All Circulation Activity

For regular circ statistics, click All Circulation Activity.

You can log in using your Sierra username and password.

Click OK.

Choose the dates you want the report for. If you want 2 or more months, choose User Specified.

In the Sort by box, choose Limit to get statistics just for your library.

The screen will refresh and now show a Limit by box. Choose Stat Group.

The screen will refresh again with a table of all the stat groups. Check the boxes in front of the numbers for your library.

For Report By, choose the way you wish your circulation to be reported:

- P Type divides circ by adult, juvenile, Interlibrary Loan, etc.
- County is by county of residence in the patron record.
- Township is by that code in the patron record.
- Home Libr is by Home Library in the patron record.
- Category is in the item record
- Imedia is the items format
- I Type is by item type, books, DVDs, audiobooks, etc.
- Item Loc is by item location.
- Call number is by the call number on the item.

Once that is done, click Submit.

One of two things will happen: either you will get a download box asking to save or open the file, or you will see a message at the top of the screen telling you that your report is processing, and to go to the Review tab to view it when it's finished.

The dialog box for opening or saving will differ depending on the browser you use.

In Chorme:

In Firefox:
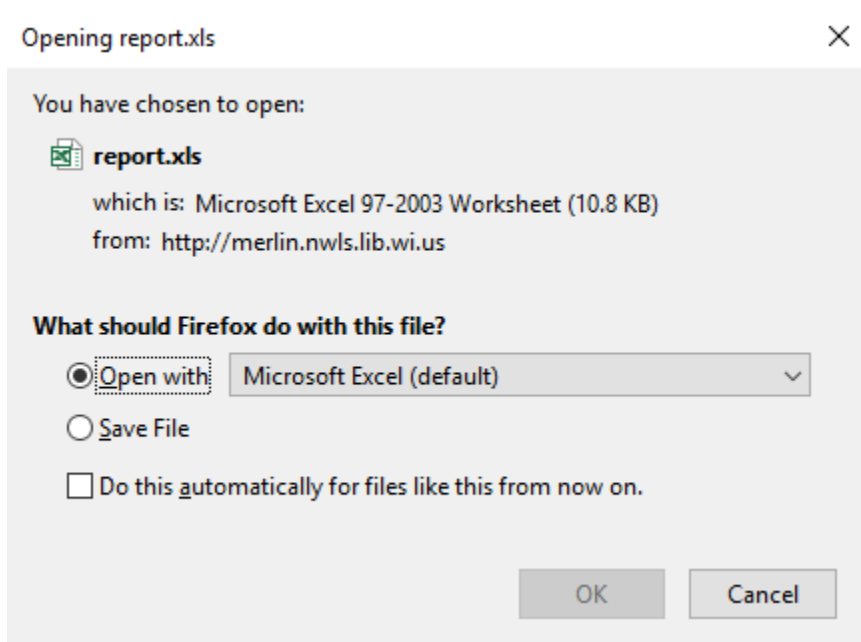
Click OK.

In Edge:

Click Open, and the download will start:

In either case, your report will open in Excel.

Notice that there are 4 tabs across the bottom.

The first one is Table and has a fancy header. You can re-sort this if you like, but don't do any data manipulation (adding formulas or adding or deleting columns) on this tab as the pre-set settings make it difficult:

