

Download an HTML Report

- 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 **Display to screen as Web Page** from **Delivery Method**.
- 5 Set the options for **Show items with zero usage**, **Show detailed statistics breakout for each site in multi-level accounts**, and **Usage Period**. (See [Create and Edit a Usage Report](#) for more information on these options.)
- 6 Click **Create Report**.
You will see the desired report on screen.
- 7 Select **Save as** from your browser's File Menu and save the page to your hard disk.

If your report is large, you may get an error message when attempting to view to screen. If this happens, try setting the **Delivery Method** to **Email Report Now** and the **Delivery Format** to **HTML**.

Download a Report in CSV Format for Use in Excel

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 - 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 **Download now** from **Delivery Method**.
- 5 Set the options for **Show items with zero usage**, **Show detailed statistics breakout for each site in multi-level accounts**, and **Usage Period**. (See [Create and Edit a Usage Report](#) for more information on these options.)
- 6 Set the **Delivery Format** to **CSV file (Excel compatible)**.
- 7 Click **Create Report**.
You see a **Save As** dialog box.
- 8 Click **Save**. Navigate to where you want to save the file.
- 9 Click **Save**.

You can now [import the report into Excel](#).

Import a CSV Format Report into Excel

Before you can import a report into Excel, you will need to [download the report in CSV format](#).

Once you have done that, follow these steps to open the report in Excel:

- 1 Launch Excel. If it doesn't open with a blank worksheet, create a new worksheet.
- 2 From the File menu, select **Open**.
- 3 Navigate to the file you downloaded. Select the file and click **Open**.

The spreadsheet will open in the Excel window. Adjust your column widths, fonts, etc., as necessary.

You can then sort titles by date, ISSN, title, or any other column by using the Sort function under the Data Menu.