

TEEAL Usage Statistics and Tracking

TEEAL can now track usage statistics - how many articles were accessed and when, and which articles or journals are most popular among your TEEAL users.

We feel that this feature will be especially welcome for librarians who need to demonstrate the level of use of TEEAL by student and faculty researchers. Now you will have quantitative evidence for how much and how often TEEAL is being used.

You will receive a request email from TEEAL on a regular basis asking you to send our project office your saved statistics Excel document. We will process your user statistics and send you back a report for your particular institution as it becomes accessible.

1. Open the TEEAL software. Make sure you are connected to your server/host computer or the external drive itself. Once at the home page for TEEAL, click the “About TEEAL” tab (figure 1). Click on the “Contact TEEAL” link (figure 2).



figure 1



figure 2

2. At the bottom of the page, click on the last link: “Click here to generate user statistics file” (figure 3). A dialog box will open (figure 4). Enter the password you attained from TEEAL (this should be contained in your user manual), and click “OK”.

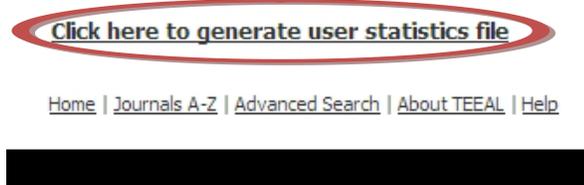


figure 3



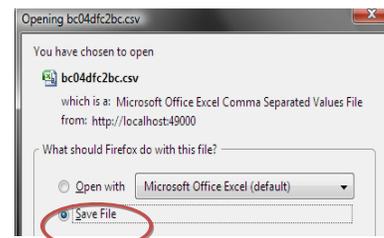
figure 4

3. You will now see a new screen, the TEEAL Usage Report. Click the link to generate and download the statistics file (figure 5). A dialog box will open (figure 6). Please choose “Save File” and save it to a known location - such as your Desktop.

statistics, please **click here**. Save it to a known location you can find easily (such as

figure 5

figure 6



4. Attach the file in an email to teal@cornell.edu with a subject name that includes: “TEEAL User Statistics/(month)/(year)/(institution)”
(The month, year, and institution will be personalized per each request)

5. If you are seeing an error message, make sure you are connected to the TEEAL server or drive at your location and your network. If you still cannot get the file, please email the TEEAL Project Office at teal@cornell.edu and describe the problem. Please note that no file will be available until after articles have been accessed (for example, no file will be available on a brand-new installation of TEEAL or immediately after downloading the statistics file).