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# AUTHOR DASHBOARD | All About the Dashboard

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# Author Dashboard: Real-time Usage Statistics for Authors

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# Author Dashboard: Real-time Usage Statistics for Authors

Version: August 2015

Available at <http://digitalcommons.bepress.com/reference/54/>

## Overview

The Author Dashboard is a personalized reporting tool for authors with works published in Digital Commons or SelectedWorks. As an author, you can easily access your dashboard to view real-time download information for every work you publish, as well as global insights into the sources of readership.

Available via your My Account page, the Author Dashboard allows you to quickly pull up readership for a body of work or for individual articles. You can choose to explore recent data or easily switch to all-time activity and, if you need to organize or share your data, you have the ability to export statistics for use in other applications.

## How to Access the Author Dashboard

A link to the Author Dashboard is available on your **My Account** page within Digital Commons and SelectedWorks. To access the dashboard:


- If not logged in, first click the **My Account** tab on a Digital Commons or SelectedWorks site, then enter the email address and password associated with your bepress account to log in.
- Once you are logged in, click **Author Dashboard** in the Dashboard Tools section of your My Account page to view your dashboard.

You may also access the dashboard using a link in your monthly readership email without first having to log in.

## Navigation and Basic Settings

The following options appear at the top of the Author Dashboard for viewing account details and for controlling what appears in the dashboard readership widgets.

### Navigation Menu

Use the menu button (  ) located at the top right of the dashboard to navigate to your My Account page.

You also have options to go to your SelectedWorks profile, if applicable, or to log out of your account.

## Time Frame Toggle

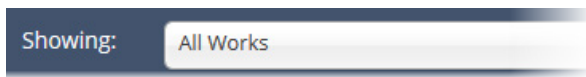
Switch between “30 days” and “All time” views of your readership data using the time frame toggle.



When you first land on the dashboard, the default view is 30 days. Changing the option will update the information shown in the dashboard widgets to include the full history. Blue indicates the current selection.

## Individual Works Filter

Use the individual works drop-down list to choose a specific article for which to view statistics. This will filter the information in the widgets to only show data for that work.



As you scroll down to browse the readership widgets on the dashboard, the individual works filter and time frame toggle stay at the top of the screen for easy filtering.

## Author Dashboard Readership Details

Each of the six widgets on the Author Dashboard provides a unique view on your work’s readership. Explore downloads geographically using the Readership Distribution Map and Countries widgets, see sources of readership with Institutions and Referrers, and target the numbers in the Downloads widget or Works table.

You can focus on certain parts of the dashboard by collapsing and expanding widgets as needed.


## Readership Distribution Map

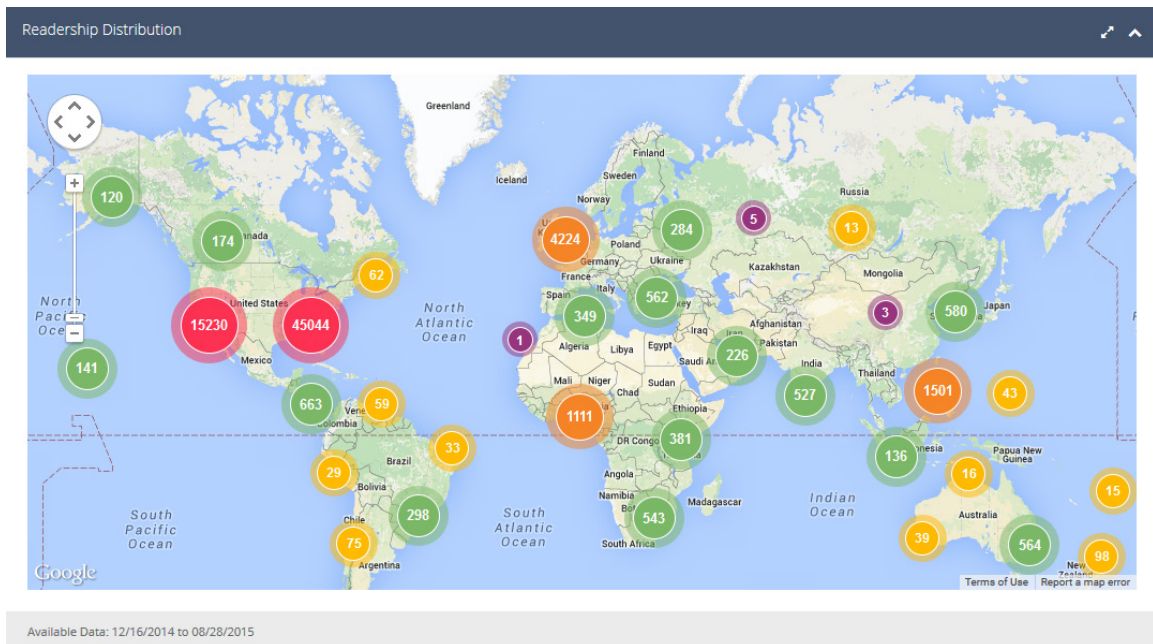
The dashboard map displays download counts by region for the selected time period (30 days or all time). If the dashboard is filtered for an individual work, the map will update to show download data for that title. Click the download clusters to zoom in to a more granular view and to see cards with details of downloaded works.

