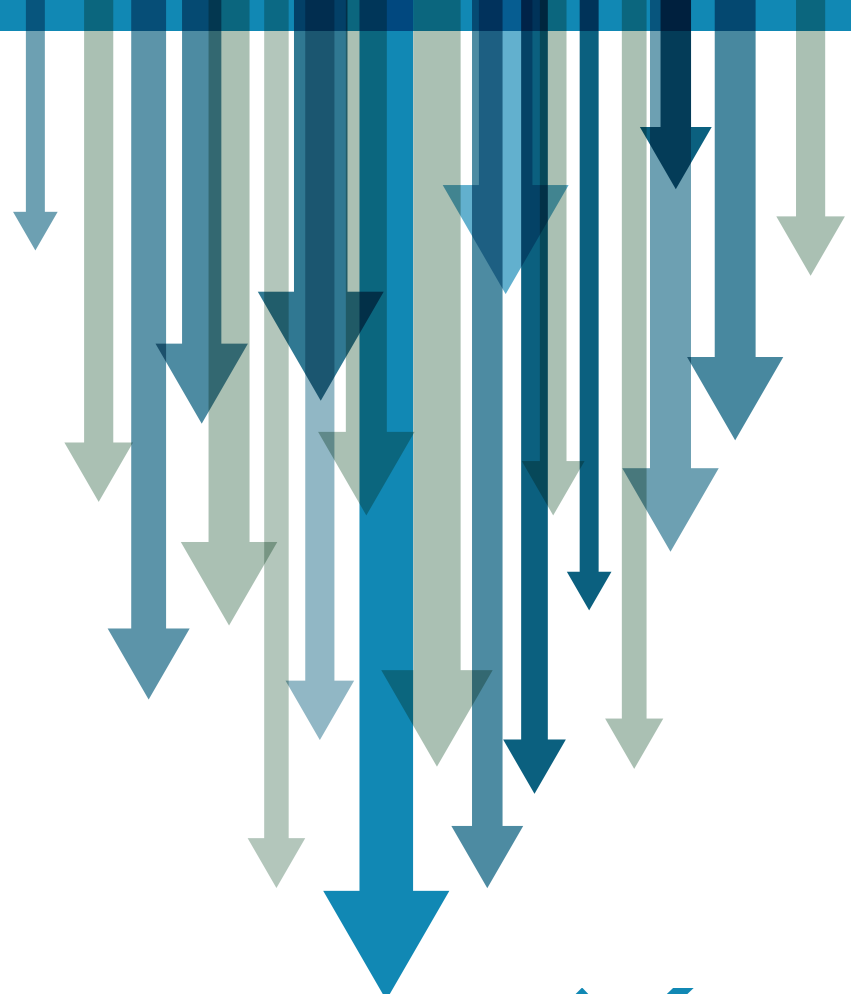


COUNTER R5 SUSHI HARVESTER FOR MULTISITE LIBRARIES

Simplifying COUNTER report harvesting
for consortia and other multi-site institutions



COUNTER

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Authored by Oliver Pesch

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INTRODUCTION

The **COUNTER R5 SUSHI Harvester** for Multi-Site Libraries (R5 Harvester), designed to help small to medium sized consortia gather COUNTER reports for their affiliated libraries, leverages COUNTER_SUSHI to streamline harvesting COUNTER reports for all member institutions for a platform to little more than a click of the mouse.

This application is intended for use by consortium administration staff responsible for gathering COUNTER usage data for affiliated libraries. The following assumptions have been made:

- Users of this tool can run Microsoft Access 2016 or later.
- They are somewhat familiar with how Microsoft Access forms work (from a user perspective).
- Platforms (content providers) are COUNTER R5 compliant
- Other tools will be used to analyze usage harvested by this tool (*the focus of this tool is harvesting usage reports and saving them to a disk file for processing by another application. The R5 Harvester does not offer any usage storage, reporting or analysis features*).

Here is what you can do with the R5 Harvester:

- Maintain the list of libraries affiliated with your organization (e.g. consortium members) for which you want to harvest usage.
- Maintain a list of Platforms (content providers) from which you license content; and, for each Platform:
 - Manage your R5 SUSHI credentials
 - Indicate the applicable COUNTER Standard Views
 - Maintain a list of your member institutions that are included in the license with the provider.
- One-click harvesting of usage from a Platform, saving to spreadsheets on your local system.
- Set preferences to determine the location, format and style for saving harvested usage.
- Review status of Usage Harvest runs with the option to view a details harvest log and to request the system retry reports that generated exceptions during an earlier run.

