I want to get a custom report within ILLiad, how can I do this?

Symptom

• You want a custom report that you can do within the ILLiad to get results and then export them

Applies to

• ILLiad

Resolution

You can do a Custom Search in ILLiad then export the results into an Excel document. Here are the different documents that can help you with your Custom Search.

1. Starting a Custom Search.
2. Custom Search Conditions and Filters.
3. Saving Custom Search Queries.

After you get your results, you can highlight the full results with Ctrl+a. Then copy them, Ctrl+c. Then open up an Excel document and paste the results Ctrl+v. Once you have the results in the Excel document, you can remove the data you do not need.