Instructions for running Email of Patrons Added On Demand report

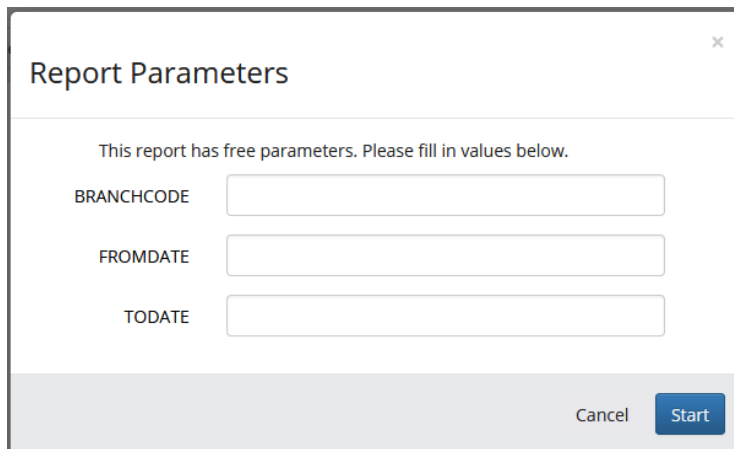**Accessing the On Demand reports in Bibliovation**

1. Web site: https://scls.bibliovation.com
2. Login: your staff account (ex. Poystaff)
3. Password: enter your library's password
4. After logging in, click on the Report link on the right hand side
5. Click on SQL Reports

Running the Email of Patrons Added report

This report gives a list of the patrons who were added during the time frame entered.

1. To access the on-demand reports, click on the button at the top that says "Filter list with tag..." button.
2. Select "On Demand" from the drop down menu and it will bring all of the on demand reports to the top.
3. Click on the 0 CR - Email of patrons added. This will open the report page.
4. There is a note section that you should read that explains how to enter your report criteria:
   a. BRANCH is your three letter agency code in single quotes. Ex: 'MFD'
   b. FROMDATE is the start date for the report entered in single quotes. Ex: '2021-11-01'
   c. TODATE is the end date for the report entered in single quotes. Ex: '2021-11-30'.
   d. Note: Information on the criteria in the pop-up window can also be found on the report page in the Notes section.
5. Click on the Run button near the top of the screen.
6. A pop-up window will appear for you to enter your criteria. Be sure to use single quotes around your entries or it will not run.

7. Click the Start button.
8. When your report is finished processing you will see it listed at the top of the Report Results section near the bottom of the screen as done.

9. Click on the lower case i button to print your report to the screen.
10. Click the "Export to" button in the toolbar.
11. Select Excel spreadsheet from the pull-down menu.
12. A pop-up window will appear asking if you would like to Save or Open the file in Microsoft Excel. Select Open in Microsoft Excel.

Formatting changes in Excel

1. The excel spreadsheet will open and need to click on the Enable Editing button at the top of the screen to make your changes.
2. You can adjust the width of the columns.
3. Highlight the top row and select Bold from the Home Menu.
4. From the View Menu select Freeze Panes.
5. Click on the arrow and select Freeze Top Row.
6. For the column listing barcodes you will need to go highlight the column and then right click.
   a. Select Format Cells.
   b. Change the Format Cells to Number and replace the 2 with a 0.
   c. This will display the barcode correctly.
7. Make any other changes to the formatting in Excel you wish to.
8. Go to the File menu and select Save As. You'll need to use Save As the first time you save the spreadsheet. After that, you can use Save.