Factiva - How to get Usage Reports

Go to the administrative module: [http://global.factiva.com](http://global.factiva.com) and enter your username and password.

Click on the cog, on the top right corner, expand “Account” and then select “Usage Reports”:

In the following page you can select several proprietary Report Types and the date range:

To get the COUNTER’s usage reports, click on “Support” on the top right corner.

In the next window, click on the “Administration” tab, then on the “Billing and Usage” link on the left, finally on the “COUNTER Reports” link.

Choose your report and export as Excel or TSV: