Where can I find an overview of all IFM transactions?

Last updated: Fri, 13 Jul 2018 13:33:58 GMT

Applies to

- WorldShare Interlibrary Loan

Answer

There is report named **ILL Fee Management Program Borrower Report** in **OCLC Usage Statistics** where you can find all IFM transactions of one month.

To access this report:

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 **ILL Fee Management Program Borrower Report**.
8. A summary of requests shipped by each responding library will be displayed.
9. Click **Show all requests** to display each individual request and any associated IFM costs.