**(draft) Instructions for running the DVD TV Series Repackaging report**

**Accessing 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 DVD TV Series Repackaging report**

This report will provide libraries with a list of their DVD and Blu-ray TV series item records that are packaged as single discs. Libraries can use this report to work though re-packaging their DVD and Blu-ray TV series multi-part sets from single discs to full sets.

*Please note that this report may also find some movies that were originally purchased as a “set” and are now circulating separately. Movie sets are not eligible for re-packaging. Unfortunately, we don’t have a way to consistently exclude these movies from the report.*

1. To access the on-demand reports, click on the button at the top that says **Filter list with tag.** Select **On Demand**. Click the **No Pager** button. This will display all of the on demand reports on one page.
2. Click on the **0 CR - DVD TV Series Repackaging** report.
3. Click on the **Run** button near the top of the screen.
4. A pop-up window will appear for you to enter your library’s code. Be sure to use single quotes around the code.
	1. NOTE: **HOMEBRANCH** is your three-letter library code in single quotes. Ex: **'STO'**
5. Click the **Start** button.
6. When your report is finished processing you will see it listed at the top of the Report Results section. This report will likely take a few minutes to complete.
7. Next to the report, click on the lower case **i** button to display the report results on the screen.
8. Click the **Export to** button, and choose **Excel spreadsheet**.
9. A pop-up window will appear asking you to save the report. Rename your report, select a place to save, and click **Save**. When the report is finished, open the report.
	1. Note: You may also get the option to Open the report instead of saving. This depends the browser that you are using.

**Formatting the report in Excel**

1. Click on the **Enable Editing** button at the top of the screen.
2. If you wish, 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**, and choose **Freeze Top Row**.
5. Go to the **Barcode** column, **highlight** the column, **right click** and choose **Format Cells**.
6. In the Format Cells pop-up, select **Number** from the **Category** list. Change the **Decimal places** from 2 to **0**.
7. Check the **Call Number** column to be sure that any **+** symbols are appearing without an **=** sign.
	1. If the + symbols are appearing with an = sign, do the following:
	2. Highlight the **Call number** column.
	3. On the **Home** menu, click **Find & Select** and choose **Replace**.
	4. Type **=+** in **Find What.**
	5. Type **+** in **Replace with.**
	6. Click **Replace All.**
8. Make any additional optional changes, such as additional formatting changes, re-sort the report, etc.
9. Save your report to save the changes. If you haven’t already saved the report in step 9 above, go to **File>Save as**, choose a location, rename the report, and click **Save**.