# Digital Repository Data Usage Reports

Last Modified on 03/25/2024 8:45 am CDT

Generating the Current Usage Report | Generating the Historical Usage Report

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<br>Generated on 01/02/2014 01:36:16 PM   Page 1 of 2 | | Digital Repository Current Usage Report | | | | | |

**Digital Repository Usage Summary**

| Service | | | File Count | File Storage (MB) |
| --- | --- | --- | --- | --- |
| Person | | | 33 | 4.80 |
| Total | | | 33 | 4.80 |

**Digital Repository File Detail**

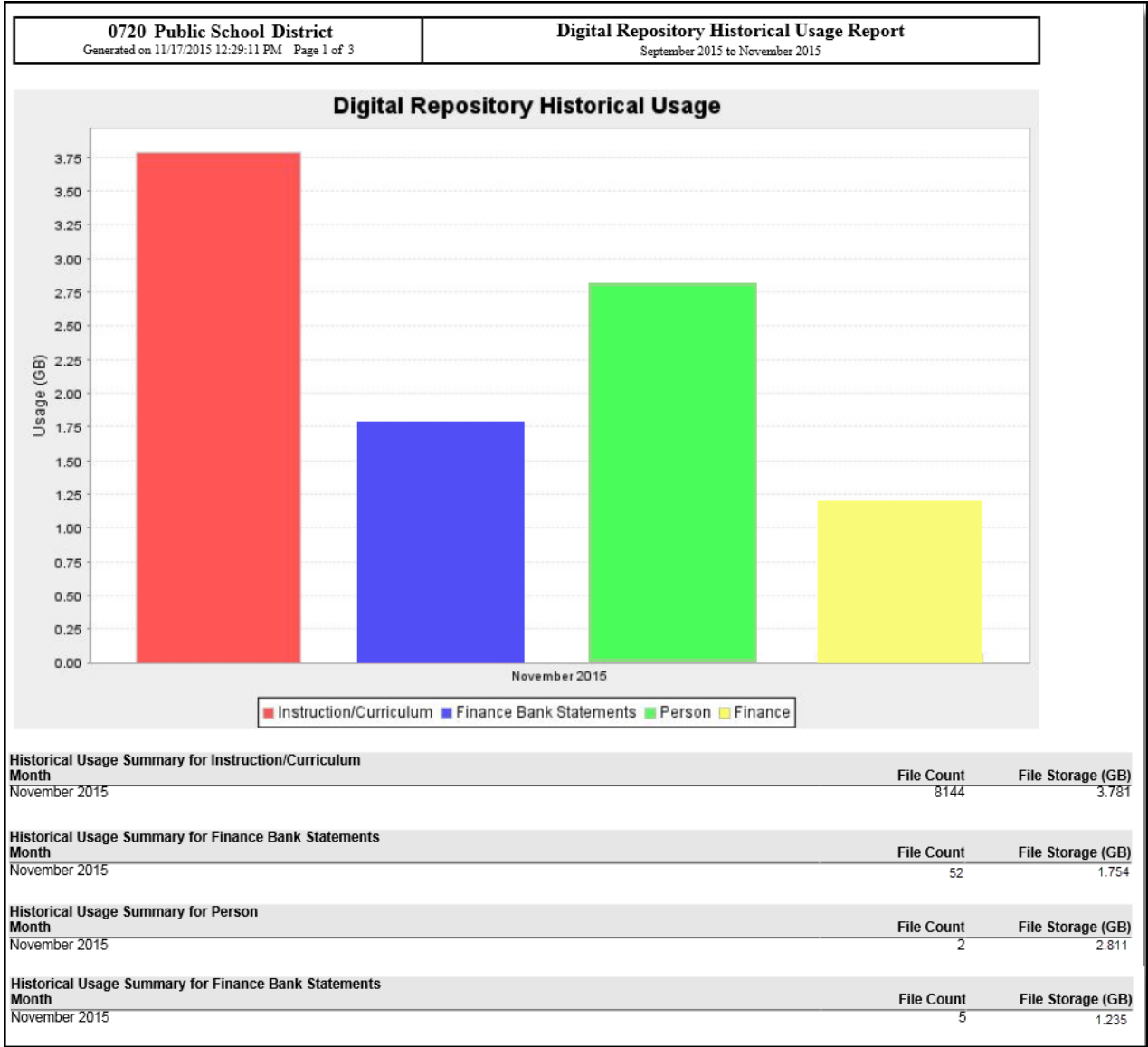| Service | Name | Uploaded By | Uploaded For | Upload Date | File Size (MB) | File Type |
| --- | --- | --- | --- | --- | --- | --- |
| Person | Address Info | System, Administrator | Brown, Lisa | 12/15/2013 12:00 AM | 0.00 | gif |
| Person | Medical | System, Administrator | Brown, Lisa | 12/20/2013 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 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.

| 0720 Public School District | Digital Repository Historical Usage Report |
|---|---|
| Generated on 11/17/2015 12:29:11 PM   Page 1 of 3 | September 2015 to November 2015 |

**Digital Repository Historical Usage**

Legend: ■ Instruction/Curriculum ■ Finance Bank Statements ■ Person □ Finance

November 2015

**Historical Usage Summary for Instruction/Curriculum**

| Month | File Count | File Storage (GB) |
|---|---|---|
| November 2015 | 8144 | 3.781 |

**Historical Usage Summary for Finance Bank Statements**

| Month | File Count | File Storage (GB) |
|---|---|---|
| November 2015 | 52 | 1.754 |

**Historical Usage Summary for Person**

| Month | File Count | File Storage (GB) |
|---|---|---|
| November 2015 | 2 | 2.811 |

**Historical Usage Summary for Finance Bank Statements**

| Month | File Count | File Storage (GB) |
|---|---|---|
| November 2015 | 5 | 1.235 |

*Example Historical Usage Report*