QUICK START

Follow these steps to get up and running quickly. (These instructions assume you have successfully installed the application on your system and are able to launch it without issue and that you have a basic understanding of using Microsoft Access forms and queries.)

1. INSTALL AND LAUNCH THE APPLICATION

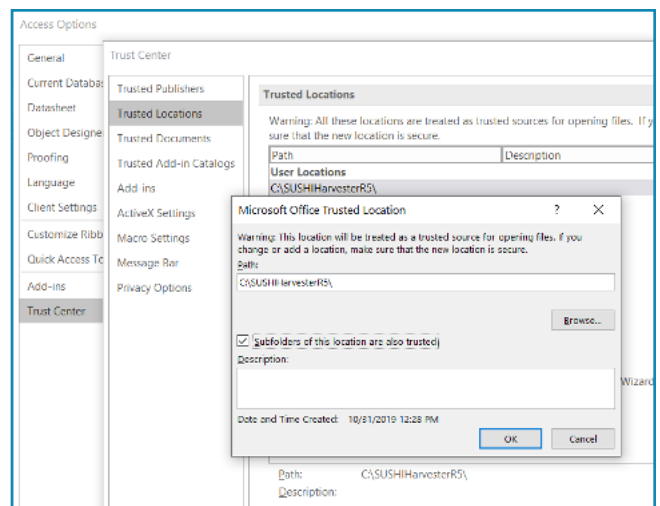
The application consists of three Microsoft Access databases and supporting documentation zipped in the folder structure for immediate operation. To install, simply:

- Unzip the contents of the ZIP file to the local "C:" drive of the computer that will run the application. Be sure to preserve the directory structure, which is:

Path	Contents
C:\SUSHIHarvesterR5	The main application: SUSHI_Harvester_COUNTER-R5(v1.10).accdb <i>Note: the version number may vary from 1.10.</i>
C:\SUSHIHarvesterR5\Db	Back-end and temp databases – this is where the configuration data is stored. SUSHI_Harvester_COUNTER-R5_be.accdb SUSHI_Harvester_COUNTER-R5_tmp.accdb
C:\SUSHIHarvesterR5\export	The directory where harvested usage is deposited.
C:\SUSHIHarvesterR5\import	A directory where you can place member title lists to import (optional).

- Launch the application by double-clicking: **SUSHI_Harvester_COUNTER-R5(v1.10).accdb**
- If you see a security warning upon opening, you must address this. To address the security warnings set the path **C:\SUSHIHarvesterR5** as a trusted location. To do this:

- Launch the Application
- Click **File** from the menu (top left)
- Click **Options** (last option on the File menu)
- Click **Trust Center** (last option on the left menu of the dialog box)
- Click **Trust Center Settings** button (Button on the right panel)
- Click **Trusted Locations** option (second option from the top in left menu)



- Click **Add new location** (lower section of right panel)
- Enter the path **C:\SUSHIHarvesterR5** and check **Subfolders of this location are also trusted**
- Click **OK**

2. ADD YOUR AFFILIATED LIBRARIES

- From the Main Menu select **Affiliated Libraries**
- Add the libraries using the data entry form provided; or,
- Import from an Excel (.xlsx) file that contains two columns with headings of **MemberID** and **MemberName**
- *Note: The MemberID must be unique and is used in export file names so avoid the use of spaces and special characters.*

3. ADD THE PLATFORMS FOR YOUR CONTENT PROVIDERS

- From the Main Menu select **Platforms**
- Enter the basic information for each platform — the **Platform ID** should match what appears on COUNTER reports, but this is not required.
- For each Platform entered, select the **More Details** link
 - Enter your SUSHI credentials for that content provider, you may have to contact the provider if you don't know them or don't find them online. *HINT: these MUST be the COUNTER R5 credentials; and DON'T GUESS if you don't know as there is 100% chance you will guess wrong.*
 - Choose which reports you want from this provider.
 - Add your members that take content from this provider and the credentials for each member. This is made infinitely easier by clicking the **Import Members** button; or, but **Importing Libraries from a File**.
 - If you chose the **import members** option, select the **Match Members** button and then sort out any non-matches.

