



ProQuest Usage Statistics

1. Access your ProQuest Local Administrator Account via the

URL <http://proquest.umi.com/lad>

2. Login using the NSW Net account name and password
Email: enquiries@nswnet.net for the current password and ID

Account Name:

Password:

3. Select **Usage Report** in the Local Administrator
4. Select your report type by clicking on the following buttons:
(As illustrated below)

For **Report type** select
Detailed (email delivery only)

For **Include in report** select Information for currently selected
client only

For **Delivery Methods** select Email and type in your email
address

Define your report

Client

- Report Type**
- Summary
 - Detailed (email delivery only)
 - Organizational Usage
 - Searches by Database (email delivery only)
 - Searches by Time (email delivery only)
 - Searches by Search Mode
 - Login by Interface Type

- Include in report**
- Information for currently selected client only
 - Information for entire client hierarchy

Usage Period From To

- Delivery Method**
- Display to screen
 - Email to

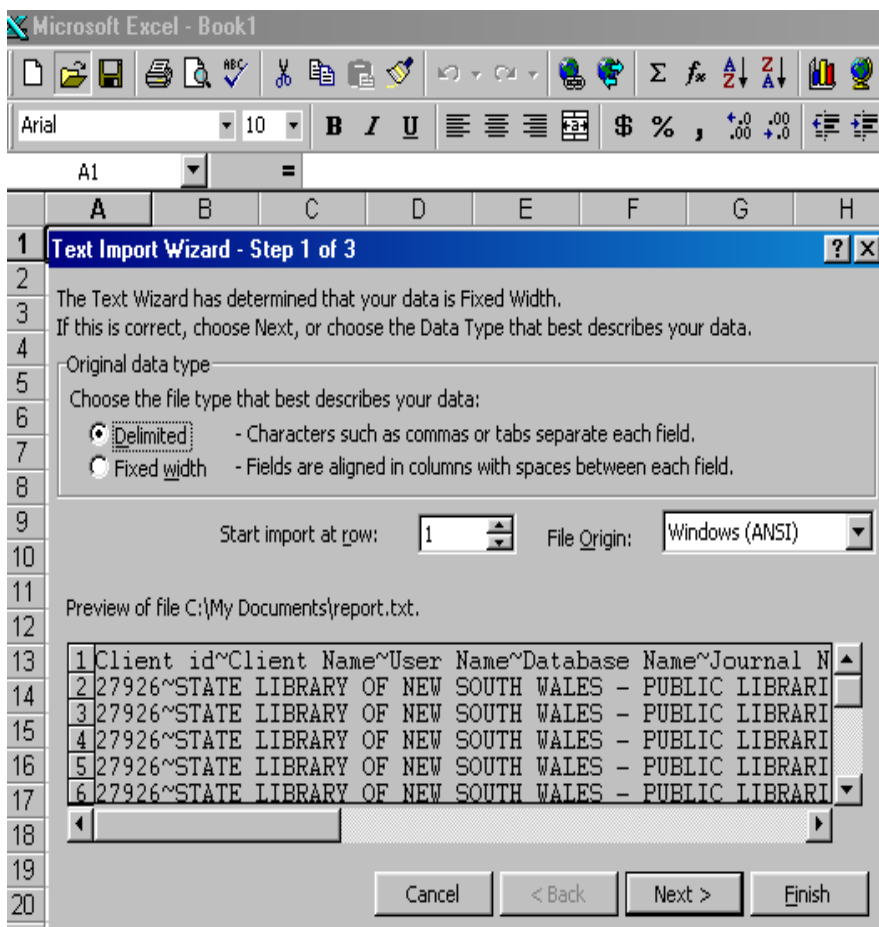
Submit 

5. The report will be delivered to your email address (Within 20min).
A message will display that the report has been sent to your email

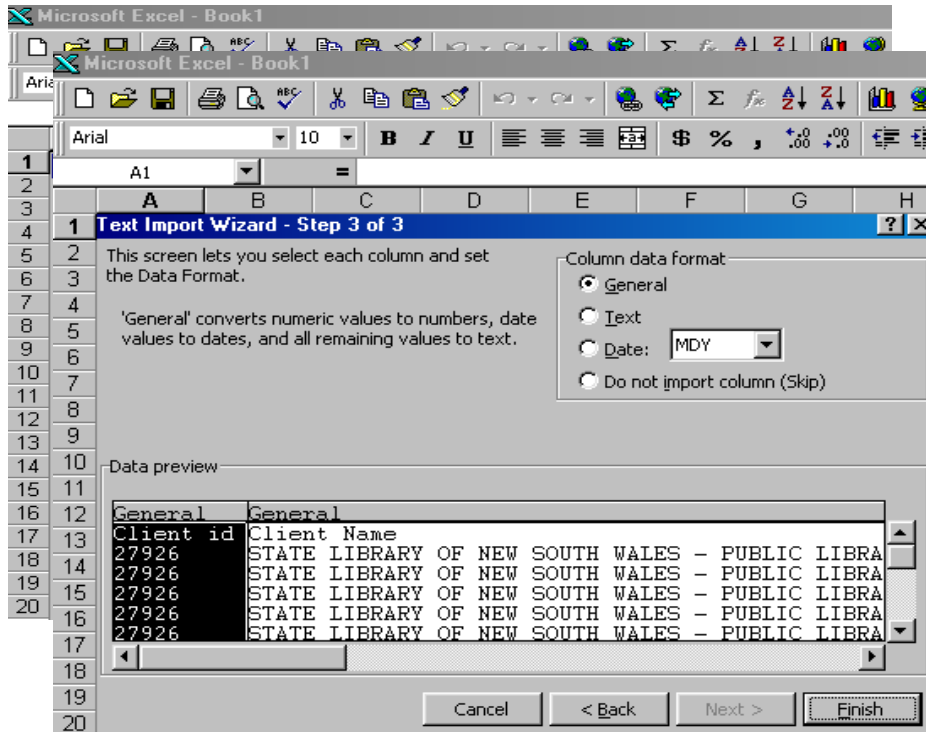
The report has been emailed

 **Back**

6. The report file will be sent as a text file or zipped file. If delivered as a zipped file you must unzip the file before being presented with a text file and then Save file.
7. Open Excel
8. Open the saved file (step 6)
9. The Text Import Wizard box will display. Select the Delimited button (Image below). Click Next



10. Amend the Delimiter field to other and insert the tilde ~ in the space provided (Image below).Click Next



11. Select Finish. This will feed the data into appropriate columns of Excel