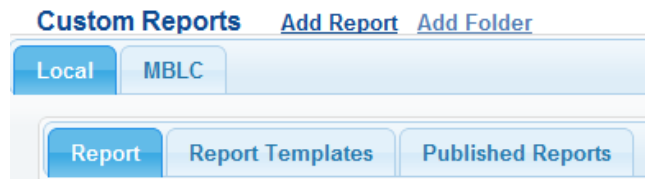


Reports

On the Reports page you will find at least two top-level tabs; Local, and MBLC. Under the Local tab you will find at least three tabs; Reports, Report Templates, and Published Reports.



Report contains locally created reports, ones that you and/or your library have created/ modified.

Report Templates contains report templates that are shared with all users in your organization, for creating their own custom Report based on the settings defined in the Template.

Published Reports contain URL(s) to Report(s) previously published. Each Published Report has a unique URL assigned. This URL is a “perma-link” to the report outputs that can be shared with others via email or posting on a website. Access to a published report does not require a secure login, enabling you to easily share your results with a wider audience.

The green navigation bar includes links to Library Trend and Ranking Reports.



Library Trend:

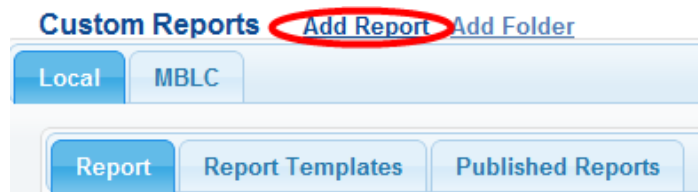
- Trend reports highlight the trend of results for the selected Collection, Period(s) and Data Elements. The Library Trend report shows a summary trend of the data for the selected periods and the percentage difference (gap) of results.

Ranking Report:

- Ranking Reports summarize the results for your organization and/or location versus other organizations/locations. The Ranking Report includes Minimum, Average, and Maximum values for all reporting institutions/locations for ease of comparing your results.

Managing Reports:

The **Report Management Screen** is an on-line filing cabinet with folder tabs for organizing reports. By default, you have access to the folders as shown above. New reports can be created using the "**Add Report**" link or by selecting an existing **Report Name (or Report Template)** and then Saving the report settings as a New Report.



PI – Performance Indicator

Create a New Report

To create and set-up a new report, click on the “Add Report” link (highlighted above.) This opens the “Report Settings” screen (shown below) where you can define the Performance Indicators (PIs), Collections, Periods and other settings for the report.

The screenshot shows the 'Report Settings' screen with the following elements and annotations:

- 1** Callout: Select the collection and period(s) in the drop-down menu. (Points to Collection and Period dropdowns)
- 2** Callout: Name and describe your report. (Points to Report Name and Description fields)
- 3** Callout: Select the Report Type. Save as a New Report to create a new instance of the report to modify and run. (Points to Report Type dropdown)
- 5** Callout: Save, Run and optionally Publish your report. (Points to Run, Save, Save as New Report, and Publish Report buttons)
- 4** Callout: Select data elements/PIs (performance indicators) and Add them. (Points to the list of indicators and the Add button)

Annotations:

- A red box highlights the 'Report Type' dropdown menu.
- A red box highlights the 'Run', 'Save', 'Save as New Report', and 'Publish Report' buttons.
- A red box highlights the filter configuration area for '1 Books' (10% filter).
- A red box highlights the 'Add' button at the bottom.
- Red arrows point from the filter configuration area to a text box on the right.

Locations		Filters				
Locations		Abington Public Library Acton Memorial Library West Acton Citizens' Library Russell Memorial Library				
Value	% Filter Low	>=	<=	Filter High	Sequence	Remove
1 Books	61,492	10%			1	✗
5 E-books	1,649	1000		2000	2	✗

Indicators

[Massachusetts Collection](#)

Total Holdings

Group: Total Holdings

Total Holdings

- 1 Books
- 2 Volumes of Print Periodicals, Newspapers and Other Print Serials
- 3 Audio-physical units-(compact discs (not CD-ROMs), cassettes)
- 4 Video-physical units-(cassettes, discs, DVD)
- 5 E-books
- 6 Downloadable Audio Titles

Run Save Save as New Report Publish Report Add

Optionally add filters to narrow the number of locations returned in your report. High and/or low value ranges or percentage filters can be added on numeric values. The Locations link will trigger a pop-up that enables a locations filter to be added.

