

ACCESS YOUR GALE BUSINESS: PLAN BUILDER USAGE REPORTS

Utilize this tip sheet to access your *Gale Business: Plan Builder* 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 *Gale Business: Plan Builder* is listed. Utilize the list below to better understand detailed parameters.

Sessions: The number of times users access the resource.

Searches: When a user navigates from any page to another page. One click is equal to one search.

Retrievals: Counted anytime is saved or deleted. Both count as one retrieval. So, two saves and one deletion are equal to three retrievals.

Detailed Information: Highlights number of accounts made, new users, and returning users.

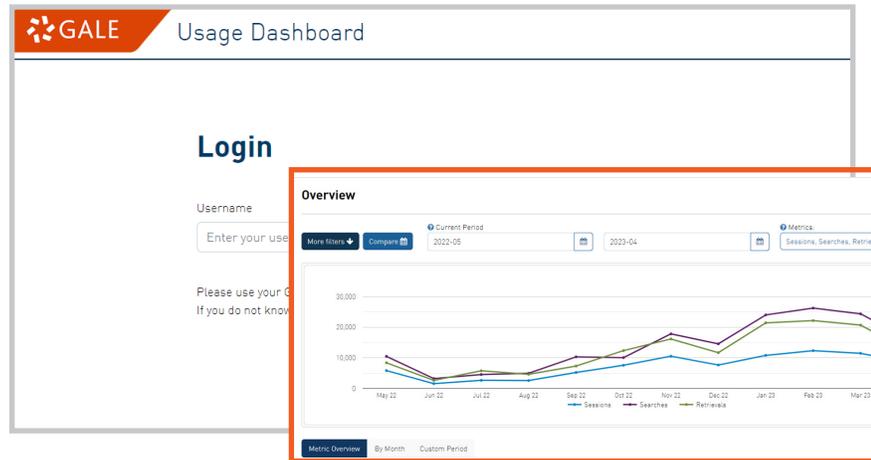
For Profit: Details how many users access each section of the For Profit portion of *Gale Business: Plan Builder*.

Non Profit: Details how many users access each section of the Non profit portion.

RUN AND DOWNLOAD YOUR USAGE

Select your report and you will see the information for the most recent 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.



The screenshot shows the 'Reports' section of the dashboard. It contains a list of reports with the following items:

- Locations
- Products
- eBook Titles
- Literature Criticism Online
- Archives Unbound Report
- Product Summary
- Month over Month By Products
- Search KPI
- Top Search Terms
- ChiltonLibrary
- Gale Business: Plan Builder** (highlighted)
- Peterson's Test and Career Prep

