

# Report Guide

## Number of Monthly Holds Fulfilled Based on Library

### Purpose of the Report

This report shows the number of holds that patrons have checked out within a specified date range by branch.

### Running the Template

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

Template Description:	This report shows the number of holds of fulfillment date (by month), library and co
Report Name:	<input type="text" value="Holds Fulfilled"/>

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 Library fulfilling the hold.

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

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

Hold Request -> Fulfillment Date/Time	Date	Between	Real Date <input type="text" value="2020-07-06"/>
			- And -
			Real Date <input type="text" value="2020-08-06"/>

- 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 <a href="#">All</a> <a href="#">None</a>	report	run_time	complete_time	runner
<input checked="" type="checkbox"/>	<a href="#">Holds Fulfilled</a>	2020-08-06 14:48	2020-08-06 14:48	<a href="#">pbadmin</a>

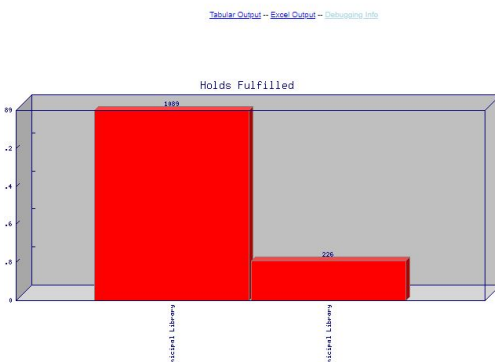
- Select "View Report" from the drop-down menu above and click Submit.

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 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

For the Date/Time range you choose, you will see the amount of holds that were fulfilled broken down by month. This report is fairly simple and includes Fulfillment Date, Library, and Count.

## 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](mailto:mereports@lists.more.net))