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.