



## Login to Admin Account

1. Use your admin credentials to sign in to the POL site (<https://psychiatryonline.org>).



2. If you have forgotten your administrator password, please click on the “Forgotten your password?” link to reset your password. This link is located beneath the username and password dialogue on the sign in page.

PSYCHIATRY  
online

Sign In

Username

your username

Password

your password

Forgot password? ←

Keep me signed in

Sign In

New User >      Sign in via OpenAthens >

3. You are now in the account management page. The first section on the right-hand side covers your personal user details (“My Account”) and the second section houses the “Institution Administration” menu.

**Institution Administration**

**MY ACCOUNT**

- Personal Details
- Access entitlements
- Redeem Voucher
- Alerts
- Favorites
- Saved Searches
- Device Pairing

**INSTITUTIONAL ACCOUNT**

- Access Entitlements**
- Usage reports
- IP Ranges
- OpenAthens
- Link Resolver
- Trusted Proxy Server setup
- Co-branding
- Full Site Holdings File
- Pairing Management

**Access Entitlements**

SUBSCRIPTIONS    BOOKS    ARTICLES / CHAPTERS

Search for Publication Title

Sort by: Title

Publication Title	Coverage	Access
American Journal Of Psychiatry	All Content After 01 Jan 1997	Expiration Date: 31 Dec 2019
Psychiatric News	All Content	Expiration Date: 31 Dec 2019
Psychiatric Services	All Content After 01 Jan 1997	Expiration Date: 31 Dec 2019
Psychopharmacology	All Content	Expiration Date: 31 Dec 2019
The Journal Of Neuropsychiatry And Clinical Neurosciences	All Content After 01 Jan 1997	Expiration Date: 31 Dec 2019

You can download this information as a [tab separated text file](#) via this link for integration into cataloguing systems. The full journal title, coverage, and online ISSN are included in this file.

## Usage Reports

1. Select “Usage reports” from the left-hand side “Institutional Account Menu”.

**INSTITUTIONAL ACCOUNT**

- Access Entitlements
- Usage reports**
- IP Ranges
- OpenAthens
- Link Resolver
- Trusted Proxy Server setup
- Co-branding
- Full Site Holdings File
- Pairing Management

2. **COUNTER usage reports from November 1, 2014** to present may be generated by choosing your desired selection criteria via the following methods.

Additionally, if you would like to receive an email reminder to inform you of when statistics for the current month are available, you may check the circle under the “E-mail notifications” heading.

**E-MAIL NOTIFICATIONS**

E-mail when COUNTER usage data for the current month has been processed and is ready for reporting.

[Update settings](#)

A) **SUSHI**

If you utilize SUSHI for harvesting reports, please note *our* SUSHI request URL, *your* unique Requestor ID, and *your* CustomerReference ID. This information is found toward the top of the Usage reports section page.

**Institution Administration**

**MY ACCOUNT**

- Personal Details
- Access entitlements
- Redeem Voucher
- Alerts
- Favorites
- Saved Searches
- Device Pairing

**INSTITUTIONAL ACCOUNT**

- Access Entitlements
- Usage reports**
- IP Ranges
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**COUNTER5 Reports**

According to the Project's website, "COUNTER (Counting Online Usage of Networked Electronic Resources) is an international initiative serving librarians, publishers and intermediaries by setting standards that facilitate the recording and reporting of online usage statistics in a consistent, credible and compatible way."

- Our SUSHI request URL is:
- Your Requestor ID is:
- Your CustomerReference ID is:

[Go to Atypon Insights](#)

**COUNTER4 Usage Reports**

**SUSHI DETAILS**

Our SUSHI request URL is:

Your Requestor ID is :

Your customerReference ID is:

[Download COUNTER legacy reports](#)

**E-MAIL NOTIFICATIONS**

Send an email after the COUNTER usage data for the current month has been processed and is ready for reporting.

[Update settings](#)

**DELIVERY**

## B) COUNTER4

Under “COUNTER4 Usage Reports” select the date range, report types, and report format. For “SELECT RECIPIENT” you have the option to select administrators of your institution or manually enter any email. Once all data fields are complete, hit “Submit” and the requested reports will be sent to the designated email\*.

\*Please note that if you do not receive the usage report email within 15 minutes from psychiatryonline.org it is possible that our system generated email is being blocked at your server level as SPAM or junk. Please check your SPAM or junk email. If the message is not found, please contact [institutions@psych.org](mailto:institutions@psych.org) .

