

Report Guide

Number of Daily Holds Fulfilled Based on Library

Purpose of the Report

This report shows the number of holds fulfilled within a specified date range by library. Results are listed by day.

Running the Template

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

Template Description:	This report shows the number of holds fulfilled pickup library and count Filters: capture date
Report Name:	Daily Holds Fulfilled 08/01-01

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

Choose a folder to store this report definition:	Selected Folder: Circ (PBPL)
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3. Select the Pickup Library.

Column	Transform	Action	User Params
Hold Request -> Pickup Library	Raw Data	In list	<div style="border: 1px solid black; padding: 2px;"> PLK-SCHOOLS PB PBDC PBPL </div>

4. Choose the Fulfillment Date/Time range. This can be done using relative dates or real dates.

Hold Request -> Capture Date/Time	Date	Between	Real Date <input type="text" value="2020-08-01"/>
			- And -
			Real Date <input type="text" value="2020-08-07"/>

- 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

- 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

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

Select All None	report	run_time	complete_time	runner
<input checked="" type="checkbox"/>	Daily Holds Fulfilled 08/01-08/07	2020-08-06 16:02	2020-08-06 16:02	pbadmin

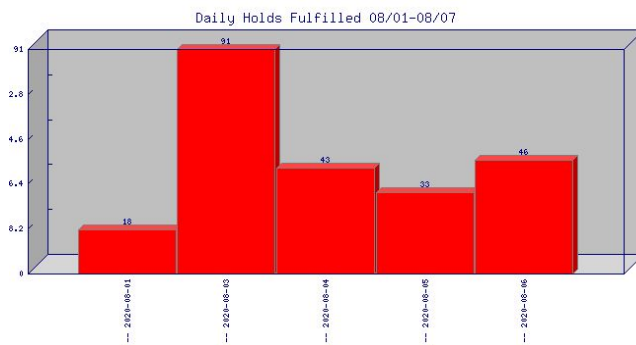
- Select "View Report" from the drop-down menu above and click Submit.

View report output

▼

Submit

- 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 simple, straightforward report shows Pickup Library, Capture Date/Time, and the amount of holds successfully fulfilled under the Count column.

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)