

## Pulling your EBSCO Statistics For the State Report

Please note that running this report will give you the numbers both your library's locally purchased resources as well as your statewide statistics.

1. Start at the Statistics page on OPLIN's website: <http://www.oplin.ohio.gov/statistics>
2. Click on the EBSCOadmin link., or go to <http://eadmin.ebscohost.com/>

The screenshot shows the OPLIN website interface. At the top, there is a search bar and a 'Search' button. To the right, it says 'Need help? (888) 966-7546'. Below this is a red navigation bar with the OPLIN logo and links for 'support', 'services', 'databases', and 'contact us'. The main content area is titled 'Where can I go?' and lists various categories. The 'Databases' category is expanded, showing 'Database List and Title Content', 'Get database statistics', 'Linking databases to your library's website', 'Marketing Materials', 'Tips & Training', 'Get MARC records for your catalog', and 'Learn more about databases'. The 'Get database statistics' link is highlighted. Below this, the page title is 'Home » Databases » Get database statistics'. The main heading is 'Get database statistics' and the sub-heading is 'Monthly database statistics'. The text describes how vendors provide spreadsheets and direct access to statistics. The 'Ancestry Library Edition' section is also visible. The 'EBSCOadmin' link is circled in red, and its description is provided below.

**EBSCOadmin**  
Detailed reports of EBSCOhost usage, including NovelList, Auto Repair Reference Center, and any other EBSCO databases for which the library has a subscription. Requires library password. EBSCOadmin is EBSCO's own tool for checking EBSCO database usage statistics, creating reports, and customizing certain interface options. Since it is maintained by EBSCO and not OPLIN, a separate ID and password are required. If you do not know your ID and password, please contact the OPLIN Support Center, [support@oplin.ohio.gov](mailto:support@oplin.ohio.gov) for assistance. For further details on how the tool itself works, click on the "Help" link at the top of the screen after logging in.

3. Login with your User ID and password. If you are unsure of what your User ID and password are, please contact OPLIN Support at [support.oplin.org](mailto:support.oplin.org).
4. Once you log in, if you are not on the "Reports & Statistics" tab, navigate there. Then, select "Standard Reports."

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

The screenshot shows the 'Database Usage Report' configuration page. The page has a purple header with 'Reports & Statistics' and a breadcrumb 'Reports & Statistics / Standard Reports'. Below the header are tabs for 'Usage Reports', 'Link Activity Reports', 'Personalization Activity Report', 'Graphical Reports', and 'View/Edit Scheduled Reports'. The main form includes:

- Select Option:** Radio buttons for Session, Session By Hour, Database (selected), Title, and IP.
- Level:** Radio button for Database (selected).
- Database:** A dropdown menu with 'All' selected. A callout box says 'Select "All"'. A list of databases is visible below the dropdown.
- Period to Show:** Date Range: January 2016 Through December 2016. A callout box says 'Make sure the full year is selected.'
- Display by:** Radio buttons for Month and Year (selected). A callout box says 'Select "Year"'. A callout box also points to this section: 'Check the "Total Full Text Requests", "Image/Video Requests", and "Abstract Requests" boxes.'
- Fields to Show:** A list of checkboxes. 'Total Full Text Requests', 'Image/Video Requests', and 'Abstract Requests' are checked.
- Sort Report by:** A dropdown menu set to '<Default Sort Order>'. A callout box says 'Select "comma delimited" format so it can be opened in Excel'.
- Format:** A dropdown menu set to 'Comma delimited'. A callout box also points to this: 'Select "comma delimited" format so it can be opened in Excel'.
- Lines Per Page:** A text input field with '25'.
- Buttons:** 'Show Report', 'E-mail Report', and 'Save Report'. A callout box points to 'E-mail Report' with the text 'Click "E-mail Report"'. A small number '6' is visible to the right of the 'E-mail Report' button.

