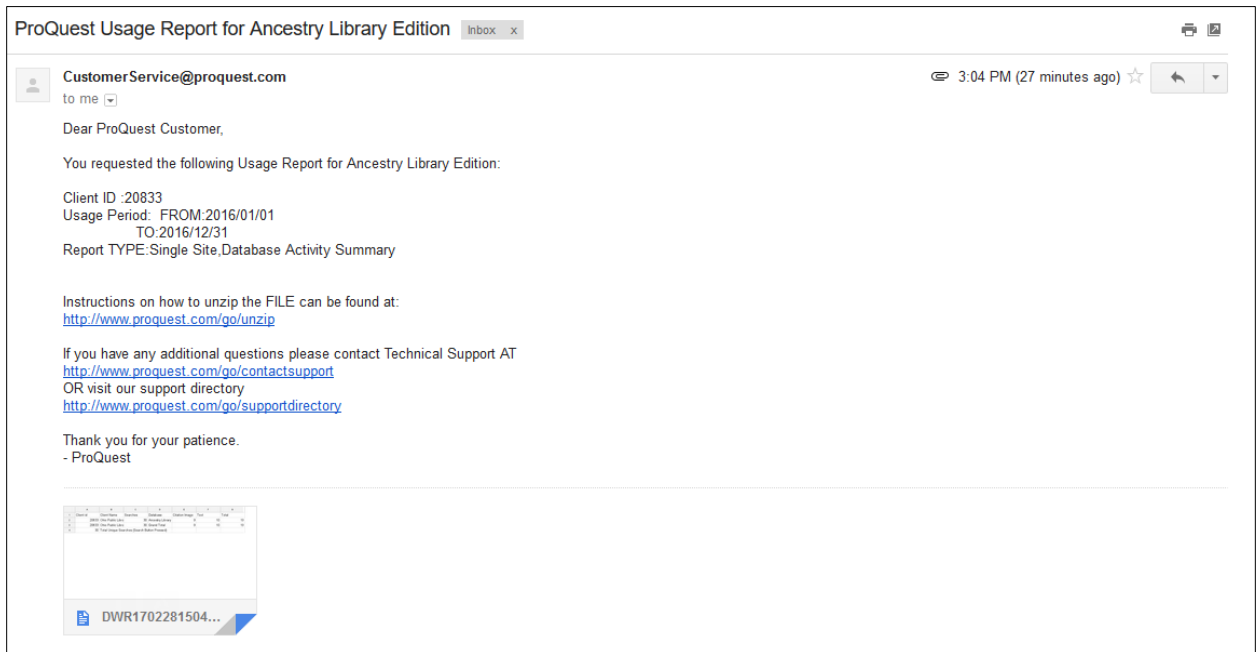
Make sure you set the usage period as the full year.

Comma Separated (CSV) format can be opened in excel.

Enter your email address

Click "Create Report"

- You should now receive an email that looks like this (though it may display slightly differently depending on the email system you use):



Download the attachment. If it doesn't automatically open in Excel, save it to the desktop. Then you should be able to first open Excel and then open the document.

- The document should look something like this:

A	B	C	D	E	F	G
Client id	Client Nar	Searches	Database	Citation Image	Text	Total
20833	Ohio Publ	30	Ancestry Library Edition all databases	9	10	19
20833	Ohio Publ	30	Grand Total	9	10	19
30		Total Unique Searches (Search Button Pressed)				

- Write down the total; this is one part of the overall number you will report.