WISCONSIN'S DIGITAL LIBRARY

Unique Users with Checkouts

1. Log into Marketplace at https://marketplace.overdrive.com/

2. Click on the Insights Tab and select Reports from the dropdown.

   INSIGHTS
   Dashboard
   Reports
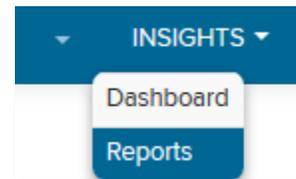
3. Under User Statistics in the bottom right section, click on UNIQUE USER ACTIVITY.

4. In the column header of the report, click on ⇨ **Run new report**

5. In the Report Options window select the following:

   - Unique Users with Checkouts by: BRANCH
   - Branch: Select your library or system
   - Period Type: SPECIFIC
   - Start Date: Select the start date
   - End Date: Select the end date

   TIP: To select multiple Branches, click and hold your computer's ctrl button (Apple users use shift).

6. Click the [Update] button.

7. A new report will show the number of Unique Users at each branch (and the total) for your specified time period:

Date	12/1/2016 to 12/31/2016	

⇨ Run new report   ⊞ Create worksheet

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	Branch	Users (1,161) ▼	Users (chart)
1	Southwest Wisconsin Library System-Plattev...	216	
2	Southwest Wisconsin Library System-Dodge...	169	
3	Southwest Wisconsin Library System-Richlan...	107	
4	Southwest Wisconsin Library System-Prairie ...	101	
5	Southwest Wisconsin Library System-Lancas...	95	
6	Southwest Wisconsin Library System-Boscobel	68	
7	Southwest Wisconsin Library System-Mineral...	58	
8	Southwest Wisconsin Library System-Darling...	42	
9	Southwest Wisconsin Library System-Cuba C...	37	
10	Southwest Wisconsin Library System-Barnev...	36	
11	Southwest Wisconsin Library System-Hazel ...	25	