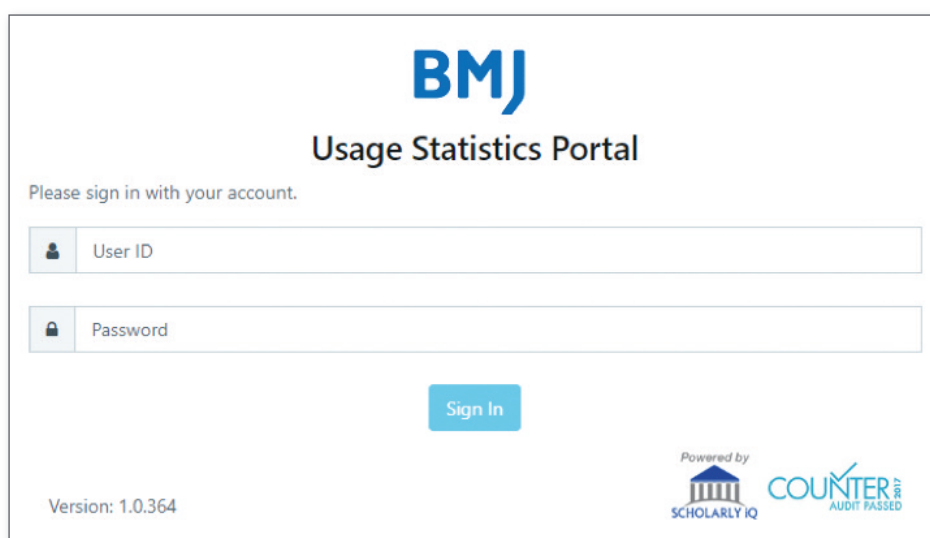


Usage Reports

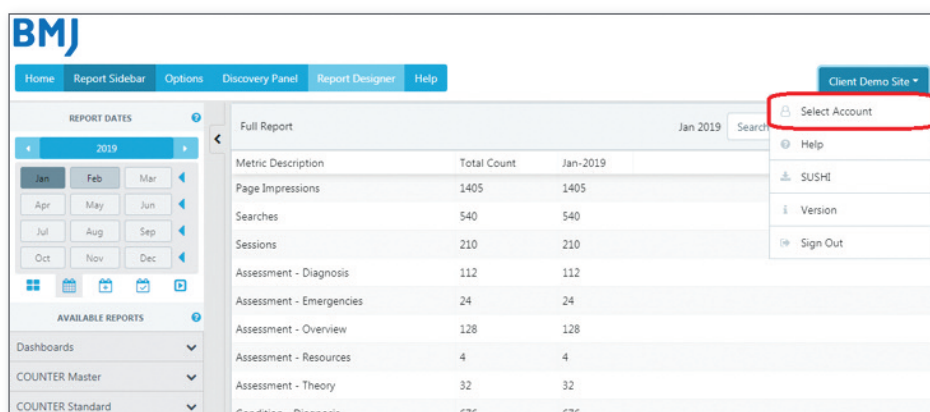
USER GUIDE

The reports are run from the URL: r5.bmjreports.com



The login screen features the BMJ logo at the top center, followed by the title "Usage Statistics Portal". Below this, a message reads "Please sign in with your account." There are two input fields: "User ID" with a person icon and "Password" with a lock icon. A blue "Sign In" button is centered below the fields. At the bottom, it says "Version: 1.0.364" and includes logos for "Powered by SCHOLARLY IQ" and "COUNTER 2.0 AUDIT PASSED".

1 Login with your *BMJ Best Practice* usage login. If you have forgotten this please contact support@bmj.com

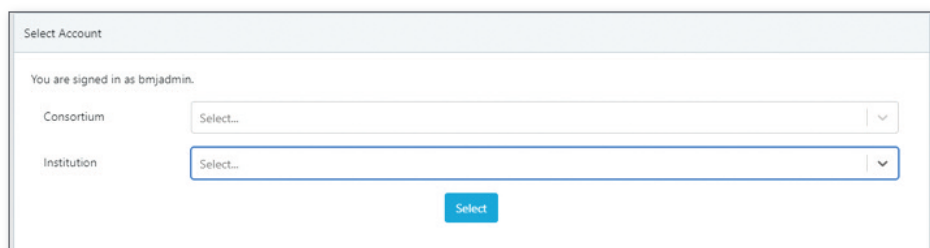


The dashboard shows a navigation menu with "Home", "Report Sidebar", "Options", "Discovery Panel", "Report Designer", and "Help". A "Client Demo Site" dropdown is in the top right. The main area is titled "Full Report" for "Jan 2019". A table displays usage metrics:

Metric Description	Total Count	Jan-2019
Page Impressions	1405	1405
Searches	540	540
Sessions	210	210
Assessment - Diagnosis	112	112
Assessment - Emergencies	24	24
Assessment - Overview	128	128
Assessment - Resources	4	4
Assessment - Theory	32	32
Condition - Diagnosis	676	676

A "Select Account" dropdown menu is highlighted with a red box, showing options: "Help", "SUSHI", "Version", and "Sign Out".

2 To run usage for the member institutions please select the select account option from the account drop down menu on the right hand side of the screen



The "Select Account" dropdown menu shows the user is signed in as "bmjadmin". It contains two dropdown menus: "Consortium" and "Institution", both with "Select..." text. A blue "Select" button is at the bottom.

3 Then select the required institution from the institution drop down menu

BMJ Best Practice

REPORT DATES: 2019

AVAILABLE REPORTS:

- Dashboards
- COUNTER Master
- COUNTER Standard
- COUNTER R4
- Best Practice Reports**
 - Full Report
 - Topic Report
 - Searches Report

Metric Description	Total Count	Jan-2019
Page Impressions	602	602
Searches	199	199
Sessions	154	154
Assessment - Diagnosis	19	19
Assessment - Emergencies	2	2
Assessment - Overview	22	22
Assessment - Theory	3	3
Condition - Diagnosis	116	116
Condition - Follow up	12	12
Condition - Management	52	52
Condition - Overview	126	126
Condition - Resources	2	2
Condition - Theory	93	93

- 4 To run a *BMJ Best Practice* report:
1. Locate the reporting section in the sidebar on the left of the screen
 2. Select the Best Practice folder
 3. Select one of the 3 available reports
 - Full - provides information on; page impressions, sessions and the number of searches
 - Topics viewed
 - Search terms

REPORT DATES: 2019

Buttons: A (View Quarter), B (View Year), C (View All), D (View Custom), E (Apply Calendar)

- 5 Select the required time frame
- The buttons from left to right on the date selector are:
- A** View Quarter
 - B** View Year
 - C** View All
 - D** View Custom
 - E** Apply Calendar
- You must select the arrow icon to apply the dates selected

REPORT DATES: 2019

Buttons: Search, Export to CSV, Help

- 6 Use the settings drop down on the right hand side to export the report

REPORT DATES: 2019

Buttons: Help, SUSHI, Version, Sign Out

- 7 If you wish to set up SUSHI please use the account drop down on the right hand side of the report

Any questions please do not hesitate to contact Customer Support:
support@bmj.com +44 (0) 207 111 1105

For more information about COUNTER release 5, please visit the COUNTER website:
www.projectcounter.org/code-of-practice-five-sections/abstract/

bestpractice.bmj.com

