Where can I find an overview of all IFM transactions?

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Applies to

- WorldShare Interlibrary Loan
- Tipasa

Answer

In the OCLC Usage Statistics, you can find several reports regarding your IFM transactions. There are reports for borrowing as well as lending transactions.

To access these reports:

1. Once logged in to WorldShare Interlibrary Loan, click the link from the Interlibrary Loan Home screen to go to **OCLC Usage Statistics**.
2. Use your institution's nine-digit ILL authorization number and password to log in to the Usage Statistics portal. Contact **OCLC Support** if you need a reminder of the authorization number or the password.
3. In the left navigation, select **OCLC WorldShare Interlibrary Loan**.
4. From the **Period** drop down list, select the month and year to be reported on.
5. In the **Months** field, enter 1 to return data for a single month.
6. Click the **Update** button.
7. Select one or more reports:
   1. **ILL Fee Management Program Borrower Report** - for all Borrower IFM transactions in USD
   2. **ILL Fee Management Program Local Currency Borrower Report** - for all Borrower IFM transactions using your local currency (if different to USD)
   3. **ILL Fee Management Program Lender Report** - for all Lender IFM transactions in USD
   4. **ILL Fee Management Program Local Currency Lender Report** - for all Lender IFM transactions using your local currency (if different to USD)
8. A summary of requests shipped by each responding library will be displayed in each Report.
9. Click **Show all requests** to display each individual request and any associated IFM costs.

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