NOTES:

- *Not all providers require Requestor_ID or API_KEY.*
- *If an API_Key is required, the one assigned to the consortium will work for harvesting member reports, therefore you are not asked to enter an API_Key for the members.*
- *Some providers may allow the consortium's Requestor_ID harvest usage for a member account. To this end, if the Requestor_ID of the member is blank, the value for the consortium (in Platform Details) will be used — there is no need to copy to the member record for the platform.*

4. HARVEST YOUR USAGE

- Click **Harvest Usage** from the main menu, or **harvest usage** from the Platform Details form.
- Select your platform
- Select the library, or leave blank for all members
- Select the report to load, or leave blank for all reports from that platform
- Add your usage dates
- Click **Submit** and usage will process.

Hint: Harvesting usage can take a long time so be patient... for example, if you are harvesting 2 reports for a 50-member consortium, each report could take a minute or more, the duration could be 1-2 hours.

5. CHECK YOUR RESULTS

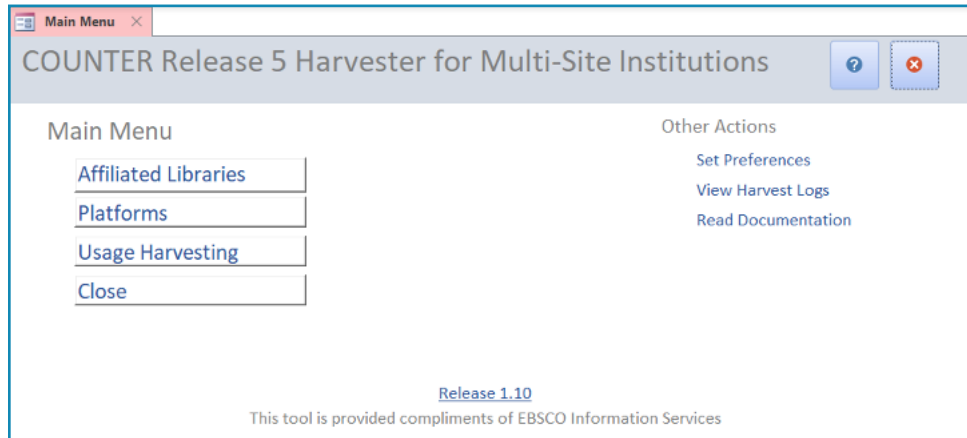
By default, harvested usage will be written as Excel or CSV files to C:\SUSHIHarvesterR5\export with one file per member and report for a Platform. See *Preferences* for changing the export directory, naming convention and additional options related to the style of the report.

- Reports will be written to the export directory and the report name identifies the platform, member institution, report and usage dates.

6. REVIEW THE TRANSACTION LOGS

- Click on the **Transaction Logs** option from the main menu to see:
 - A list of report runs by Platform and Report
 - Counts of report harvests that were successful or had exceptions
 - Click the counts to view the details of the exceptions or successful reports

MAIN MENU



The **main menu** has two sets of options. **ON THE LEFT** are the major options:

Affiliated Libraries

Use this option to add/maintain the list of libraries (consortium members) you want to harvest usage for. Includes an option to import from a spreadsheet.

Platforms

This is where you add and update the Platforms that represent your content providers; add your consortium's SUSHI credentials for that Platform; choose which report to harvest; and, configure the details of your affiliated libraries that have content licensed from the platform (for consortia, this is made easy with the use of an automatic import as well as an import from file option.)

Usage Harvesting

Here is where you can harvest usage by Platform (content provider). You can load a single report for a single library; or, you can have the system harvest all applicable reports for all your libraries automatically.

ON THE RIGHT SIDE of the Main Menu are some other options:

Preferences

This is where you can set the path to the Export directory; change the way files are named; the export file style (transactional vs pivot vs COUNTER R5); and, export format (Excel vs text file).

[View Harvest Logs](#)

See the list of harvesting runs (each time you click “Submit” on the Harvest Usage form is a “run” and the RunID is the date/time you clicked the button.) For each run you can see the number of member-reports harvested requests, the number successful reports, the number with no usage and the number that had exceptions. You can drill down to see the actual log details for each of these counts, including the URL used and the text of any exceptions received. You can also reprocess a given run to harvest any missed reports and retry reports with errors.

