

# LibLynx Counter Portal

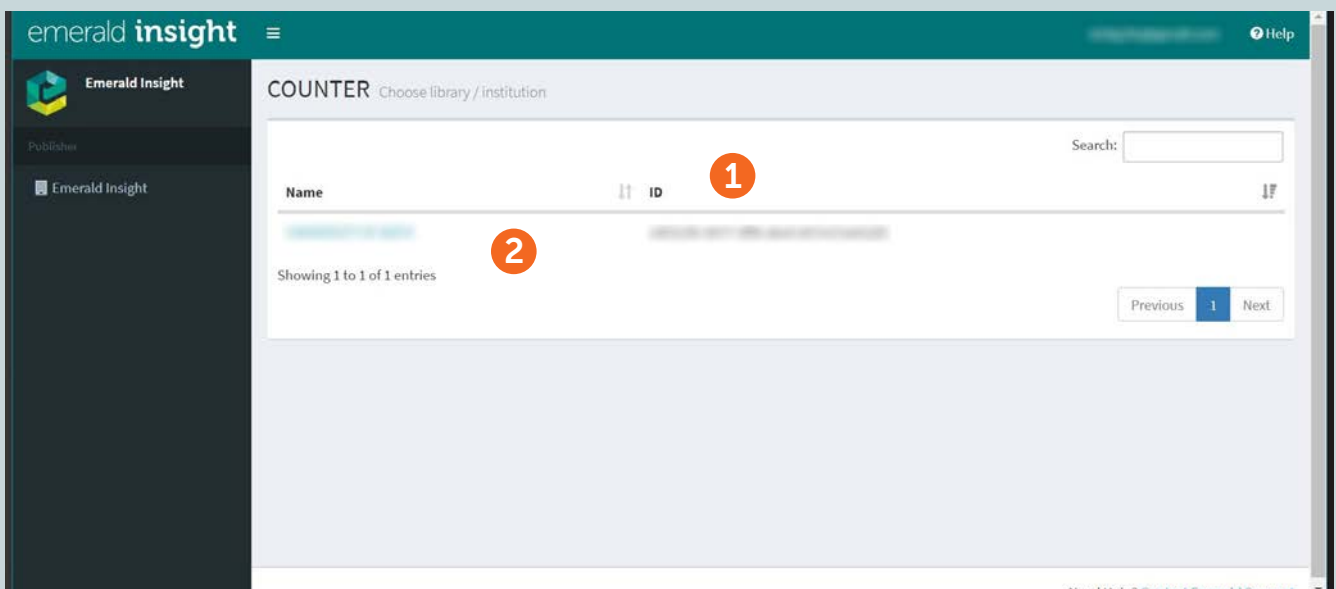
Delivering Emerald  
COUNTER reports

## Portal URL

The portal can be accessed at <https://connect.liblynx.com>

- You will only have access to the accounts for which you are the administrator.
- A login can be linked with many accounts.
- Librarians are invited via email to create a login to access usage stats through the LibLynx portal.
- Once a password has been chosen, you will be able to view all your linked accounts.

- 1 Upon login you will be presented with a list of accounts you are associated with.
- 2 Select the Library/Institution for which you wish to view usage.



