



## Tracking Usage Statistics for Your M5 Site

Have you ever wanted to know how times your catalog is accessed?

Well, now you can with M5 Catalog OPAC Statistics Feature: Our catalog statistics feature counts how many times the catalog has been accessed by patrons or librarians. The statistics can be viewed from the M5 "setup" under the "Statistics" tab.

Click [here](#) to see a short "how to" video...



## Year-end procedures

It is that time of the year where you should be performing your Mandarin M5 year end procedures. We have a link below to two videos to guide you through the process. As always, our support team is also available to assist you if you need guidance or have any questions.

1. It is a good practice before schools start to clean up all open transaction. Please see the video below regarding how to work with library transactions

### [Working with Library Transactions](#)

2. Removing the students that have graduated. Even though your Mandarin might be set up to load the students automatically the system or sync will not remove any students from Mandarin.

### [How to Remove Graduated Students](#)

3. Run statistical reports