**LibLynx Counter Portal**

**Portal URL**

The portal can be accessed at https://connect.liblynx.com

- You will only have access to the accounts for which you are the administrator.
- A login can be linked with many accounts.
- Librarians are invited via email to create a login to access usage stats through the LibLynx portal.
- Once a password has been chosen, you will be able to view all your linked accounts.

1. Upon login you will be presented with a list of accounts you are associated with.
2. Select the Library/Institution for which you wish to view usage.
3 Select the report you wish to run.
4 Select the date range and click ‘View’.
5 The report can then be exported in Excel XLS format.

6 To run a report for a different institution you are associated with click ‘Emerald Insight’.
7 To update your profile, click on your email address and select ‘Profile’.
Self-service SUSHI setup

You will be able to set up access to SUSHI – click the SUSHI button, this will display the credentials required to configure SUSHI for the account.

Consortia Admins

- Consortia administrators will be able to view all accounts within the consortia
- COUNTER 5 reports can be bulk downloaded either via zipfile on the portal alternatively they are available via SUSHI
- You can also download CR1 reports (Jan 2017-March 2019 data only)
insight guides

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Contact us for help

If you need more information, please contact us at: support@emeraldinsight.com

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