

Report Guide

Number of Holds Unfulfilled Based on Library

Purpose of the Report

This report shows the number of holds set to be picked up at a designated library that were unfulfilled within a specified date range.

Running the Template

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

Template Description:	This report shows the number of holds pickup library and count (CHANGE CC
Report Name:	<input type="text" value="Holds Unfulfilled 07/2020"/>

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

Choose a folder to store this report definition:	Selected Folder: Circ (PBPL)
	Report Folders Circ (PBPL) Daily_Cash

3. Select the Library fulfilling the hold.

Column	Transform	Action	User Params
Hold Request -> Fulfilling Library	Raw Data	In list	PLK-WV PLK-SCHOOLS PB PBDC PBPL Add/Del PBPL

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

Hold Request -> Request Date/Time	Date	Between	Real Date <input type="text" value="2020-07-01"/>
			- And -
			Real Date <input type="text" value="2020-07-31"/>

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

- 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

Save Report Cancel

Viewing the Output

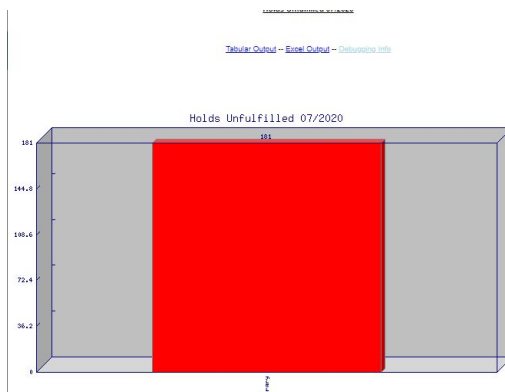
- Navigate to the folder where you saved the output file.
- Check the box next to your report.

Select All None	report	run_time	complete_time	runner
<input checked="" type="checkbox"/>	Holds Unfulfilled 07/2020	2020-08-06 15:04	2020-08-06 15:04	pbadmin

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

View report output ▼

- 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 tabular output 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

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)