

Report Guide

Daily Circ Count by Library Name (for multiple branches in one report)

Purpose of the Report

This report was created to provide a daily count of items circulated from specific libraries during a specified period of time. There is another, simpler report that displays this count as one total rather than by each selected library called "Daily Circ Count."

Running the Template

1. Enter a unique title in the "Report Name" field.

Report Name:	<div style="background-color: red; width: 100px; height: 15px;"></div>
--------------	--

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/renewal libraries you want the report to include (you can select multiple by holding the ctrl button while clicking).

Circulation -> Checkout / Renewal Library	Raw Data	In list	TRLS-LLL TRLS-LEX TRLS-OD TRLS-TECH Add Del
---	----------	---------	---

4. Set the checkout/renewal date and time span you want the report to include (real dates can be used for one-time reports or relative dates for recurring reports).

Circulation -> Checkout Date/Time	Date	Between	Real Date <input type="text" value=""/>
			- And -
			Real Date <input type="text" value=""/>

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

Output Options

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

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

Choose a folder to store this report's output:

Selected Folder:

- [Output Folders](#)
- [Kyle](#)
- [Monthly Collection Statistics](#)
- [Sara's Reports](#)

Viewing the Output

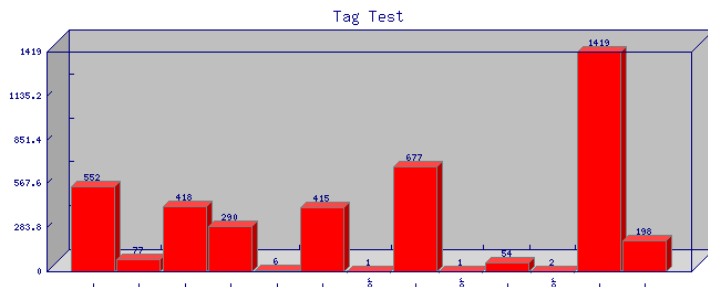
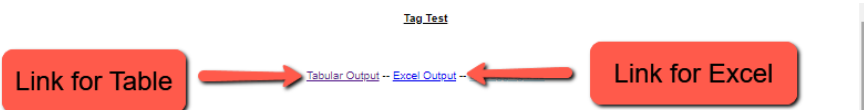
1. Navigate to the folder where you saved the output.
2. Check the box next to your report.

Select All None	report
<input type="checkbox"/>	Tag Test 2
<input checked="" type="checkbox"/>	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.



Understanding and Using the Report Output

This report should include columns for Circulating Library, Check Out Date/Time and # of Circulations. Based on the information provided in the filters when the report was created, the output displays the number of items circulated each day in each library location.

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)