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

Accessing the On Demand reports in Bibliovation

- 1. Web site: <u>https://scls.bibliovation.com</u>
- 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. 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.

Report Parameters		×
This report has free parameters. Please fill in values below BRANCHCODE	Ν.	
	Cancel	Start

- 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**