### COUNTER4 Usage Reports

1. SELECT RANGE:

Select year:

Year:

Select range:

From:

To:

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2. SELECT REPORTS:

Select All Reports

Journal Report 1 (Number of Successful Full-Text Article Requests by Month and Journal)

Journal Report 1 GOA (Number of Successful Gold Open Access Full-Text Article Requests by Month and Journal)

Journal Report 1a (Number of Successful Full-Text Article Requests from an Archive by Month and Journal)

Journal Report 2 (Access Denied to Full-Text Articles by Month, Journal and Category)

Journal Report 3 (Number of Successful Item Requests by Month, Journal and Page Type)

Journal Report 5 (Number of Successful Full-Text Article Requests by Year-of-Publication (YOP) and Journal)

Platform Report 1 (Total Searches, Result Clicks and Record Views by Month and Platform)

Book Report 1 (Number of Successful Title Requests by Month and Title)

Book Report 2 (Number of Successful Section Requests by Month and Title)

Book Report 3 (Access Denied to Content Items by Month, Title, and Category)

Title Report 1 (Number of Successful Requests for Journal Full-Text Articles and Book Sections by Month and Title)

Title Report 2 (Access Denied to Full-Text Items by Month, Title and Category)

Title Report 3 (Number of Successful Item Requests by Month, Title and Page Type)

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3. SELECT FORMATS:

xml

html

tsv

4. SELECT THE RECIPIENT(S):

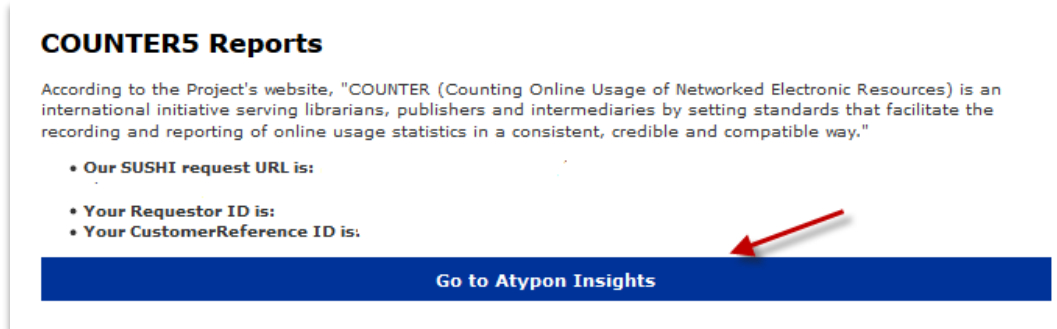
All administrators of this organization

## COUNTER4 Report Types and Definitions:

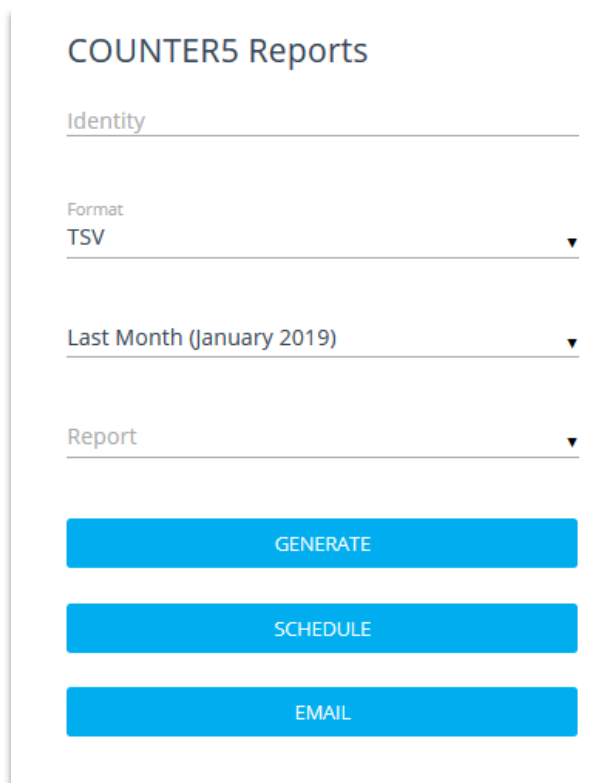
- **Journal Report 1:** Monthly and YTD Data for Journals
  - *The American Journal of Psychiatry*
  - *Psychiatric Services*
  - *The Journal of Neuropsychiatry & Clinical Neurosciences*
  - *Focus*
  - *Psychiatric News*
  - *The American Journal of Psychotherapy*
  - *Psychiatric Research and Clinical Practice*
  
