

Create and Edit a Usage Report

To create a usage report, follow these steps:

- 1 Make sure you are on the **Usage Reports, Create a Usage Report** page:
 - Click the **Usage Report** tab, and make sure the **Create a Usage Report** tab is selected.
 - Or, select **View/download usage reports** from the Quick Picks pull-down menu.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Select the desired **Report Type**. The **About this Report Type** area provides a summary of the currently selected report type.
- 4 Select your **Delivery Method**.
The Delivery Method option lets you select how you would like to receive your report. Depending on the method you select, the remaining selections (steps 5-10) may or may not be available. The methods are:
 - **Display to screen as Web Page** The report will display within 90 seconds.
 - **Email Report now** The report will arrive by email within 24 hours.
 - **Download now** The report can be downloaded immediately.
 - **Schedule report for periodic Email delivery** The report will be delivered according to the Scheduled Delivery Options you select.
- 5 Select whether or not to **show Items with zero usage**. Check **Yes** to view all items, including those that have not been used. Check **No** to only view those items that have been used during the usage period.
- 6 Select whether or not to **show detailed statistics breakout for each site in this multi-level account**. Check **Yes** to view the statistical breakout for each site in addition to account summary. Check **No** to only view summary information for the account as a whole.
- 7 Select the desired **usage period** (the time period you want included in the usage report). The options available here will vary, depending on the Report Type you select.
- 8 If you have chosen to schedule reports for periodic delivery, select when and how frequently the reports are emailed to you in the **Scheduled Delivery Options** area.

- Use the first drop down box to select the day of the month you want to receive the report.
 - Use the second drop down box to select the frequency you want to receive the reports.
 - Use the third drop down box to set the month for the initial report.
- 9 Select the desired **Delivery Format**.
 - **Emailed Reports** are available as HTML files, '~' delimited files, or CSV files (which are Excel compatible).
 - Downloaded Reports are available as either '~' delimited files, or CSV files (which are Excel compatible).
 - **Scheduled Reports** are available as HTML files, '~' delimited files, or CSV files (which are Excel compatible).
 - 10 Enter the desired **Email Address**. You may only enter one email address.
 - 11 Click **Create Report**.
 - 12 Continue as follows:
 - If you have selected to view the report**, it will appear within a few seconds.
 - If you have selected to email the report**, it will be emailed within 24 hours.
 - If you have selected to download the report:**
 - You see a **Save As** dialog box.
 - Click **Save**. Navigate to where you want to save the file.
 - Click **Save**.
 - If you have scheduled a report**, it will be emailed on the selected date.