[Read Documentation](#)

Access to an online version of this documentation.

AFFILIATED LIBRARIES

	Institution ID (assigned by you)	Institution Name
	Lib1	Library 1
▶	Lib2	Library 2
*		

The **Affiliated Libraries form** is a simple registry of your member institutions. Enter the member ID and name.

DETAILS CAPTURED

Institution ID

The identifier you use for this institution. It must be unique and must not contain spaces or special characters that cannot appear in file names (e.g. not : ; \ / < >); however, they may contain dashes and under-bar (- _) and any other alpha-numeric characters.

Institution Name

Text field up to 255 characters. The name you use for the institution (also known as MemberName).

Note that name matching for imported member information from platforms will normalize abbreviations like Comm College, CC, Univ, University, etc. So, abbreviations are OK but stick to the standard ones. For those of you who read visual basic, here is the logic used when normalizing the member name for matching.

```
tmpName = MemberName
tmpName = Replace(tmpName, "Community College", "CC")
tmpName = Replace(tmpName, "Community Coll", "CC")
tmpName = Replace(tmpName, "Comm College", "CC")
tmpName = Replace(tmpName, "Comm Coll", "CC")
tmpName = Replace(tmpName, "College", "C")
```

```
tmpName = Replace(tmpName, "University", "U")
```

```
tmpName = Replace(tmpName, "Univ", "U")
```

```
tmpName = Replace(tmpName, "&", "and")
```

```
tmpName = Replace(tmpName, " ", "")
```

```
tmpName = Replace(tmpName, ":", "")
```

```
tmpName = Replace(tmpName, "-", "")
```

```
tmpName = Replace(tmpName, ";", "")
```

Importing Member Institutions

[Import Library List]

Click the **[Import Library List]** button to upload your list of affiliated libraries from either an Excel or CSV file.

- The file must contain only two columns
- Column headings must be:
 - MemberID
 - MemberName
- MemberID MUST have a value for every institution
- Duplicate MemberIDs are NOT imported. If duplicate MemberIDs are encountered in the file, only one will be loaded and the issue will be reported in a dialog box as a duplicate key violation (this is not as serious as the dialog makes it sound — just click ‘Yes’ to load other members.)
- If a MemberID in the file being loaded already exists, it will be ignored, and the issue be reported as duplicate key violation.

PLATFORMS

The screenshot shows a web application interface for managing platforms. At the top, there are tabs for 'Main Menu' and 'Platforms'. Below the tabs is a header 'Platforms' with a help icon and a refresh icon. The main content is a table with two columns: 'PlatformID' and 'PlatformName'. The first row contains 'EBSCOhost' and 'EBSCOhost databases and eBooks'. The second row contains 'ProQuest' and 'ProQuest/Ex Libris'. Below each row is a 'Comments' field and a 'more details' button. The third row is partially visible with a '*' symbol in the first column.

The **Platforms form** is both a registry of the platforms (content provider hosts) that you want to retrieve usage from, as well as the place where you store configuration details. In list view, you can enter basic information about your platforms as well as link to the configuration details.

PlatformID

The identifier for the platform. Typically, this will be the main Platform ID that you find in COUNTER reports or the COUNTER Registry of Compliant vendors.

Keep in mind that the PlatformID is used as part of the filename for exported usage so do not use characters like " : / \ ; " since they will cause an error when attempting to create the file for export.

PlatformName

The name of the platform.

Comments

This is a place for free-form comments.

[More Details]

Click this button to see the Platform Details screen to view and update SUSHI credentials, set which reports to harvest for the Platform and input/import member institutions represented on the platform.

PLATFORM DETAILS

The screenshot shows the 'PlatformDetails' web application. It features a top navigation bar with 'Main Menu', 'platforms', and 'PlatformDetails' tabs. The main content area is split into three sections:

- Platform Configuration (Top Left):** A form with fields for PlatformID (Platform1), PlatformName (Sample Platform 1), SUSHI baseURI (https://www.example.com/sushi), ?customer_id= (PL1-consortia1), &requestor_id= (cccc-cccc-fake), &api_key=, and &platform=.
- Reports to Harvest (Top Right):** A table with columns for ReportID and Comments. It lists reports: IPR_D1, DIT_D1, and IIR_H1. Below the table is a pagination control showing 'Records: 14 of 4' and a search bar.
- Affiliated Libraries (Bottom):** A table with columns: Institution ID (assigned by you), Provider's Customer_ID, Requestor_ID, Customer name (from provider), Refreshed, Import Status, and Harvest?. It lists two libraries: Lib1 and Lib2.

