

## How to generate Audiobook Reports

1. Log in at: <http://contentreserve.com/login.asp> (contact peter if you need or have forgotten your login/password).

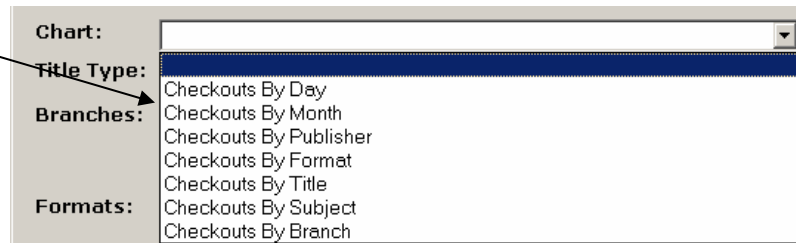
2. Click on Reports Link



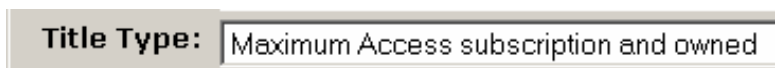
3. Click on "View Activity Charts"

**View Activity Charts**  
View all download and borrowing activity.

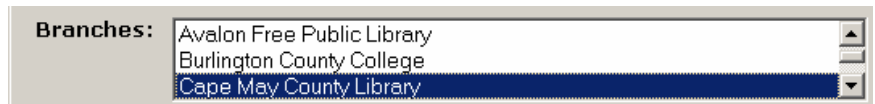
4. Select Chart Type

A screenshot of a web form showing a dropdown menu for 'Chart:'. The dropdown is open, displaying a list of options: Checkouts By Day, Checkouts By Month, Checkouts By Publisher, Checkouts By Format, Checkouts By Title, Checkouts By Subject, and Checkouts By Branch. An arrow points from the text '4. Select Chart Type' to the dropdown menu.

5. Select Title Type, "Maximum Access Subscription and owned"

A screenshot of a web form showing a dropdown menu for 'Title Type:'. The dropdown is open, displaying the selected option: 'Maximum Access subscription and owned'.

6. Select "Branch" (i.e. your library)

A screenshot of a web form showing a dropdown menu for 'Branches:'. The dropdown is open, displaying a list of options: Avalon Free Public Library, Burlington County College, and Cape May County Library. The 'Cape May County Library' option is selected and highlighted in blue.

7. Leave "formats" default at "all formats."

8. Enter Date Range if desired.

**9. Note: Results contain hotlinks that lead to more detail**

Cape May County Library

### Circulation Activity By Branch

branch	Checkouts
Cape May County Library	19
<b>Grand Total</b> (1 Branches):	19 Checkouts

Create Worksheet

Cape May County Library

### Circulation Details By Branch For 'Cape May County Library'

Where:  =

Title	Publisher	Format	Own	Added to CR	Added to Coll.	Lending Per.	Checkout ID	Checked Out	Branch	Action
1. Sense and Sensibility	Blackstone Audiobooks	OAB	Max Access	12/28/2004	12/19/2005	14	110-164719001030	01/30/2006	Cape May County Library	<a href="#">View</a>
2. Killer Smile	HarperCollins Publishers Inc.	OAB	1	09/19/2005	12/19/2005	14	110-164720001030	01/30/2006	Cape May County Library	<a href="#">View</a>
3. Murder in the Museum	Blackstone Audiobooks	OAB	Max Access	07/30/2005	12/19/2005	14	110-164720002030	01/30/2006	Cape May County Library	<a href="#">View</a>
4. The Callahan Chronicles	Blackstone Audiobooks	OAB	Max Access	09/26/2005	12/19/2005	14	110-164735001030	01/30/2006	Cape May County Library	<a href="#">View</a>
5. Summertide	Blackstone Audiobooks	OAB	Max Access	07/30/2005	12/19/2005	14	110-164719002030	01/30/2006	Cape May County Library	<a href="#">View</a>
6. Flying Colors	Blackstone Audiobooks	OAB	Max Access	09/26/2005	12/19/2005	14	110-164784001030	01/30/2006	Cape May County Library	<a href="#">View</a>
7. 25 Things to Say to the Int...	Blackstone Audiobooks	OAB	Max Access	07/05/2005	12/19/2005	14	110-164826001030	01/30/2006	Cape May County Library	<a href="#">View</a>

# Generating Patron Activity Reports in Content Reserve System

<https://secure.contentreserve.com>

Step 1: "View Patron Activity Charts"

## View Patron Activity Charts

View all patron download and borrowing activity.

Step 2: Choose chart type and select your library as 'branch'.

Digital Library Reserve -- Web Page Dialog

Please select a patron activity chart type:

Chart: Checkouts By Month

Branches: Burlington County College  
Cape May County Library  
Cherry Hill Library

Start Date:  [Calendar](#)

End Date:  [Calendar](#)

Sort Order: Ascending

https://secure.contentreserve.com/Library/Select-Patron-Chart.asp?Branch= Internet

Step 3: View Results: (Note hotlinked portions of report)

### Unique Patrons By Month

Cape May County Library

Date	Patrons
<a href="#">1/2006</a>	6
<a href="#">2/2006</a>	9

*Note: The date '2/2006' is hotlinked.*

### Patron Details By Month For '2/2006'

Cape May County Library

PatronID	Branch	Checkouts
<a href="#">164719</a>	Cape May Count...	1
<a href="#">164720</a>	Cape May Count...	1
<a href="#">165986</a>	Cape May Count...	4
<a href="#">166012</a>	Cape May Count...	1
<a href="#">166153</a>	Cape May Count...	1
<a href="#">167408</a>	Cape May Count...	1
<a href="#">167802</a>	Cape May Count...	2
<a href="#">168434</a>	Cape May Count...	1
<a href="#">168848</a>	Cape May Count...	1

*Note: The PatronID '165986' is hotlinked.*

### Checkout Details By Patron '165986' For '2/2006'

Patron of Cape May County Library branch.

Checkout Date	Title	Format	ISBN	Publisher
1. Feb 1 2006 7:38AM	<a href="#">The Sherlock Holmes Theatre</a>	OverDrive Audio Book	0786138718	Blackstone Audiobooks
2. Feb 2 2006 9:51AM	<a href="#">Instant Immersion Mandarin Chinese</a>	OverDrive Audio Book		Topics Entertainment
3. Feb 2 2006 9:51AM	<a href="#">When We Were Very Young and Now We Are Six</a>	OverDrive Audio Book	0786138025	Blackstone Audiobooks
4. Feb 2 2006 9:51AM	<a href="#">The Worst-Case Scenario Survival Handbook</a>	OverDrive Audio Book		Listen & Live Audio

Date is Hotlinked:

Clicking on date reveals "patron details" report.

Patron ID is also hotlinked.

Leads to more detail.