- **Journal Report 1a:** Monthly and YTD Data for Journals Included in the *Psychiatry Legacy Collection*. Includes content published through December 31, 1996 for the following. Please note unless your institution has purchased perpetual access to the *Psychiatry Legacy Collection*, there will be no activity to generate a report.
  - *The American Journal of Psychiatry*, Volumes 1-153, Years covered: 1844-1996
    - Volume 1 (1844) thru 77 (1921) published as *The American Journal of Insanity*
  - *The Journal of Neuropsychiatry & Clinical Neurosciences*, Volumes 1-9, Years covered: 1989-1996
  - *Psychiatric Services*, Volumes 1-48, Years covered: 1950-1996
    - Volumes 1 (1950) through 15 (1964) published as *Hospital & Community Psychiatry*
  - *The American Journal of Psychotherapy*, Volumes 1-50, Years covered: 1947-1996.
  
- **Journal Report 2:** Access denied data to full-text articles by month, journal and category.
- **Journal Report 5:** Number of Successful Full-Text Article Requests by Year and Journal.
- **Platform Report 1:** Provides total searches, results clicks and record views by month and platform.
- **Book Report 1:** Provides monthly and YTD data for *Book of the Month*, *Study Guides*, *DSM Archives*, *Practice Guidelines*, and *eBook* content (available only as single-PDF downloads or EPUB downloads).
- **Book Report 2:** Provides monthly and YTD data for current edition of *DSM Library*, *Textbooks*, *For Patients*, and *Psychotherapy* content. This report is tracking the number of successful requests for portions of larger works (titles) that is served as HTML.
- **Book Report 3:** Provides access denied data to content items by month, title and category.

### C) COUNTER5

Under “COUNTER5 Usage Reports” hit “Go to Atypon Insights” button. This button will open a new window with the report menu.



- 1) The next screen will auto populate your account in the “Identity” field. Select your preferred file format, date range, and report type. Select “Generate” to have the report instantly run and open. You can also schedule the report to run at a later time or email the report to yourself or a colleague\*.



\*Please note that if you do not receive the usage report email within 15 minutes from [analytics-noreply@atypon.com](mailto:analytics-noreply@atypon.com) it is possible that the system generated email is being blocked at your server level as SPAM or junk. Please check your SPAM or junk email. If the message is not found, please contact [institutions@psych.org](mailto:institutions@psych.org).

## COUNTER5 Report Types and Definitions:

- Please see all available report types below:

### Title Reports

See [Title Reports](#), in the COUNTER Code of Practice for Release 5, for details on host types, report header information, column headings, filters, and attributes.

Identifier	Report Name	Description
TR	Title Master Report	Shows activity across all metrics for entire titles, which may be books or journals.
TR_B1	Book Requests (excluding OA_Gold)	Shows full-text activity for all book content that is not Gold Open Access. This is a pre-set standard view of the TR.  <b>NOTE:</b> Numbers of Unique_Item_Requests may vary between sites, and will vary based on whether the content is delivered as a complete book or by chapter, but the Unique_Title_Requests will be the same regardless of delivery mechanism.
TR_B2	Book Access Denied	Shows where users were denied access to books because simultaneous use (concurrency) licenses were exceeded, or their institution did not have a license for the database. This is a pre-set standard view of the TR.
TR_B3	Book Usage by Access Type	Shows all applicable metric types for books, broken down by Access_Type. This is a pre-set standard view of the TR.
TR_J1	Journal Requests (Excluding OA_Gold)	Shows full-text activity for all journal content that is not Gold Open Access. This is a pre-set standard view of the TR.
TR_J2	Journal Access Denied	Shows where users were denied access to journals because their institution did not have a license for the content, or simultaneous use (concurrency) licenses were exceeded. This is a pre-set standard view of the TR.
TR_J3	Journal Usage by Access Type	Shows all applicable metric types for journals, broken down by Access_Type. This is a pre-set standard view of the TR.
TR_J4	Journal Requests by YOP (Excluding OA_Gold)	Shows the full-text journal usage of non-Gold Open Access content, broken down by year of publication (YOP). This is a pre-set standard view of the TR.

## Platform Reports

See [Platform Reports](#), in the COUNTER Code of Practice for Release 5, for details on host types, report header information, column headings, filters, and attributes.

Identifier	Report Name	Description
PR	Platform Master Report	Shows activity across all metrics for entire platforms.
PR_P1	Platform Usage	Shows total and unique item requests, as well as platform searches. This is a pre-set standard view of the PR.

