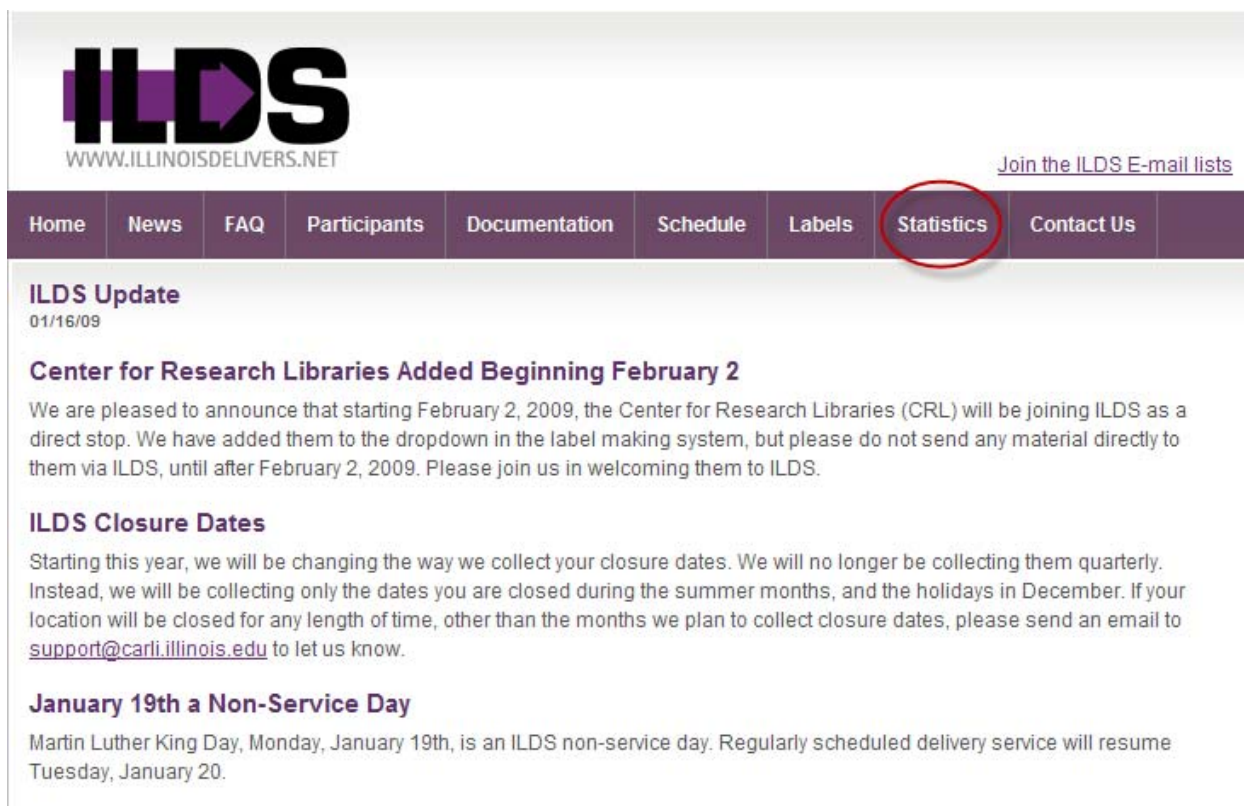


Instructions for using the ILDS Statistics Feature

The statistics feature is available on the ILDS website at www.illinoisdelivers.net. This feature includes export options which will allow you to do customized analysis of your data.

The tab for this feature can be found at the top of the ILDS home page, next to the Labels tab.



The screenshot shows the ILDS website home page. At the top left is the ILDS logo with the URL WWW.ILLINOISDELIVERS.NET. To the right is a link for "Join the ILDS E-mail lists". Below this is a navigation menu with tabs for Home, News, FAQ, Participants, Documentation, Schedule, Labels, Statistics, and Contact Us. The "Statistics" tab is circled in red. Below the navigation menu, there is an "ILDS Update" section dated 01/16/09. The update contains three items: "Center for Research Libraries Added Beginning February 2", "ILDS Closure Dates", and "January 19th a Non-Service Day".

After clicking on the Statistics tab, the following screen will appear.

Select your library:

To create a report using one of the following institutions, click on that institution.

To create a report using multiple institutions, hold down the CTRL button on your keyboard while clicking on the institutions you would like to select.

To create an itemized list of all institutions, hold down the CTRL button on your keyboard, click on the first institution in the list, and drag the mouse pointer down the list to highlight all of the institutions. Please note that selecting ALL from the dropdown returns an aggregate total of all items you have shipped or received, not an itemized list by institution.

- All
- ADL - Adler School of Professional Psychology
- ALP - Abraham Lincoln Presidential Library
- ALS - Alliance Library System
- ARG - Argosy University-Chicago
- ARU - Aurora University
- AUG - Augustana College
- BEN - Benedictine University
- BHC - Black Hawk College (Moline Campus Only)
- BLC - Blackburn College

Please select the start date of the range in the calendar on the left and the end date of the range in the calendar on the right.



Follow these steps to retrieve statistics for your institution.

Step 1: Select your institution from the dropdown menu. We will use Bradley University for this example.

Step 2: In the next dropdown menu, select the destination institution. You can select one institution, multiple institutions, or "All" institutions. The "All" selection is the first selection in the list. To select multiple institutions, hold down the control (Ctrl) button on your computer keyboard as you click on each site you would like to see information for. For this example, we will select the first six locations in the dropdown.

Step 3: In the calendar box on the left side of the page, click on the START date of the date range you would like to see statistics for. In the calendar box on the right side of the page, click on the END date of the range. **Please select an END date prior to today's date.** For this example, we are selecting a start date of January 22, 2009 and an end date of January 27, 2009. The screen will look like this after you complete Steps 1 – 3.

Select your library: **Step 1**

To create a report using one of the following institutions, click on that institution.

To create a report using multiple institutions, hold down the CTRL button on your keyboard while clicking on the institutions you would like to select.

To create an itemized list of all institutions, hold down the CTRL button on your keyboard, click on the first institution in the list, and drag the mouse pointer down the list to highlight all of the institutions. Please note that selecting ALL from the dropdown returns an aggregate total of all items you have shipped or received, not an itemized list by institution.

All

ADL - Adler School of Professional Psychology

ALP - Abraham Lincoln Presidential Library

ALS - Alliance Library System

ARG - Argosy University-Chicago

ARU - Aurora University

AUG - Augustana College

BEN - Benedictine University

BHC - Black Hawk College (Moline Campus Only)

BLC - Blackburn College

Step 2

Please select the start date of the range in the calendar on the left and the end date of the range in the calendar on the right:

← January 2009 →

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Step 3

← January 2009 →

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Step 4

Step 4: This is where you will decide whether you want to display the information or export the information into an Excel (.xls) or Comma Separated (.csv) file. To display the report, click on Display Report. The following screen will appear.

ILDS Statistics For Bradley University

Institution	Bag to Count	Bag from Count	Item to Count	Item from Count
ADL	0	0	0	0
ALP	0	0	0	0
ALS	3	4	7	12
ARG	0	0	0	0
ARU	1	0	1	0
AUG	0	2	0	2

The ILDS 3-letter code in the first column identifies the destination for which you are viewing results. The next four columns provide information on the number of bags and items sent to and from each of the destination institutions that we selected.

Please note when selecting "All" in the destination dropdown, you will see the total number of bags and items sent to and from all ILDS locations for the date range you select, not a listing by individual destination.

Please send any questions related to the ILDS Statistics feature to support@carli.illinois.edu.