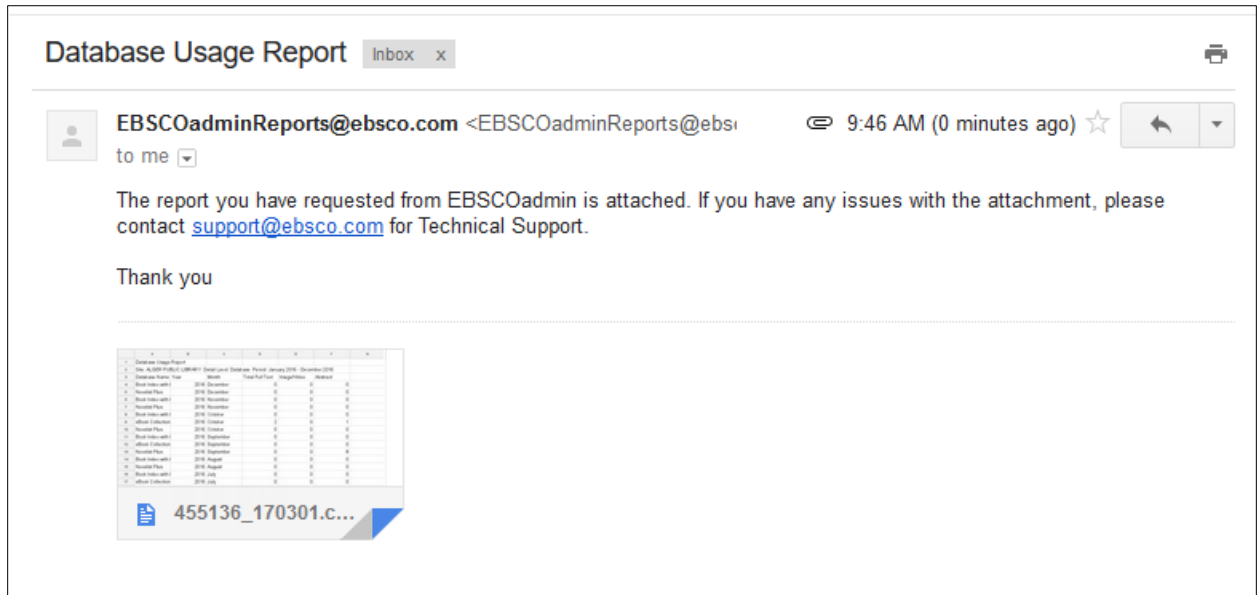
6. Next, this screen should appear:

The screenshot shows the 'E-mail the Database Usage Report' confirmation page. The page has a purple header with 'Reports & Statistics' and a breadcrumb 'Reports & Statistics / Standard Reports'. The main form includes:

- E-mail the Database Usage Report Site:** A dropdown menu with a redacted site name. A callout box says 'Enter your email address'.
- Detail Level:** A dropdown menu set to 'Database'.
- E-mail Address:** A text input field with a redacted email address. A callout box points to this field with the text 'Enter your email address'.
- Report Name:** A text input field containing 'Database Usage Report (used as subject of the e-mail)'. A callout box says 'Select "Comma delimited"'. A small number '6' is visible to the right of the 'E-mail Address' field.
- Output Format:** A dropdown menu set to 'Comma delimited'. A callout box says 'Select "Comma delimited"'. A callout box also points to this: 'Click "Submit"'. A small number '6' is visible to the right of the 'Output Format' field.
- Buttons:** 'Submit' and 'Cancel'. A callout box points to 'Submit' with the text 'Click "Submit"'. A small number '6' is visible to the right of the 'Output Format' field.

[Top of Page](#)

- 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:

Database Usage Report					
Site:LIBRARY		Detail Level: Database		Period: January 2016 - December 2016	
Database Name	Year	Month	Total Full	Image/Vic	Abstract
Book Index with	2016	December	0	0	0
Novelist Plus	2016	December	0	0	0
Book Index with	2016	November	0	0	0
Novelist Plus	2016	November	0	0	0
Book Index with	2016	October	0	0	0
eBook Collection	2016	October	2	0	1
Novelist Plus	2016	October	0	0	0
Book Index with	2016	September	0	0	0
eBook Collection	2016	September	0	0	0
Novelist Plus	2016	September	0	0	8
Book Index with	2016	August	0	0	0
Novelist Plus	2016	August	0	0	0
Book Index with	2016	July	0	0	0
eBook Collection	2016	July	0	0	0
Novelist Plus	2016	July	0	0	0
Book Index with	2016	June	0	0	0
Novelist Plus	2016	June	0	0	0
Book Index with	2016	May	0	0	0
eBook Collection	2016	May	0	0	0
Novelist Plus	2016	May	0	0	0
Totals			2	0	9

9. Finally, add together all the numbers in the Totals row:

Database Usage Report					
Site: LIBRARY Detail Level: Database Period: January 2016 - December 2016					
Database Name	Year	Month	Total Full	Image/Vic	Abstract
Book Index with	2016	December	0	0	0
Novelist Plus	2016	December	0	0	0
Book Index with	2016	November	0	0	0
Novelist Plus	2016	November	0	0	0
Book Index with	2016	October	0	0	0
eBook Collection	2016	October	2	0	1
Novelist Plus	2016	October	0	0	0
Book Index with	2016	September	0	0	0
eBook Collection	2016	September	0	0	0
Novelist Plus	2016	September	0	0	8
Book Index with	2016	August	0	0	0
Novelist Plus	2016	August	0	0	0
Book Index with	2016	July	0	0	0
eBook Collection	2016	July	0	0	0
Novelist Plus	2016	July	0	0	0
Book Index with	2016	June	0	0	0
Novelist Plus	2016	June	0	0	0
Book Index with	2016	May	0	0	0
eBook Collection	2016	May	0	0	0
Novelist Plus	2016	May	0	0	0
<b>Totals</b>			<b>2</b>	<b>0</b>	<b>9</b>

Write down this number, you will need this number later.