

TLC Reports Module

Instructions are general, configurations may differ, for additional support contact Library Resources 742-6091

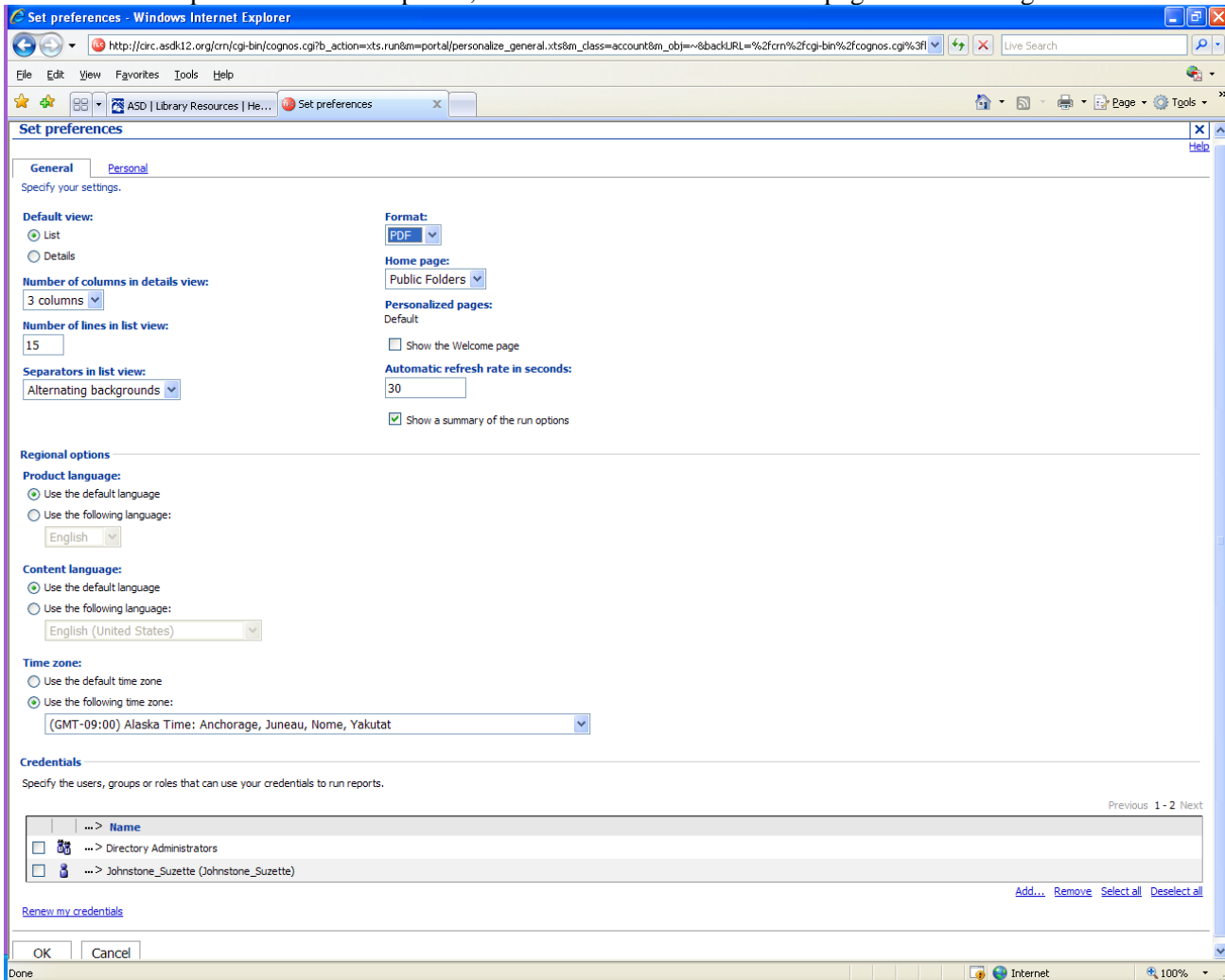


Introduction: Reports module can be personalized by modifying the preferences. You can set the home page, preferred output format of reports also reports can be list or details view. Changes take effect immediately in the current session. The preferences are stored and used for future sessions unless you change them.

Click Preferences on the top right menu,



Review each drop down menu for options, select OK at the bottom of the page to save changes.



**Credentials are not customizable



Library Resources Report Module Preferences