



Statistics

1. Basic queries

Task:

Your Team is considering creating statistic tasks and deliver the report on site.

Suggested actions:

1. Go to the Admin Center, login, the Statistics section. Click on SFX Queries.
2. Click on option 16 "Unused Fulltext journals".
3. Choose Relative date range "Last month"
4. Choose HTML format and deliver to screen.
5. Click Submit

2. Report to e-mail

Task:

Your Team is considering creating statistic tasks and deliver the report by email.

Suggested actions:

1. Go to the Admin Center, login, the Statistics section. Click on SFX Queries.
2. Click on option 19 "Most popular journals".
3. Choose Relative date range "Last year"
4. Choose HTML format and deliver to email.
5. Write your email address.
6. Click Submit
7. Check your email.

3. Schedule a task

Task:

Your Team is considering scheduling statistic tasks and deliver the report by email.

Suggested actions:

1. Go to the Admin Center, login, the Statistics section. Click on SFX Queries.
2. Click Query 11 : "Most popular journals selected by source"
3. Choose source AZLIST
4. Choose Relative date range "This year"
5. Choose HTML format.
6. Click Schedule
7. Select Run this query "Every day" + time.
8. Write your email address.
9. Click Submit
10. Check your email.