















## Quick Reference

<b>Start the Program</b>	Use the URL <a href="http://[webservername]/ls2reports">http://[webservername]/ls2reports</a> and the <b>User ID</b> and <b>Password</b> provided. Click <b>OK</b> .
<b>Public Folders</b>	<b>Public Folders</b> contains all of the prewritten reports. Reports are grouped by category.
<b>My Folders</b>	<b>My Folders</b> contains all shortcuts and report views of reports that have been created. You have complete control over the <b>My Folders</b> tab. Reports may also be placed into folders already created.
<b>Search for a Report</b>	The <b>Search</b> box is located at the top of the page. Type your search term(s) in the box and click the <b>Search</b> icon  . <b>LS2 Reports</b> searches full text and all fields by default.
<b>Generate a Report</b>	Locate the report and click the <b>Name</b> of the report to run. If any prompts need selected, the prompts screen displays first. Make a selection for each prompt. Use the <b>Ctrl</b> key to select multiple items in a list. Click <b>Finish</b> .
<b>Create a Shortcut</b>	Locate the report, click <b>More</b> under <b>Actions</b> , and click the <b>Create a shortcut to this entry</b> . Rename the report, if necessary, choose <b>Select My Folders</b> under <b>Location</b> , and then click <b>Finish</b> .
<b>Create a Report View</b>	Locate the report, click the <b>Reports View</b> icon  , and rename the report, if necessary. Choose <b>Select My Folders</b> under <b>Location</b> , and click <b>Finish</b> . To set the default prompt values, locate the report under <b>My Folders</b> (the <b>Report View of ...</b> icon  is located before the name). Click the <b>Set Properties</b> icon  , and choose the <b>Report View</b> tab. Under <b>Report options</b> , choose <b>Override the default values</b> to change the default format of the report. Under <b>Prompt values</b> , click <b>Set</b> , and choose your default prompt values for this report.

<b>Create Folders</b>	To create a new folder in the <b>My Folders</b> tab, click on the <b>New Folder</b> icon  .
<b>Moves Files and Folder</b>	To move a file into a folder within the <b>My Folders</b> tab, select the check box beside the item, select the <b>Cut</b> icon  , navigate to the folder where you want to add the file, and click the <b>Paste</b> icon  .
<b>Email a Report</b>	Generate the report. Click the <b>Keep this version</b> drop-down and select <b>Email Report</b> . Type in an email address or multiple addresses separated by semicolons, or click <b>Select the recipients</b> . Select <b>Attach this report</b> and click <b>OK</b> .
<b>Print a Report in PDF Format</b>	To generate a PDF version of the report click the down arrow next to the <b>View in HTML Format</b> icon  and select <b>View in PDF Format</b> . Once in a PDF format, click the <b>Print file</b> icon  . Do <u>not</u> click <b>File</b> and then <b>Print</b> ; this only prints the page displayed on the screen.
<b>Schedule a Report</b>	Locate the report in <b>My Folders</b> and click the <b>Schedule</b> icon  under <b>Actions</b> . Set the time and frequency. Select <b>Override the default values</b> to change the format or delivery setting. Under <b>Prompt Values</b> , set your prompt values if not previously saved in a <b>Report View</b> .
<b>Access Help</b>	Help is available from any page in <b>LS2 Reports</b> . To access Help, click the <b>Help</b> icon  .
<b>Set Preferences</b>	Click the <b>My Area Options</b> icon  located near the top-right of the page and select <b>My Preferences</b> . Configuring these options makes it easier to work in <b>LS2 Reports</b> .
<p style="text-align: center;"><b>Library•Solution Support</b></p> <p style="text-align: center;">Toll Free: 800.852.4911, Local: 304.229.0100, FAX: 304.229.0295</p> <p style="text-align: center;">Email: <a href="mailto:Support@TLCdelivers.com">Support@TLCdelivers.com</a> Web: <a href="http://www.TLCdelivers.com/helpdesk">http://www.TLCdelivers.com/helpdesk</a></p>	