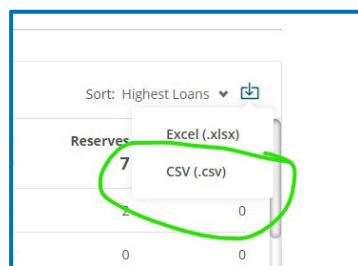
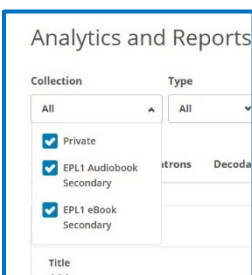
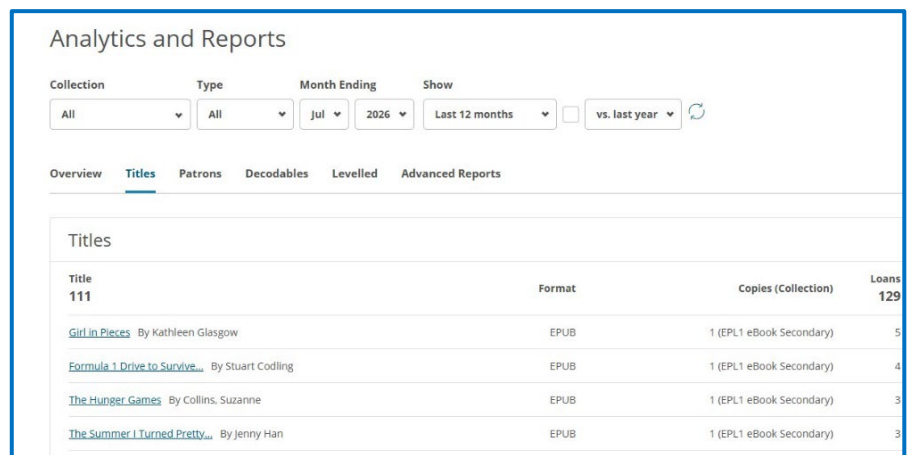


ELR Survey – creating a CSV file of ePlatform loan statistics

Open the admin area of ePlatform and click on Analytics and Reports. You will need to select “Titles” report.

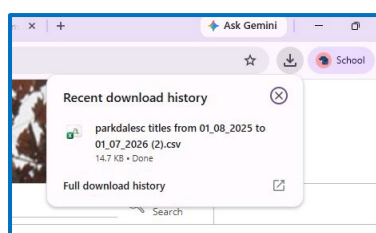
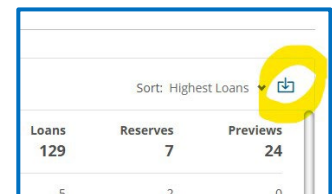
Make sure you use the following settings to get the right formatting for the report.



Select ALL for the type of collection and make sure you choose CSV as the type of file to download.

When setting the date range for the report, make sure you choose the correct year as directed by ELR. For instance, July 2025 to June 2026.

Once your settings are correct, then just click on the download report button and choose CSV. The report will be generated and the file link will appear in the top right of your screen and look something like this:



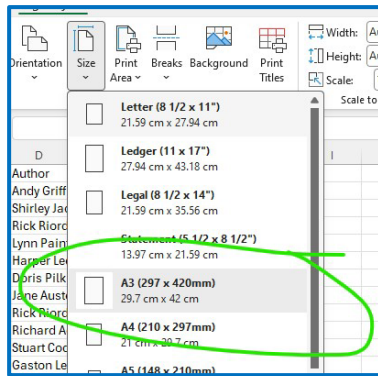
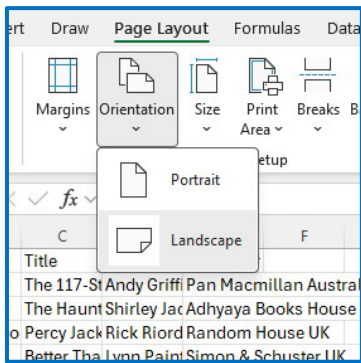
Click on it and the file will open, showing a number of columns with data in them. This is all the CSV data. Some of this is not required for the ELR report and you can remove those columns before sending the CSV file to the ELR survey. Below is an image showing which columns to remove:

You can click at the top of each of the marked columns, then right click and select DELETE. This will remove the unnecessary data from the report.

Next you can format the rest of the data to make it easier for ELR to extract.

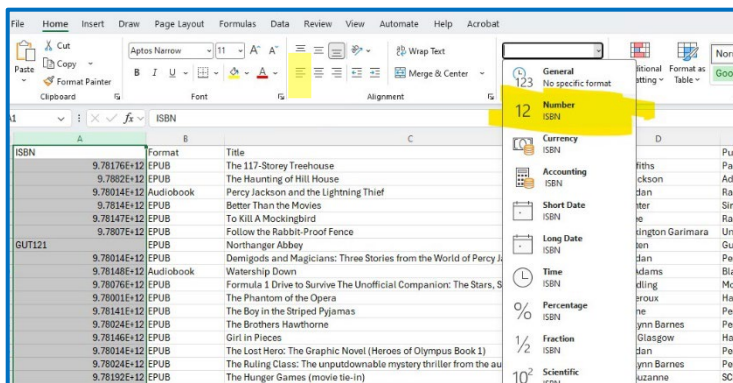
Styles		Cells					
	D	E	F	G	H	I	J
Format	Format	Copies	Class Set	Collection	Loans	Reserves	Previews
EPUB	EPUB	1	0	EPL1 eBoc	5	2	0
EPUB	EPUB	1	0	EPL1 eBoc	4	0	0
EPUB	EPUB	1	0	EPL1 eBoc	3	0	0
EPUB	EPUB	1	0	EPL1 eBoc	3	0	0
EPUB	EPUB	1	0	EPL1 eBoc	3	0	0
EPUB	EPUB	1	0	EPL1 eBoc	3	0	0
EPUB	EPUB	1	0	EPL1 eBoc	3	0	0
Audiobook	Audiobook	1	0	EPL1 Audi	2	0	0

Formatting the CSV data.



First, choose landscape orientation for the document.

Then select A3 as the paper size so it will display across the screen in an easy-to-read format.



Once that's done, select the ISBN column and choose **Number** as the format. You may need to tell the software to take out the decimal point.

You should also select left margin so the ISBNs all sit on the left of the column to make them easier to read.

Make sure the column with the number of loans on the far right of the sheet is easy to see. Now you are ready to save the file somewhere you can find it and then send it on to the ELR when they request it.

Be sure to save it with a name that says what it is: Bay School ELR loans 2025-2026 for instance.

Good luck and thanks for participating in the ELR survey.