

# Introduction to New RDA Admin and Usage Reports

This past January RDA Toolkit and its related sites had to transition to new servers as part of a move to a new development vendor for the site. This change also meant that the administration site needed to be rebuilt. RDA Toolkit has partnered with LibLynx to provide authentication and reporting services. The Toolkit Admin site is again available to subscribers and able to provide usage reports.

## How to Connect to the Admin System

The new admin site is accessible through the administration button in the bottom menu bar of [access.rdatoolkit.org](https://access.rdatoolkit.org). However, to access usage reports you will need to accept the invite that will be emailed to you today. The email will be from **RDA Toolkit** <[support@powered-by.liblynx.com](mailto:support@powered-by.liblynx.com)> with a subject field of **Register to view your usage stats**. The invite includes a link that will request you set up a password for access to your usage reports. Once you have created the password you can login to the LibLynx site where your usage reports will be available.

This invite will go out only to subscription managers. If the email does not appear in your inbox, please check your junk mail or spam folder. If you are the subscription administrator and did not receive the email please contact us at [rdatoolkit@ala.org](mailto:rdatoolkit@ala.org) with the subject line "Usage Report Login". Please include your main account username in the body of the email.

## Managing Profiles and Subscription Information

Unfortunately, with the new admin configuration, we cannot allow subscription managers to view and edit the profiles for their staff. Managers can create new profiles but will have to contact [rdatoolkit@la.org](mailto:rdatoolkit@la.org) to view a list of current profiles associated with a subscription to request changes to deletions to that list.

## About the Data

It is important to know that the COUNTER Reports described below have only partial data for July 2022 and no earlier data. Unfortunately, we cannot provide any data for the for January through June of this year. Data prior to 2022 is no longer available.

The peak concurrency report is not yet available, but we do expect to have it ready in September.

## Using the LibLynx COUNTER Reports

Currently the LibLynx site only provides COUNTER reporting. COUNTER stands for Counting Online Usage of NeTworked Electronic Resources and is a standard for tracking database usage on platforms. Because RDA Toolkit contains only a single database, platform and database reports will be identical. Once you have gained access to the LibLynx, you can obtain usage reports by clicking on COUNTER Reports in the left column.

The COUNTER Reports track two types of data—investigations and requests.

- investigations – instances when RDA Toolkit is accessed
- requests – instances when a specific RDA was viewed or downloaded

This data is compiled into three different reports.

- Platform Report (PR) – includes total and unique investigations and requests
- Database Report (DR) – same as the PR but also includes a report on Federated Searches (searches conducted remotely through an API)
- Item Report (IR) – lists specific pages viewed during the selected period of time

**Note:** Because RDA Toolkit is a single database, investigation and request data will match.

More detailed information about COUNTER reporting is available [here](#).

Below are sample pages of all three reports.

**Platform Master Report**

JUL 2022 TO JUL 2022 1 Show Report Options 3 2 Download

Show 15 entries Search:

Platform	Metric_Type	Reporting_Period_Total	Jul-2022
RDA Toolkit	Total_Item_Investigations	108	108
RDA Toolkit	Unique_Item_Investigations	100	100
RDA Toolkit	Total_Item_Requests	108	108
RDA Toolkit	Unique_Item_Requests	100	100

Showing 1 to 4 of 4 entries Previous 1 Next

**Database Search and Item Usage**

JUL 2022 TO JUL 2022 1 2 Download

Show 15 entries Search:

Database	Publisher	Publisher_ID	Platform	Proprietary_ID	Metric_Type	Reporting_Period_Total	Jul-2022
RDA Toolkit			RDA Toolkit	rdatoolkit:rda	Searches_Federated	19	19
RDA Toolkit			RDA Toolkit	rdatoolkit:rda	Total_Item_Investigations	108	108
RDA Toolkit			RDA Toolkit	rdatoolkit:rda	Total_Item_Requests	108	108

Showing 1 to 3 of 3 entries Previous 1 Next

**Item Master Report**

JUL 2022 TO JUL 2022 1 Show Report Options 3 2 Download

Show 15 entries Search:

Item	Publisher	Publisher_ID	Platform	DOI	Proprietary_ID	ISBN	Print_ISSN
abbreviated title			RDA Toolkit		rdatoolkit:en_US_ala_41c090e2_0422_33ae_881f_20c408d9b9e4		
abbreviated title			RDA Toolkit		rdatoolkit:en_US_ala_41c090e2_0422_33ae_881f_20c408d9b9e4		

- 1 -- Set date range for report
- 2 -- Download comma separated values (.csv) version of report
- 3 -- Advanced filter options