

## [Accessing Usage Reports - Berghahn Books](#)

You will first need to log in to our management portal using the following link:

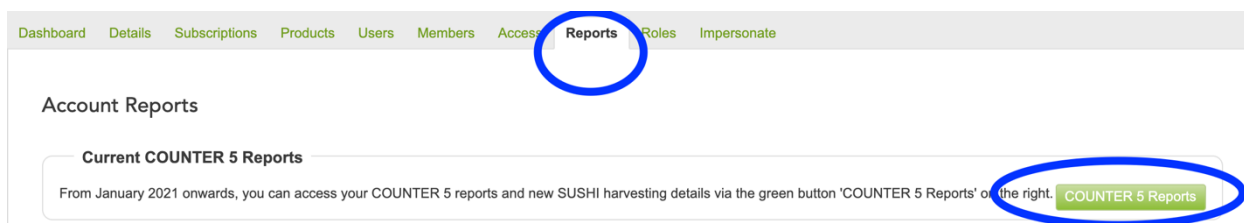
<https://ams.berghahnjournals.com/>

Enter your institution's username and password. If unsure of your credentials, contact [orders@berghahnjournals.com](mailto:orders@berghahnjournals.com)

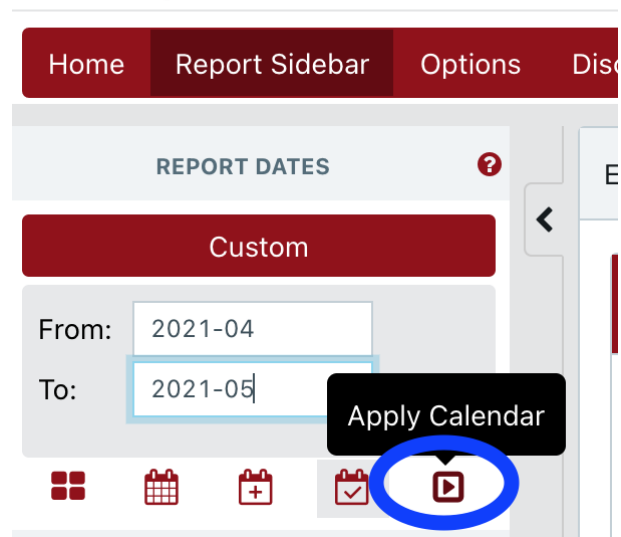
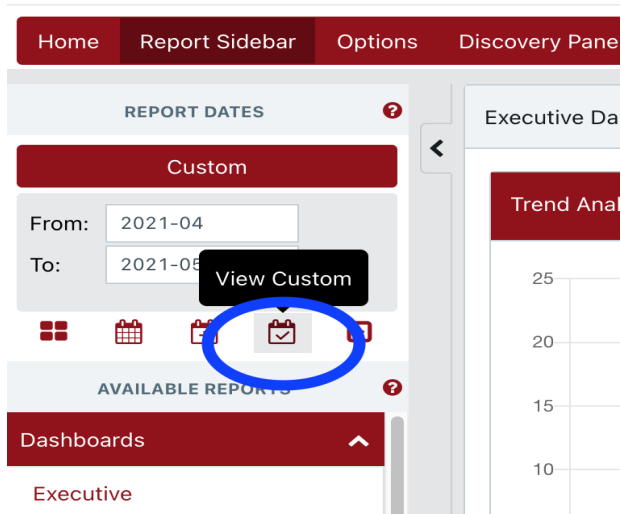
*Please note that due to platform changes, Berghahn can only store reports from the past two calendar years. Reports prior to Q1 2021 are no longer available. Berghahn recommends downloading usage reports on an annual basis.*

### [Downloading Usage Reports – January 2021 Onwards](#)

Once logged in, navigate to the Reports tab and click the green “COUNTER 5 Reports” button:

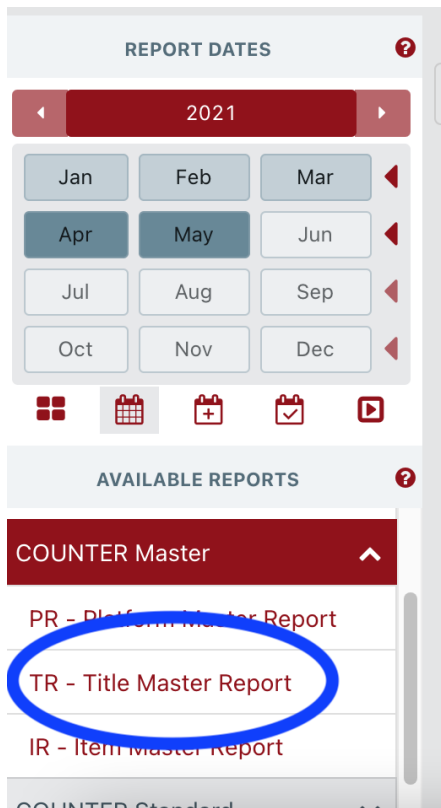


You will be taken to the KLG PubFactory page. Navigate to the “Report Dates” section on the left side of the page. Click on the calendar icon circled below and enter in your desired dates in the “From” and “To” fields. Reports are updated on a monthly basis and will not reflect the current calendar month.



Hit the arrow icon below. You will then be able to view your report.

To download your report, hit the “Title Master Report” tab in the “COUNTER Master” section on the left-hand side of the page:



Then hit the settings wheel in the upper right-hand corner and choose which type of report you’d like to download:



The report will then download automatically to your computer.