Upload - Usage Consolidation

Upload

When your library subscribes to Usage Consolidation and you have been given rights to load COUNTER files. Clicking **Upload**, located in the upper-right Holdings Management menu, will take you to the Upload landing page. Locate the **Usage Consolidation** box to access the following functions:

- **Load COUNTER Files**: This link directs you to where you can upload COUNTER reports.
- **View All Loads**: This will take you to an unfiltered view of your load history.
  - **Pending Review Loads**: This link indicates how many loads you have that are Pending Review. Clicking it will take you to a pre-filtered view of your load history.
  - **Review in Progress Loads**: This link indicates how many loads you have that are Review in Progress. Clicking it will take you to a pre-filtered view of your load history.