

Elsevier Usage Reports

Quick Reference Guide



December 2005




Usage Reports

Elsevier Usage Reports Quick Reference Guide

Welcome to the Elsevier Usage Reports Quick Reference Guide. This will show you the basic essentials to get you started:

- 1 Login page
- 2 General information
- 3 Types of reports
- 4 Which report for which purpose?
- 5 Running reports (prompts, page by)
- 6 Exporting and printing reports
- 7 Issue solving

This guide is a quick overview of how to get started. There is a help  page on the Usage Reports site with more information and links to detailed report descriptions for both ScienceDirect and Scopus usage reports.

Section 1: Login homepage on <http://usagereports.elsevier.com>

- Enter your administrator username and password.

The screenshot shows the login homepage for ScienceDirect and Scopus Usage Reporting. The page has a header with the Elsevier logo and 'Usage Reports' text. Below the header, it says 'You are here: Login' and 'Welcome to ScienceDirect® and Scopus® Usage Reporting'. There are three main sections: a 'Login' form with fields for 'User Name' and 'Password' and a 'Login' button; an 'Information' section with a welcome message and instructions for users, including a note about administrator registration; and a 'Related Links' section with links to 'ScienceDirect®', 'ScienceDirect® Usage Info', 'Scopus®', 'Scopus® Usage Info', 'Admin Tool', and 'Contact COUNTER'. At the bottom, there are logos for ScienceDirect and Scopus, each with a note about COUNTER compliance. The footer contains 'Contact Us | Terms & Conditions | Privacy Policy' and 'Copyright © 2006 Elsevier B.V. All rights reserved. ScienceDirect® and Scopus® are registered trademarks of Elsevier B.V.'

Usage Reports ? Help

You are here: [Login](#)

Welcome to ScienceDirect® and Scopus® Usage Reporting

Login

User Name:

Password:

Login

Note: Usernames and passwords are case sensitive.

Information

Welcome to Usage Reports for ScienceDirect® and Scopus®, Please enter your username and password to go to usage reports for your organization. If you need assistance, please contact [E-Customer Service](#).

If you are using a username of the format c000001234 or s000000567 and wish to maintain access to the usage reports in 2006, you'll need to apply for an administrator username, thereby giving you access to both this site and the Elsevier Admin Tool. If you have not registered as an administrator yet, please go to the [Admin Tool registration page](#) and follow the instructions.

SCIENCE@DIRECT *** Reports updated through December 2005 ***
SCOUNTER ScienceDirect® reports are COUNTER compliant

SCOPUS *** Reports updated through December 2005 ***
SCOUNTER Scopus® reports are COUNTER compliant

Related Links

- [ScienceDirect®](#)
- [ScienceDirect® Usage Info](#)
- [Scopus®](#)
- [Scopus® Usage Info](#)
- [Admin Tool](#)
- [Contact COUNTER](#)

[Contact Us](#) | [Terms & Conditions](#) | [Privacy Policy](#) ? Help

Copyright © 2006 Elsevier B.V. All rights reserved. ScienceDirect® and Scopus® are registered trademarks of Elsevier B.V.

Section 2: General Information

- You will have access to reports for your consortium, your account or your group within your account, depending on your administrator rights.

If you have subscribed to both ScienceDirect and Scopus, you will enter at the Platform Overview page, where you need to select one of these products. If you have only subscribed to ScienceDirect or Scopus, this page will not be displayed and you will be redirected to the reports section.

Usage Reports

Elsevier - Demonstration Account is logged in Logout Help

You are here: Platforms Overview

Select Platform

Scopus
Elsevier Scopus Usage Reports

ScienceDirect
Elsevier ScienceDirect Usage Reports

Related Links

- ScienceDirect@ Usage
- ScienceDirect Usage Info
- Scopus@ Usage
- Scopus@ Usage Info
- Admin Tool
- Project COUNTER

Contact Us | Terms & Conditions | Privacy Policy

Copyright © 2006 Elsevier B.V. All rights reserved. ScienceDirect® and Scopus® are registered trademarks of Elsevier B.V.

- After running reports for one product, you will need to return to the Platforms Overview page to run reports for the other product. Do this by clicking on the "Platforms Overview" link at the top left of the page.

By default all reports are shown in “list view”. You can switch to “icon view” and back by using the buttons above the report list on the right (as shown).

Usage Reports

Elsevier - Demonstration Account is logged in Logout Help

You are here: Platforms Overview > ScienceDirect > Reports

ScienceDirect - Reports

Name	Description	Actions
1. Usage per journal	Full text reports by journal. Contains 900000 reports.	
2. Usage per reference work, book series or handbooks	Full text reports by reference work, book series or handbook.	
3. Search reports	Total Searches: Basic, Advanced and Quick Search; Searches per Subscribed A&I Database. Contains 800000 reports.	
4. Overview reports	Overview reports on ScienceDirect.	
5. Navigation reports	Reports on navigation to and navigation on ScienceDirect.	


list view large icon view

Contact Us | Terms & Conditions | Privacy Policy

Copyright © 2006 Elsevier B.V. All rights reserved. ScienceDirect® and Scopus® are registered trademarks of Elsevier B.V.

Section 3: Types of reports

- COUNTER-compliant reports, accompanied by the COUNTER logo, are available for both ScienceDirect and Scopus. Reports include:
 - Successful requests for full-text articles (ScienceDirect)
 - Searches and Sessions (ScienceDirect and Scopus)
 - Searches and Sessions per database (ScienceDirect)
- For ScienceDirect there are additional reports on usage per journal, usage per reference work, book series or handbook, reports on ScienceDirect searches and several overview reports.
- For Scopus there are additional reports on linking and types of searching not covered in the COUNTER report.

