



QUICK REFERENCE GUIDE

LexisNexis® PowerInvoice™

Enables administrators and those with PowerInvoice access to view and download usage data reports for Nexis Uni™.

PowerInvoice™

Sign In Help ▾

ID

Password

Sign In Remember Me

[Forgot your ID or password?](#)

Questions? Call Customer Support at 1-800-543-6862

Use of this service is subject to [terms & conditions](#).

REFERENCE SHEET

USER GUIDE

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BENEFITS

1 Easy access

To access PowerInvoice, admin users will go to <https://www.lexisnexis.com/NewPowerInvoice> and use their **Nexis Uni user ID and password** to log in.

2 Custom date ranges

Custom date ranges allow more flexibility in the reports generated. Rather than only a full month or full year report, you can now see data over any range of time, such as usage by semester.

3 Real-time usage tracking

Usage stats are available in real time, so you can immediately pull the prior month usage stats on the 1st of the month. And you can check usage for the current month at any time.

4 Publication level detail

See details on which publications are accessed and easily breakdown data to see the full picture of heavily-used titles.

Note: Usage data in Nexis Uni will start as soon as the account is activated. Historical usage stats for LexisNexis Academic may still be accessed via the LNA usage stat tool.



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Navigating LexisNexis® PowerInvoice™

Access PowerInvoice at <https://www.lexisnexis.com/NewPowerInvoice> and use your Nexis Uni user ID and password to log in.

- 1 Select a standard or custom date range
- 2 Your account number is pre-populated, but you can also select additional accounts in your network
- 3 Select the type(s) of reports you are interested in generating
- 4 View or download report—reports can be downloaded in HTML or Spreadsheet format

Data has been processed through 08/09/2017 .

Search

Standard Date Range: 1
 Month to date (08/01/2017-08/09/2017) Custom Date Range: From Aug 9 2017 To Aug 9 2017

Reset All List Links

Account Number(s): 2 ALL [List ...](#)

Standard Report 3

- Summary By Searches
- Summary By Retrievals
- Summary By Sessions
- Retrievals By Source

Compare Report

4

Download Report

Range: All reports Reports selected below:

- Summary By Searches
- Summary By Retrievals
- Summary By Sessions
- Retrievals By Source

Download Format: SPREADSHEET