

Report Guide

Count Holds per Title per Pickup Lib - Demand/Purchasing

Purpose of the Report

This report can assist with determining purchases, or with collection development in general, based on how many holds are placed on an item.

Running the Template

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

Template Description:	Displays: Title, Author, Fulfillment Year (if any) holds.
Report Name:	<input type="text" value="Holds Per Title 08/07"/>

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

Choose a folder to store this report definition:	<p>Selected Folder: Circ (PBPL)</p> <ul style="list-style-type: none"> Report Folders Circ (PBPL) Daily Cash
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3. Select the Pickup Library (you can select multiple by holding the ctrl button while clicking).

Column	Transform	Action	User Params
Hold Request -> Pickup Library	Raw Data	In list	<div style="border: 1px solid black; padding: 2px;"> <ul style="list-style-type: none"> PLK-INV PLK-SCHOOLS PB PBDC <li style="background-color: #e0e0e0;">PBPL <p>Add Del</p> <div style="border: 1px solid black; padding: 2px;">PBPL</div> </div>

4. For Hold Request you will want to enter a numeric value and it will show holds greater than the number you enter.

Hold Request -> Hold ID	Count	Greater than	<input type="text" value="4"/>
Hold Request -> Hold Cancel Date/Time	Raw Data	Is NULL	
Hold Request -> Fulfillment Date/Time	Raw Data	Is NULL	

5. Select the type of file you want to receive in the end. (You'll need an Excel or CSV).

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: Circ (PBPL)

- Output Folders
- Circ (PBPL)
- Inventory
- Circ Report
- Discard/Weed Reports
- Daily Cash
- Kid's Collections

Viewing the Output

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

Limit output to	Completed Items		run_time	complete_time
10		<input type="checkbox"/> Select All None Holds Per Title 08/07	2020-08-07 10:46	2020-08-07 10:46

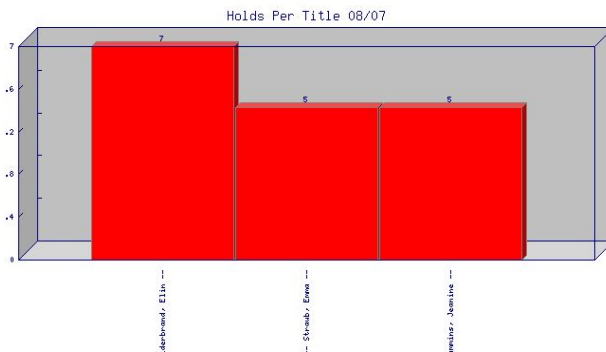
3. Select "View Report" from the drop-down menu above and click Submit.

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." This is what the bar chart will look like:



5. 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 shows the Title Proper, Author, Fulfillment Date/Time (if any), and the Count (amount of holds on the title).

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)