Instructions for running "Serials use" On Demand report
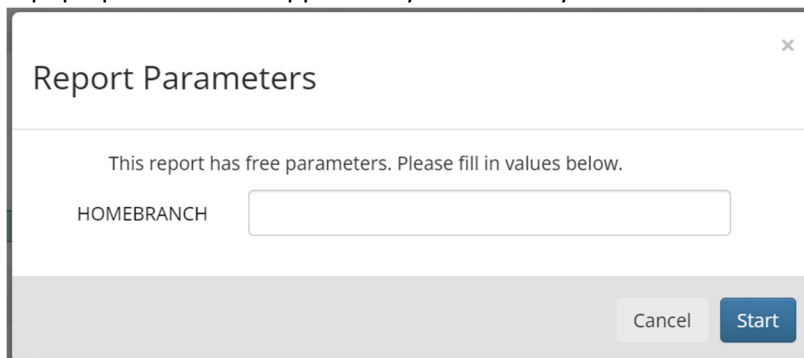
Accessing the On Demand reports in Bibliovation

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 "Serials use" report

This report lists checkout statistics for serial subscriptions owned by 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 – Serials use** 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. HOMEBRANCH 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.

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**.

Formatting the report 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. From the View Menu select **Freeze Panes**.
4. Click on the arrow and select **Freeze Top Row**.
5. For the column listing bib numbers 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.
6. Make any other changes to the formatting in Excel you wish to.
7. 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.