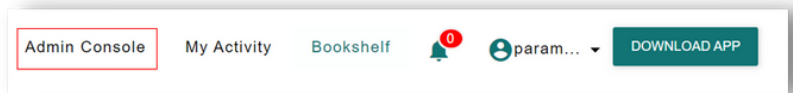


A web browser must be used for Admin Access. Sign in at [AspenLearningLibrary.com](https://AspenLearningLibrary.com)

## ACCESSING

1. Go to [AspenLearningLibrary.com](https://AspenLearningLibrary.com) for IP range users or login with your library card.
2. Enter the admin username and password you got from Aspen Publishing.
3. Click Admin Console at the top navigation.



**NOTE:** ONLY ADMIN USERS SEE THE ADMIN CONSOLE. THIS OPTION IS NOT AVAILABLE TO STUDENTS.

## MANAGE INSTITUTION TAB

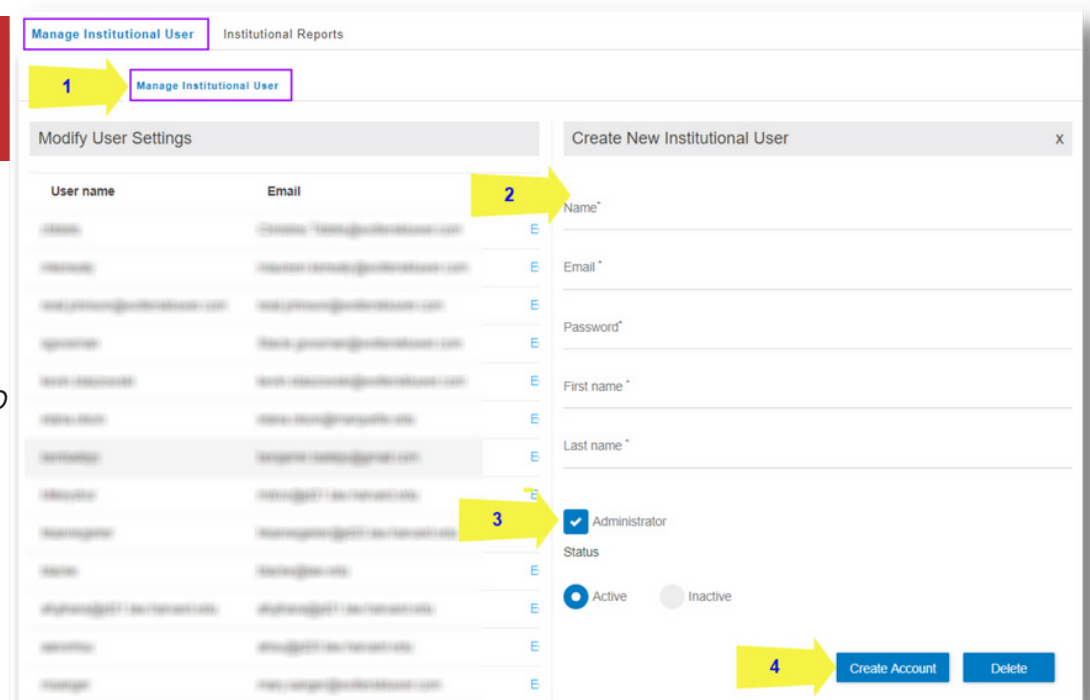
Navigate to Manage Institutional User. Depending on your school's authentication method, you may choose to Manage IP Range or Manage Referrer URL.



The Institutional settings are read only.

## ADDING ADMINS

1. Manage Institutional User > Manage Institutional User
2. Enter the details for the new administrator under Create a New Institutional User
3. Check the Administrator box
4. Click Create Account

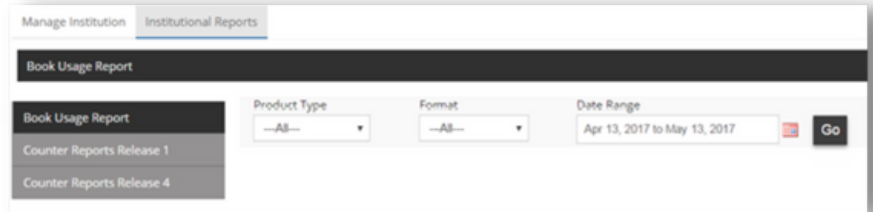


# INSTITUTIONAL REPORTS TAB

## **Book Usage Report**

The Book Usage Report is the most comprehensive report. It includes the number of Views, Searches, and Downloads per title.

1. Leave the Product Type and Format defaults set to All.
2. Select your Date Range, and click Go.

A screenshot of a web application interface. At the top, there are two tabs: "Manage Institution" and "Institutional Reports", with "Institutional Reports" being the active tab. Below the tabs is a dark header bar with the text "Book Usage Report". Underneath, there is a sidebar menu with three items: "Book Usage Report" (highlighted), "Counter Reports Release 1", and "Counter Reports Release 4". To the right of the sidebar, there are three input fields: "Product Type" with a dropdown menu showing "--All--", "Format" with a dropdown menu showing "--All--", and "Date Range" with a text input showing "Apr 13, 2017 to May 13, 2017". A "Go" button is located to the right of the Date Range field.

## **Counter Reports**

You'll see two Releases for the Counter Reports. Release 1 (R1) only allows you to download an Excel spreadsheet of the data. Release 4 (R4) allows you to choose from Excel, XML, or TSV (tab separated values).

- Book Report 2 (R1 & R4): Number of Successful Section Requests by Month and Title
  - You'll see how many section views (a section is determined by the TOC breakdown) within a title there have been for each month and cumulative for the year.
- Book Report 5 (R4): Total searches by Month by Title
  - You'll see how many searches students are doing in each title.
  - This data can also be seen in the more comprehensive Book Usage Report

## **Reports Not Relevant for Your Subscription**

- The counter reports include some reports that are not relevant for your institutional subscription.
- Book Report 3 (R1): Turnaways by Month and Title
- Book Report 4 (R1): Turnaways by Month and Service
- Book Report 3 (R4): Access Denied to Content Items by Month, Title, and Category