NRE/VDX has a number of predefined statistical Reports, as well as other Reports designed to assist ILL staff with general request processing.

1. Reports are accessed by clicking Reports on the left menu bar.

2. After selecting a report and entering the dates (if applicable), click Generate Report to display the report.

Note: Date fields require the date format of DD MMM YYYY with spaces (e.g., 28 May 2019).
## ILL Reports

- Average and maximum supply times by supplier
- Average and maximum supply times to requesters
- Batch Reruns
- Borrowers
- Copy requested per title
- Copy supplied per title
- Daily ILL Statistics
- ILLs Shipped but not Received
- ILLs not supplied received
- ILLs not supplied sent
- Incoming requests by requester
- Incomplete requests - as Requester
- Incomplete requests - as Responder
- Loan requested per title
- Loan supplied per title
- Monthly ILL Statistics
- Outgoing requests by supplier
- Requester ILL Status Summary To Be Acknowledged and Idle requests Suspended
- Requests by days of the week
- Responder ILL Status Summary To Be Acknowledged
- To Be Acknowledged requests requiring action - as Requester
- To Be Acknowledged requests requiring action - as Responder

### Report Options

- **Start Date**: [Input Field] (e.g., 1 Apr 2007)
- **End Date**: [Input Field] (e.g., 10 Jun 2007)

### Buttons
- **Generate Report**
- **Reset**