

Report Guide

Count items received FROM other Missouri Evergreen Libraries, choosing and showing Owning Libraries (ME Detailed Borrows)

Purpose of the Report





This report was created to allow libraries to see how many items have been transited as holds from one specified library to another within a given time frame. The most common use for this report would be to run the template with all your library locations selected in the “Destination Library” filter with all ME libraries except yours selected in the “Owning Library” filter to see how many items you’ve borrowed from ME libraries.

Running the Template





1. Enter a unique title in the “Report Name” field.

Template Name:	Count Items provided TO other Missouri Evergreen Libraries (ME Lends)
Template Creator:	ME-Reports
Template Description:	Displays owning library and count of items sent. Filtered by send date range and owning library.
Report Name:	

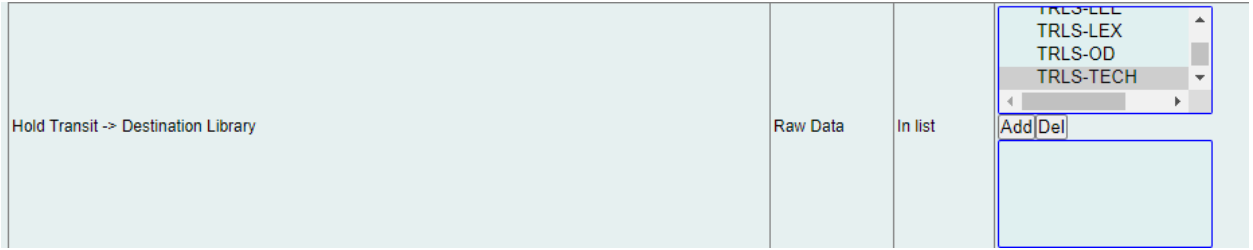
2. Select the folder where you wish to save the report.

Choose a folder to store this report definition:	Selected Folder: <ul style="list-style-type: none"> Report Folders Kyle Monthly Collection Statistics Sara's Reports
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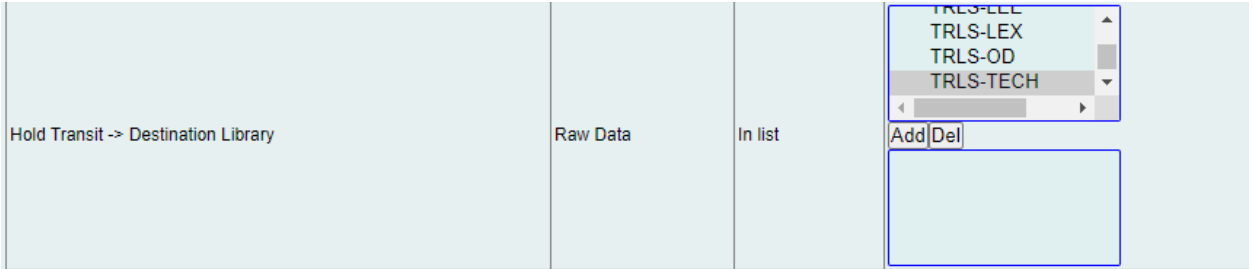
3. Select the time frame you want the report to include.

Column	Transform	Action	User Params
Hold Transit -> Receive Date/Time	Date	Between	Real Date  
			- And -
			Real Date  

4. Select the library and branches you would like the report to include as the Destination Library (you can select multiple by holding the ctrl button while clicking).



5. Select the library and branches you would like the report to include as the Owning Library (you can select multiple by holding the ctrl button while clicking).

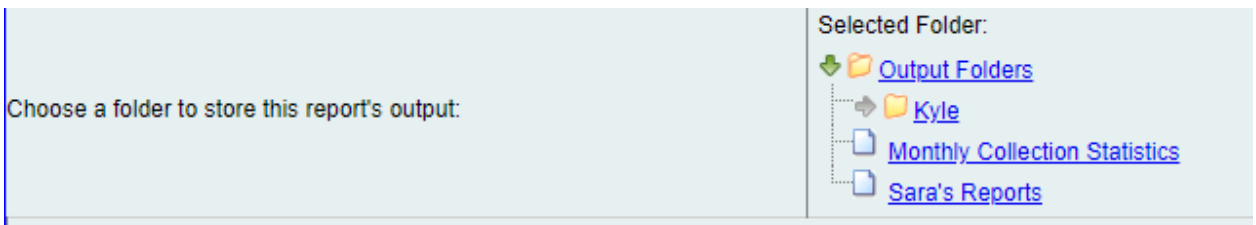


6. Select the type of output you want to receive in the end.

Output Options

- Excel Output
- CSV Output
- HTML Output
 - Bar Charts
 - Line Charts

7. Select the folder where you wish the output file to be saved.



Viewing the Output

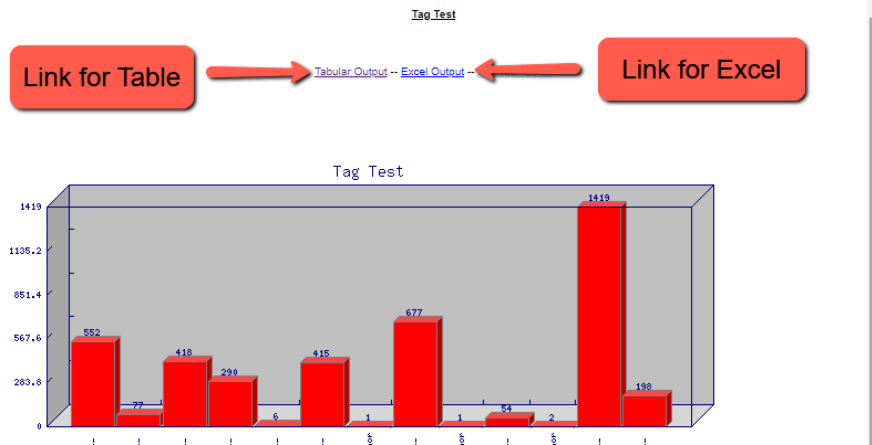
1. Navigate to the folder where you saved the output.
2. Check the box next to your report.



3. Select "View Report" from the drop-down menu above and click Submit.

View report output

4. View the report results as a bar chart or table in the pop-up window or click on the link for “Excel output.”
 - a. If you choose “Excel output,” you’ll then have to open the output file once it has finished downloading.



5.

Understanding and Using the Report Output

The output of this report has three columns, Owning Library, Destination Library and Transit ID. The Transit ID is the number of items that were owned by the owning library that had the other library listed as the destination library when transited during the given time frame.

As with any count report output, it’s important to remember that each row of the output table counts only items that match one another in each of the other columns. With this in mind, it’s often necessary to do some manipulation of the data after the report is run to combine the counts of multiple rows in order to achieve a total that is useful and accurate.

Other Resources

Feel free to contact any of the following Missouri Evergreen member libraries for examples of how their library uses the report and answers to common questions.

Reports Listserv (mereports@lists.more.net)