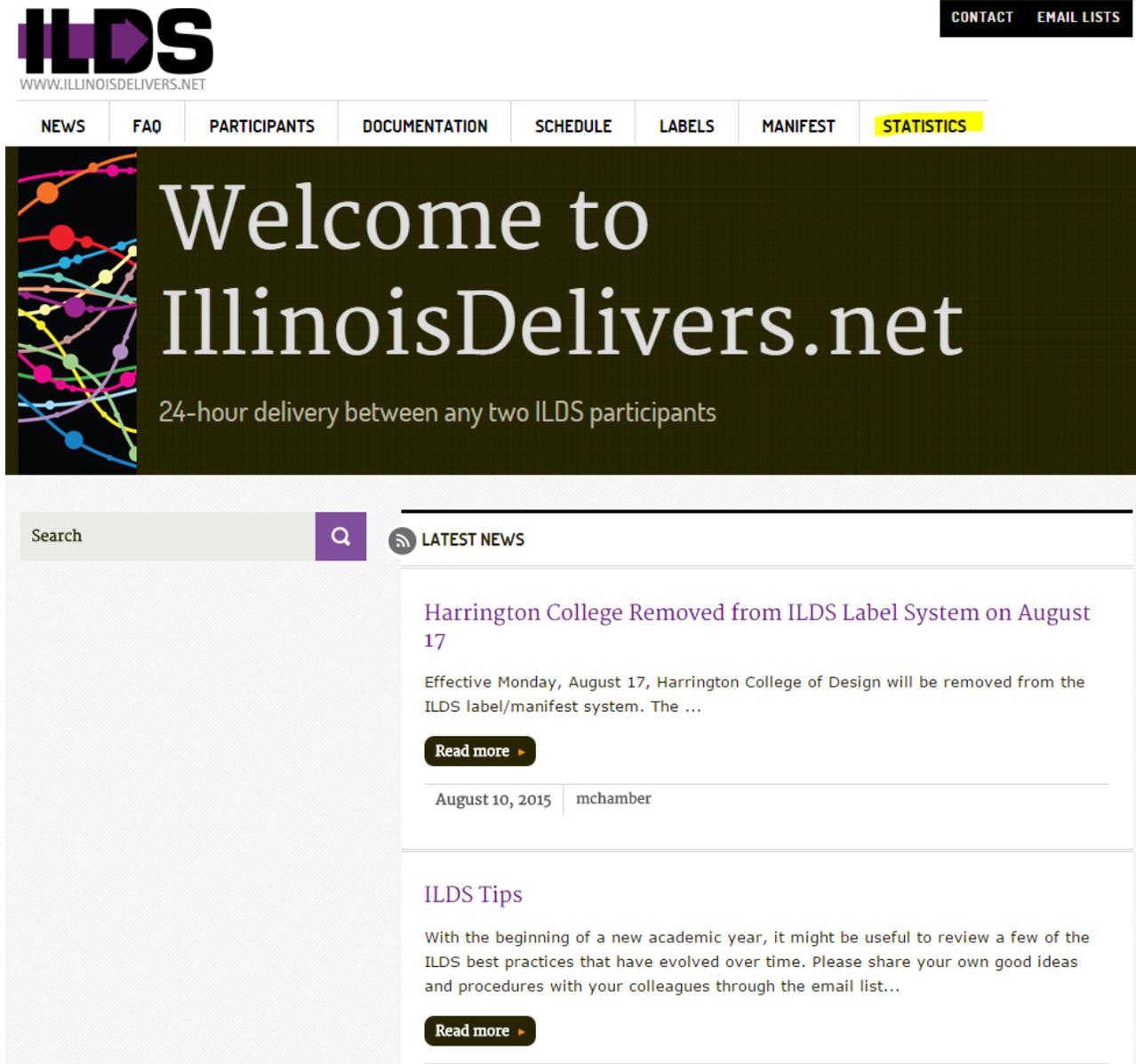


Instructions for using the ILDS Statistics Feature

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 Manifests tab.



The screenshot shows the ILDS website home page. At the top left is the ILDS logo with the URL [WWW.ILLINOISDELIVERS.NET](http://www.illinoisdelivers.net). To the right are links for [CONTACT](#) and [EMAIL LISTS](#). Below the logo is a navigation menu with tabs for [NEWS](#), [FAQ](#), [PARTICIPANTS](#), [DOCUMENTATION](#), [SCHEDULE](#), [LABELS](#), [MANIFEST](#), and [STATISTICS](#). The [STATISTICS](#) tab is highlighted in yellow. Below the navigation is a large banner with the text "Welcome to IllinoisDelivers.net" and "24-hour delivery between any two ILDS participants". To the left of the banner is a colorful network diagram. Below the banner is a search bar and a "LATEST NEWS" section. The "LATEST NEWS" section contains a news item titled "Harrington College Removed from ILDS Label System on August 17" with a "Read more" button. Below the news item is a section titled "ILDS Tips" with a "Read more" button.

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

Step 1: Select your library:

ADL - Adler University ▼

Step 2: Choose a library or libraries to whom you have shipped items, or from whom you have received items.

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, click on the first institution on the list, hold down the SHIFT key on your keyboard, and scroll down to click the last institution on the list.

All
ADL - Adler University
AGC - Saint Augustine College
ALP - Abraham Lincoln Presidential Library
ARU - Aurora University
AUG - Augustana College
BEN - Benedictine University
BLC - Blackburn College
BRA - Bradley University
BRN - Blessing-Rieman College of Nursing

Step 3: 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:

< December 2015 >

Su	Mo	Tu	We	Th	Fr	Sa
29	30	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	1	2
3	4	5	6	7	8	9

< December 2015 >

Su	Mo	Tu	We	Th	Fr	Sa
29	30	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	1	2
3	4	5	6	7	8	9

Step 4: View or export results.

Display Report Export as Excel File Export as CSV

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 November 23, 2015 and an end date of November 30, 2015. The screen will look like this after you complete Steps 1 – 3.

Step 1: Select your library:

BRA - Bradley University ▼

Step 2: Choose a library or libraries to whom you have shipped items, or from whom you have received items.

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, click on the first institution on the list, hold down the SHIFT key on your keyboard, and scroll down to click the last institution on the list.

- All
- ADL - Adler University
- AGC - Saint Augustine College
- ALP - Abraham Lincoln Presidential Library
- ARU - Aurora University
- AUG - Augustana College
- BEN - Benedictine University
- BLC - Blackburn College
- BRA - Bradley University
- BRN - Blessing-Rieman College of Nursing

Step 3: 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:

November 2015						
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	1	2	3	4	5
6	7	8	9	10	11	12

November 2015						
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	1	2	3	4	5
6	7	8	9	10	11	12

Step 4: View or export results.

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
AGC	0	0	0	0
ALP	0	0	0	0
ARU	0	1	0	1
AUG	2	1	4	1
BEN	1	2	1	3

Showing 1 to 6 of 6 entries **Show** **entries** [Previous](#) [Next](#)

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.