TEEAL Usage Statistics and Tracking (2010 Update)

TEEAL can now track usage statistics - how many articles were accessed and when, and which articles or journals are most popular among your TEEAL users. We hope that you will find this feature helpful to your institution.

Before you start, you need to make sure that you have read write privileges to the location of the installation files, whether on a server, or locally. If you do not have these privileges, please contact your IT admin.

1. Open the TEEAL software. Make sure you are connected to your server/host computer or the external drive. Once at the home page, click the **About TEEAL** tab (figure 1). Click on the **Contact TEEAL** link (figure 2).

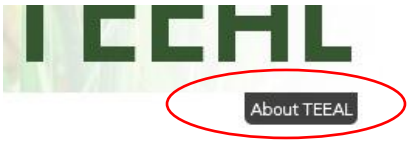

Figure 1

Figure 2

2. At the bottom of the page, click on the last link "Click here to generate user statistics file" (figure 3). A dialog box will open (figure 4). Enter the password and click OK. (If you don't know the password, contact us at teeal@cornell.edu.)

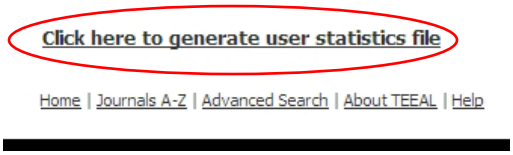

Figure 3

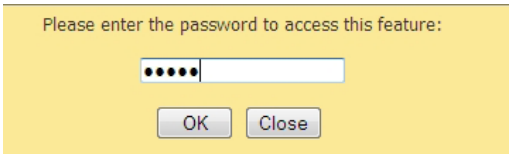

Figure 4

3. You will now see a new screen, TEEAL Usage Report. Click the link to generate and download the statistics file (figure 5). A dialog box will open (figure 6). Please choose **Save File** and save it to a known location, such as the Desktop.

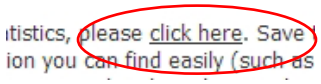

Figure 5

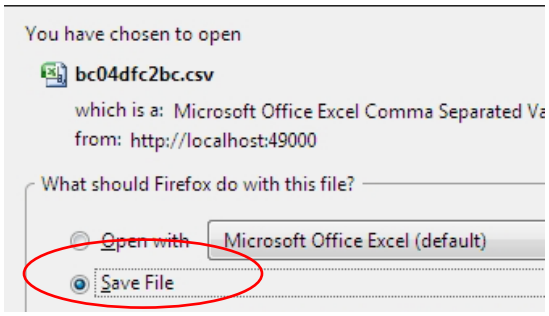

Figure 6

4. If you see an error message, make sure you are connected to your TEEAL server/drive and your network. If you still cannot get the file, please email **teeal@cornell.edu** and describe the problem. Please note that no file will be available until after articles have been accessed. For example, no file will be available on a brand-new installation of TEEAL