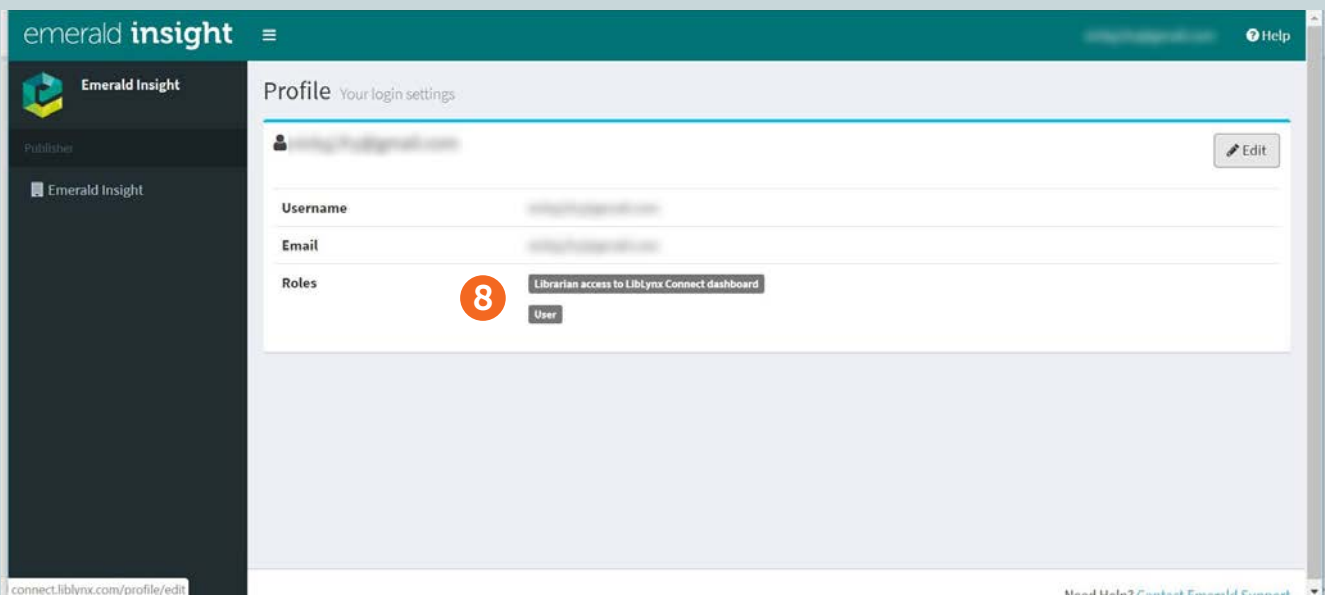
The screenshot shows the Emerald Insight interface. At the top, there is a navigation bar with the logo and a menu icon. Below it, the main content area is titled 'COUNTER'. A date range selector is set to 'JAN 2019 TO JUL 2019' (marked with a red circle 4). A dropdown menu is open, showing 'TR\_J1 - Journal Requests (Excl...' (marked with a red circle 3). To the right, there are buttons for 'Download XLS' and 'Sushi' (marked with a red circle 5). A search bar is also visible. Below the date range selector, there are two calendar views for the year 2019, with 'JUL' selected in the second view. Below the calendar, there are buttons for 'VIEW' and 'CANCEL'. The main table below shows columns for 'Journal', 'Publishing', 'ISBN', 'Print\_ISSN', 'Online\_ISSN', and 'URI'. The first row shows 'Accounting, Auditing & Accountability Journal' by 'Emerald Publishing Limited' with ISBN '10.1108/aaaj' and Print\_ISSN '0951-3574'.

- 3 Select the report you wish to run.
- 4 Select the date range and click 'View'.
- 5 The report can then be exported in Excel XLS format.

The screenshot shows the Emerald Insight interface. At the top, there is a navigation bar with the logo and a menu icon. Below it, the main content area is titled 'COUNTER'. A date range selector is set to 'JAN 2019 TO AUG 2019'. A dropdown menu is set to 'PR - Platform Report 1'. To the right, there are buttons for 'Download XLS' and 'Sushi'. A search bar is also visible. Below the date range selector, there is a 'Show 15 entries' dropdown. The main table below shows columns for 'Platform', 'Publisher', 'User Activity', 'Reporting Period Total', and monthly columns for 'Jan-2019' through 'Aug-2019'. The first row shows 'Emerald Group Publishing Limited' for 'Regular Searches' with a total of 4290 and monthly values: Jan-2019: 705, Feb-2019: 430, Mar-2019: 972, Apr-2019: 1030, May-2019: 658, Jun-2019: 495, Jul-2019: 0, Aug-2019: 0. The second row shows 'Emerald Group Publishing Limited' for 'Searches - Federated and automated' with a total of 0 and monthly values of 0. The third row shows 'Emerald Group Publishing Limited' for 'Result Clicks' with a total of 1585 and monthly values: Jan-2019: 250, Feb-2019: 68, Mar-2019: 461, Apr-2019: 370, May-2019: 298, Jun-2019: 138, Jul-2019: 0, Aug-2019: 0. The fourth row shows 'Emerald Group Publishing Limited' for 'Record Views' with a total of 0 and monthly values of 0.