[1] Begin by selecting a Collection from the list of available Collections, e.g. Massachusetts, as shown above. Once a Collection is selected the screen will refresh with the list of available PIs [4] for the selected Collection. To expedite the selection of specific PIs to include in the Report, you can specify a Group/Section name from the available list. Select one or more PIs (click the PI name to highlight,) then click “Add”. You can also multi-select PIs by holding down the control key (or command key for Apple users) when selecting PIs. You can also add PIs from more than one Collection. To do so, simply select a different Collection from the available list and then Add the PIs as appropriate. The Options tab features various settings including the Min, Max, Mean, Median, Total, and Quartile settings.

Tips Click on the Report name to open the associated Report Settings Screen. Select “Run” to generate the results. Reports may contain additional links to embedded content that enables drill-downs to additional views or levels of detail such as pop-up charts/graphs and results download. Content in chart/graphic format are represented by a graph icon. Clicking on a graph icon will present the chart/graph in a subsequent pop-up window.

Additionally, export/download icons indicate the file format for the information that can be saved. Clicking on these links will produce a downloadable file for viewing in the corresponding target program (e.g., Excel, Word, etc.).

Report Options

The Options tab reveals the various settings that are available (see below)

Seq	Prompt	Summary
1	Total	<input type="checkbox"/> Total
2	N	<input type="checkbox"/> Responses (N)
3	Avg	<input checked="" type="checkbox"/> Avg
4	Max	<input type="checkbox"/> Max
5	Min	<input type="checkbox"/> Min
6	Median	<input checked="" type="checkbox"/> Median
7	25th Percentil	<input type="checkbox"/> 25th Percentile
8	75th Percentil	<input type="checkbox"/> 75th Percentile

The various report Options enable settings for what should be included/excluded from the results. Use the Option settings to include/exclude details, summary data (e.g., Mean, Median, Max, Min, Total, N), Notes, Definitions, Null Entries, 0 Values, and more.

Results Filtering

Locations		Filters				
Locations		Abington Public Library Acton Memorial Library West Acton Citiz				
Indicators	Value	% Filter Low	>=	<= Filter High	Sequence	Remove
Massachusetts Collection						
General Information						
<input checked="" type="checkbox"/>	County	BR PL			3	✖
Total Holdings						
<input checked="" type="checkbox"/>	1 Books	61,492	10%		1	✖
<input checked="" type="checkbox"/>	5 E-books	1,649	1000	2000	2	✖
Total Circulation						
<input checked="" type="checkbox"/>	1 Total books circulation	72,475	50000		4	✖

Any PI added to a Report can be used for filtering results. Percentages (%), Minimum and/or Maximum values can be defined. Filter settings ensure that only locations matching the defined filter criteria are included in the results. The “% Filter Low >=” field can also be used to set a percentage range filter. By setting the Filter Low value to 5% for example, the system will filter values based on comparing the value for the current user’s location, such that only locations within +/-5% of the data values for this location are included in the report output. You can also filter text elements (.g., Library name, County, etc.). Click your cursor while hovering over the associated text input fields to get to a pop-up window that enables you to select the choices matching your filter criteria. **Remember to click Update when you are done.**

Geographic Area

	<input type="checkbox"/> Include my location
--All-- Boston Central Massachusetts Metropolitan Boston North of Boston South of Boston	
<input type="button" value="Update"/>	

Report Types

LibPAS features many different Report Types, providing you with different views of the results. Most tabular report types feature graph icons to pop-up graphs for the selected results and downloadable Excel files enabling you to explore the results off-line.

Table Report – A Table report provides a summary view of the data by reporting location for a given period. The resulting report features interactive column sorting, pagination options, and feature graph icons and an Excel download. Results for your location are highlighted (displayed using a different color) in the tabular and graph outputs, for ease of comparison. Options include the inclusion of; summary data (e.g., Avg, Median, Max, Min, Total, N), notes, group names, definitions, etc. or the exclusion of; Null Entries, 0 Values, Header, etc.








Table Report Tips:

Display more libraries: Increase the number of displayed rows at the bottom of the report.

Sorting: Click on the arrow at the top of any column to sort libraries, i.e. by population size, etc.

Printing: For larger print-outs adjust your "Page Setup" i.e. "Legal" or "Landscape" or download the results into Excel and further adjust the format.

Bar graphs: To enlarge a bar graph click on "Expand" icon toward bottom right of graph (Windows). To print or embed bar graphs in other documents, right-click on the graph and Save to a local folder or use the copy image feature (if available with your browser) to copy-and-paste into another document.

