
Chapter 17: VDX Reports

Access Standard Reports on the Work Queue

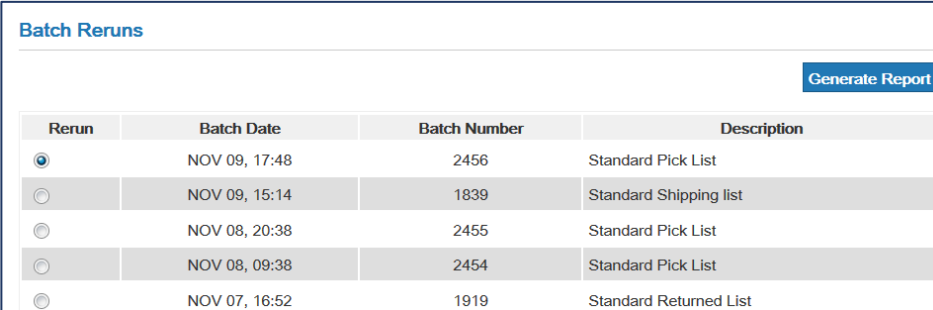
As staff action requests, the corresponding work flow report generates for printing. Select hyperlinked number beside report name.

Reports		Reports	
Received List	0	Pick List	15
Returned List	1	Shipping List	0

Batch Reruns to re-print standard reports

Standard reports are printed in batches, and each report is assigned a batch number. The system keeps track of these batches and holds them in memory for several days. It is possible to reproduce a misplaced report.

1. Select **Batch Reruns** in sidebar menu.
2. Check the radio button beside report you want to re-run and select **Generate Report** button.

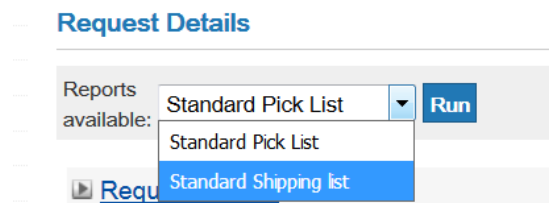


Rerun	Batch Date	Batch Number	Description
<input checked="" type="radio"/>	NOV 09, 17:48	2456	Standard Pick List
<input type="radio"/>	NOV 09, 15:14	1839	Standard Shipping list
<input type="radio"/>	NOV 08, 20:38	2455	Standard Pick List
<input type="radio"/>	NOV 08, 09:38	2454	Standard Pick List
<input type="radio"/>	NOV 07, 16:52	1919	Standard Returned List

Printing “one-off reports” from Request Details screen

Occasionally you might need a standard report print for a single request.

1. Use [Details](#) link to open request in full detail view.



2. Select appropriate report from 'Reports Available' options in top left corner of the screen.
3. Select 'Run' button.

Statistics – viewing Monthly ILL Statistics Report

To view a monthly ILL statistics report

VDX adds each day's statistics automatically just after midnight to the monthly count. Therefore the figures for the current day are not included.

1. Select **Reports** button in the sidebar menu.
2. Check the radio button beside **Monthly ILL Statistics**.
3. Entering a **Start Date** and **End Date** is optional. You can bypass this step and let the full cumulative Monthly Report display on the screen. It will go back several years.
4. Select **Generate Report** button.

Content in Monthly ILL Statistics report



There is overlap in the timelines of these reports. In the August 2017 report below, the 79 Requester Received figure is not to be interpreted as 79 of the 98 requests issued in August 2017 were received. Some of the 79 items received in August could include requests issued in a previous month.

Monthly ILL Statistics report for								
Month	Z3950	Requester			Responder			
	Searches	Requests	Shipped Ind.	Received	Requests	Shipped	Not Supplied	Expired
November 2017	275	38	23	32	220	94	114	0
October 2017	334	61	50	42	733	303	485	3
September 2017	396	76	64	60	507	172	242	0
August 2017	385	98	81	79	638	262	368	5



Tip: Microsoft EXCEL users may find it useful to <Select – Copy – Paste> sections of the report displayed on their screen and drop it into an EXCEL spreadsheet. Add AutoSum formula at the bottom of each column for an annual total or compare activity from year to year.

Interpretation of Monthly ILL Statistics categories

VDX monthly report is designed to provide data required in the Ontario provincial “Annual Survey of Public Libraries”. It does not count other Requester states such as Returned, Not Supplied or Cancelled. It does not count interim Responder states such as Will Supply, Answer Hold.

Report Column	Description
1 Month	VDX adds each day’s statistics automatically just after midnight to the monthly count. Therefore, the figures for the current day are not included.
2 Z39.50 Searches	<i>Of interest only. Not a required statistic.</i> Counts submitted Z39.50 searches in period covered. Each search entry submitted counts as one search even though more than one target (data resource) is part of the overall search. i.e. Simple Search for title “Emma” against a profile of eight catalogues counts as one search, not eight.
3 Requester – Requests * Box # F3.1.1 Provincial Annual Survey	Counts requests created by this location that are made to other libraries in the period covered. Unauthorized requests are included in this count. Note: A request that has gone to multiple locations only counts as 1 request on the requester side.
4 Requester-Shipped Ind.	<i>Of interest only. Not a required statistic.</i> Counts number of requests that had a Shipped Indication applied in the period covered.
5 Requester – Received * Box # F3.1.2 Provincial Annual Survey	Number of items borrowed. Counts requests that this location processed with the Received action in the period covered. Some of them may have been requested in the previous month.
6 Responder – Requests * Box # F3.2.1 Provincial Annual Survey	Number of requests received from other libraries. This is the number of incoming requests that you handled in the period covered, regardless of whether you supply them or not.
7 Responder – Shipped * Box # F3.2.2 Provincial Annual Survey	Number of items lent. Counts requests this location processed Shipped in the period covered, regardless of the service type, such as loan and copy non-returnable.
8 Responder – Not Supplied	<i>Of interest only. Not a required statistic.</i> Counts requests that this location directly processed as Not Supplied in the period covered.
9 Responder – Expired	<i>Of interest only. Not a required statistic.</i> Counts requests that this responder location allowed to expire (i.e. that were not processed within the Rota limit period for waiting for a response, or that exceeded the overall expiration period in a need-by date limit.