Institution ID (assigned by you)	Provider's Customer_ID	Requestor_ID	Customer name (from provider)	Refreshed	Import Status	Harvest?
Lib1	PL1-Lib1	11111-11111-fake	Sample Library 1			<input checked="" type="checkbox"/>
Lib2	PL1-Lib2	22222-22222-fake	Sample Library 2			<input checked="" type="checkbox"/>

The **Platform Details** screen is where the detailed configuration of this application happens. The screen is split into three areas with: platform configuration details in the top left; the reports to harvest from this platform in the top right; and, the list of members and their SUSHI credentials in the lower half.

PLATFORM SUSHI CONFIGURATION DETAILS

The configuration details you enter here are the credentials for the consortium's account with the content provider (Platform). These credentials are used for the /members request and to provide defaults for api_key and requestor_id for the member institution SUSHI configuration. The information required below is provided by your content provider.

Platform ID

The identifier for the platform, typically as appears on COUNTER reports from this provider.

Platform Name

Descriptive name for the platform. This is just informational.

SUSHI BaseURL

The web path to the content provider's COUNTER R5 SUSHI service. This includes the domain and everything up to, but not including the "/member" or "/reports".

For example, if a content provider's path to pull the "/members" is **https://sushi.provider.com/R5/members?customerID=xyz**, the SUSHI BaseURL is **https://sushi.provider.com/R5** (the system will automatically add the rest of the path depending on service called.)

customer_id

For consortia using this tool, enter the customer identifier that the content provider has assigned to the main consortium account. A value **MUST** be provided in this field to use the **Import Members** option.

requestor_id

For consortia using this tool, the requestor_id that the content provider has assigned to the consortium account on their platform. Note that in some cases, the same requestor_id will work for member institution SUSHI requests; therefore, the system will use the value as a default in cases where the member institution does not have its own requestor_id.

Note: in cases where the content provider does not require a requestor_id, leave this field empty.

api_key

The content provider will assign an api_key to the consortium, when an api_key is required. This api_key is also used when requests are made for member institution reports. If an api_key is NOT required, leave this field empty.

platform

In rare cases, the content provider may use the same SUSHI baseURL for harvesting usage from more than one platform. In such cases, they will provide a platform code/identifier that needs to be added to the request. Enter that value here or leave empty (typical) if it is not needed.

Examples are Elsevier, which uses the same SUSHI baseURL for "ScienceDirect", "Scopus", etc.; and, JISC which uses numeric codes to pull usage aggregated for a platform.

Reports to Load

In this section, build the list of reports that you want to harvest from this platform. Note that this is a “list” that you need to add rows to as needed.

Report ID

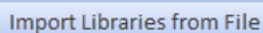
To add a report to the platform, use the new-record row (noted by “*” in the left margin) and select the report from the drop-down. You can change an already-entered report by selecting another report from the drop-down. And, finally, you can remove a report by clicking the record selector in the left margin and clicking the **Delete** on your keyboard.

Comment

This is freeform area you add comments related to this report.

Affiliated Libraries on this Platform

Key to harvesting usage for a given platform is knowing which libraries are participating in consortial arrangements with the content provider. In this section, you get to add the libraries to the Platform, and enter their credentials. For consortia, this job is made infinitely easier using the **Import members** button.

A blue button with rounded corners and a subtle gradient, containing the text "Import Libraries from File" in a dark blue, sans-serif font.

This button allows you to upload your affiliated libraries with usage to be harvested from this platform. The libraries must first have been added to the **Affiliated Libraries** section of this application. The file can be either an Excel file or a CSV file and must contain the following column headings in row 1.

