

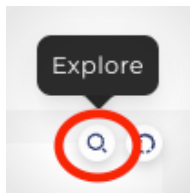
myLIBRO Reports

Welcome to your myLIBRO Reporting Dashboard!

Here are a few tips and tricks to get you started.

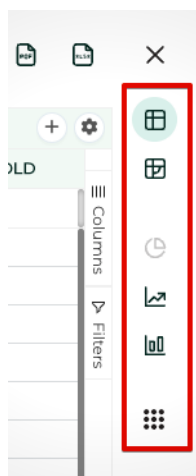
Expanding Reports

Hover your mouse over the top right of the report tile and click the magnifying glass icon to expand the report.



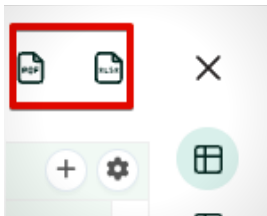
Changing the Report Display

Once expanded, the icons along the right side of the report allow you to change the presentation format of your data.



Downloading Reports

Once you've selected your display format, the icons along the top of the report allow you to download your report as a PDF or Excel file.



Understanding the Usage Details by Month Report

The Usage Details by Month report outlines all activity in your myLIBRO app, excluding Resource and Curbside Pickup appointments.

Field Name	Explanation
App Usage	Cumulative count of all activity on the app.
Search	Individual catalog searches.
Library Info	Library location and hours page accessed.
Hold	Holds placed on the app.
Alexa	Activity on the app via a connected Amazon Alexa device.
Cancel Hold	Holds canceled on the app.
List Checkout	Patron checked current checkouts via digital library card.
List Hold	Patron checked current hold requests via digital library card.
Update Hold	Patron updated details of existing hold. Not available for all ILS.
Self-checkout	Items checked out via myLIBRO self-check feature.
Staff checkout	Items checked out via myLIBRO staff portal.

Pickup	Number of items listed as "Ready for Pickup" in the app.
Renew	Items manually renewed on the app.
Insights	Cumulative number of holds, checkouts, fines/fees pending.
Events	Chatbot inquiries for events.
Dues	Chatbot inquiries for current fines.
Fees	Chatbot inquiries for current fees.
In-Transit	Held items listed as en route to pickup branch.
Switch patron	Patron managing multiple cards switched accounts.
Year-Month	Timeframe represented by data.



Understanding the Schedule Count by Resource Name Report

The Schedule Count by Resource Name report tracks all appointments made for Curbside Pickup and In-Library Resources.

Field Name	Explanation
# Schedules	Number of appointments scheduled.
Resource Name	Type of appointment scheduled.
Year-Month	Timeframe represented by data.