Walk-In ILL Statistics

MaineCat Walk-Ins

Minerva Web Management Reports

1. Go to Minerva.maine.edu/manage
2. Click *Circ Activity*
3. Login with your username and password
4. Select *Owning/Home*
5. Click *Submit*
6. On the next screen:
   - Make sure TOTAL circulation is selected
   - Do not select NET circulation or Include statistics on a number…
   - Select the checkboxes next to the dates of your report range
7. Click *Submit Query*
8. The screen will jump to a *STATUS* screen. Wait a few seconds and then select the *STATUS* button. If the table does not load, try again in a few more seconds.
9. When the *Owning/Home* table appears, you have the option to:
   - View the table within the browser or choose one of the buttons at the top of the screen to view the report in either a table, pie chart, bar graph, all or to download it in .txt format. With a large table as the Owning/Home Report, it is much easier to view and manipulate by downloading it to an excel spreadsheet.
10. Select the *Download* button.
11. Open the file within Excel. Do not *Save* yet or the following directions will not match the steps needed to grab your numbers. The message will be phrased similar to the following:

Do you want to open or save **download_1x1** from **minerva.maine.edu**?   Open   Save ▾   Cancel   ✕

Excel

1. Select the *A* column header. This should highlight the entire *A* column.
2. Click the *Data* tab (2013 & 2010 versions) or *Data* in the *File* menu (2003 version).
3. Select *Text to Columns*.
4. A *Text Import Wizard* dialog box should appear.
5. Select the radio button next to *Delimited* if it isn't already selected.
6. Click *Next*.

7. Select the checkbox next to *Other* and enter the pipe character *(|)* in the available text box.
8. Click *Finish*.
9. The raw data from the Owning/Home report should be spread out neatly between the columns. Save the file if you wish to retain it for future use.
10. Next, find your library in the left-most column. Select the row # and change the fill color to a bright color. This enables you to scroll without having to remember the row number to look at.
11. Scroll all the way to the right to see the numbers in the second-to-last column (labeled Blank Code). These are the number of items you lent to non-Minerva libraries (essentially, MaineCat transactions). Enter this number into the *A* cell box of the Formula table below. If you have a juvenile location, skip this step and move to step 12. If you don't have a juvenile location, move on to step 1 of the *MaineCat Web Management Reports* section.
12. If you have a juvenile location, add the juvenile and regular location blank codes and enter that total into the *A* cell box of the Formula table below.

MaineCat Web Management Reports

1. Go to http://mainecat.maine.edu/manage
2. Click Requesting and Lending
3. Click Fulfillments and User Spec
4. Pick the same beginning and ending month/year as you did in the Minerva report, then click GO!
5. In the Fulfillment Table, find your library down the left-hand column under "Owning (Lending) Site".
6. The second number over under "TOTALS" is the number of items that you checked out through delivery to MaineCat patrons during the time you chose. Enter this number in the *B* cell box of the Formula table below.
7. Subtract *B* from *A* and this is your *MaineCat Walk-In Checkouts* total.

Formula				
A	**-**	**B**	**=**	**MaineCat Walk-In Checkouts**

Minerva Walk-Ins

Owning/Home Report

1. Go to Minerva.maine.edu/manage
2. Click *Circ Activity*
3. Login with your username and password
4. Select *Owning/Home*
5. Click *Submit*
6. On the next screen:
   a. Make sure TOTAL circulation is selected
   b. Do not select NET circulation or Include statistics on a number…
   c. Select the checkboxes next to the dates of your report range
7. Click *Submit Query*
8. The screen will jump to a *STATUS* screen. Wait a few seconds and then select the *STATUS* button. If the table does not load, try again in a few more seconds.
9. When the *Owning/Home* table appears, find your location across the top, then look down the to the column total and enter this number in cell *A* of the Formula table below.

Non-Owned Report

1. Go to Minerva.maine.edu/manage
2. Click *Circ Activity*
3. Login with your username and password
4. Select *Non-Owned*
5. Click *Submit*
6. On the next screen, select the checkboxes next to the dates of your report range
7. Click *Submit Query*
8. The screen will jump to a *STATUS* screen. Wait a few seconds and then select the *STATUS* button. If the table does not load, try again in a few more seconds.
9. When the *Non-Owned* table appears, find your location in the left-most column, then read across to the row total and enter this number in cell *B* of the Formula table below.

MaineCat Web Management Reports

Refer to the MaineCat Walk-ins section directions to grab your MaineCat Walk-in number and enter this into cell *C* of the Formula table below.

Subtract the numbers from each other and you will have your Minerva Walk-In Checkouts total.

Formula						
A	**-**	**B**	**-**	**C**	**=**	**Minerva Walk-In Checkouts**