Public Library Statistics Manual

2019

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 URL: https://eadmin.ebscohost.com/

The User ID is your Customer OR admin ID.

Also make sure to visit our NEW EBSCO support page at https://connect.ebsco.com/

Gathering your Usage Statistics

Click here to view a video tutorial or follow the steps below:
https://vimeo.com/355992554

Once you receive your login credentials you may login and follow the below steps.

### What kind of reports can you create in EBSCO*admin*?

Log into EBSCO*admin* and then click on the **Standard Reports** tab on the top of the screen. Once you've reached this page, you can run the following reports:
- Usage Reports
- Link Activity Reports
- COUNTER Reports
- Personalisation Activity Reports
- Graphical Reports

How to create a report in EBSCO*admin*

First, click on the tab for which kind of report you would like to run. In the example below, we are creating a **Usage Report**, but the selections for the other four reports are similar.
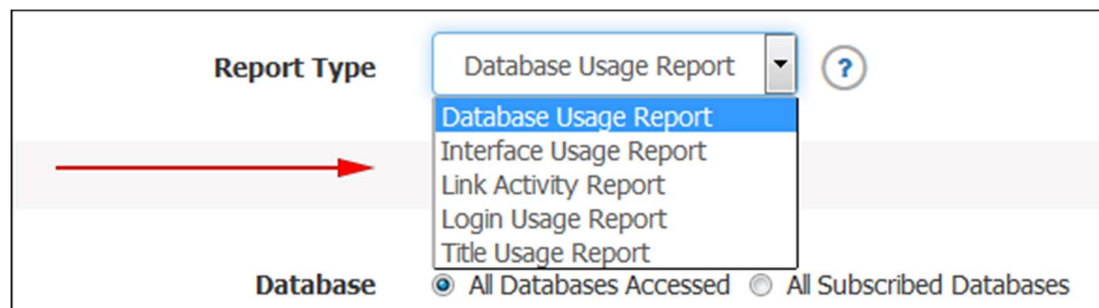
Next, scroll down the page to select which **Fields to Show**. Then, check or uncheck what fields you want reported on. It is also possible to create custom fields that will display in this area. They may be helpful if you would like to show which county a site is from in a large consortium, or the kind of library a site is.

When selecting a format for your report, the best selection is a **Comma** or **Tab delimited** report. It is also possible to run reports in HTML, but this data is more difficult to format and work with in a program such as Excel, while Comma or Tab delimited reports are easily imported into Excel.

You can then display the report in your browser or save or email it as a Comma or Tab delimited document. When you have finished selecting the fields for your report, click **E-mail Report** to have it emailed to you. You can also click on **Show Report** to see what the data would look like in your browser; click **Schedule Report** to have reports with the criteria you created emailed to you on a regular basis; or click **Save Report** to save the report to your computer.