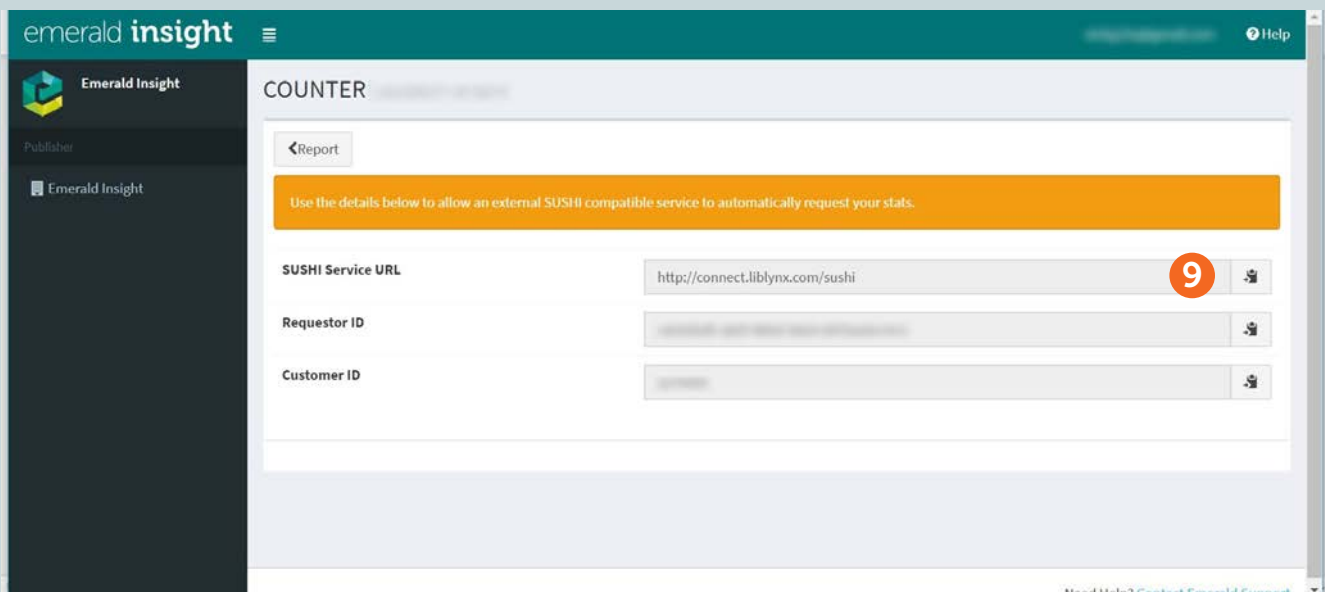
- 6 To run a report for a different institution you are associated with click 'Emerald Insight'.
- 7 To update your profile, click on your email address and select 'Profile'.

- 8 To make changes select 'Edit'.



## Self-service SUSHI setup

- 9 You will be able to set up access to SUSHI – click the SUSHI button, this will display the credentials required to configure SUSHI for the account.



## Consortia Admins

- Consortia administrators will be able to view all accounts within the consortia
- COUNTER 5 reports can be bulk downloaded either via zipfile on the portal alternatively they are available via SUSHI
- You can also download CR1 reports (Jan 2017-March 2019 data only)

# insight guides

To view all librarian resources for [emerald.com/insight](https://emerald.com/insight)  
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