

## Web Management Reports

Web Management Reports are available on the Internet at <http://www.infosoup.org/manage>

### Circulation Statistics

1. Under the heading **CIRCULATION**, choose Circ Activity.



2. Enter your director initials and password

The image shows a login form with the title 'Please enter your initials and password'. It contains two input fields: 'Initials:' and 'Password:'. Below the fields is a 'Submit Query' button.

3. Choose the type of circulation report
  - a. For circ by patron type, choose the following:  
CIRC STATS – Checkout  
DATES – Last Mo  
LOCATIONS – One only  
TYPE – P Type
  - b. For circ by item type, choose the following:  
CIRC STATS – Checkout  
DATES – Last Mo  
LOCATIONS – One only  
TYPE – I Type
  - c. For circ by municipality, choose the following:  
CIRC STATS – Checkout  
DATES – Last Mo  
LOCATIONS – One only  
TYPE – PCode4
4. Click the SUBMIT button.
5. Select your agency name from the drop down list and click SUBMIT.
6. The report will process and will give you results in the main window. You can change the report parameters and resubmit the report to view the different circulation statistics.
7. If you feel comfortable with Excel, you can export the report by clicking the **Download** button and download a pipe delimited text file to your desktop.