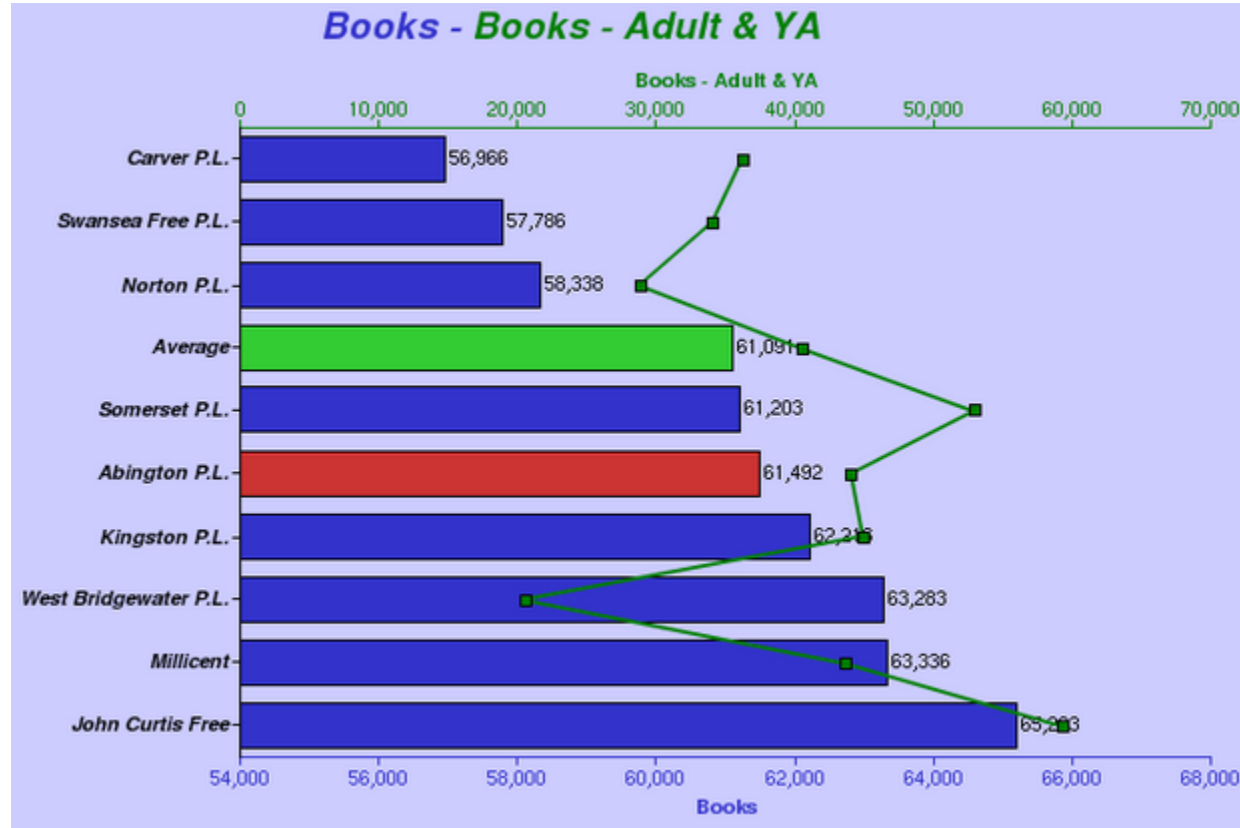
Locations (9)	Books	Total books circulation	County	Circ per capita	Circ per hour open	Circulation per Item
John Curtis Free Library	65,203	81,765	Plymouth	10.43	61.3	1.91
Millicent Library	63,336	68,540	Bristol	9.69	56.5	1.88
West Bridgewater Public Library	63,283	39,954	Plymouth	9.98	33.4	0.96
Kingston Public Library	62,216	82,285	Plymouth	12.91	76.1	2.08
Abington Public Library	61,492	72,475	Plymouth	6.80	55.9	1.58
Somerset Public Library	61,203	82,368	Bristol	7.75	55.3	1.43
Norton Public Library	58,338	58,077	Bristol	4.45	58.0	1.24
Swansea Free Public Library	57,786	48,181	Bristol	5.58	36.0	1.30
Carver Public Library	56,966	64,674	Plymouth	9.11	44.8	1.53
						
Total	549,823	598,319		76.69	477.2	13.91
Avg	61,091	66,480		9	53	2
Max	65,203	82,368		12.91	76.1	2.08
Min	56,966	39,954		4.45	33.4	0.96
Median	61,492	68,540		9.11	55.9	1.53

PI Report – PI Reports summarize the results for the selected PIs (performance indicator) and Period. By default, the output includes the Average (mean), Total, Variances and Quartiles for the selected PI(s) (see the example below). Use the Options tab to change the Summary settings, including the sequence and prompts used, as required.

