Retrieving Statistics from EBSCOadmin

Institution administrators can gain access to EBSCOhost usage statistics by logging into EBSCOadmin with their admin user ID and password. This is different than the login credentials used for access to the EBSCOhost databases.

If you are an institution’s administrator and do not have your EBSCOadmin login information, you can obtain it by contacting EBSCO Publishing Technical Support at 800-758-5995 or emailing eptech@ebscohost.com.

To retrieve EBSCOhost usage statistics:

1. Access EBSCOadmin at the following URL and log in with your ID and password.
   http://eadmin.ebscohost.com
2. Upon logging in, you will be brought to the Customize Service tab of EBSCOadmin. Click on the blue Reports & Statistics tab found at the top of the screen.
3. On the Reports & Statistics page, you will see several reporting options are available. To view a report of the total number of EBSCOhost sessions and searches with full text requests, click the Sessions radio button. To view a report of the number of sessions and searches broken down by individual database searched, click the Database radio button.
4. After choosing the type of report, select the date range for which you would like the report to display results. You can have the report display with your date range broken down by month or display usage for the calendar year.

5. To view the report in your web browser, click **Show Report**.

   ![](image1.png)

   If displayed in your web browser, your session report will appear as follows.

   ![](image2.png)

6. To have the report emailed to you, click **E-mail Report**. You will be asked to enter your e-mail address and select the format you wish the report to be sent in. Select HTML for viewing in your web browser or select Comma or Tab Delimited for a file that can be imported into Microsoft Excel. Click **Submit** and your report will be emailed to you shortly.

   ![](image3.png)