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| Under reports and noticesGo to the ADMINISTRATION tabSelect the report TRANSACTION STATISTICSSetup & Schedule |  |
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| Go to the tab “Transaction Statistics Selection”The selection on this tab is what is used to find requests.It is searching the entries in the transaction history.I admit I was at a loss as to what to search on. I found using the User Profile worked in my testsFor USER PROFILE Select the various student/faculty profiles |  |
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| Go to the “Transaction Selection” tabFor COMMAND click the gadget and add “Create Hold” to the list selected |  |
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| Go to the “Transaction Statistics” tabSet the COLUMN to Item Library (or you could use USER LIBRARY. Your choice)Click the RUN NOW buttonClick DISPLAY FINISHED REPORTSWhen the report appears select it and double click on itFor Row, instead of Total you could use a variety of options to get additional statistics. And it will still give a total at the bottom. |  |
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| You will want both “View Result” and “Format Report” to be selectedClick the OK button |  |
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