infonet-logo-primary.png Over Drive Circulation Activity

1. Go to OverDrive Content Reserve site at <http://www.contentreserve.com/>
2. Login using:  
   *Username*: maineinfonet.lib.reports  
   *Password*: r3p0rts
3. Select ***Reports*** in the navigation menu.
4. Click on ***Circulation*** ***Activity.***
5. Click ***Run*** ***New*** ***Report*** button, which is located towards the middle right of the screen.
6. The ***Report*** ***Options*** dialog box should appear. Enter the following:

* Checkouts by: Branch
* Borrowed from: All
* Branch: [Select your library]
* Formats: All formats
* Language:  All
* Audience:  All
* Rating:  All
* Subject:  All
* Period Type:  Specific
* Start Date: [Enter the start date]
* End Date:  [Enter the end date]
* Lending model:  All lending models
* Website:  Standard and mobile
* Creator: [leave blank]
* Purchase Order ID:  [leave blank]

1. Click the ***Update*** button.
2. View the report from within the browser or export it to an Excel spreadsheet by clicking the ***Create*** ***Worksheet*** button and select ***Open*** or ***Save*** ***File***.