5.3 Total Circulation	
Average	229,246
Selected Total	63,959,626
Variance - 25% above average	286,557
Variance - 25% below average	171,934
Lower Quartile - 25%	218,860
Upper Quartile - 75%	47,452

Example PI Report

Graph/PI – Displays the values for the PIs in a bar graph sorted by PI value. This report type supports the use of overlays (see example shown).



PI – Performance Indicator

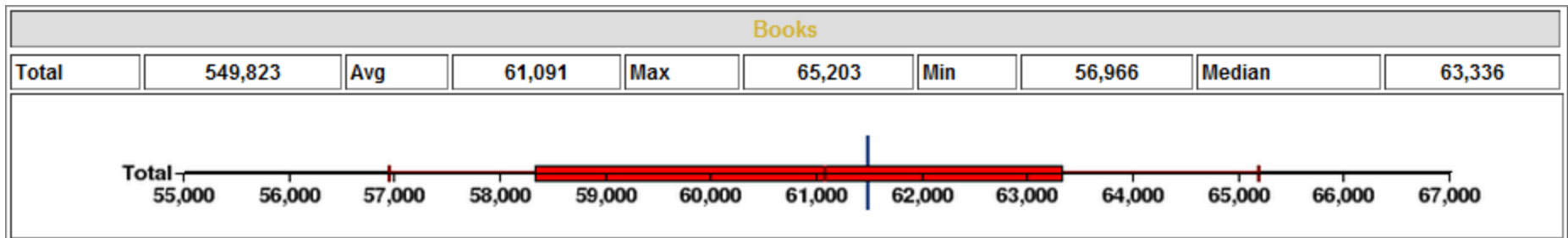
Graph/PI Overlays

The Graph/PI report type provides a setting for an “Overlay” that can be displayed on each generated bar graph. The overlay results appear as a line superimposed on the generated bar graph, with the scale for the overlay along the top axis, and the scale for the bar graph along the bottom. This “cross-tabulation” can help to convey the relationship between values of two PIs. To create an overlay, simply click in the appropriate Overlay field to get to the pop-up screen where you can select the desired PI to overlay. In the example (below) the PI for Total Book Circulation (adyabookci) has been added as an Overlay to the PIs for Book Holdings.

Locations	Sort	Filters					
Locations		Abington Public Library Acton Memorial Library West Acton Citizens' Library Russell Memori:					
Indicators	Sort	Value	% Filter Low >=	<= Filter High	Overlay	Sequence	Remove
Massachusetts Collection							
General Information							
<input checked="" type="checkbox"/>	County	BR PL			adyabookci	3	✖
Total Holdings							
<input checked="" type="checkbox"/>	1 Books	61,492	10%			1	✖
<input checked="" type="checkbox"/>	5 E-books	1,649	1000	2000		2	✖

Summary – Summary reports display a summary of all selected locations for the chosen PIs and period. Data is shown for the PI total, min, max, average and median.

Summary Graphs – Summary graph reports present an overall picture of the selected PI(s) for a given period. There is a marker for minimum, maximum, and median values. The red marker in the middle represents where 50% of the results fall. See below.

