

## Directions for Accessing eBook Statistics and Reports for Follett Shelf

To access eBook Reports and Statistics:

1. Log into Destiny Library Manager.
2. Select the **Reports** tab.
3. Select **Library Reports** from the left-hand navigation menu.
4. From the third section in Library Reports, **Follett Shelf eBooks and eContent**, click on the **Follett Shelf** link.

The screenshot displays the Destiny Library Manager web interface. At the top, the 'Reports' tab in the main navigation bar is highlighted with a red box. On the left-hand navigation menu, 'Library Reports' is also highlighted with a red box. The main content area is titled 'Catalog -- Titles & Copies' and lists various report categories: Barcode Lists, Bibliography, Call Number Reports, Shelf List, Title & Copy List, Weeding Log, and Wish Lists. Below these is the 'Circulation' section, which includes 'Current Checkouts/Fines'. The 'Follett Shelf eBooks and eContent' section is highlighted with a red box and contains the 'Follett Shelf' link, which is also highlighted with a red box. Other sections visible include 'Holds', 'Inventory Control', 'Labels', and 'Statistics'.

**Wellwood International**  
Information Power!

Home Dashboard Catalog Circulation **Reports** Back Office My Info

Library Reports

My Favorites  
**Library Reports**  
Patron Reports  
Report Builder  
Report Manager

### Catalog -- Titles & Copies

- [Barcode Lists](#) - Identify used and unused copy barcodes. [More](#)
- [Bibliography](#) - Create reading lists for curriculum or promotion. [More](#)
- [Call Number Reports](#) - Identify copies that may be incorrectly cataloged. [More](#)
- [Shelf List](#) - List copies in the order they should be shelved. [More](#)
- [Title & Copy List](#) - List your collection with optional copy detail. [More](#)
- [Weeding Log](#) - List copies that were weeded, deleted, or transferred. [More](#)
- [Wish Lists](#) - View the wishes submitted by your patrons. [More](#)

### Circulation

- [Current Checkouts/Fines](#) - Identify or send notices to the patrons with checkouts/fines. [More](#)

### Follett Shelf eBooks and eContent

- [Follett Shelf](#) - View Follett Shelf reports (This will open in a new browser window) [More](#)

### Holds

- [Holds](#) - View all current holds and reserves. [More](#)
- [Hold Notices](#) - Print or email ready hold notices. [More](#)

### Inventory Control

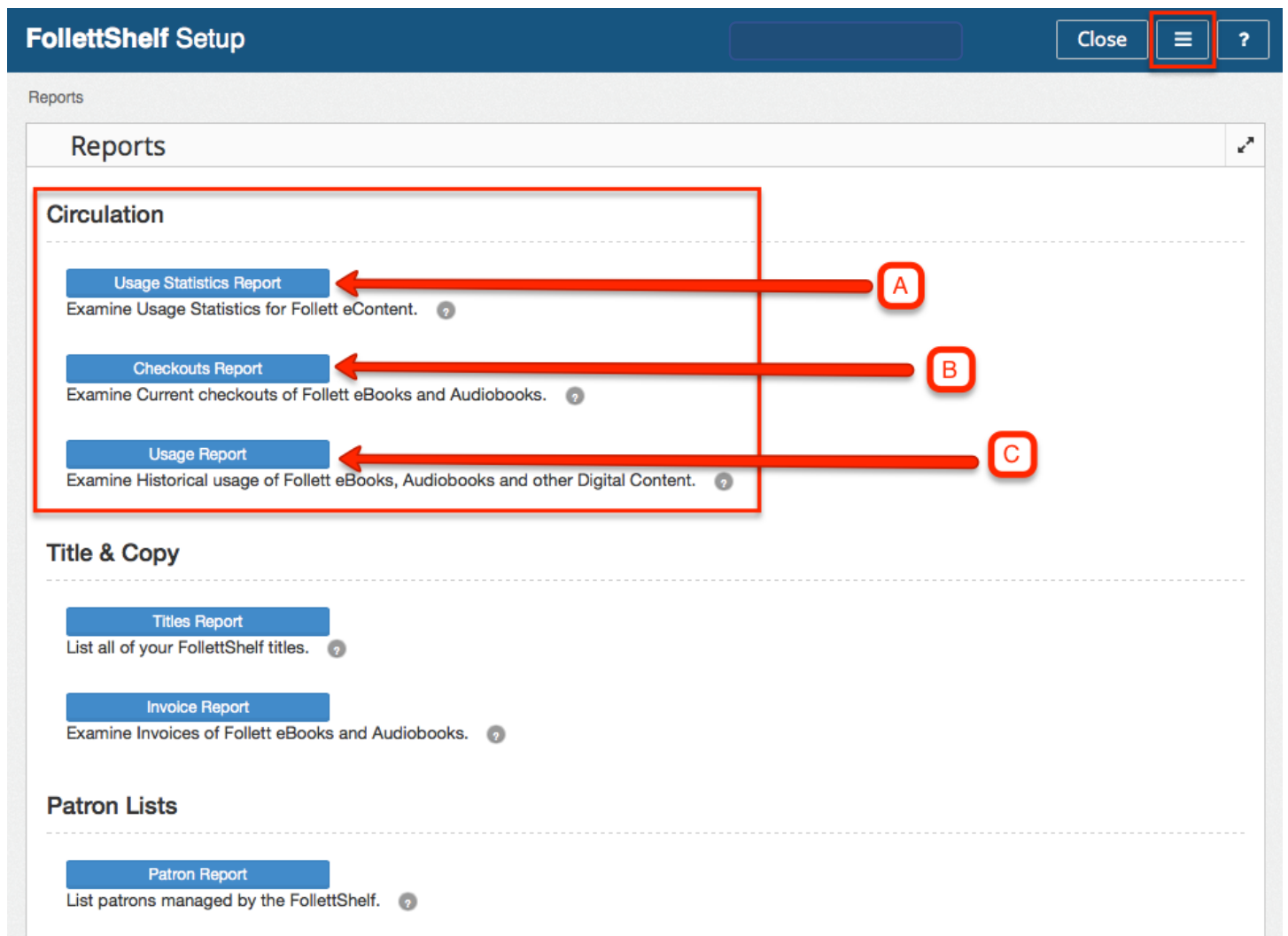
- [Completed Inventories](#) - View the results of completed inventories. [More](#)
- [In-Progress Inventories](#) - Report on inventories that are in-progress. [More](#)