Detailed report descriptions are available on the ScienceDirect and Scopus info sites (see “Help”  for links).

Section 4: Which report for which purpose?

- 1 To see the usage per journal on ScienceDirect, including journals you have access to but are not using, run:
 - Run report 1a: Number of Successful Full-Text Article Requests by Month and Journal. You can sort the report result by using the sort option under “Data”. This report can be downloaded to your computer by using the export function.
- 2 To see the usage for backfiles or subject collections you are subscribed to on ScienceDirect, run:
 - Report 1b. Full-text usage per journal per entitlement (and select the appropriate entitlement from the drop-down box).
- 3 To see the usage of unsubscribed titles on ScienceDirect, in order ascertain which journals you may want to add to your subscription:
 - There are three reports which give usage on unsubscribed material usage:
 - (a) report 1b gives the usage for full-text documents,
 - (b) report 1d gives the usage for non-full text documents (Abstracts, Abstract+References and SummaryPlus) and
 - (c) report 1e gives the usage of article views (PDF, HTML, SummaryPlus and Abstract+References formats). For reports 1b and 1d, select the entitlement “Unsubscribed” from the drop-down box after running the report.
- 4 To see the usage of reference works, book series and handbooks on ScienceDirect, run:
 - Report 2a. Full-text usage per Reference Work
 - Report 2b. Full-text usage per Book Series
 - Report 2c. Full-text usage per Handbook

5 To see the journal usage for all groups or all accounts in one overview:

- If you are an account administrator or a consortium administrator, you can view the usage for all groups or accounts within your organization. These reports usually give the usage per group or per account via the “page-by” option. ScienceDirect report “1f” however, shows the current year’s journal usage for all groups or accounts in one overview.

A complete list of available reports, with their descriptions, is available at the Librarian Info site for:

ScienceDirect:

www.info.sciencedirect.com

Scopus:

www.info.scopus.com

Section 5: Running reports

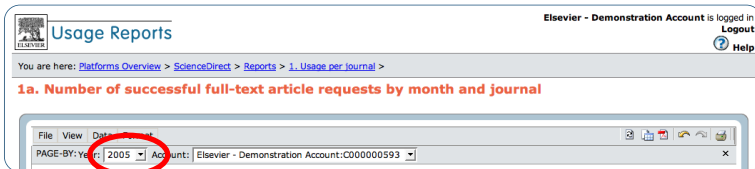
You can start a report by clicking on the name of the report, or on the icon in front of the report.

Prompts

Some reports require a prompt to be filled in, specifically the ScienceDirect reports on usage per journal for groups (if you are an account administrator) and for accounts (if you are a consortium administrator). These reports can be found in the subfolder in folder “1 Journal usage”. Please note that due to report size constraints, you can only select one to three accounts or groups at one time, especially if your institute has a large collection of journals.

Page by

Some reports have a “page-by” option. In these reports only part of the data is shown, and you can select the hidden part by making a selection from the Drop- down box (as shown). All the data (shown and hidden by the Page By) can be printed and exported at once by selecting the option: "Expand all page by fields"



Sorting

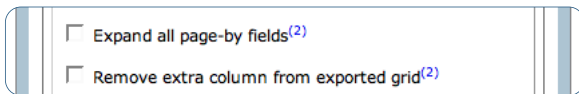
Sort buttons can be displayed to enable sorting by different values than the default setting by activating the option " Sort Buttons" under "View".

Section 6: Exporting and printing reports

Exporting

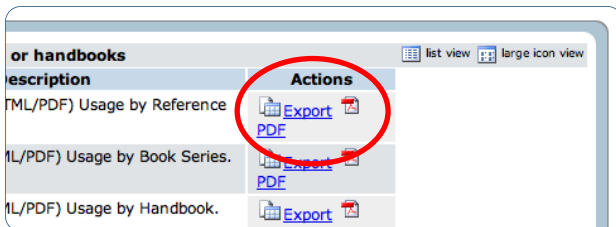
- After a report is ready, you can export it to a variety of formats: PDF, HTML, CSV or Excel. The "Export" option is located under "File" or via the "Export" icon. The default option "whole report" will export all data.

The option to expand all "Page By" fields will also export the part of the report that is not shown in the current "Page By" selection. This option is only available if you export to Excel with formatting or to PDF. For Excel, you can either have each page-by placed on separate sheets, or on the same sheet underneath each other.



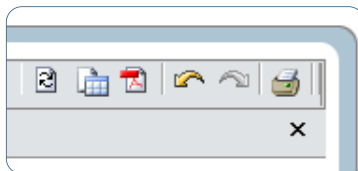
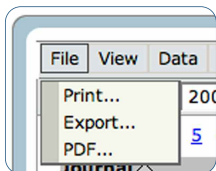
Direct export

- You can also export a report without running it first by clicking on the "export" icons or text in the report list. If the report has a prompt, this will display after the export has started.



Printing

- The "Print" option is available under "File" or via the icon (shown below).



Section 7: Issue solving

Reports by group

It is possible for all accounts to report by group, using the same definitions as used in the Admin Tool. Usage reports per group always reflect the situation at the time of ScienceDirect or Scopus use.

Naming of account, superaccount or group

If you find that the naming of your institute is wrong in the reports, please contact E-Customer Service

Access to wrong level

Please contact E-Customer Service if you find your username gives access to the wrong level of reports (e.g. group level reports instead of account level reports).

Need additional help or information?

In the 'Help' file that is accessible from every page, you'll find answers to additional queries you may have about the tool.

