

TEEAL

Gathering User Statistics for your TEEAL Set

This guide will explain how to download reports about usage of your TEEAL site

Written By: The TEEAL Team

INTRODUCTION

In this guide, we will:

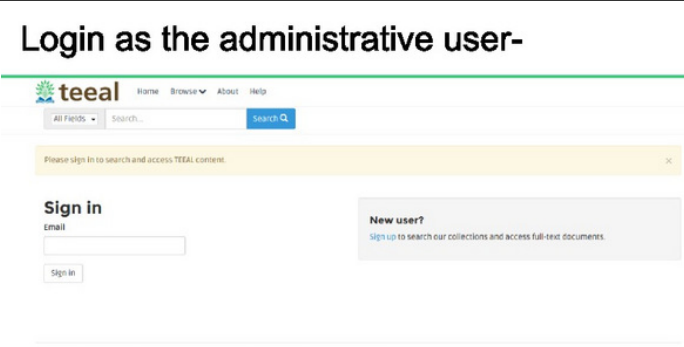
- show you how to download the user statistics report
- explain how to send it to TEEAL staff when requested

TOOLS:

- [a computer connected to your TEEAL installation](#) (1)
- [your administrative login details](#) (1)

Step 1 — login to TEEAL as the administrative user

Login as the administrative user-

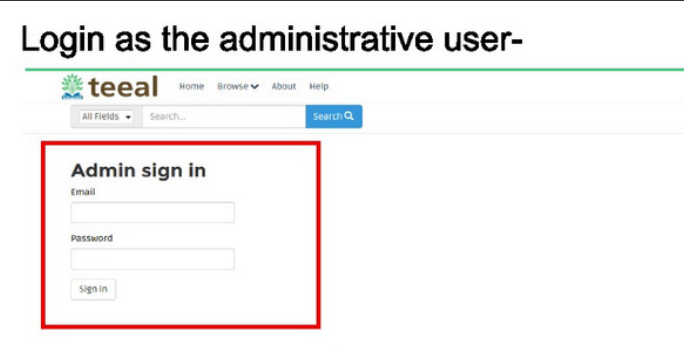


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Admin

1) Click the word Admin (in red circle)

Login as the administrative user-



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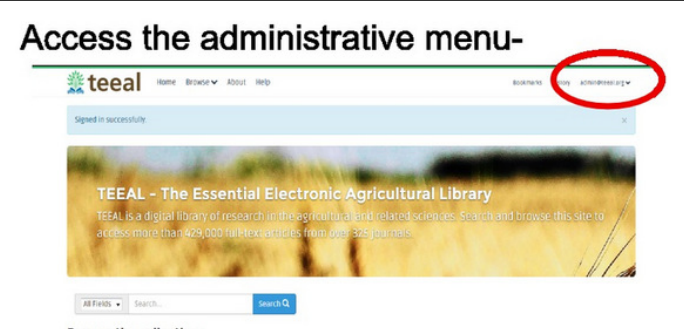
Admin

2) Enter the email "admin@teeal.org" and password "essential-ag"

Open a browser and access the TEEAL home page
 Click the Admin link in the bottom left of the page.
 enter your TEEAL administrative login and password.

Step 2 — Access the administrative menu

Access the administrative menu-

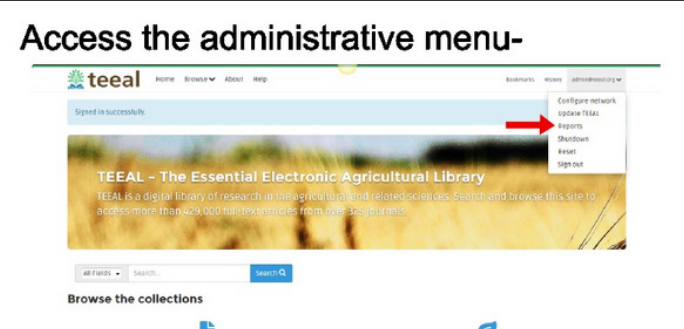


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admin@teeal.org

1) Click the dropdown box (in red circle)

Access the administrative menu-



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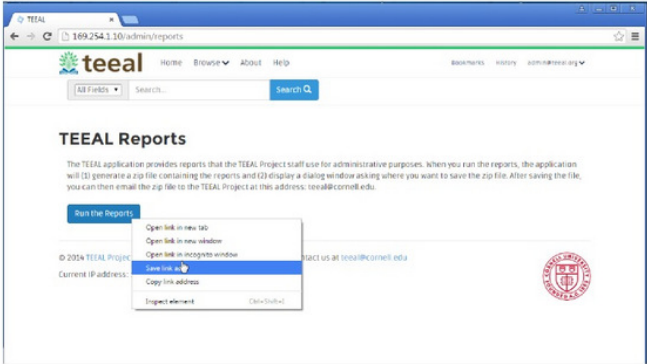
Current IP address: 309.254.1.30

2) Select **Reports** from the menu

Click the dropdown button labeled admin@teeal.org in the top right of the page.
 Choose the **Reports** option from the dropdown menu.

Step 3 — Download the usage reports

To save the reports to your machine:



RIGHT CLICK on the Run the Reports button, then choose **Save Link As**

To save the reports to your machine:



Choose a location for the saved reports. (Remember where you saved them!)

NOTE: *RIGHT CLICK* your mouse on the **Run the Reports** button.

Choose a location where the reports will be saved on your machine. For example, save the reports to your Downloads folder. Remember where you saved the teal_reports.zip file.

Step 4 — Email the reports

Send the report file in an email -

To find a file you have downloaded

1. Open your personal folder by clicking the **Start** button and then clicking your user name at the top of the Start menu's right pane.
2. Double-click one of the following folders:
 - Downloads
 - Documents
 - Pictures
 - Videos
 - Music

If you do not see the file you are looking for, but know its file name, you can search for it by following these steps:

To search for a file you have downloaded

1. Click the **Start** button.
2. Type all or part of the file name into the Search box. The file you are looking for should appear in the list of search results.

Find teal_reports.zip on your computer and email it to teal@cornell.edu

Find the file on your machine named **teeal_reports.zip**

Attach the teal_reports.zip file to an email and send it to: **teeal@cornell.edu**.

What's in the file? The teal_reports.zip file contains encrypted data about TEEAL usage at your site. All information is anonymized to protect users.