- **PlatformID:** only rows where the PlatformID matches the current platform will be loaded.
- **MemberID:** the identifier that you assigned to the library in **Affiliated Libraries**
- **CustID:** the identifier assigned to the library by the content provider.
- **RequestorID:** the Requestor_ID assigned to the library by the content provider. Note: if the provider doesn’t assign Requestor_IDs, then include the column but leave blank; likewise, leave blank if the Requestor_ID assigned at the Platform level can be used for all affiliated libraries.
- **CustomerName:** the name of the library.

Import via SUSHI

This button will use SUSHI (/members service) to retrieve the list of members available through that platform. All members retrieved will be populated in the list, even if a corresponding member wasn't found in the master list of Members. Members retrieved but not matched to the Members list will be assigned a Member ID of "X-" + {Customer_ID} (e.g. if the Customer ID for the member institution retrieved from the /member request was "s12345", then the member ID for this entry will be "X-s12345". Newly added members will also be set with Harvest = False. Once members are loaded, run [match member ids] to match these to the master list of members.

Match MemberIDs

The **MemberID** from the MembersByPlatform record is used when naming files for harvested usage and the goal is to use the MemberID from the master members list wherever possible to make it easy to find a given institutions usage from various platforms. The goal of matching member ids is to use some intelligent matching to try and find the MemberID from the master list and update the record in MembersByPlatform. This button will process the imported list of members and attempt to match any retrieved members that hasn't been matched (e.g. have a Member ID starting with "X-".) When members for the platform are matched to the master list, the MemberID on the MembersByPlatform table is updated to the value from the master list, and the record is set to Harvest=True.

harvest usage

The **Harvest Usage** button is a short-cut to the Harvest Usage page. When you click this button the Harvest Usage page appears, and the current Platform is automatically selected for harvesting.

Institution ID

The identifier for the affiliated library. The **Institution_ID** as it appears here will be used in naming files and usage harvested from this platform. Ideally this matches the Institution_ID for this institution in the **Affiliated Libraries** list, but that is not a requirement.

Note that since Institution_ID is used in naming export files please avoid using characters like "? / \ : " in this field.

Provider's Customer ID

The identifier that the Platform uses for the library as assigned by the Platform. A value must be supplied since it is used in the SUSHI request — it is how the provider will know what institution's usage to return.

Requestor ID

The SUSHI requestor_id as assigned to the library by the Platform. This can be left empty if the Platform doesn't require a requestor_id, or if the requestor_id of the consortium account will work.

Customer Name

The institution name as provided by the Platform.

Refreshed

An informational field showing the date that a given member record was refreshed using the [import members] button.

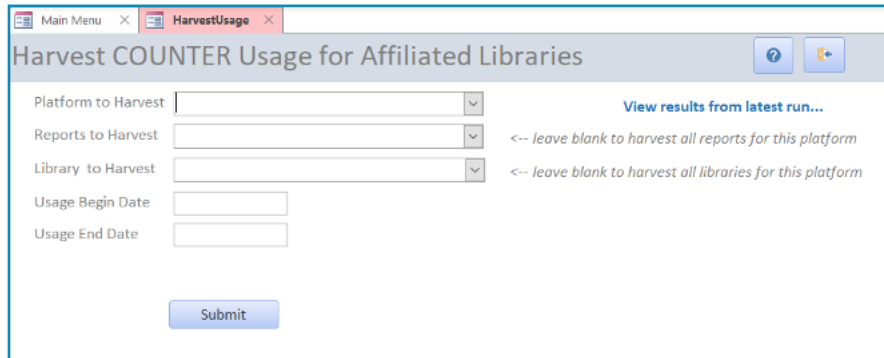
Import Status

The status of the latest [import members] process. "OK" means the member was found; "Not found" means this member was not found in the latest import and might be a candidate to be deleted from this platform.

Harvest?

When checked, the system will attempt to harvest usage for this library from this platform. Uncheck if you have an account with the provider platform that is no longer in use or not needed for your reporting — this will help reduce possible exceptions.

HARVEST USAGE



The screenshot shows a web browser window with two tabs: 'Main Menu' and 'HarvestUsage'. The page title is 'Harvest COUNTER Usage for Affiliated Libraries'. The form contains the following fields and options:

- Platform to Harvest:** A dropdown menu.
- Reports to Harvest:** A dropdown menu with a note: '<-- leave blank to harvest all reports for this platform'.
- Library to Harvest:** A dropdown menu with a note: '<-- leave blank to harvest all libraries for this platform'.
- Usage Begin Date:** A text input field.
- Usage End Date:** A text input field.
- Submit:** A blue button.
- View results from latest run...:** A blue link.

