

PROCEDURES FOR OBTAINING STATISTICS FROM EBSCO ANZRC/MasterFILE Premier/Consumer Health Complete/Science Reference Centrer/Literary Reference Center/NoveList

Accessing the Admin Account

There is an EBSCO administration account where library usage statistics can be obtained from. This is achieved by going to the following the following URL:

<http://eadmin.epnet.com>

The screen below is displayed. The User ID is your Customer OR admin ID. If you are unsure what this is for your library service please contact Erin Linn at Ebsco at elinn@ebSCOhost.com

In the example below

The User ID is your Customer ID beginning with “s ”



The screenshot shows the EBSCO ADMIN login interface. At the top left is the EBSCO ADMIN logo. Below it, there is a 'Login' tab and a link for 'Forgot your Password?'. The main form area contains two input fields: 'User ID' with the placeholder text 'sXXXXXXXX' and 'Password'. A 'Login' button is located at the bottom left of the form area.

Minimum browser requirements:

Internet Explorer 5.5, Firefox 1.5, Safari 1.1

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Once you have logged in the following screen is presented:

EBSCO ADMIN | Customizable Services | Authentication | Local Collections | Reports & Statistics | Database Title Lists

EBSCO admin Security | Support & Training | Help | Logout

Welcome: Primary Administrator

Current Site: CAMPBELLTOWN CITY LIBRARY (s4888597) | Current Group: Main User Group (main) | Site/Group Maintenance

Customize EBSCO services - Tutorial

Edit profiles for your library that determine which search options, databases, and collections are available to your patrons.

Choose Profile: Australia/NZ Reference Centre -- MasterFILE Premier -- Business Source Elite -- Computer Source (ehost) - ehost

[Profile Maintenance](#) | [View Changes on EBSCO](#)

Description (Profile ID) - Interface

Searching | Databases | Viewing Results | Linking | Delivery Options | Multilingual Options | Branding

General Settings

Stop at Choose Database Screen before accessing Search screen	<input type="radio"/> Yes <input checked="" type="radio"/> No
Display specialized Interface links	<input checked="" type="radio"/> Yes <input type="radio"/> No
Default Keyword Search Screen	Basic
Spellchecker	<input checked="" type="radio"/> On <input type="radio"/> Off
Include Linked Full Text Journals when using the Full Text Limiter	<input checked="" type="radio"/> On <input type="radio"/> Off
Limiters	Modify
Local Collections as Limiters	Modify
Display Local Collection Limiters above Database Limiters on Search Screen	<input type="radio"/> Yes <input checked="" type="radio"/> No
Expanders	Modify
Local Collections as Authorities	Modify

Move mouse pointer over image for more info

Clicking on the “Statistics & Reports” tab from the top row of tabs (fourth from the left) gives the following screen:

EBSCO ADMIN | Customizable Services | Authentication | Local Collections | Reports & Statistics | Database Title Lists

EBSCO admin Security | Support & Training | Help | Logout

Welcome: Primary Administrator

Site/Group Maintenance

Reports & Statistics - Tutorial

Session Usage Report

Standard Reports | Link Activity Reports | COUNTER Reports | View/Edit Scheduled Reports

Select Option: Session Session By Hour Database Title IP Interface

Level: Site User Group Profile

Period to Show: Date Range: July 2005 To July 2005

Fields to Show:

<input checked="" type="checkbox"/> Sessions	<input type="checkbox"/> PDF Full Text Requests	<input type="checkbox"/> CustomLink Requests
<input checked="" type="checkbox"/> Average Length of Sessions	<input type="checkbox"/> HTML Full Text Requests	<input type="checkbox"/> Abstract Requests
<input checked="" type="checkbox"/> Searches	<input type="checkbox"/> Image/Video Requests	
<input checked="" type="checkbox"/> Total Full Text Requests	<input type="checkbox"/> SmartLink Requests	

Sort Report by: <Default Sort Order>

Lines Per Page: 25

[Show Report](#) | [E-mail Report](#) | [Schedule Report](#)

[Top of Page](#)

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From the screen above you can make various choices and you can experiment with these. As a starting point it is suggested that you:

1. From "Select Option" choose "session"
2. From "Level" choose "Site"
3. From "Period to Show" choose the month you want or the last completed month. Note in this case choosing "July" and "July" gives us the July statistics. Choosing "July" and "August" would give us the combined July/August statistics, not each month expressed separately.
4. From "Fields to Show" choose those in the first column
5. Leave "Sort Report by" and "Lines per Page" as they are
6. Click on the "Show Report" button. This will display the following screen:

The screenshot shows the EBSCO ADMIN interface. At the top, there are navigation links: [EBSCO admin Security](#), [Support & Training](#), [Help](#), and [Logout](#). Below these are buttons for [Customize Services](#), [Authentication](#), [Local Collections](#), [Reports & Statistics](#), and [Database Title Lists](#). A welcome message reads "Welcome: Site Administrator(default)". The current site is identified as "NSWNET (s7252522)" with a [Site/Group Maintenance](#) link.

The main content area is titled "Reports & Statistics" and displays a "Session Usage Report" for "Site: CAMPBELLTOWN CITY LIBRARY" with "Detail Level: Site" and "Period: July 2005". The report is presented in a table with the following data:

Site	Sessions		Requests	
	Count	Average Length	Searches	Total Full Text
CAMPBELLTOWN CITY LIBRARY	120	80	256	162

Below the table is a "Close" button. The page number "Page 1 of 1" is shown in the bottom right corner. At the bottom of the page, there is a "Top of Page" link and a copyright notice: "© 2005 EBSCO Publishing. [Privacy Policy](#) - [Terms of Use](#)".

Note that you can choose to Show or Email the report. You can also choose to schedule the regular running of a report.

When you have finished obtaining the statistics you can click on the "logout" link at the top right-hand of the screen to exit.