



## Hurtig vejledning I at finde statistik på Consortia Manager (ERMS)

Find statistik i ERMS:

### 1. Log ind i ERMS – klik på fanen ”More”

The screenshot shows the Consortia Manager Overview page. The top navigation bar includes 'OVERVIEW', 'LIST VIEWS', and 'MORE'. The 'MORE' menu is circled in red. Below the navigation bar, there is a 'Task overview' section with a table of tasks. The table has columns for 'PLAN', 'NEGOTIATE/UPDATE', 'FINALIZE', 'CONFIRM', and 'INVOICING'. The 'PLAN' column shows 'Request price' with a count of 11. The 'NEGOTIATE/UPDATE' column shows 'Price calculations', 'Update summary', and 'Update license' with a count of 107. The 'CONFIRM' column shows 'Place orders' with a count of 4 and 'Add proxy URLs' with a count of 39. The 'INVOICING' column shows 'Enter FX-rates', 'Library invoices', and 'Library credit notes'.

### 2. Klik på ”Statistics”

The screenshot shows the Consortia Manager Overview page with the 'MORE' menu open. The 'STATISTICS' option is circled in red. The menu items are: DISCOUNTS & SURCHARGES, MEMBER INVOICING, VENDOR ORDERS, STATISTICS, COMPARISON TOOL, REPORTS, DIVISION KEYS, and ADDRESS BOOK. The background shows the same task overview table as in the previous screenshot.

### 3. Klik på filteret ”Agreement” (aftale) og find den aftale du vil finde brugstal på. Angiv perioden og klik på ”Display on graph”. Så kommer tallene frem i en tabel. Til højre kan du definere om det skal være vist pr. måned/kvartal/år.

The screenshot shows the Consortia Manager Stats chart/overview page. The left sidebar has filters for 'FILTER BY PUBLISHER', 'FILTER BY MEMBER', 'FILTER BY AGREEMENT', 'FILTER BY PRODUCT', and 'FILTER BY TITLE'. The 'FILTER BY AGREEMENT' dropdown is circled in red. The main area has a 'Category:' dropdown set to 'Downloads' and a 'Report type:' section with buttons for 'JR1', 'JR1A', 'JR1GOA', 'JR5', 'BR2', and 'OTHER DOWNLOADS'. The 'Display period:' dropdown is also circled in red and set to 'By month'. Below these are 'From' and 'To' date pickers, both circled in red, with dates '01/01/2021' and '31/12/2021' respectively. At the bottom, there are buttons for 'DISPLAY ON GRAPH' and 'DOWNLOAD DATA'.