



GUIDE

VitalSource Operational Reports

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VitalSource Operational Reports

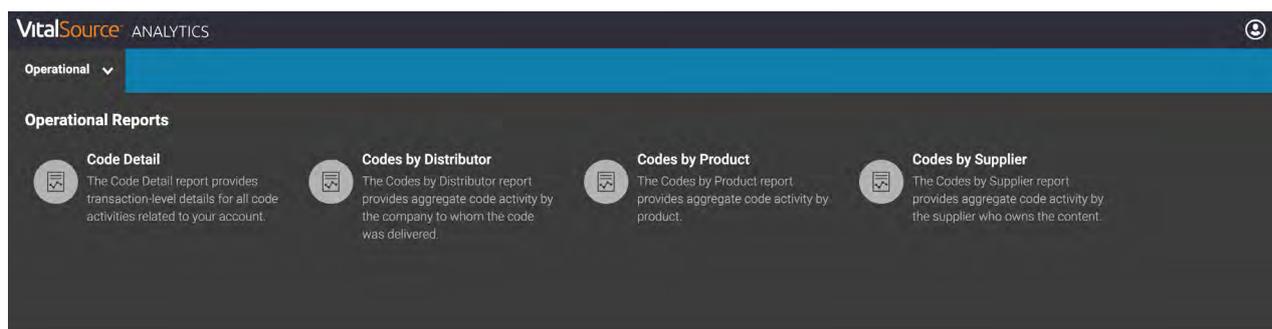
Quick Start Guide

- Code Detail
- Code by Distributor
- Codes by Product
- Codes by Supplier

Where to Find Operational Reports

<https://analytics.vitalsource.com>

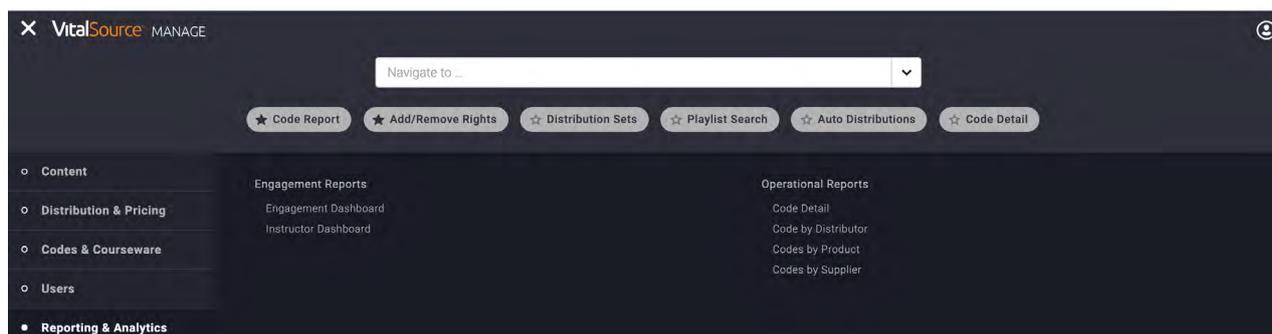
- Log in with the **Manage** system credentials provided to you and your chosen password.
- Select the Operational tab.



or

<https://manage.vitalsource.com>

- Log in with the username provided to you and your chosen password.
- Click the three-line icon in the top-left corner.
- Select the Reporting & Analytics option listed on the left, which opens a further menu.
- Select the Operational Report you desire.



Operational Reports

Code Detail Report

Review the details of each code that was created and/or redeemed during a specified timeframe for content your organisation owns. This is not a financial report and does **not** provide total code counts.

Code By Distributor Report

See the total number of codes created and/or redeemed by each of your content's distributors during a specified timeframe. Filter to view code activity as it relates to content owners by each of your organisation's child companies. This report shows total code count, but **not** the number of codes per title.

Code By Product Report

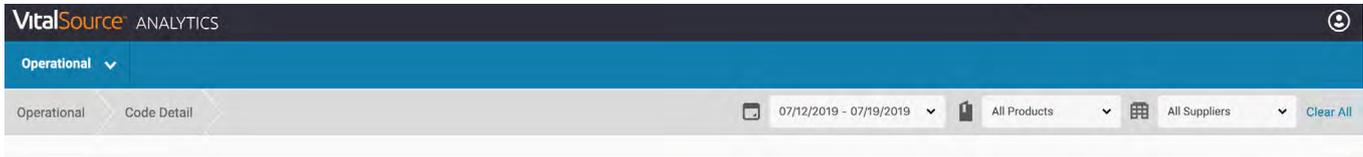
Review the total number of codes created and/or redeem for content you own during a specified timeframe. This report also lists the number of codes created and/or redeemed per title.

