

ACCESS YOUR CHILTONLIBRARY USAGE REPORTS

Utilize this tip sheet to access your *ChiltonLibrary* usage through Gale's Usage Dashboard, and better understand the data.

ACCESS THE USAGE DASHBOARD

Navigate to usage.gale.com and sign in utilizing your **Admin Credentials**.

If you don't know your credentials, reach out to Gale Technical Support at gale.technicalsupport@cengage.com.

FIND YOUR REPORTS

Select **Reports** at the top of the page and scroll to where *ChiltonLibrary* is listed. Select it to be launched to your usage.

Once selected, you will notice the metric reported is **Retrievals**. A **Retrieval** is counted any time a user selects a vehicle in the **Find Your Vehicle** section, and each time they access a new piece of content.

Videos, NHTSA Recalls, and ASE Tests are not counted as Retrievals.

Each **Retrieval** will list the make, model, and year selected for more detailed information.

RUN AND DOWNLOAD YOUR USAGE

Select your report and you will see usage for the last full month. Change the **Date Range** at the top of the page to limit to a specific time frame.

Including multiple months will generate a graph in addition to the chart.

Utilize the **Download** or **Print** button at the top of the page to export your information.

The screenshot shows the Gale Usage Dashboard login page. At the top left is the Gale logo. The page title is "Usage Dashboard". Below the title is a "Login" section with two input fields: "Username" (with the placeholder "Enter your username") and "Password" (with the placeholder "Enter your password"). To the right of the password field is a "Login" button. Below the input fields, there is a note: "Please use your Gale Admin credentials for access. If you do not know your credentials, contact gale.technicalsupport@cengage.com for help."

The screenshot shows the Gale Usage Dashboard Reports page. At the top left is the Gale logo. The page title is "Usage Dashboard". Below the title is a navigation bar with "Dashboards" and "Reports" tabs. Below the navigation bar is an "Account" section. The main content area is titled "Reports For Librarian" and contains a list of reports: "Locations", "Products", "eBook Titles", "Archives Unbound Report", "Product Summary", "Month over Month By Products", "Search KPI", "Top Search Terms", "ChiltonLibrary", "Peterson's Test Prep", and "Gale LegalForms". The "ChiltonLibrary" report is highlighted with a red box.

The screenshot shows the Gale Usage Dashboard data table and chart. The table has columns for "Date", "Make", "Model", and "Year". The data rows are as follows:

Date	Make	Model	Year
2023-01-31	Chevrolet	Sonic	2016
2023-01-31	Chevrolet	Traverse	2011
2023-01-31	Mercedes-Benz	S430	2004
2023-01-31	Mercedes-Benz	S430	2004
2023-01-31	Mercedes-Benz	S430	2004
2023-01-31	Cadillac	Escalade	2014
2023-01-31	Volkswagen	Passat	2011
2023-01-31	Dodge	Charger	2011
2023-01-31	Chevrolet	Malibu	2011

Below the table is a line chart showing "Retrievals" over time. The x-axis represents months from Jan 23 to Apr 23. The y-axis represents the number of retrievals, ranging from 0,000 to 11,000. The chart shows a peak in March 2023. A red box highlights the chart area.