# Report Guide
## *Count Non-Returned Items*

## Purpose of the Report

This report was created to show the number of items without a check-in date as of the run time of the report. The report shows owning and circulating library as well as the circulation modifier and status of the items being counted. This report could be used to identify high numbers of unreturned items in any of those categories and focus efforts to recover materials.

## 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:
- 📁 Report Folders
  - 📁 Kyle
    - 📄 Monthly Collection Statistics
    - 📄 Sara's Reports

3. Select the Checkout library or libraries you want the report to include (you can select multiple by holding the ctrl button while clicking). As the template states, this will include renewals in the circulation statistics.

| Column | Transform | Action | User Params |
|---|---|---|---|
| Circulation -> Checkout / Renewal Library -> Organizational Unit ID | Raw Data | In list | TRLS-LEE TRLS-LEX TRLS-OD TRLS-TECH   Add Del |

4. Select the Circulation Modifiers you would like the report to include (you can select multiple by holding the ctrl button while clicking).

| Column | Transform | Action | User Params |
|---|---|---|---|
| Circulation -> Circulating Item -> Circulation Modifier -> Code | Raw Data | In list | AudioBooks Award Books Biography BookClub Books   Add Del |

5. Select the Shelving Locations you would like the report to include (you can select multiple by holding the ctrl button while clicking). Shelving Locations available in the report module are based on where your workstation is registered. If you have different shelving locations in different libraries within your district, you'll have to register your workstation at the library for which you are running the report.

| | | | |
|---|---|---|---|
| | | | Adult Fiction<br>Adult Non-Fiction |
| Circulation -> Shelving Location -> Location ID | Raw Data | In list | Add Del |

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.

| | Selected Folder: |
|---|---|
| Choose a folder to store this report's output: | ⬇📁 Output Folders<br>➡📁 Kyle<br>📄 Monthly Collection Statistics<br>📄 Sara's Reports |

## Viewing the Output

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

| Select All None | report |
|---|---|
| ☐ | Tag Test 2 |
| ☑ | Tag Test |

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

| View report output ⌄ | Submit |

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.

**Tag Test**

Link for Table → Tabular Output -- Excel Output -- ← Link for Excel
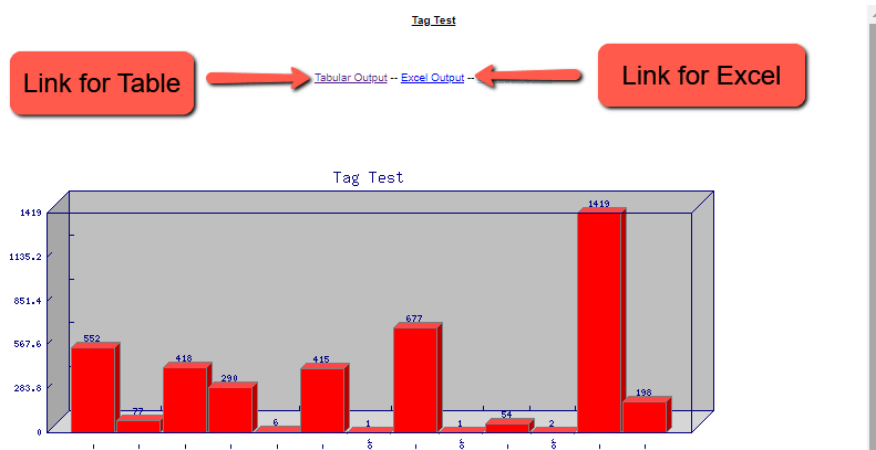


## Understanding and Using the Report Output

The report features columns for Owning Library, Circulating Library, Circulation Rule, Shelving Location, Circulation Modifier, Copy Status and Count. Any of these columns can be used in the Tabular Output or Excel Output mode to sort the results. For example, if you wanted to know how many non-returned items had the same current status, the report output could be sorted by this criteria and you could easily group those counts together.

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)