

- 1. Go to https://members.mcls.org/melcat_wiki/index.php.
- 2. Log in to the wiki.

Authenticatio	n Required	×
? User Name:	https://members.mcls.org is requesting your username and password. The site says: "Enter in user name and password. Contact melcathelp@mcls.org if you need help."	
Password:	OK Cancel	

User Name: melhelp Password: mlum2s

3. Scroll down to Statistics and click Statistics Overview.

				Create account Log i
	Main page Discussion	Read View source View	search MeLCat W	iki Q
Michigan eLibrary	Main Page			
	Contents [hide]		Help / Co	ontacting MeLCat Staff
Main page Recent changes	1 The MeLCat Wiki			Mel.Cat
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What links here	The MeLCat Wiki		IP Reporting Form: htt	ps://mcis.org/pupdates#
Related changes	The MeLCat Wiki is designed for library staff processing M	Intersection the second s		RIDES
Printable version	institution.		Phone / Fax: 80	0-530-9019 ext 403 / 517-492-3875
Permanent link	. Use the Search box on the top right of the screen.		Assistance Form: http://www.com	ps://mcis.org/rideshelp#
Page information	. Check the FAQ (Frequently Asked Questions) pa	age.	Contacts: http://www.contacts.com/doi/10/10/10/10/10/10/10/10/10/10/10/10/10/	ps://mcls.org/ridescontacts
	 Browse the topics listed below. 			
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	working with MeLCat			
	The Patron Experience	Marketing		
	Placing MeLCat Requests	About Met #		
	MvMeLCat	Mel Cat bookmarks		
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		Statistics		
	Help	Statistics overview		
	Access RT tickets	Basic usage statistics		
	 Email MeLCat staff at melcathelp@mcls.org# 	General MeLCat statistics #		
	 Guidelines for submitting email to MeLCat staff 	MeLCat yearly fill rates		
	IP Reporting Form#P			
	Making MeLCat manageable	\sim		
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	 regiming receipt wrongs 	IP authorization		

4. Click on the month you want statistics for. Each month has stats for Fulfillments and Requests.



5. For this example, I clicked on January 2019 Fulfillments. An excel spreadsheet will download. Open the spreadsheet.

6.	Look for your	library code in	Column A. Ir	n Column C, y	you will see y	our total items	lent for that month.
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Table Tools January_2019_Fulfillments_Report - Excel									cel		
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2				Borrowing Site							
3				z0162	z0188	z023	8	z0256	z1544	z3003	z3004
4	Owning (Lending) Site	Ratio L/B	TOTALS	44	21	46		1	6	1	40
5	z0162	1.98	87	0	0	0		0	0	0	0
6	z0188	0.86	18	0	0	0		0	0	0	0
7	z0238	0.13	6	0	0	0		0	0	0	0
8	z0256	5.00	5	0	0	0		0	0	0	0
9	z1544	1.83	11	0	0	0		0	0	0	0
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14	z8006	0.74	42	0	0	0		0	0	0	0
15	z8010	1.60	274	0	0	0		o	Ō	o	0
16	z8011	0.48	14	0	0	0		o	Ō	0	0
17	z8013	1.12	28	0	0	0		0	o	0	0
18	z8015	1.13	59	0	0	0		0	o	0	0
19	z9197	0.77	41	0	0	0		0	0	0	0

7. Look for your library code in Row 3. In Row 4, you will see your total items borrowed for that month.

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5	z0162	1.98	87	0	0	0		0	0	0	0
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7	z0238	0.13	6	0	0	0		0	0	0	0
8	z0256	5.00	5	0	0	0		0	0	0	0
9	z1544	1.83	11	0	0	0		0	0	0	0
10	z3003	34.00	34	0	0	0		0	0	0	0
11	z3004	0.00	0	0	0	0		0	0	0	0
12	z8001	1.97	69	0	0	0		0	0	0	0
13	z8005	0.00	1	0	0	0		0	0	0	0
14	z8006	0.74	42	0	0	0		0	0	0	0
15	z8010	1.60	274	0	0	0		0	0	0	0
16	z8011	0.48	14	0	0	0		0	0	0	0
17	z8013	1.12	28	0	0	0		0	0	0	0
18	z8015	1.13	59	0	0	0		0	0	0	0
19	z9197	0.77	41	0	0	0		0	0	0	0

8. Repeat Steps 4-7 to continue looking at each month you want statistics for.