### MAP CONTROLS

**Zoom in and out:** Use the +/- zoom tool to get a more detailed view of download locations.

**Browse in any direction:** Use the up, down, left, and right arrows to move the map--or simply drag with the hand tool.

**View larger:** Click the view larger icon (  ) to expand the size of the map, which can be useful on a mobile device.



**CLUSTER MARKERS**

Cluster colors reflect the number of digits in a region's download totals.

- Pink** Tens of thousands of downloads
- Orange** Thousands of downloads
- Green** Triple digits
- Yellow** Double digits
- Purple** Single digits

Clicking a cluster drills down two levels.

**MAP READERSHIP DETAILS**

Click the cluster markers to zoom in and reveal more detailed clusters. Clicking the lowest-level marker will display readership details, including the titles of downloaded works and the institution(s) where they were accessed, if applicable. Results can be sorted using the arrows at the top of each column.

Readership from: Cambridge, Massachusetts, United States

**Massachusetts Institute of Technology**


Article	Downloads
Conservatism and Switcher's Curse	1
Forward Discount Bias, Nalebuff's Envelope Puzzle, and the Siegel Paradox in Foreign Exchange	1

## Institutions

The Institutions widget displays organizations, universities, and other settings where full texts were downloaded, along with the number of downloads at each. Institutions have been identified by their IP address. The time period reflects the current selection for the dashboard (30 days or all time).


You can show more than 10 entries by selecting a different number from the "Show \_\_\_ Entries" drop-down list. Results can be sorted using the arrows at the top of each column.

Clicking the arrow to the left of each entry drills down to article details for the selected institution.

>	Federal Trade Commission	Government	2
▼	University of California at Berkeley	Education 	2
Article		Downloads	
Activating Actavis			1
Professors Update 2015: Antitrust Analysis, 7th ed.			1

Use the "Filter by type" drop-down list to view results for particular institution types. The institution types are: Commercial, Organization, Government, Military, Education, and Library.

### SUGGESTING A DIFFERENT INSTITUTION CATEGORY

If you notice an institution may not have the correct designation, you may submit a request to reassign it to a different category. To submit feedback, click the edit icon (  ) next to the institution type.

Select a different institution type in the dialog box and submit. If approved, the new assignment will be applied in the system.

### SEARCHING AND EXPORTING INSTITUTIONS


The search box may be used to further refine institution results. Clicking **Export** will allow you to output whatever is currently showing in the widget to either CSV or PDF. If no search has been performed, all entries in the widget will export. Whether exporting a full list or a filtered list, only top-level institution data will be included, exclusive of any article-level details available by manually drilling down.

## Countries

The Countries widget lists downloads occurring within each country shown, within the time frame currently selected for the dashboard (30 days or all time). Countries have been identified by IP address.

You can show more than 10 entries by selecting a different number from the "Show \_\_\_ Entries" drop-down list. Results can be sorted by using the arrows at the top of each column.

