Digital Repository Data Usage Reports
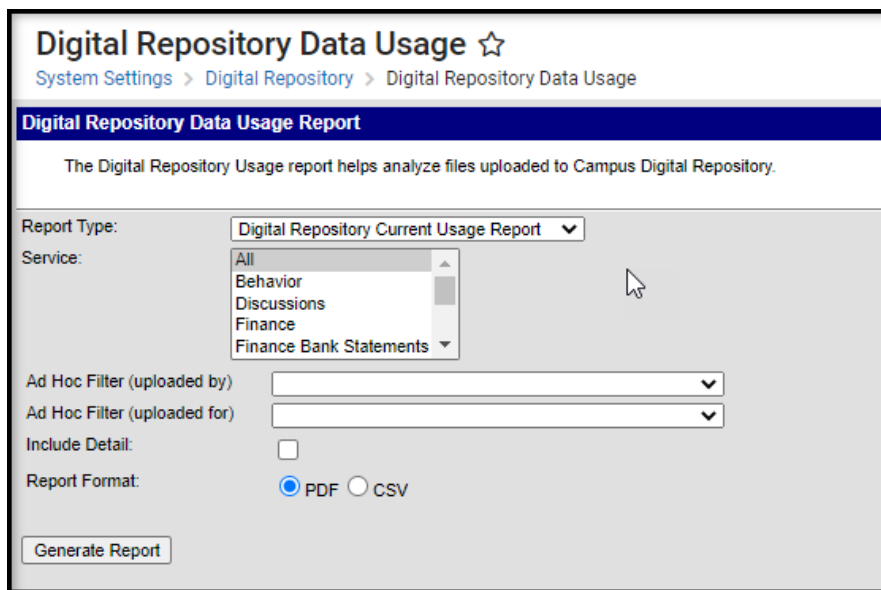
Last Modified on 10/22/2022 10:07 am CDT

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.

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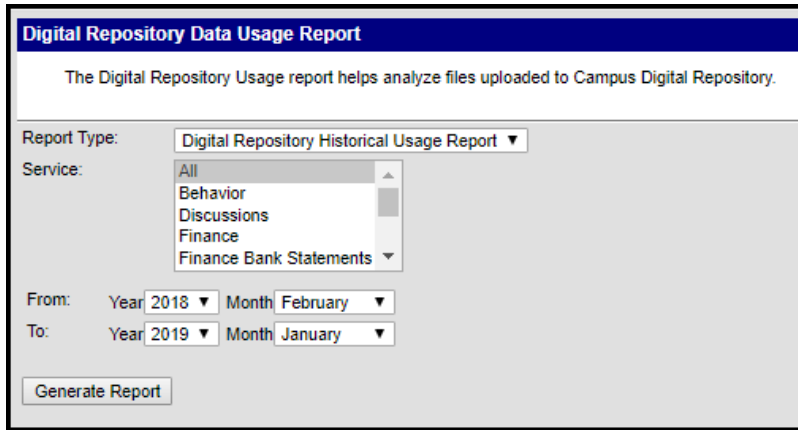
   - **Ad Hoc Filter (uploaded by)**. This option narrows report results to the Person ID(s) in the filter who logged in and uploaded a file.
   - **Ad Hoc Filter (uploaded for)**. This option narrows report results to the Person ID(s) in the filter to whom files are attached.
4. Mark the **Include Detail**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

Generating the Historical Usage Report

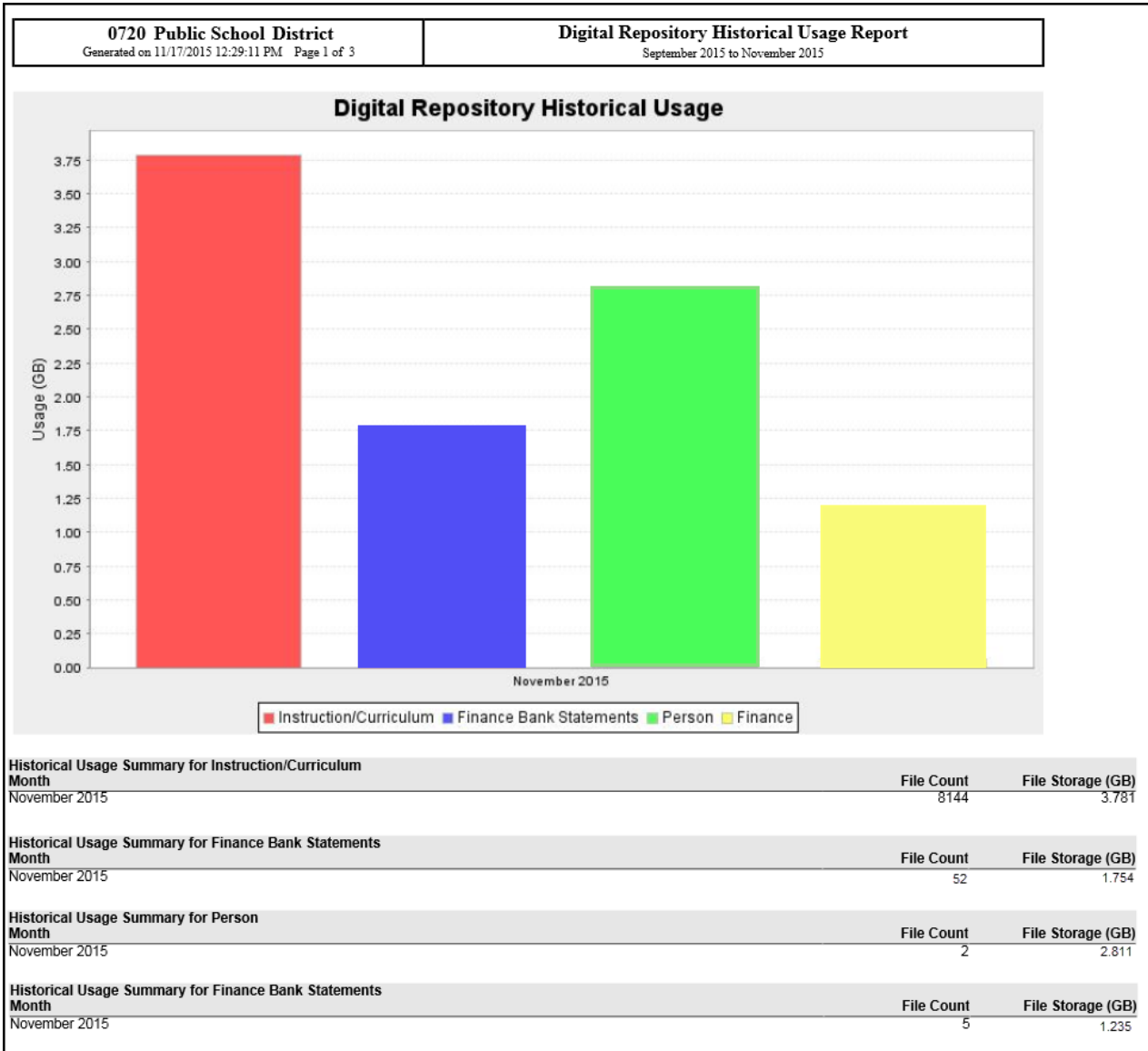*Digital Repository Historical Usage Report Editor*

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.
   Result
   A PDF report displays.

Digital Repository Historical Usage

Usage (GB) — November 2015

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

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