The **Harvest Usage** screen is where it all comes together. From here you can select a Platforms and harvest a single report for a single library, a single report for all libraries set to harvest for the Platform, or all reports for all member institutions. The reports and members available for harvesting are those configured in the Platform Details form for the platform in question.

Platform to Harvest

Select a **Platform** from the drop-down. Platforms presented in the list are the ones that have been entered through the “Platforms” pages. Note that once you select a Platform, the Reports to Harvest and Members to Harvest fields will populate with data specific to that Platform.

Report to Harvest

The drop-down show the list of reports configured for the selected Platform. Select the report you want to run, or, leave the field empty to pull all reports configured.

Library to Harvest

The drop-down show the list of libraries configured for the selected Platform and set to harvest. Select the library you want to fetch reports for, or, leave the field empty to harvest reports for all libraries in the list.

Usage Begin Date

Enter the begin date for the usage range you would like to harvest. COUNTER usage only comes in the granularity of a month, so the requests need to be for a complete month — meaning, enter the first day of the desired month for Begin Date.

Usage End Date

Enter the end date for the usage range you would like to harvest. COUNTER usage only comes in the granularity of a month, so the requests need to be for a complete month — meaning, enter the last day of the desired month for End Date.

Submit

Click this button to send the request, harvest the usage and output the reports in the export directory. A dialog box will appear when all processing is done.

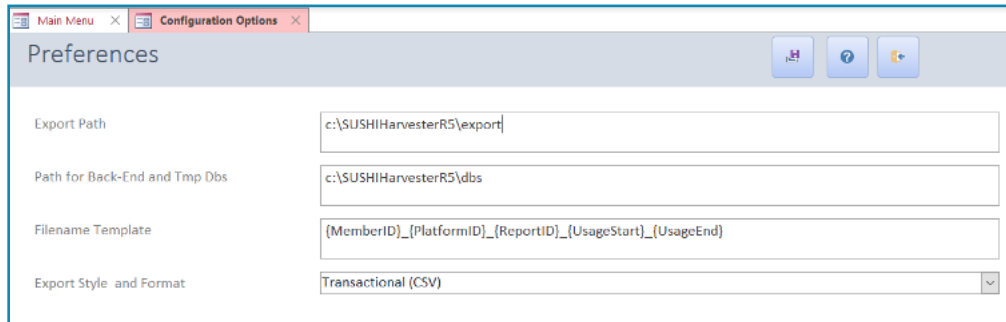
Click on this to view the status of the run once it has completed.

Notes about processing

The system looks at your preferences to determine the report name, style, format and location for the usage files. Click on the “Preferences” option on the Main Menu to view your settings.

To avoid overwhelming the content provider’s SUSHI server, this application will pause 2 seconds between report requests. This means that if you have 60 members you are harvesting 2 reports each for, you will be requesting 120 reports — the time to process such a request may take over an hour (20 - 30 seconds per report plus the 2 second pause). In short, be patient.

PREFERENCES



Preferences is where you can set the location for exports and back-end databases, define the file naming convention that works best for you. The options are detailed below:

Export Path

This is the directory/folder where you want member reports to be exported. The directory must already exist on the system. The default is **c:\ConsortiaHarvesterR5\export**.

Path for Back-End and Tmp Dbs

This is the directory/folder where the back end and tmp dbs are found. This application uses a separate MS Access database for back end data (Members, Platforms, etc.) and another separate MS Access database for temporary tables used as part of a production run (so these can be compacted between runs).

Filename Template

Here you can choose how your files are named by defining a template that uses the following variables.

{MemberID}

{PlatformID}

{ReportID}

{UsageStart}

{UsageEnd}

The default template is:

{MemberID}_{PlatformID}_{ReportID}_{UsageStart}_{UsageEnd}.csv

The system replaces the variables enclosed in curly braces with the value of that element at export time (e.g. JR_J1 was being harvest from EBSCOhost for the member GMU requesting 1/1/2018 thru 12/31/2018, the filename would be: GMU_EBSCOhost_TR_J1_2018-01_2018-12.csv).

