About Reports

Discover how to navigate the Reports interface as well as how to open and close available reports.

Overview

You can use the tools available in Reports to monitor your institution's activity within the WorldShare application, including reports on WMS activity and cataloging work in Record Manager.

Note: What you see in the WorldShare interface may vary depending on your roles.

Learn more in a training course: Start Here: Standard reports

Within the WorldShare interface, navigate to Analytics > Reports.

In this area, you can open:

- Collection Evaluation
- My Files
- Reports
  - Reports
  - Report Launch Pad
1. Reports: to run and export standard WorldShare Reports
2. Report Launch Pad (Report Designer only): to run standard reports, design custom reports, and/or save, edit, export, or schedule reports

Open and close reports

Open a new standard report

1. In the left navigation, click Reports.
2. Click a report category accordion to expand the menu.
3. Click the name of the report you wish to run. The report will open in a new browser tab.

Open a new standard report (report authoring permission)

Note: With report authoring permission, you can access metadata reports from Reports in the left navigation.

1. In the left navigation, click Report Launch Pad.
2. Click a report category folder.
3. Double-click the name of the report you wish to run. The report will open in a new tab in the Report Launch Pad.

Open a saved custom or standard report

1. Open a new report
2. Close the Prompts window.
3. Click the Open button (️) in the main toolbar.
4. Select the report you want to open from the Choose a document dialog.
5. Click Open. The saved report will open in the same browser tab.

Close a standard report

To close a standard report, click the x on the open browser tab.
Close a Metadata report

To close a Metadata report, click the x in the Open report tab in the left navigation.
Close a custom or standard report (report authoring permission)

With report authoring permission, click the x in the report title tab to close a custom or standard report. When you are finished working with reports in the Report Launch Pad, click Log off > Leave Page.
View Reports and Report Designer in French

Select French language for Reports and Report Designer interface - Example

1. In your browser, enter the WorldShare URL for your library. Your library's WorldShare URL will have the following format: https://yourlibrary.share.worldcat.org/wms. Replace yourlibrary with your library's identifier.

2. On the Sign in screen, enter your **User Name** and **Password**.

3. Click **Sign In**.

4. Click your **user name** and hover over **Language**.

5. Click **Français**.