

# Digital Repository Data Usage Reports

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Tool Search: Digital Repository Data Usage

The Digital Repository Data Usage reports help you track and analyze current and historical information regarding the number and size of files stored in the Campus Digital Repository (CDR).

*Campus Digital Repository Data Usage Editor*

## Generating the Current Usage Report

This report generates results based on documents that are currently in the repository as of the current date.

1. Select *Current Repository Usage Report* in the **Report Type** dropdown list.

2. Select the **Service(s)** for which you want a report.
3. Select an Ad Hoc Filter to further narrow the report results.

Ad Hoc Filters do not limit report results to specific calendars in this report.

- **Ad Hoc Filter (uploaded by)**. This option narrows report results to the Person ID(s) in the filter who logged in and uploaded a file.
  - **Ad Hoc Filter (uploaded for)**. This option narrows report results to the Person ID(s) in the filter to whom files are attached.
4. Mark the **Include Detail** checkbox to include information about each file like the file name, the upload date, file size and file type.
  5. Select whether you want the report in **PDF** or **CSV** format.
  6. Click the **Generate Report** button. The report displays in the format you select.

0347 Campus District Generated on 01/02/2014 01:36:16 PM Page 1 of 2		Digital Repository Current Usage Report				
<b>Digital Repository Usage Summary</b>						
Service					File Count	File Storage (MB)
Person					33	4.80
<b>Total</b>					<b>33</b>	<b>4.80</b>
<b>Digital Repository File Detail</b>						
Service	Name	Uploaded By	Uploaded For	Upload Date	File Size (MB)	File Type
Person	Address Info	System, Administrator	Brown, Lisa	12/15/2013 12:00 AM	0.00	gif
Person	Medical	System, Administrator	Brown, Lisa	12/20/2013 7:09 AM	1.89	pdf
Person	Library Fee	System, Administrator	Brown, Lisa	12/31/2013 10:48 AM	0.01	xlsx
Person	Enrollment History	System, Administrator	Brown, Lisa	12/15/2013 12:00 AM	0.00	gif
Person	Behavior Notice	System, Administrator	Cook, Scott	12/15/2013 12:00 AM	0.00	gif
Person	Enrollment History	System, Administrator	Cook, Scott	12/23/2013 3:32 PM	0.00	gif
Person	Address Info	System, Administrator	Cook, Scott	12/15/2013 12:00 AM	0.00	png

Example Current Usage Report with Details

## Generating the Historical Usage Report

**Digital Repository Data Usage Report**

The Digital Repository Usage report helps analyze files uploaded to Campus Digital Repository.

Report Type: Digital Repository Historical Usage Report ▼

Service: All  
Behavior  
Discussions  
Finance  
Finance Bank Statements ▼

From: Year 2018 ▼ Month February ▼

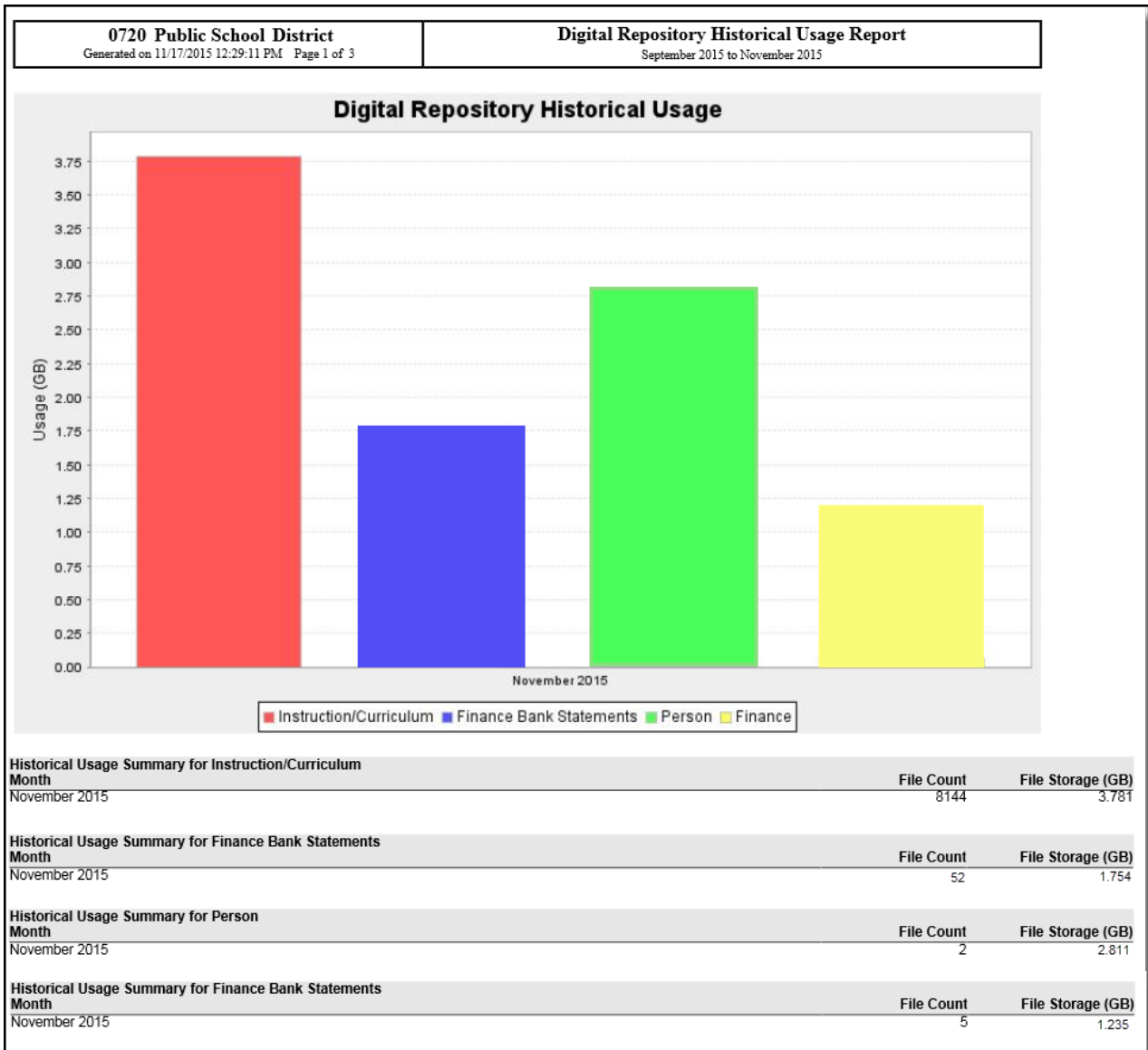
To: Year 2019 ▼ Month January ▼

Generate Report

Digital Repository Historical Usage Report Editor

1. Select *Digital Repository Historical Usage Report* in the **Report Type** dropdown list.

2. Select the **Service(s)** for which you want a report.
3. Select the date range for which you want a report by selecting the **Year** and **Month** in the **From:** and **To:** fields.
4. Click the **Generate Report** button. A PDF report displays.



*Example Historical Usage Report*