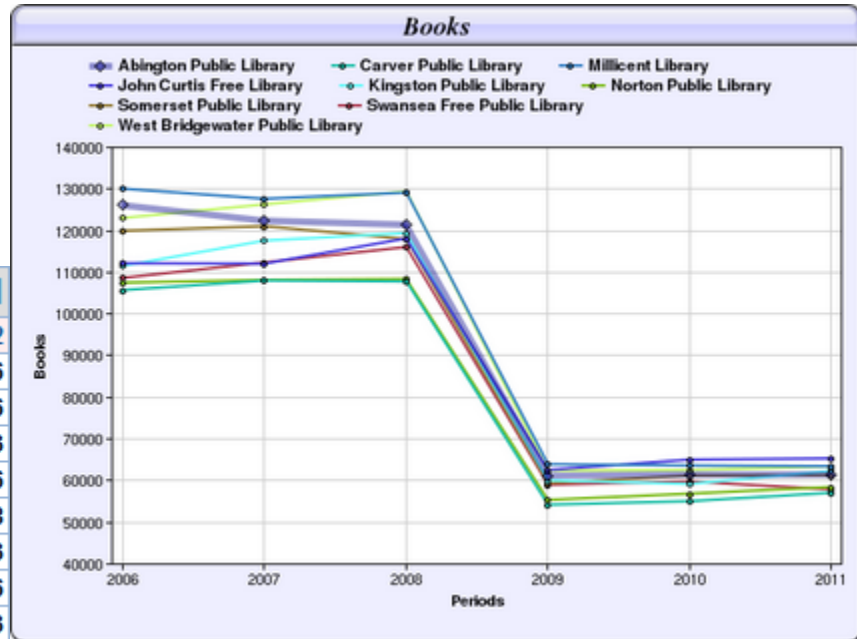


PI – Performance Indicator

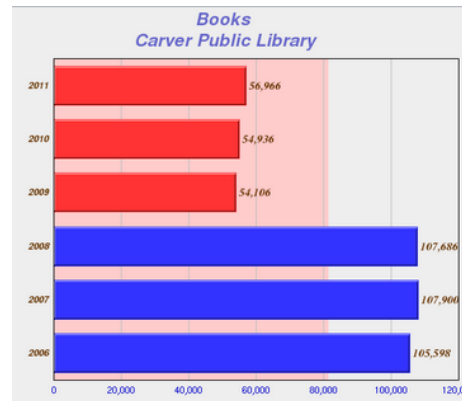
Trend/PI – The Trend/PI report displays the data for the chosen PIs over the selected periods. This report also features a click only graph of the data.



Books	2006	2007	2008	2009	2010	2011
Abington Public Library	126,104	122,412	121,456	61,207	61,506	61,492
Carver Public Library	105,598	107,900	107,686	54,106	54,936	56,966
Millicent Library	129,944	127,530	129,010	63,814	63,522	63,336
John Curtis Free Library	112,046	111,964	118,014	62,424	64,925	65,203
Kingston Public Library	111,412	117,480	119,292	59,956	59,071	62,216
Norton Public Library	107,400	108,048	108,262	55,253	56,750	58,338
Somerset Public Library	119,844	120,950	117,860	59,291	61,114	61,203
Swansea Free Public Library	108,540	112,240	115,938	58,892	59,667	57,786
West Bridgewater Public Library	122,912	126,182	129,290	62,289	62,402	63,283



Trend Reports – Trend reports enable comparison of results over multiple periods. The reports feature pop-up graphs (graph icon), as per the example shown below. You can include as many time periods as are available. Trend reports support various Options including: details and summary data such as the number of respondents (N), the Average (mean), Min and Max values, Median and Total values. In the example Trend graph (below) the pale red shading in the background represents the average. Above average results are shown by the Blue bars, while below average results are shown in red.



The Trend report can include different report options, select the Options Tab to customize trend reports.

