

How to Print Labels and Other Reports

Overview

While putting Information into your Circulation System is nice, getting information back out is even nicer! Interlink Circulation has all the great reports from CMv2, plus new reporting options which put the power of your data at your fingertips.

Finding the Right Report

Reports are now broken down into logical categories making it easier to find the one(s) you want. To find and print a specific report:

1. Click the **Print Reports...** button on the left pane in Interlink Circulation.
2. Select the category for the type of report you wish to print. The *All* category lists all reports in all categories.
3. Check the box next to the report(s) you wish to print. By checking the box next to more than one report, multiple reports will print at the same time. Note: Changing categories will un-check any reports you have selected. If you wish to select multiple reports from multiple categories you must use the *All* category.
4. Click the **Print** button to begin printing. In some cases you may be prompted for additional information specific to the report(s) you have selected.

Archived Reports

It is now possible to print certain reports from previous issues. To do this:

1. Click the **Print Reports...** button on the left pane in Interlink Circulation.
2. Select the **Archive** tab at the top of the Print Reports dialog.
3. Highlight the report you wish to print and click the **Print** button.

Printing, Re-Printing, and Restarting Labels

Interlink Circulation allows you to print labels for a full mailing, a specific package, a specific label, or you can restart a previous label run from any point.

To Print a Full Mailing:

1. Click the **Print Reports...** button on the left pane in Interlink Circulation.
2. Select the mailing labels report you wish to print.
3. Click the **Print** button.
4. Adjust your settings as desired and click **Continue**.

To Print a Specific Package:

1. Click the **Print Reports...** button on the left pane in Interlink Circulation.
2. Select the mailing labels report you wish to print.
3. Click the **Print** button.
4. Enter the package number you wish to print in the **Pkg # to Print—Leave Blank for All**.
5. Adjust other label settings as desired and click **Continue**.

To Print a Specific Label:

1. Click the **Print Reports...** button on the left pane in Interlink Circulation.
2. Select the mailing labels report you wish to print.
3. Click the **Print One Label...** button.
4. Enter the ID of the subscriber you wish to print a label for and click **OK**.

Note: You may only print individual labels for subscribers who would already be receiving a label if you were to print the full label run. You may not use the Print One Label option as a way to print mailing labels for inactive or expired subscribers.

To Restart a Label Run:

1. Click the **Print Reports...** button on the left pane in Interlink Circulation.
2. Select the mailing labels report you wish to restart.
3. Click the **Restart...** button.
4. Enter the ID of the subscriber you wish to re-start with. ■