### Labels

- [Barcode Labels](#) - Create new or replacement copy barcode labels. [More](#)
- [Reading Program Labels](#) - Create new or replacement Reading Program Labels. [More](#)
- [Spine/Pocket Labels](#) - Create new or replacement spine/pocket labels. [More](#)


### Statistics

5. A new window will appear with the Follett Shelf Setup screen.



6. Under **Circulation**, there are three options for creating reports. When you run a report, it will automatically open into the **Job Manager** window.

- a. **Usage Statistics Report**- Lists total usage counts for the day, month and year.
- b. **Checkouts Report**- List current checkouts by patron.
- c. **Usage Report**- Lists eContent usage by a date range.

7. To access the **Job Manager** at a later date, select the Menu icon (  ) in the upper right-hand corner, next to the Close button. This will give you more options to choose from. To exit, press the **Close** button.

**FollettShelf Setup** Close ☰ ?

- Manage Patrons
- Delete Patrons
- Create Codes
- Assigned Books
- Policies
- Reports**
- Access Levels
- Maintenance
- Approve Reviews
- Job Manager

**Return to the Reports area to set up or run eBook Reports.**

**If students review eBooks, their reviews will be here, until they are approved.**

**Select this option to see all of the reports run in the Job Manager.**

**FollettShelf Setup** Close ☰ ?

Job manager

**Job Manager** Refresh and Fullscreen ↺ ↻

**Jobs 1 - 7 out of 7**

**Number of Reports available to view**

Job	Submitted By	Started	Status	Action
eContent Usage Statistics Report [PDF]	charles1344968545392 (09/18/2015 10:57 AM)	09/18/2015	Completed (09/18/2015 10:57 AM)	View Delete
eContent Usage Statistics Report [PDF]	charles1344968545392 (09/18/2015 10:57 AM)	09/18/2015 10:57 AM	Completed (09/18/2015 10:57 AM)	View Delete
eContent Usage Report [PDF]	charles1344968545392 (09/18/2015 10:13 AM)	09/18/2015 10:13 AM	Completed (09/18/2015 10:13 AM)	View Delete
Current Checkouts Report [PDF]	charles1344968545392 (09/18/2015 10:12 AM)	09/18/2015 10:12 AM	Completed (09/18/2015 10:12 AM)	View Delete
eContent Usage Statistics Report [PDF]	charles1344968545392 (09/17/2015 5:15 PM)	09/17/2015 5:15 PM	Completed (09/17/2015 5:15 PM)	View Delete
eContent Usage Report [PDF]	charles1344968545392 (09/04/2015 8:13 PM)	09/04/2015 8:13 PM	Completed (09/04/2015 8:13 PM)	View Delete

**List of Reports**

**View Report or Delete Report**