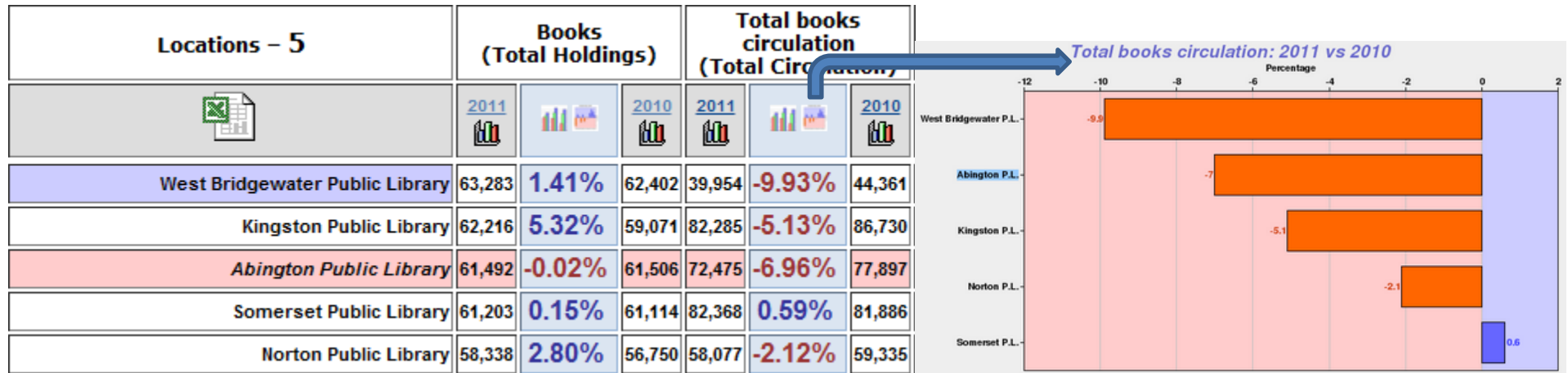
Trend	2006	Diff(%)	2007	Diff(%)	2008	Diff(%)	2009	Diff(%)	2010	Diff(%)	2011
Total Holdings											
Books											
Abington Public Library	126,104	-2.93%	122,412	-0.78%	121,456	-49.61%	61,207	0.49%	61,506	-0.02%	61,492
Carver Public Library	105,598	2.18%	107,900	-0.2%	107,686	-49.76%	54,106	1.53%	54,936	3.7%	56,966
Millicent Library	129,944	-1.86%	127,530	1.16%	129,010	-50.54%	63,814	-0.46%	63,522	-0.29%	63,336
John Curtis Free Library	112,046	-0.07%	111,964	5.4%	118,014	-47.1%	62,424	4.01%	64,925	0.43%	65,203
Kingston Public Library	111,412	5.45%	117,480	1.54%	119,292	-49.74%	59,956	-1.48%	59,071	5.32%	62,216
Norton Public Library	107,400	0.6%	108,048	0.2%	108,262	-48.96%	55,253	2.71%	56,750	2.8%	58,338
Somerset Public Library	119,844	0.92%	120,950	-2.55%	117,860	-49.69%	59,291	3.07%	61,114	0.15%	61,203
Swansea Free Public Library	108,540	3.41%	112,240	3.29%	115,938	-49.2%	58,892	1.32%	59,667	-3.15%	57,786
West Bridgewater Public Library	122,912	2.66%	126,182	2.46%	129,290	-51.82%	62,289	0.18%	62,402	1.41%	63,283
Avg	115,978	1.04%	117,190	1.15%	118,534	-49.64%	59,692	1.24%	60,433	1.09%	61,091
Max	129,944	-1.86%	127,530	1.38%	129,290	-50.64%	63,814	1.74%	64,925	0.43%	65,203
Min	105,598	2.18%	107,900	-0.2%	107,686	-49.76%	54,106	1.53%	54,936	3.7%	56,966

Trend	2006	2007	2008	2009	2010	2011
Total Holdings						
Books						
Total	1,043,800	1,054,706	1,066,808	537,232	543,893	549,823
N	9	9	9	9	9	9
Avg	115,978	117,190	118,534	59,692	60,433	61,091
Max	129,944	127,530	129,290	63,814	64,925	65,203
Min	105,598	107,900	107,686	54,106	54,936	56,966

Include 'Details' to display the Trend Report with location details, as shown above. Use Filters before running this report to narrow the results.

The Trend Report (featured above) displays the results without any Details. You can choose to add a filter to this report or run the report without a filter to show the results for all respondents. This is a summary Trend Report.

Period Comparison – Period comparison reports compare results for two selected periods. This Report Type shows Values for each Period and the Gap (difference). Various Graph icons exist for generating graphs displaying the results of each period and or the differences between each period, including Plus/Minus and Comparative bar charts.



PI Gap – The PI Gap Report is useful in comparing two data elements. The paired ordering of PIs in the report output is determined by their Sequence value in the Report settings screen. The PI Gap Report features downloadable Excel results, and click-only icons to pop-up graphs.

Locations – 8	Books vs Total books circulation			E-books vs Total Ebooks circulation		
	2011	2010	Gap	2011	2010	Gap
John Curtis Free Library	65,203	81,765	-20.3%	362	335	8.1%
Millicent Library	63,336	68,540	-7.6%	2,172	1,420	53%
Kingston Public Library	62,216	82,285	-24.4%	1,648	155	963.2%
Abington Public Library	61,492	72,475	-15.2%	1,649	299	451.5%
Somerset Public Library	61,203	82,368	-25.7%	1,759	2,489	-29.3%
Norton Public Library	58,338	58,077	0.4%	1,766	897	96.9%
Swansea Free Public Library	57,786	48,181	19.9%	2,172	1,153	88.4%
Carver Public Library	56,966	64,674	-11.9%	2,985	2,556	16.8%

Example PI Gap Report

PI – Performance Indicator

Cross Tab – A Cross Tabulation Report compares a range of results for one PI versus another. You can generate several cross-tab tables in one report. Each selected PI in the report is compared against the first PI (defined by Sequence.) The Cross Tab Report provides counts and percentage values of row and column totals in each cell of the report. Cross Tab Reports also feature links, from the counts, that enable a drill-down to a listing of the corresponding locations and their values for the PIs in the Cross-Tab.

