

# Digital Repository Data Usage Reports

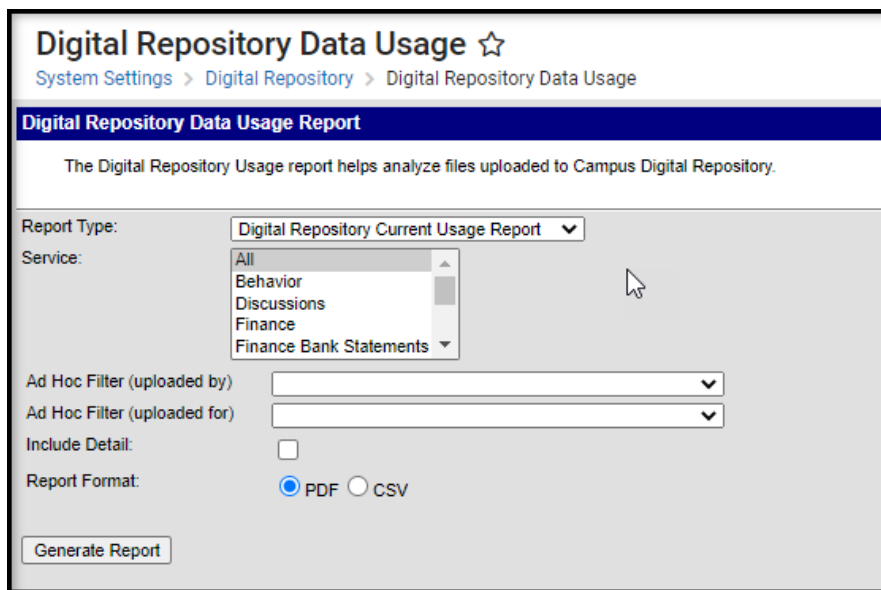
Last Modified on 10/22/2022 10:07 am CDT

[Generating the Current Usage Report](#) | [Generating the Historical Usage Report](#)

**PATH:** *System Administration > Digital Repository > Reports > Digital Repository Data Usage*

**Search Term:** *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.

**Campus Digital Repository Usage Report**

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

Report Type: Current Repository Usage Report

Service: All

Ad Hoc Filter (uploaded by):

Ad Hoc Filter (uploaded for):

Include Detail:

Report Format:  PDF  CSV

Generate Report

*Current Repository Usage Report Editor*

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.

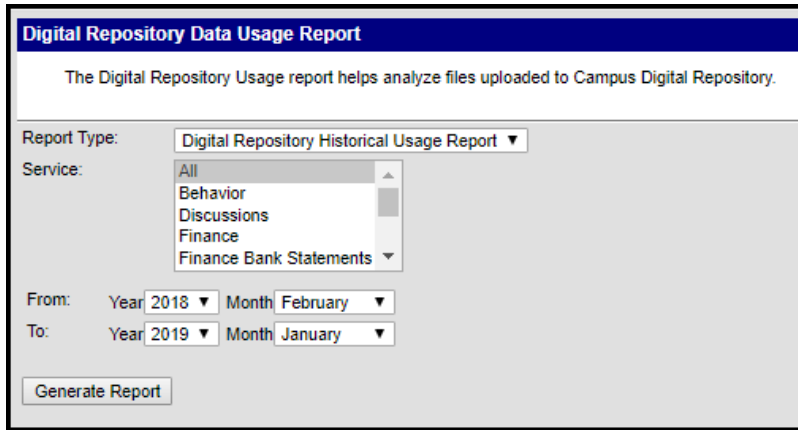
- **Ad Hoc Filter (uploaded by)**. This option narrows report results to the Person ID(s) in the filter who logged in and uploaded a file.
  - **Ad Hoc Filter (uploaded for)**. This option narrows report results to the Person ID(s) in the filter to whom files are attached.
4. Mark the **Include Detail** 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.

