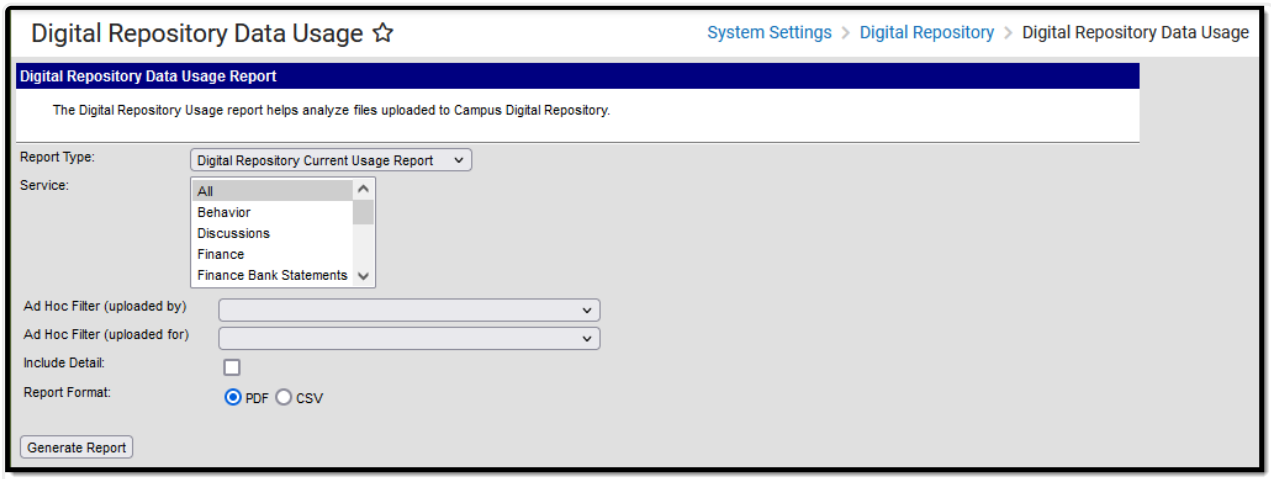
Digital Repository Data Usage Reports

Last Modified on 12/14/2025 8:45 pm CST

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).

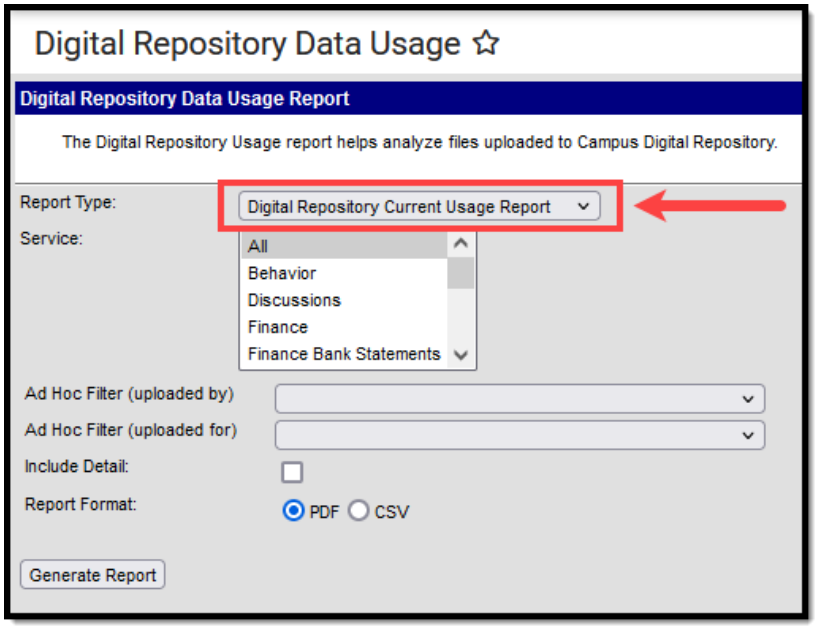


Digital Repository Data Usage Report

See the Digital Repository Tool Rights article for details on available tool rights.

