

# 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]
7. Click the **Update** button.
8. 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**.