To create a Cross Tab Report you will need to create a report and then setup Group breakouts for the Cross Tab report, see the image below.

Locations		Filters					
Locations		Abington Public Library Acton Memorial Library West Acton Citizens' Library Russell Memori					
Indicators	Value	% Filter Low	>=	<= Filter High	Group	Sequence	Remove
Massachusetts Collection							
General Information							
<input checked="" type="checkbox"/>	County	BR PL		Group		3	✘
Total Holdings							
<input checked="" type="checkbox"/>	1 Books	61,492	10%		Group	1	✘
<input checked="" type="checkbox"/>	5 E-books	1,649	1000	2000	Group	2	✘

Once you click on the Group link you can set the groups you would like to use to breakout the data.

Annual Reference Transactions — Load Options → Update

Section/Group Name	Low	High	Sequence	Remove
1-5,000	1.00000	5000.00000	1	<input type="checkbox"/>
5,001-10,000	5001.00000	10000.00000	2	<input type="checkbox"/>
10,001-25,000	10001.00000	25000.00000	3	<input type="checkbox"/>
25,001-50,000	25001.00000	50000.00000	4	<input type="checkbox"/>
50,001-75,000	50001.00000	75000.00000	5	<input type="checkbox"/>
75,001-100,000	75001.00000	100000.00000	6	<input type="checkbox"/>
100,001+	100001.00000	10000000000.00000	7	<input type="checkbox"/>
Add				
Section/Group Name	Low	High	Sequence	Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>

Options

1-5,000|1.00000|5000.00000
 5,001-10,000|5001.00000|10000.00000
 10,001-25,000|10001.00000|25000.00000
 25,001-50,000|25001.00000|50000.00000
 50,001-75,000|50001.00000|75000.00000
 75,001-100,000|75001.00000|100000.00000
 100,001+|100001.00000|10000000000.00000

The Load Options feature can be used to update the Section/Group names and values or copy and pasted to reuse the list in other PI (performance indicator) Groupings.

Total Circulation

Virtual Reference	1-1000	1001-2000	2001-3000	3001-4000	4001-5000	5001-6000	6001-7000	7001-8000	8001-9000	9001-10000	10001-50000	Row Total
0-250	<u>188</u> 32 91.3	<u>140</u> 23.9 77.3	<u>79</u> 13.5 68.1	<u>60</u> 10.2 76.9	<u>41</u> 7 60.3	<u>17</u> 2.9 50	<u>20</u> 3.4 50	<u>7</u> 1.2 33.3	<u>15</u> 2.6 50	<u>8</u> 1.4 27.6	<u>12</u> 2 9.8	587 63.4
251-500	<u>7</u> 6.5 3.4	<u>24</u> 22.4 13.3	<u>17</u> 15.9 14.7	<u>8</u> 7.5 10.3	<u>13</u> 12.1 19.1	<u>4</u> 3.7 11.8	<u>10</u> 9.3 25	<u>3</u> 2.8 14.3	<u>6</u> 5.6 20	<u>2</u> 1.9 6.9	<u>13</u> 12.1 10.6	107 11.6
501-750	<u>6</u> 11.8 2.9	<u>2</u> 3.9 1.1	<u>12</u> 23.5 10.3	<u>3</u> 5.9 3.8	<u>4</u> 7.8 5.9	<u>4</u> 7.8 11.8	<u>3</u> 5.9 7.5	<u>2</u> 3.9 9.5	<u>1</u> 2 3.3	<u>3</u> 5.9 10.3	<u>11</u> 21.6 8.9	51 5.5
751-1000	<u>1</u> 2.5 0.5	<u>5</u> 12.5 2.8	<u>4</u> 10 3.4	<u>4</u> 10 5.1	<u>2</u> 5 2.9	<u>2</u> 5 5.9	<u>2</u> 5 5	<u>1</u> 2.5 4.8	<u>0</u> 0 0	<u>3</u> 7.5 10.3	<u>16</u> 40 13	40 4.3
1001-2500	<u>3</u> 2.9 1.5	<u>10</u> 9.5 5.5	<u>2</u> 1.9 1.7	<u>2</u> 1.9 2.6	<u>6</u> 5.7 8.8	<u>6</u> 5.7 17.6	<u>3</u> 2.9 7.5	<u>8</u> 7.6 38.1	<u>6</u> 5.7 20	<u>11</u> 10.5 7.9	<u>48</u> 45.7 39	105 11.3
2501-5000	<u>1</u> 2.8 0.5	<u>0</u> 0 0	<u>2</u> 5.6 1.7	<u>1</u> 2.8 1.3	<u>2</u> 5.6 2.9	<u>1</u> 2.8 2.9	<u>2</u> 5.6 5	<u>0</u> 0 0	<u>2</u> 5.6 6.7	<u>2</u> 1.6 1.9	<u>23</u> 63.9 18.7	36 3.9
Column Total	206 22.2	181 19.5	116 12.5	78 8.4	68 7.3	34 3.7	40 4.3	21 2.3	30 3.2	9 1.1	123 13.3	926 100

