

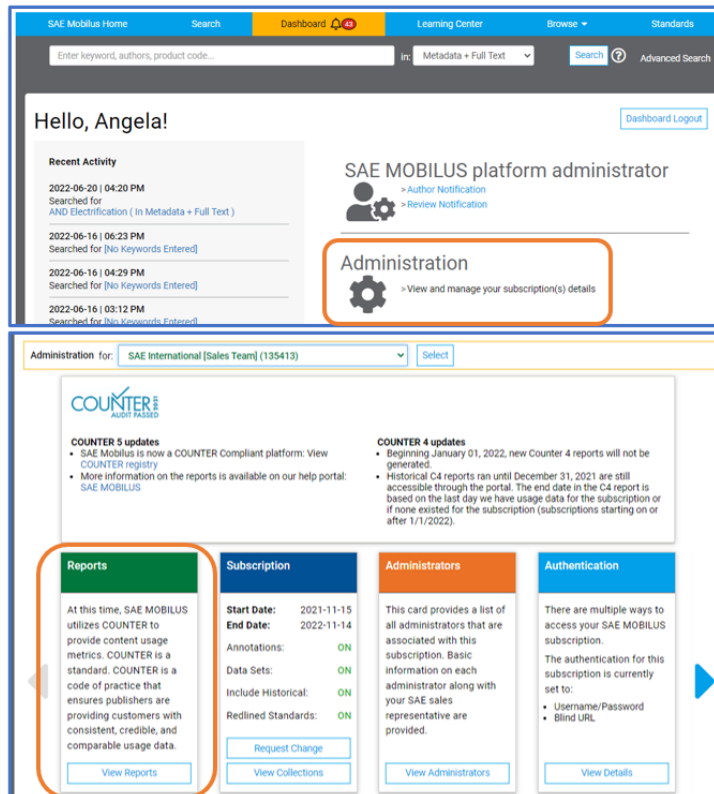
[Log-In to your Dashboard](#)

### How Do I Get Access?

COUNTER reports (4 & 5) can be found under the **Administration Section**, once logged into your [SAE Mobilus Dashboard](#).

- **Note:** You **MUST** be listed as the [SAE Mobilus Administrator](#) for the subscription to have access to this reporting.

**Step 1.**  
Click "Administration"  
once logged into your  
Dashboard



**Step 2.**  
Click "View Reports"  
to pull various COUNTER  
4 & 5 reports.

### Running COUNTER 4 & 5 Reports

It is recommended that you **DO NOT** compare usage between the two reports.

COUNTER 4 reports show data through 12/31/2021,  
COUNTER 5 shows data 6/1/2021- Present.

Learn more [in this Guide](#).



[COUNTER Registry](#)



[SUSHI Details](#)



[Mobilus Resources](#)  
[Librarian Guides](#)  
[Report Definitions](#)



[Foundation Classes](#)



[Contact Support](#)  
1-888-875-3976



# Common Questions

## How do SAE Products Report in COUNTER?

SAE Product type	Counter Product type
Standards	Report
Technical Paper	Other
Book	Book
Journal	Journal

Journal Article	Article
Magazine Article / Magazine Feature Article	Article
Magazine	Journal
Magazine Issue	Journal
Research Report (EDGE)	Report

### When Are New Reports Generated?

COUNTER 5 reports are made available on the **10<sup>th</sup> day** of each month.

[Learn More](#) about Counter Reporting on SAE Mobilus

### What Common Reports are Used?

DR: Database Master Report

IR: Item Master Report

Both reports show the most consolidated view of subscription usage by total and item.

[Learn More About Report Types](#)

### What About Turnaways (Denials)?

**No\_License**: Indicates the title is not included in the subscription.

**Limit\_Exceeded**: Indicates the title is included in the subscription but the download limits have been exhausted.

**NOTE**: 6 reports include this type of usage data. Please refer to the [report key](#) to determine which report is best for your use case.

### What if I have Multiple Sub. IDs?

This is common for Perpetual vs Subscription access; Subscription IDs are assigned for each access type. **IF** you have both Perpetual & Renewing Subscriptions, you'll need to run Counter reports for EACH Sub ID.

Toggle between Subscription IDs from the Administrator page using the dropdown box provided:

Hello, Angela!

Administration for:

## LIVE SAE Mobilus Training



LIVE SAE Mobilus training is available on the last Tuesday of each month. Hosted by SAE Customer Success, learn more about Counter Reporting access.

[Register](#)