Note that any text included in {} characters will be stripped from the file name — only the above-mentioned variables will substitute values. Also remember that you are defining a file name so only us characters that are valid for a file name.

Export Style and Format

Use this option to indicate if usage should be exported with one row per report-item and usage month (e.g. 12 months of usage will appear as 12 rows) or as one row per report-item with usage months appearing as individual columns. The former is often preferred for loading into analysis tools whereas the latter may be a better option for human consumption.

Options are:

- Transactional (CSV): one row per report-item and usage month. This option is most useful when usage will be imported into another analysis system.
- Transactional (Excel): one row per report-item and usage month. This option is most useful when usage will be imported into another analysis system.
- COUNTER R5 (TSV): a fully compliant COUNTER R5 report in TSV format.

VIEW HARVEST LOGS

RunID/Date	PlatformID	Report to Harvest (blank=all)	Library to Harvest (blank = all)	UsageStart	UsageEnd	Successful Harvests	No Usage	Exceptions	Total Harvests	
10/31/2019 1:27:51 PM	EBSCOhost	PR_P1	upei	1/1/2019	3/31/2019	1	0	0	1	Retry/continue
10/31/2019 12:51:43 PM	EBSCOhost	PR_P1	upei	1/1/2019	6/30/2019	1	0	0	1	Retry/continue
10/31/2019 12:39:59 PM	EBSCOhost			1/1/2019	6/30/2019	3	1	0	4	Retry/continue

This option allows you to view the status of the various usage harvest runs that you have performed. On clicking this option, you will be presented with a list of runs performed organized by date of the run with the most recent first. Columns are self-explanatory:

- RunID/Date
- PlatformID
- Report to Harvest (blank if all reports requested)
- Library to Harvest (blank if all members were requested)
- UsageStart
- UsageEnd
- Successful Harvests (count of member-institution reports with usage returned)
- No Usage (count of reports where no-usage was found — exception 3030)
- Exceptions (count of reports for which the request generated an exception)
- Total Harvest (total number of reports usage was requested for. Note that if a run was interrupted the Total Harvests may well be greater than the sum of the other two columns since it is reporting the desired number or reports to harvest.)

The statistics (last four columns) are clickable. Click to view the details of the harvest for the run/report and category.

Retry/continue

Select this option to retry any reports that produced exceptions, or any reports that were not requested because of the run being interrupted.

READ DOCUMENTATION

The screenshot displays a web browser window titled "Online Documentation". The interface is split into two main sections. On the left is a "Section" sidebar with a list of numbered items: 1 Introduction, 2 Quick Start Guide, 3 Main Menu, 4 Affiliated Libraries, 5 Platforms, 5.1 Platform Details, 6 Harvest Usage, 7 Preferences, and 8 View Harvest Logs. The main content area on the right is titled "Introduction" and includes a date "3/23/2020" in the top right corner. The text in the main area reads: "Welcome to the SUSHI Harvester for COUNTER R5 Reports". Below this, it states: "This application is intended for consortium administrators and others who are looking to simplify/automate the harvesting usage reports from content providers who support COUNTER Release 5." A "Highlights" section follows, starting with "With this application you will be able to:" and listing several bullet points: "Set up your list of affiliated libraries (e.g. consortium members).", "Manage the list of COUNTER R5 Standard Views you may wish to harvest (these have already been added)", "Configure the COUNTER R5 SUSHI details for your content providers (Platforms). And for each platform you will:" (with sub-bullets: "Indicate which COUNTER Standard Views are relevant for the platform", "Import or enter libraries relevant to that platform", "Map libraries relevant to that platform to your list of Affiliated Libraries."), "Load usage reports for a given Platform" (with sub-bullets: "You will specify the usage dates desired", "You can choose to load one report or one library's usage", "Or have the system load all reports for all members", "Usage will automatically be loaded and converted into tabular reports and deposited in the 'export' directory."), and "Set preferences, including:" (with sub-bullets: "the export directory,", "the formatting of the file name", "if you want the exported file to be 'transactional' (one row report item and usage month) with a choice of CSV and Excel; or standard COUNTER format (usage months in separate columns for the report item).").

The contents of this user guide are also available in the application using the **Read Documentation** link. Documentation topics that appear in the left panel are clickable. This documentation is also available from the help link on each page.