**Result**

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
Total				33		4.80
<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

# 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 ▼

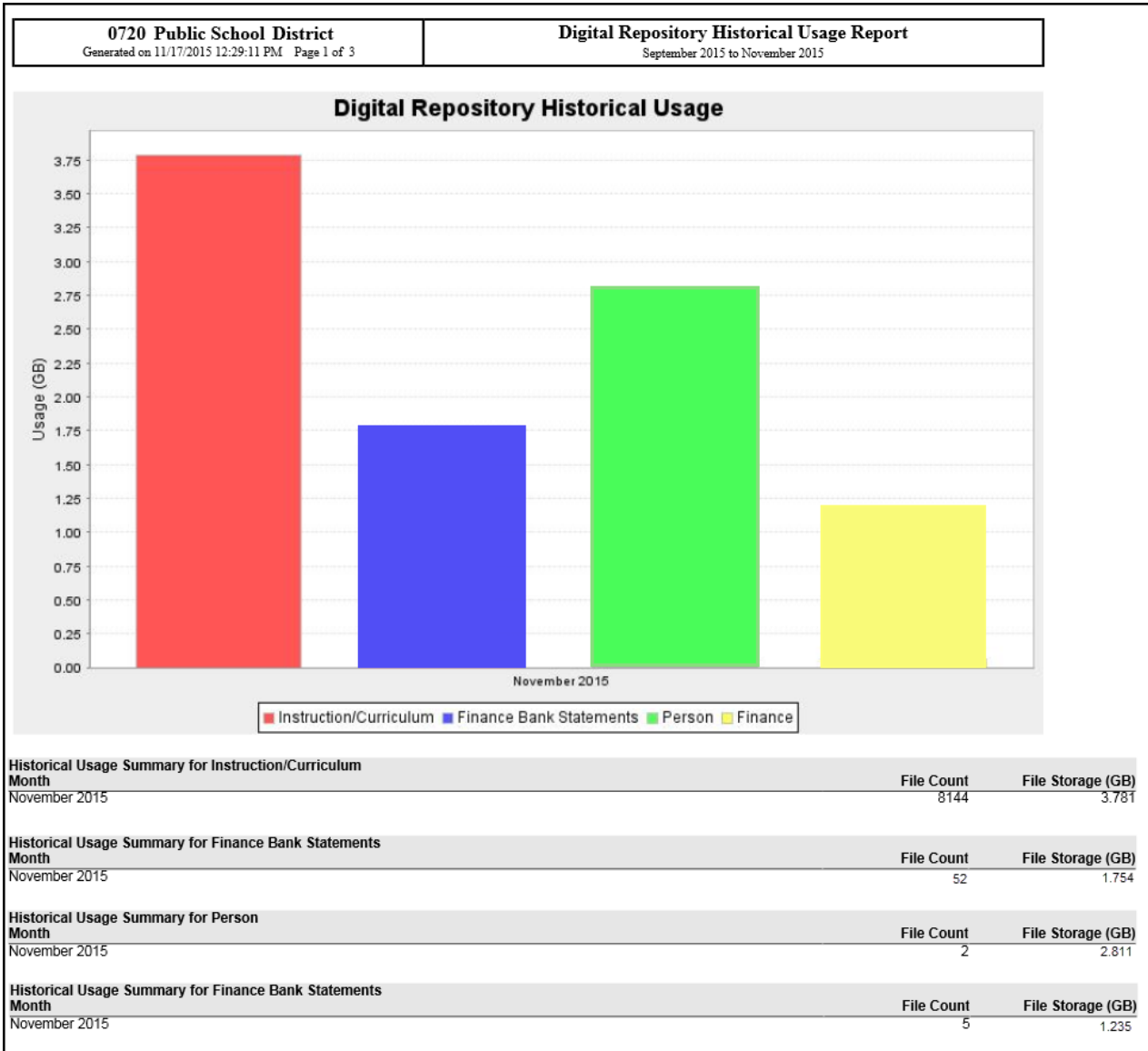
Generate Report

## 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.

### Result

A PDF report displays.



*Example Historical Usage Report*