Code By Supplier Report

View how many codes were created and/or redeemed for your content, including a breakdown of code activity for each of your organisation's child companies, if applicable.

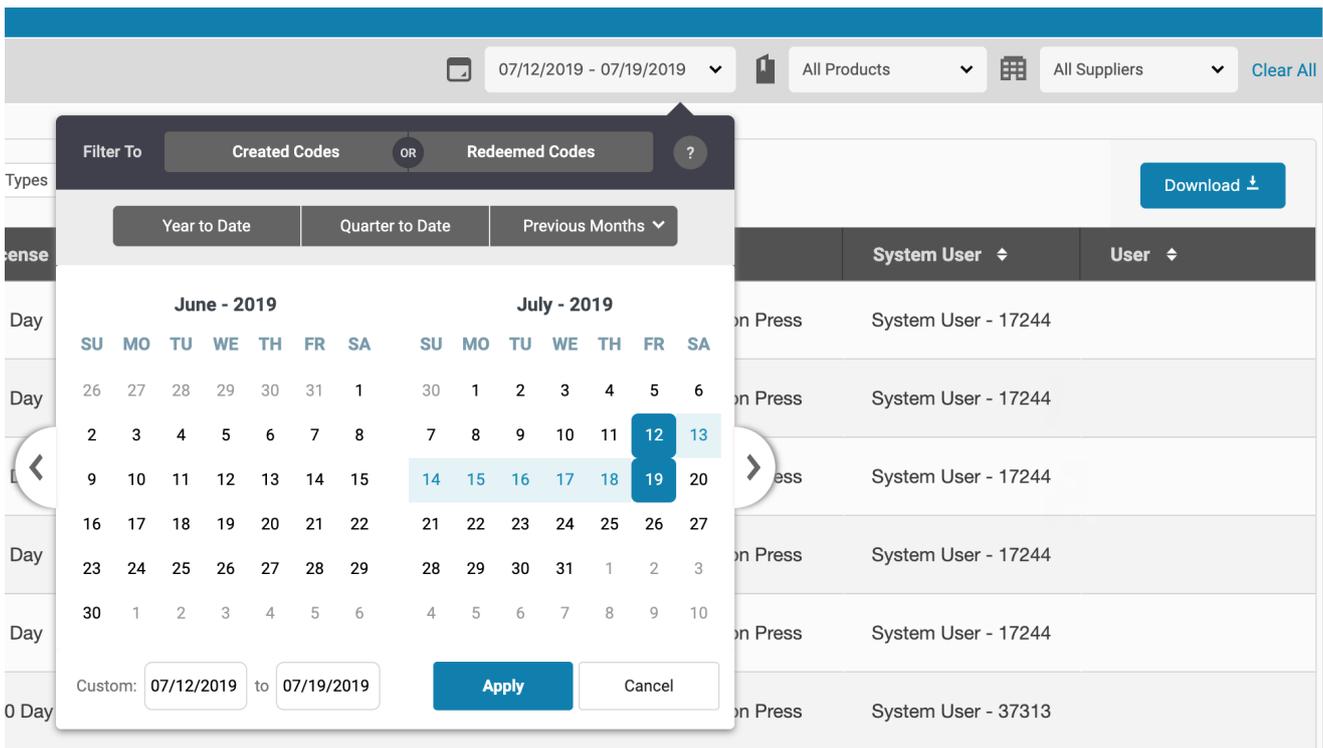
Global Filters

These filters will remain in place across all reports until new filters or Clear All have been selected.



Calendar Filter

- Select the Year to Date, Quarter to Date, and Previous Months buttons to quickly set a date range.
- Select a start and end date in the monthly calendar, or enter a custom date range in the fields at the bottom of the date range drop-down menu.
- Choose to filter code disposition by Created Codes, Redeemed Codes, or both.