Clicking the arrow to the left of each entry drills down to article details for the selected country.

 Germany	150
Article	Downloads
Predatory Pricing	32
Exclusion or Efficient Pricing: The "Big Deal" Bundling of Academic Journals	16
Show Me The Money	16

### SEARCHING AND EXPORTING COUNTRIES

Search may be used to further refine country results. Clicking **Export** will allow you to output whatever is currently showing in the widget to either CSV or PDF. If no search has been performed, all entries in the widget will export. Whether exporting a full list or a filtered list, only the country-related data will be included—exclusive of any article-level details available by manually drilling down.

### Downloads

This widget shows the number of downloads for all of your publications, within the time frame currently selected for the dashboard. Hovering over a bar on the graph displays the corresponding number of downloads and the date when those downloads occurred.

**Note:** If you have had any withdrawn articles, the individual article download counts listed in the Works table may not add up to the total download number shown here. This is because the withdrawn articles themselves are not included in the Author Dashboard, but any downloads for withdrawn articles are counted in your total number of downloads.

### Referrers

The Referrers widget includes pages or "referring" links on the web that led visitors to the full-text document and resulted in a download.

You can show more than 10 entries by selecting a different number from the "Show \_\_\_ Entries" drop-down list.

The list can be sorted by using the arrows at the top of each column.

### Works Table

The Works table at the bottom of the dashboard shows a list of all published works, similar to the individual works drop-down list at the top of the page. Clicking the title of a work changes the other dashboard widgets to show readership data for that submission only.

Click the "external link" arrow icon to the left of each title to visit that work's article information page in Digital Commons or SelectedWorks, depending on where it is published.

### WORKS WITHOUT DOWNLOADS

The Works table shows all published works whether or not they have been downloaded (unlike the drop-down list at the top of the dashboard, which only shows works with downloads). Any works in the table with zero downloads will appear at the end of results by default, since the table is sorted by number of downloads. They will not have hyperlinked titles for viewing statistics.

### TO EXPORT ALL WORKS

If you wish to export download data for all of your works available in the Author Dashboard, use the **Export** button in the Works table. All works will be included in the export as long as a search hasn't been performed to filter the results.

You may also use the search box to filter results for individual works or subsets of works, and exporting will restrict output to those results.

## Frequently Asked Questions

### **In addition to the Author Dashboard, will I receive email updates regarding my readership?**

Yes. Authors receive monthly email reports containing general download statistics for work published on Digital Commons and SelectedWorks. The email reports provide a link to the Author Dashboard to see more details about readership. Email preferences can be managed using the Research Alerts link of the My Account page.

### **Can you provide details about who accessed my work?**

The Author Dashboard allows authors to access information about the geographic source of their work's readership. This tool also provides some information about institutions from which particular materials were accessed. The Author Dashboard *does not* provide personal information or details about individuals who have downloaded papers.

### **Why doesn't the dashboard display all of my published work?**

There could be several reasons. It is possible that the work was not downloaded during the time frame selected for the dashboard. It is also possible that you have published work under more than one account, and these will need to be merged. If you suspect that this is an issue, please contact bepress Consulting Services: [dc-support@bepress.com](mailto:dc-support@bepress.com) or call (510) 665-1200, option 2, 8:30 a.m.-5:30 p.m. Pacific time, Monday-Friday.

### **Why doesn't the dashboard display a full history for my published work in some cases?**

For location-based information determined from IP addresses, dashboard data goes back to when this information started being collected at the end of 2014. This applies to the readership map, countries, and institutions.

### **Where can I find assistance with logging into my account and viewing my Author Dashboard?**

Bepress Consulting Services is happy to help. Please contact us at [dc-support@bepress.com](mailto:dc-support@bepress.com) or call (510) 665-1200, option 2, 8:30 a.m.-5:30 p.m. Pacific time, Monday-Friday.

### **What is SelectedWorks?**

SelectedWorks is a scholarly research profile tool for maximizing the readership and impact of your work. Learn more here: <http://works.bepress.com/>.