**STATISTICS FOR LIBRARIES**

Follow our step-by-step instructions to start the reviewing process.

**Step 1. Library Home**

**Log in** your account and select the **LIBRARY** role on the top menu. You will see your library main menu.

**Menu tabs** for Library comprises four sections:

**LIBRARY HOME    DOCUMENTS    SESSIONS    USAGE REPORTS**



**Step 2. Documents**

By clicking on **DOCUMENTS** you get to a screen where you can see **how many papers have been downloaded** during a specific time period (weeks, months, years, etc.).



**Subscribed:** Each time a user downloads the PDF of a paper to which he has access (only PDF downloads are counted, first page views are not counted).

**Unsubscribed:** Shows how many times a user tried to download a paper to which he does not have access. Without access a user can only open the first page of the paper; each time he opens this first page is counted.

**Step 3. Sessions**

The **SESSIONS** tab takes you to a screen where you can **see how many times an IP user has entered to scientific.net**, with or without downloading papers per month (or in the last 7 days etc., results can be filtered according to different time periods).



**Step 4. Usage Reports**

Clicking on **USAGE REPORTS** takes you to a screen that allows you to **download reports with download statistics**. Simply select the period (year, month, last 7 days or any other period from the calendar) you are interested in, the data format (XML or CSV) and click on the **Load** button in order to have the download window pop up and ask you where you want to save the file.



You can find more information about these reports at https://www.projectcounter.org/code-of-practice-sections/usage-reports/

**GOOD LUCK!**