Products Filter

This will populate with all of the titles your organisation is distributing through VitalSource.

- Select the box beside each title to include it in a report.
- Click **Apply**.

Suppliers Filter

Use this to filter to a specific child company.

Reports Filters

These filters will remain in place, if applicable, across all reports until new filters or Clear All have been selected.

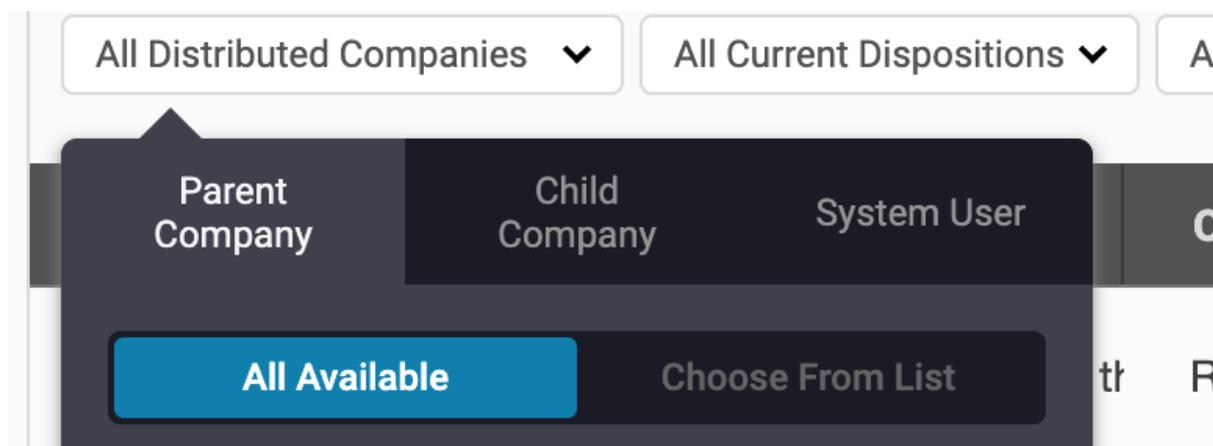


When a report filter is applied, it impacts available data and the other filter options. For example, once a distributed company filter is selected, the product and code types will only populate with data that is relevant to that distributor.

Distributed Company

The distributors of the titles for which codes were created and/or redeemed during the specified timeframe.

- If you applied a product filter, the distributed company list will only display the distributor of the selected products.
- If applicable, you will be able to filter to a specific child company.
- You can also filter to codes that were generated by a specific system user, either an integration API or an actual person.



Code Disposition

The state of the code as displayed through VitalSource Analytics®, including dispositions created, redeemed, and cancelled. Options that appear in this menu will reflect other filters that have been applied.

Product Type

Product types that appear are single or rental.

- Single product: Where a perpetual downloadable license has been provisioned.
- Rental product: Where no perpetual license has been provisioned and, in most cases, the online and downloadable licenses have the same duration.
- The SKU associated with rental products will have an extension that begins with the letter R and ends with the number of days in the license, such as R730.

Code Type

Amongst others, code types presented include:

- Code API: Revenue-generating codes that were created through an integration.
- Promotion: Complimentary codes that were provisioned to a faculty member.

Glossary

- **Code:** See Redemption Code.
- **Distributor:** The entity that has been assigned rights by the content owner in Manage to distribute assets.
- **Licence:** Permits access to a book for a predetermined amount of time, with predetermined copying and printing restrictions.
- **Manage:** VitalSource's content and user management system, formerly known as Connect or p2. It powers content licensing and user account provisioning. Manage logins are also used for authenticating some other VitalSource administrative applications.
- **Package:** A group of products (single, rental, or demo) packaged together for single delivery in Manage. Formerly referred to as Product in Manage.
- **Product:** Now known as Package (see above).
- **Redemption Code:** A unique 20-digit code. Entry of this code into Bookshelf[®] or the VitalSource store awards the user a licence for that eBook. A different redemption code is needed for each asset or product. Redemption codes can only be used once and may be manually created in Manage or generated automatically via an integration.
- **Rental:** A single product distributed with a non-perpetual downloadable licence. The availability of rentals and the price of rentals is determined by the publisher. Distribution rights assigned to a rental do not guarantee distribution rights to the single product.

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