Note: First values in each table cell are actual location counts.
 Blue numbers in each cell are percentages(%) of row values in that cell.
 Green numbers in each cell are percentages(%) of column values in that cell.
 Links enable drill-down to specific details for selected entries.

Carnegie Classification (B) : % Professional Staff To Total Staff (21-40)

Location	Carnegie Classification	% Professional Staff To Total Staff
Allegheny College	B	28.125
Cornell College	B	38.58093
Franklin & Marshall College	B	29.41176
Kalamazoo College	B	27.77778
Knox College	B	29.66102
McDaniel College	B	23.80952
Messiah College	B	25.45455
Ohio Wesleyan University	B	40
Randolph-Macon College	B	31.25
Washington & Jefferson College	B	31.25
Westminster College	B	25.95628

Custom Format – Custom Format Reports provide you with more customizable options including the ability to style the output using Cascading Style Sheets (CSS.) Custom reports also provide a unique URL link that can be inserted into any merge document; thus providing users with a way to integrate results directly into custom formatted Documents (e.g., Word, Excel, etc.). Each time the Document is opened, the most recent data can be fetched from LibPAS. This feature is very handy for auto-creation of standard Monthly, Quarterly and Annual reports that typically include several Custom Reports throughout the Document.

Annual Counts	Books	Total books circulation	Circ per capita	Circ per hour open	Circulation per item
Abington Public Library	61,492	72,475	6.80	55.9	1.58
Carver Public Library	56,966	64,674	9.11	44.8	1.53
Millicent Library	63,336	68,540	9.69	56.5	1.88
John Curtis Free Library	65,203	81,765	10.43	61.3	1.91
Kingston Public Library	62,216	82,285	12.91	76.1	2.08
Norton Public Library	58,338	58,077	4.45	58.0	1.24
Somerset Public Library	61,203	82,368	7.75	55.3	1.43
Swansea Free Public Library	57,786	48,181	5.58	36.0	1.30
West Bridgewater Public Library	63,283	39,954	9.98	33.4	0.96
Total	<u>549,823</u>	<u>598,319</u>	<u>76.69</u>	<u>477.2</u>	<u>13.91</u>
Avg	<u>61,091</u>	<u>66,480</u>	<u>8.52</u>	<u>53.0</u>	<u>1.55</u>
Max	<u>65,203</u>	<u>82,368</u>	<u>12.91</u>	<u>76.1</u>	<u>2.08</u>
Min	<u>56,966</u>	<u>39,954</u>	<u>4.45</u>	<u>33.4</u>	<u>0.96</u>
Median	<u>61,492</u>	<u>68,540</u>	<u>9.11</u>	<u>55.9</u>	<u>1.53</u>

Table Report - Holdings Report- Table- Revised 2012-03-20
 FILE=<http://mbic.countingopinions.com/pireports/report.php?rkey=8b128c028c4c4f3c851294a28fe8d55c&rid=13781>

The URL at the bottom of the report can be embedded into an offline document. This enables the results from this report (and others) to be populated directly into a standard document template (e.g., Word, Excel, etc.)

Published Reports – All reports can be published and shared with others by sending via email, text message, twitter or posting on a website or blog. You can also use the QR-Code feature to post links to reports in print materials. Users are not required to login to see the results and can use all the interactive features supported in the reports (e.g., downloads, pop-up graphs, drill-downs)

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Published Reports						
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Holdings Report	Cross-Tab		Massachusetts Collection	2012-03-19		Remove



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