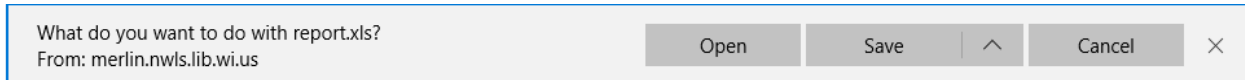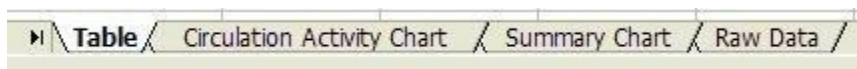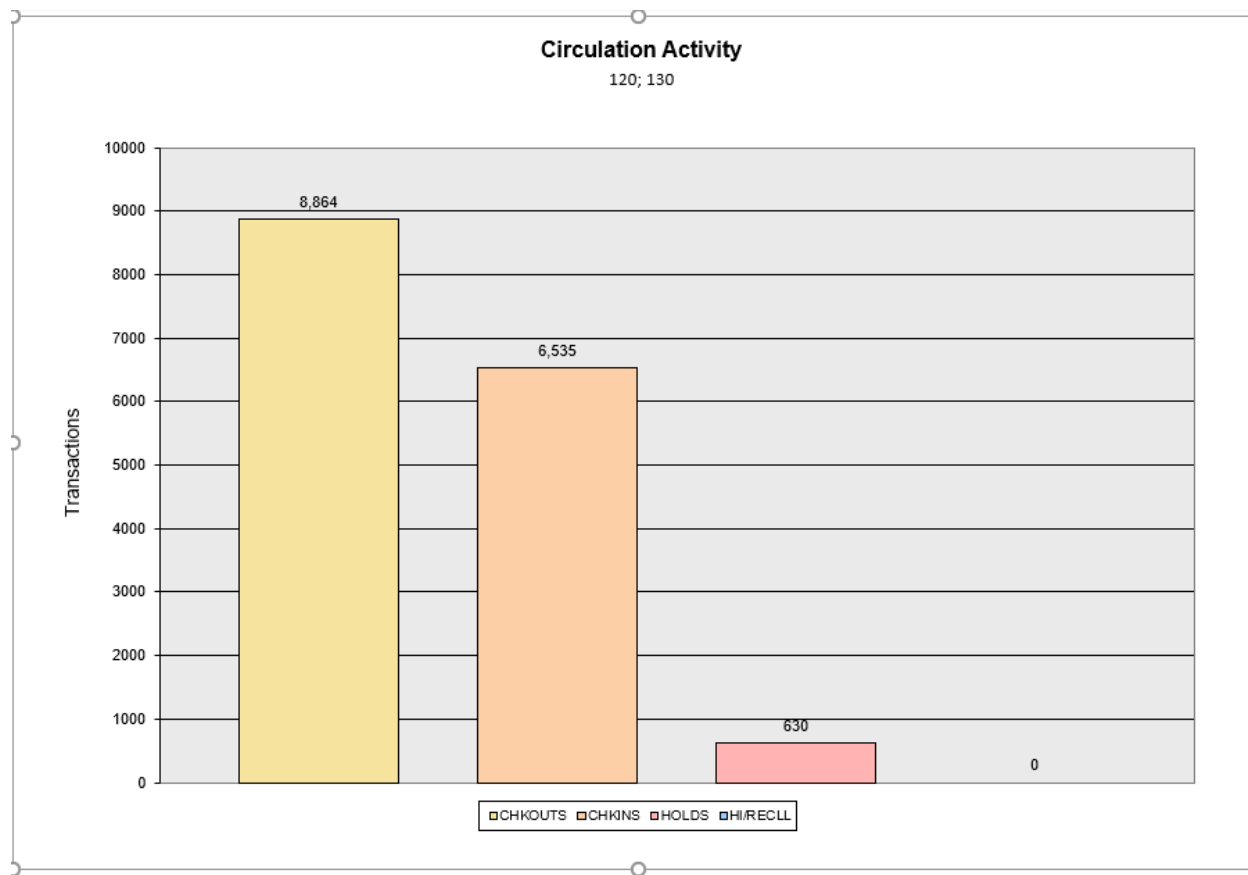|	CIRCULATION ACTIVITY by STAT GROUP (Jan 19)					
1						
2	120; 130					
3 ITEM LOC	CHKOUTS	CHKINS	HOLDS	HI/RECLL	TOTAL #	PERCENT
4 Ashland PL	7,654	5,402	107	0	13,163	82.1%
5 Bayfield	56	65	2	0	123	0.8%
6 Boulder Junction	26	22	1	0	49	0.3%
7 Cable	29	30	3	0	62	0.4%
8 Drummond	11	9	1	0	21	0.1%
9 Eagle River	61	40	2	0	103	0.6%
10 Grantsburg	33	20	1	0	54	0.3%
11 Hayward	131	109	2	0	242	1.5%
12 Hurley	5	16	0	0	21	0.1%
13 Iron River	38	59	1	0	98	0.6%
14 LCO College	19	9	2	0	30	0.2%
15 Land O Lakes	34	24	0	0	58	0.4%
16 Mellen	28	27	1	0	56	0.3%
17 Madeline Island	5	4	0	0	9	0.1%
18 Mercer	17	18	3	0	38	0.2%
19 Manitowish Wate	25	20	1	0	46	0.3%
20 NWLS	2	2	0	0	4	0.0%
21 Phelps	22	11	3	0	36	0.2%
22 Presque Isle	27	20	2	0	49	0.3%
23 Phelps School	3	2	0	0	5	0.0%
24 Sayner	33	21	2	0	56	0.3%
25 Shell Lake	57	43	0	0	100	0.6%
26 Spooner	124	74	1	0	199	1.2%
27 Solon Springs	2	2	0	0	4	0.0%
28 Superior	310	261	6	0	577	3.6%
29 Washburn	54	182	4	0	240	1.5%
30 Webster	42	32	1	0	75	0.5%
31 Winter	12	8	0	0	20	0.1%
32 Winchester	4	3	0	0	7	0.0%
33 No Branch	0	0	484	0	484	3.0%

Table | Circulation Activity Chart | Summary Chart | Raw Data | +

The second tab is the Circulation Activity Chart. It is a nice bar graph showing all the types of activity by the entries in the type of report you choose:

Transactions
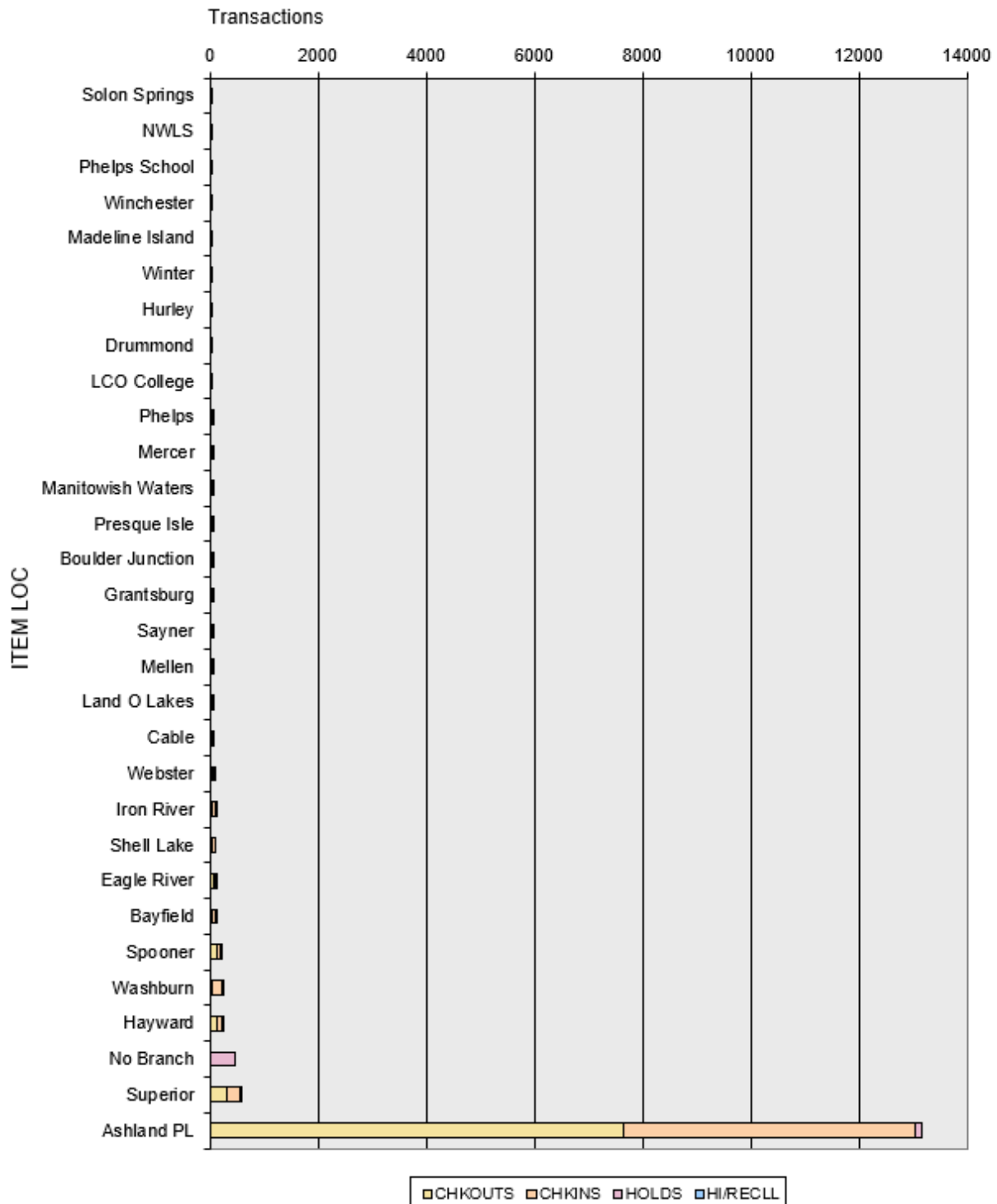
The third tab is the Summary Chart, showing in bar chart format the different types of activity relative to each other:

Circulation Activity

120; 130

	Transactions
CHKOUTS	8,864
CHKINS	6,535
HOLDS	630
HI/RECLL	0

10000
9000
8000
7000
6000
5000
4000
3000
2000
1000
0

☐CHKOUTS ☐CHKINS ☐HOLDS ☐HI/RECLL

The last tab is Raw Data. This is where you can manipulate the data in any way you choose. Be aware that any changes you make here will affect the data in the other tabs. If you delete the checkins column, for instance, that will also be deleted from the charts in other tabs:

You can readjust columns to see all the data. You can sort it by any column.

Circ Activity reports start with a sort by total number, which is not necessarily how you want to present the report.

Once you have it the way you want it, save it. It will be saved just like any Excel document. You can have each report readily available in electronic format at any time without having to go back and re-run the report.

Please Note: We can only have 100 reports available in the Review tab of Web Management Reports. Once you have your report safely saved in Excel, please go back to the Review list and delete your report by checking the box in front of it and clicking Delete at either the top or bottom of the screen.

To start another report, go back to the Create tab and make your selections again.

NOTE: if you haven't left the Create tab, you can just change the Report By selection and click Submit again. If you have switched to the Review tab, when you switch back to the Create tab you will have to start from the beginning.