

### How to Run the Report:

- In Horizon, under “Circulation” on the left-hand menu, you should find “Adhoc Stat Reports”. Double-click this to open the AdHoc Statistical Report Generator.
- Scroll down on the left side and select “Monthly Report - Circulation Details”.
- On the right side, **make sure to deselect “akw - Hogsburg Akwesasne Library” if that is not your library.** Then select your library from the same list. (If you don’t deselect Akwesasne, you’ll run the report for both your library and theirs, skewing your data.)
- On the bottom-right part of the window, enter the last date of the year you’re running the report for. While the report is named “Monthly”, it does show annual data.
- Select “Save to File” towards the bottom-left of the window. **Do not select “Print”, as the report can be very long.**
- Name the document anything you like, but make sure to end the name with “.txt”. For example, “cef-monthly-circ-details-23.12.31.txt”. This will ensure that you can open the document easily within Windows.
- A progress bar will pop up. It can take quite a while to complete, but you can use the computer and Horizon during this time.
- Once the process is complete, you can open the file that’s been created. Do not open the document with Microsoft Word, as this will format the document in a way that wraps columns according to standard 8 ½” x 11” margins. By default, Windows should open any .txt files with Notepad, which is fine. If you want to make significant edits, like highlighting or bolding text, right-click on the file and select “Open with” and then click on Wordpad. This will allow you to save any significant changes in formatting. **The document does not display properly by default in Excel, and using the formatting tools within Excel does not provide reliable results, so using this application is not advised.**
- When you open the document, check the top section labeled “Locations on this report:” to make sure it was only run for your library. If you see any locations other than your library, you’ll need to run the report again.
- You’ll likely notice that this report has a lot of zeroes strewn throughout. Don’t worry, this doesn’t mean the report is wrong. While Horizon does not run the report for the libraries that were not selected, it still shows their Collection Codes. This cannot be changed within the settings.
- For circulation data, you’ll want to scroll down significantly until you reach the “Circ: IType” section of the report. This is the easiest way to see the circulation details for your library, as well as circulation of specific ITypes such as juvenile dvds, adult nonfiction, kits, etc. Just make sure to pay attention to the label for each column, as it shows both the year that the report was run for and the year prior. For the Annual Report, you’ll want to pay close attention to the 3<sup>rd</sup> to last column for the current year.
- You can also find circulation data based on patron BTypes on this report. You can scroll down until you reach “Circ: BType”. This section of the report will show how many items were checked out by specific BTypes, such as juvenile, adult, and any others you use for your library.