

Instructions for running “List of Subscription records at agency” On Demand report

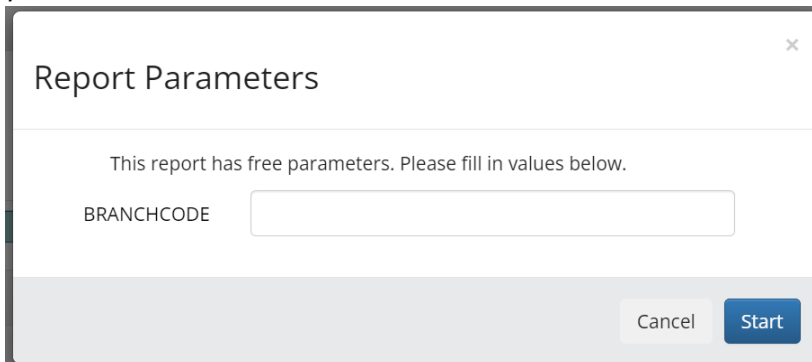
Accessing the On Demand reports in Bibliovation

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 “List of Subscription records at agency” report

This report lists serials subscription records associated with the selected library.

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 – List of Subscription records at agency** report. 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. BRANCHCODE is your three-letter agency code in single quotes. Ex: 'MFD'
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 **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**