

Readership & Circulation Report

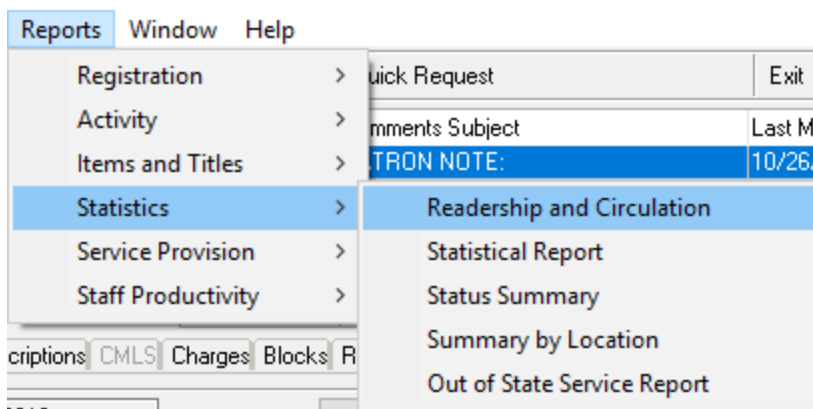
Process overview

The Readership & Circulation Report is specifically built to pull together all the information you need to pass on to NLS, making the reporting process as quick and painless as possible.

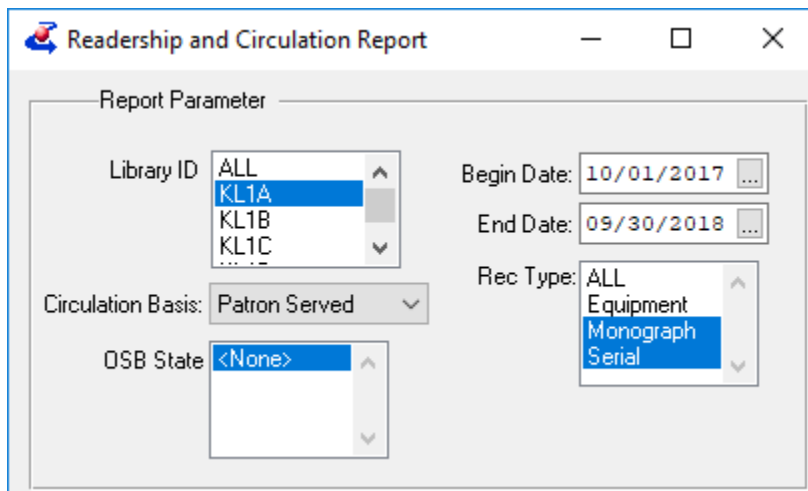
Some of the information the report calls on can change as you continue your work. To get the most accurate numbers possible, run it **after** completing all of your work on September 30 and **before** starting any work on October 1. Because of this, it is best to set the report to run through the Batch Manager.

Procedure

1. In the Patron Module, open the Readership & Circulation Report from the Reports > Statistics menu.



2. Enter the date range and other parameters as desired.



- In the Output Parameters section, select Email and enter the desired address, then click RUN AS BATCH JOB. The Batch Schedule window will open.

- Leave the Frequency at "One Time," set the time to 15 minutes before your staff starts working, and the date to October 1 of the current year. Click OK.

- The report window will remain open, but the Readership & Circulation Report is scheduled and will run at the specified date and time.

If you want to check on it, you can open the Batch Manager from the View > Administration menu.

Job	Started	Finished	Status
PIMMS Sync Machine	06/20/2018 09:54:10.670	06/20/2018 09:54:37.597	Finished.
PIMMS Sync Machine	06/20/2018 09:55:07.665	06/20/2018 09:55:09.050	Finished.
PIMMS Sync Repair Agency	06/22/2018 11:07:15.533	06/22/2018 11:07:18.195	Finished.
PIMMS Sync Repair Agency	06/22/2018 11:07:48.229	06/22/2018 11:07:49.140	Finished.
PIMMS Sync Machine	06/22/2018 12:22:23.223	06/22/2018 12:22:50.340	Finished.
HD Titles - Requests Report	07/24/2018 15:34:59.634	07/24/2018 15:40:16.269	Finished.
Readership and Circulation Report			Queued at 09/18/2018 14:44:44.485-04:00

Job: Readership and Circulation Report
 Status: Queued at 09/18/2018 14:44:44.485-04:00
 Created: 09/18/2018 14:44
 Created By: klas
 Schedule: One time at 2018-10-01 03:00
 Run As User: klas
 Run As Library: KL1A / KL1A