

Running the “Reference Usage Summary by Provider Groups” report in Tutor.com’s Administrator Application

- 1) Launch the InfoAnytime Administrator Application by double clicking on the **Ask A Librarian – Administrator V2.1** icon on your desktop
- 2) Type in your username (email address) and password (blank/no text unless changed once successfully logged in the first time)
- 3) The **Tutor.com Program Administration** module will come up
 - a. To **change your password** (or add one) simply click on the “Providers” tab and select your name from the (long) list on the left hand-side
 - b. Go to the “Details” section and type in your new password and confirm it in the “Confirm Password” text box
 - c. Click on “Apply” (at the bottom) to make it active *immediately*
- 4) Select the “Reports” tab (second to last tab at the top of the **Tutor.com Program Administration** program)
- 5) Select the first report entitled “Reference Usage Summary Report by Provider Groups”
- 6) This will launch Internet Explorer and another login page entitled “Tutor.com Reporting Services Login” (because it’s a live databases – updated every minute or so – a second login is necessary)
- 7) Type in your username (email address) and your password (note: if you changed/updated your password in step 3, use this *new* password – passwords are immediately applied to your username)
 - a. A report will generate automatically which includes all the CT participating libraries for the current date – this is the default for all reports; all libraries + current date
- 8) Change the date in the “Start Date” text box (upper left hand side) to the date that you want to start the report – format is mm/dd/yyyy
- 9) Change the date in the “End Date” text box (upper right hand side) also – format is also mm/dd/yyyy
- 10) Select your library from the drop down list in the “Provider Groups” (left hand side)
- 11) Scroll all the way over to the right and click on the “View Report” button
 - a. You may have to click on this button twice because, as it’s a live database, each typing change sends a signal to run the report!
- 12) When you see a green scrolling circle and the words “Report is being generated”, you’ll know it’s running
- 13) To download the report to your local computer in the MS Excel format, select “Excel” from the “Select a format” drop down menu and click on the (blue highlighted) “Export” link (right next to the drop down box)
- 14) Save it locally