

# ACCESS YOUR GALE LEGALFORMS USAGE REPORTS

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

## ACCESS THE USAGE DASHBOARD

Navigate to [usage.gale.com](https://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](mailto:gale.technicalsupport@cengage.com).

## FIND YOUR REPORTS

Select **Reports** at the top of the page and scroll to where *Gale LegalForms* is listed. Usage is broken into sessions, searches, and retrievals.

**Session:** A user accessing Gale LegalForms.

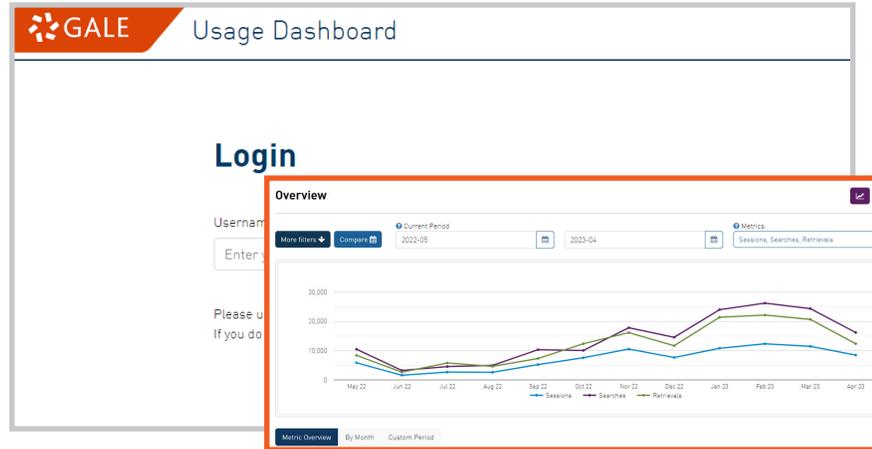
**Search:** A user utilizing the Search Bar to find content.

**Retrieval:** A user selecting any form within the resource through search or browse.

## RUN AND DOWNLOAD YOUR REPORTS

Select your report and you will see the information for the last full month. Change the date range at the top of the page to limit to what you need.

Utilize the download or print button at the top of the page to export your information.



State	Control Number	Title	Doc Type
US	US-03130BG	Quit Claim Deed	docx
US	US-0640BG	Employment Agreement between Non-Profit Education Association and Teacher	docx
US	US-0629BG	Employment Agreement with Director of Sales	docx
US	US-0629BG	Employment Agreement with Director of Sales	docx
US	US-01074BG	Employment Agreement Between Law Firm and Attorney	docx
US	US-01074BG	Employment Agreement Between Law Firm and Attorney	docx