Customer Reporting Site - Libraries

Access the Reporting Site:
- Go to: [http://reports.books24x7.com/library.asp](http://reports.books24x7.com/library.asp)
- Log in using username and password provided

Once on the reporting site, click on the name of the report you would like to run.

You can either:
- Pick a date range to generate a one-time report for a specific time period.
- Or schedule a report to automatically run at specific time intervals (weekly or monthly).

Monthly reports are run from the first day of each month for the preceding month. Weekly reports are run from Sunday through Saturday for the previous week. When the initial scheduling request is received, a report for the last completed time interval (i.e. last month) is generated.

Once your report request has been submitted, you can log out of the Reporting Site.

An email (from reports@books24x7.com) will be sent when either your one-time report or scheduled report is ready for viewing. Click on the link in this email to go to the reporting site to view your report.

The Reporting Site home page now lists your Completed Reports. To view a completed report, click on its description.

NOTE: deleting a scheduled report will stop automatic generation. Deleting a completed report, will only delete that report. Reports will remain available indefinitely.

Reports can be downloaded for offline use: either a formatted version (for Excel users) or an unformatted version (for those with other spreadsheet programs).