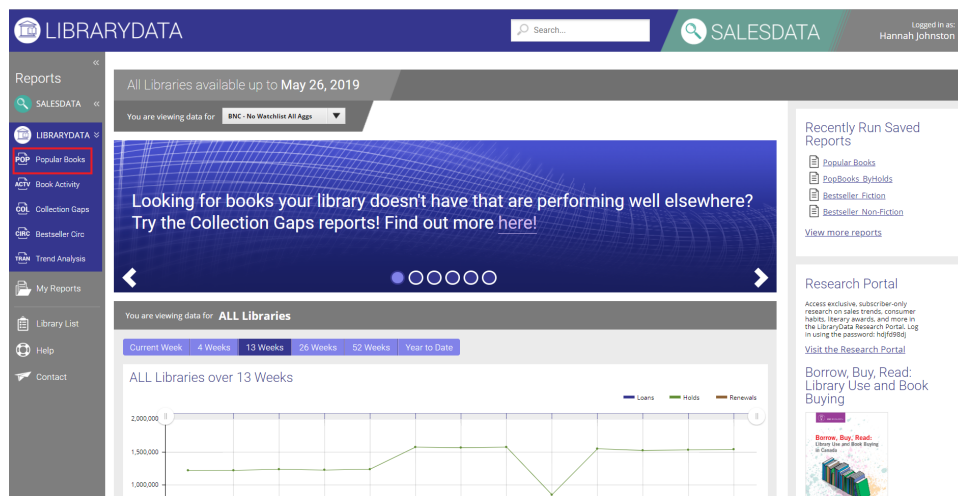


Top Tips: Setting up a Top 100 Loans report in LibraryData

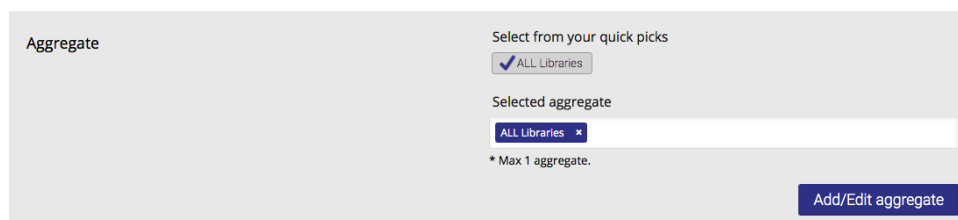
When getting started with LibraryData, you may find it useful to set up a saved report of the Top 100 Titles at your library system ranked by loans each week. You can schedule this report to deliver straight to your email inbox every week, keeping you up to date with what's most popular in your library! Follow the steps below to set up your own report.

Step 1: Navigate to the "Popular Books" report from the LibraryData Homepage



Step 2: Select your Home Library System

The default aggregate for the Popular Books Report is the All Libraries. Click on the *Add/Edit aggregate* button to open a pop-up window where you can select to view data for your home library system.



Step 3: Run the Report!

Scroll down the page and click on the *Run Report* button - do not change any of the other criteria fields.

* Max 1 aggregate. [Add/Edit aggregate](#)

Reporting Period: **Current Week**
11/25/2019 to 12/01/2019
Your reporting period is 1 weeks long

Limit rows to: **100**

Rank by highest:
 Loans
 Holds (Available for single-week periods only.)
 Holds:Copies Ratio (Available for single-week periods only.)
 Renewals
 On Order (Available for single-week periods only.)

Select column presets: **BNC Defaults**

[Run Report](#) [Download/Email Now](#) [Clear](#)

Step 4: Save the Report

Click on the *Save/Distribute* button above the report results table.

Customize Columns Use columns below for My Defaults [Download/Email Now](#) [Save/Distribute](#)

Page size: 100 100 items in 1 page

Overall Rank	My Titles	Title	ISBNs in cluster	Contributors	CDN	Publisher	Loans	% Change
1		When I look at the... The Chamber... The Chamber...	182	Various		Various	483	-3%

A pop-up window will appear asking you to enter a name for the report and to choose a reporting period. For the reporting period, select most recent 1 week. Name the report something easy to identify (e.g. [Your Library's Name]_Top 100 Books). Click *Next* to save the information and move on to the next window.

SAVE **SHARE** **SCHEDULE**

Save the report and its criteria to easily access it in the future from My Reports.

Save Options

Report name: **My_Saved_Report**

Reporting period: This week's range Apr 22, 2019 to Apr 28, 2019
Next week's range Apr 29, 2019 to May 05, 2019

Most recent 1 **▲▼** week(s)
 Year to date
 Lifetime
 Fixed reporting period

04/15/2019 to 04/21/2019

[Next](#) [Cancel](#)

Step 5: Share the Report

If you want to just save the report without sharing it with anyone, leave both the *Share Report* toggle and the subsequent *Schedule Email* toggle on *No*, which will allow you to simply save the report in your own account.

To take advantage of the sharing features, toggle *Share report* to *Yes*. Choose who to share the report with by checking the box beside each group member's name.

Click *Next* to save the information and move onto the next window.

The screenshot shows a navigation bar with three buttons: 'SAVE', 'SHARE' (highlighted in blue), and 'SCHEDULE'. Below the bar, there is a close button (X) and a message: 'Share this report within the system with your group members. Reports shared with you appear in My Reports.' The main section is titled 'Save Options' and contains the following elements: 'Report Name' (My_Saved_Report) and 'Reporting Period' (Last 1 weeks); a 'Share report' toggle set to 'YES'; 'Group Members' and 'Group Recipients' sections, both with 'Add all' buttons; a list of group members with checkboxes (Zalina Alvi, Elizabeth Barker, Ben Farrall, Jackie Fry, Noah Genner, Tom Gerrard, Carol Gordon, Shimona Hirschberg, Bill Holt); and 'Back', 'Next', and 'Cancel' buttons at the bottom.

Step 6: Schedule the Report

In this window, you can specify the file format (Excel or CSV) and size for the report that will be sent out. You can also select a date to start sending the report and when you want it to end. If you leave the end date blank, the report will be sent every week until you delete the saved report or enter an end date.

Scroll down to find the *Send report to* section. Here you can indicate who you want to automatically receive the report according to the schedule you just set up.

Click *Save* to finish the process and you will be able to find this report under My Reports, which is accessible from the left sidebar on every page in LibraryData.

The screenshot shows a 'Schedule' window with a close button (X) in the top right. The title is 'Save Options'. It contains: 'Report Name' (My_Saved_Report) and 'Reporting Period' (Last 1 weeks); a 'Schedule email' toggle set to 'YES'; 'File format' (Excel selected, CSV unselected); 'Limit rows to' (100); 'Include criteria selection' toggle set to 'YES'; 'Send weekly from' (04/29/2019) and 'to end date' fields; and a 'Send report to' section with 'Group Members' (Add all, list of names) and 'Recipients' (Monique Mongeon selected).