## How to access Usage Statistics in Using OverDrive Marketplace

## Go to OverDrive Marketplace

## Click on Insights in either location

OverDrive Marketplace Sale Ends June 30					Search OC/OU &	MA by title, auth	or, series, or publisher
SHOP One Copy/One User & Metered Access		ADMIN 👻	CURATE 👻	NEWS () -	INVOICING -	SUPPORT	FEATURED
Start typing to find a report		Jump t	io: Insights	Sora activity			

## Click on Checkouts

<b>OverDrive</b> Marketplace	Sale Jun
SHOP One CopyiOne User & Metered Access - INSIGHT	5 A
Start typing to find a report	
✓ Popular reports	
Checkouts	
Current holds	
Purchase orders	
Title status & usage	
> Title activity reports	
> Purchase & order reports	
> User activity reports	

Click the Run new report button (towards the bottom, right)



Select your branch from the list of branches

	Report options	×
Checkouts by:	Title	*
Borrowed from:	All	~
Branch:	All branches	
	Altoona School District	
	Amery High School	
	Amery Intermediate School	
	Amery Middle School	
	Amery School District	
	Ashland High	
	Ashland Middle	. 1
	Athens School District	~
Formats:	All Audiobooks, All eBooks	~

In the Report Options box, select the search criteria. If you want to see checkouts from the start of your contract, select "specific" for Period Type.

Period Type:	Specific	*
Start Date:	01/01/2018	
End Date:	01/31/2018	•

Click **Update.** Your Checkouts Activity report will then populate.