Generating the Current Usage Report

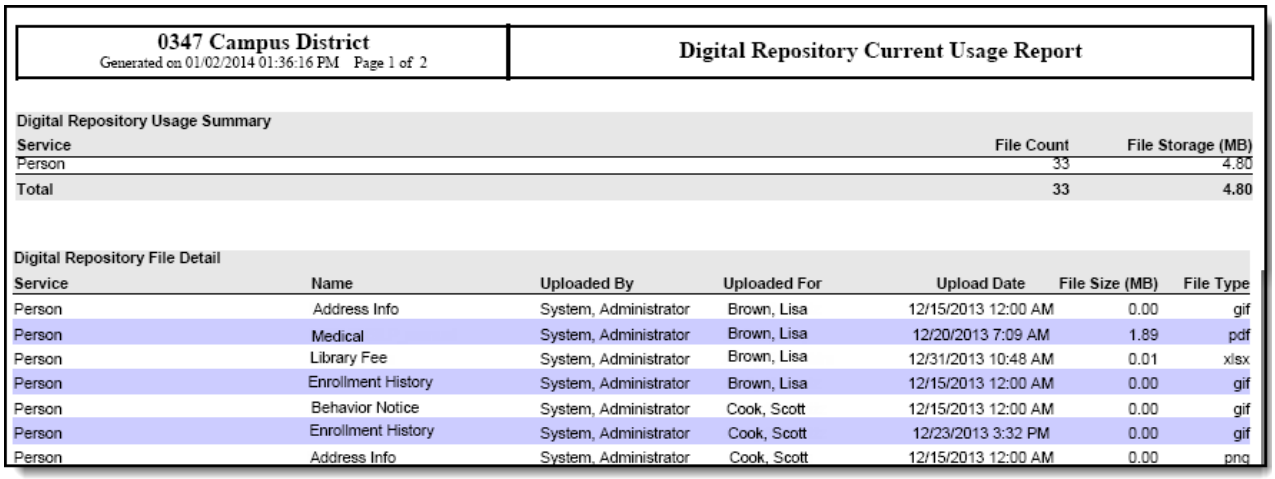
This report generates results based on documents that are currently in the repository as of the current date.



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.



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Digital Repository Current Usage Report

Digital Repository Usage Summary

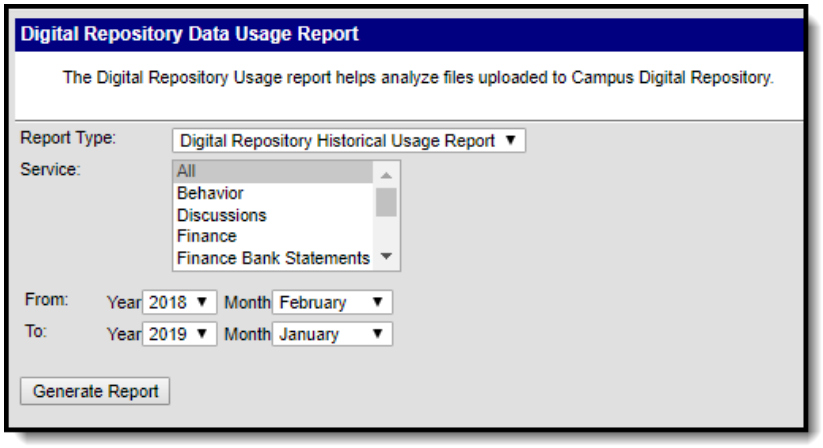
Service	File Count	File Storage (MB)
Person	33	4.80
Total	33	4.80