## Database Reports

See [Database Reports](#), in the COUNTER Code of Practice for Release 5, for details on host types, report header information, column headings, filters, and attributes.

Identifier	Report Name	Description
DR	Database Master Report	Show activity across all metrics for entire databases or fixed collections of content which behave like a database.
DR_D1	Database Search and Item Usage	Shows total item investigations and requests, as well as searches. This is a pre-set standard view of the DR.
DR_D2	Database Access Denied	Shows where users were denied access because simultaneous use (concurrency) licenses were exceeded, or their institution did not have a license for the database. This is a pre-set standard view of the DR.

## Item Reports

See [Item Reports](#), in the COUNTER Code of Practice for Release 5, for details on host types, report header information, column headings, filters, and attributes.

Identifier	Report Name	Description
IR	Item Master Report	Shows activity across all metrics for single items, such as articles or book chapters.
IR_A1	Journal Article Requests	A Standard View of IR showing total item requests for journal articles. This is a pre-set standard view of the IR.
IR_M1	Multimedia Item Requests	This report, which shows total requests for multimedia items, is not supported by Insights at this time.



- Please see all Metric Types Available for Title Master Report below

When you run a COUNTER5 master report, you need to select the metric types that you want to include in the report.

### Usage Metrics [🔗](#)

**NOTE:** Any action that a user performs in relation to a content item or title is called an investigation. A request specifically relates to viewing or downloading the full content item.

Metric	Description
Total_Item_Investigations	Total number of times a content item, or information related to a content item, was accessed.
Unique_Item_Investigations	Number of unique content items (for example, articles) investigated by a user.
Unique_Title_Investigations	Number of unique titles (for example, journals) investigated by a user.
Total_Item_Requests	Total number of times the full text of a content item was downloaded or viewed.
Unique_Item_Requests	Number of unique content items (for example, chapters) requested by a user.
Unique_Title_Requests	Number of unique titles (for example, books) requested by a user.

### Access Denial Metrics [🔗](#)

Metric	Description
No_License	Counted when a user is unable to access a unique content item because their institution does not have a license to the content.
Limit_Exceeded	Counted when a user is unable to access a unique content item because their institution's cap on the number of simultaneous users has been exceeded.

### Search Metrics [🔗](#)

Metric	Description
Searches_Regular	Number of times a user searches a database, when they have actively chosen that database from a list of options or there is only one database available to search.
Searches_Automated	Number of times a user searches a database, when they have not actively chosen that database from a list of options.  <b>NOTE:</b> Searches_Automated is recorded when the platform offers a search across multiple databases by default, and the user has not elected to limit their search to a subset of those databases.
Searches_Platform	Number of times a user searches a database, regardless of the number of databases involved in the search.
Searches_Federated	Number of times a search is run remotely by a computer.

## Differences between COUNTER4 and COUNTER5:

# Differences between COUNTER4 and COUNTER5 Reports

Changes from Release 4 to Release 5 of the COUNTER Code of Practice, as well as how Atypon Insights implements these changes, may affect the way you access COUNTER reports.

The following are important differences with COUNTER5 reports:

- COUNTER5 reports are offered exclusively through the Insights interface, for publishers and institutional administrators. Within Insights, institutional administrators can only view and generate COUNTER reports, and only for the institutions they manage.
- COUNTER5 reports for each month are available starting on the second day of the following month. For example, COUNTER5 reports for January 2019 are available on February 2, 2019, Coordinated Universal Time (UTC). This means you cannot retrieve partial month reports for the current month.
- Each COUNTER5 report must be generated or scheduled one at a time, rather than as a batch. This is in accordance with the COUNTER5 specification, which requires that each COUNTER5 report be output as a separate file.
- Three reports available in COUNTER4 have no equivalent COUNTER5 report: Journal Report 3 Mobile, Title Report 1 Mobile, and Title Report 3 Mobile.
- To control the size of reports, COUNTER5 reports suppress rows with zero usage. Zero usage is no longer a requirement of the COUNTER5 specification.

For more information on COUNTER5 please see the below resources:

- <https://www.projectcounter.org/code-of-practice-five-sections/13-transitioning-previous-releases-new-reporting-services/#rfourtofive>
- <http://www.projectcounter.org/guides>
- [https://documentation.atyponinsights.com/reporting/mm\\_lit\\_end-user-counter5-sushi-front-page.html](https://documentation.atyponinsights.com/reporting/mm_lit_end-user-counter5-sushi-front-page.html)