**How to Pull Peak Concurrency Report**

1. Go to [**http://admin.rdatoolkit.org**](http://admin.rdatoolkit.org/)

2. You must log into your account using your Username and Password

3. Click on the “Reports” Tab in the **Red Menu** at the top

4. Choose the “**Peak Concurrency Report**”

5. As the Display option, choose “**Month**” as of today’s date

5. In the drop down option for “**User**” make sure your username has been selected. If you need to include subusers, be sure to check the “Include Sub-Users” box.

6. Click “**Refresh**” and the results will appear on the screen

7. At this time you can **export** the report into excel if you’d like for your records.

The display should look something like this if you’ve pulled a year’s worth of peak concurrency:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct |
| 2012 | 2012 | 2013 | 2013 | 2013 | 2013 | 2013 | 2013 | 2013 | 2013 | 2013 | 2013 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 1 | 0 | 0 | 0 |

**How do I figure out the right user number?**

As a general rule, you should never purchase less than the highest amount on the peak concurrency report. In the example above, the peak concurrency for this account was 5 users in June. If you know that your library is going to be implementing RDA more over the next year, then you should also add a user or two (in addition to the highest user) to be safe that everyone can get into the Toolkit at once.

Please email Melissa Wood at mwood@ala.org with questions.