VTLS – Infostation (10 Steps)

| 1. Select the Report Group. | • e.g. Catalog. |
|------------------------------------|--|
| 2. Login Infostation | With your VTLS User id and password |
| 3. Select - Report | Choose Empty Template |
| 4. ADD - Selected Empty report | • Use 'ADD' tab above the list of reports |
| 5. Configure - Report as Required | Set sorting, location, Patron categories, Item, period etc. |
| 6. Set - Type of Report | Select the report type (HTML, Email or Email with delimited file attachment) |
| 7. Set -Title and Author of Report | Change the name of the report and fix author |
| 8. Save - Report | Use 'SAVE' tab below the reports list |
| 9. Back - To Reports List | After saving the report, next the report screen appears |
| 10.Run - Report | • Use 'RUN' tab |