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

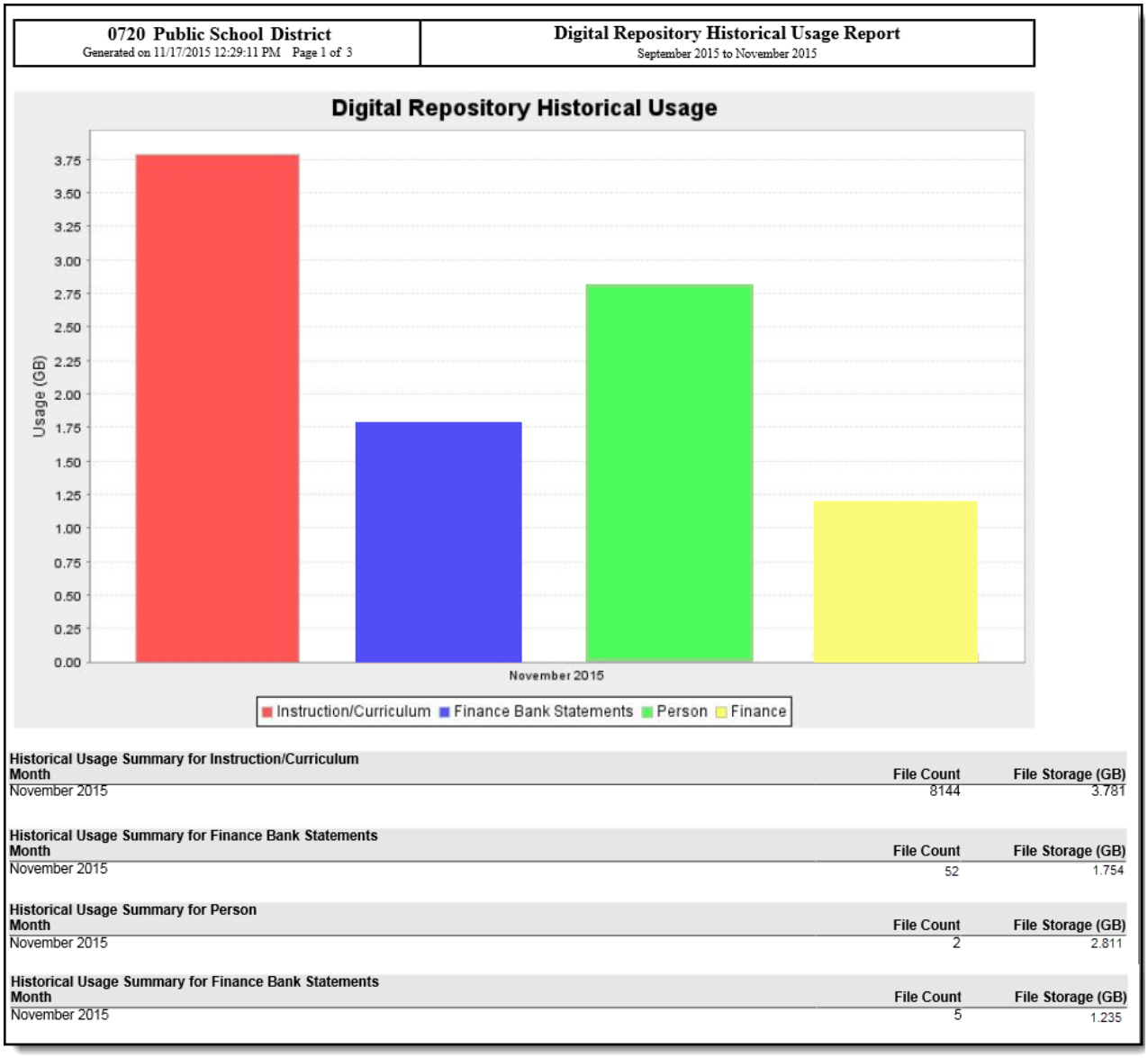
Example Current Usage Report with Details

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.



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Digital Repository Historical Usage Report
September 2015 to 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