

Report Guide

Items in Transit

Purpose of the Report

This report was created to help libraries keep track of items in transit. With it you will be able to see when items have left their owning library and whether or not they have successfully made it to the borrowing library.

Running the Template

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

Template Description:	Shows from library, destination library, and receiving library.
Report Name:	<input type="text" value="Transit Items 08/06/2020"/>

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
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3. Select the library where the item is coming from (you can select multiple by holding the ctrl button while clicking).

Column	Transform	Action	User Params
Copy Transit -> Source -> Organizational Unit ID	Raw Data	In list	<div style="border: 1px solid black; padding: 2px;"> WJPL WRC WRC-HART WRC-MANS WRC-MG Add Del </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> WJPL WRC WRC-HART WRC-MANS WRC-MG </div>

4. Select the library the item is being sent to (you can select multiple by holding the ctrl button while clicking).

Copy Transit -> Destination -> Organizational Unit ID	Raw Data	In list	<div style="border: 1px solid black; padding: 2px;"> PLK-MV PLK-SCHOOLS PB PBDC PBPL </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> PBPL </div>
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- Choose the Send Date/Time. This can be done using relative dates or real dates

Copy Transit -> Send Date/Time	Date	Between	Real Date  2020-07-01
			- And -
			Real Date  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. Hit Save Report.

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.

<input checked="" type="checkbox"/>	Transit Items 08/06/2020	2020-08-06 11:13	2020-08-06 11:13	pbadmin
<input type="checkbox"/>		2020-08-05	2020-08-05	

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

View report output ▼

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 tabular output will look like:

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From Library	Destination Library	Barcode	Send Date/Time	Receive Date/Time	Cancel Date/Time
Albany Carnegie Public Library	Poplar Bluff Municipal Library	35615000036310	2020-07-02 17:20:24-05	2020-07-10 17:31:13.611759-05	
Albany Carnegie Public Library	Poplar Bluff Municipal Library	35615000041435	2020-07-16 07:55:36-05	2020-07-22 15:57:37.223849-05	
Albany Carnegie Public Library	Poplar Bluff Municipal Library	35615000043036	2020-07-14 08:12:45-05	2020-07-22 15:57:35.04595-05	

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

The report should include a column for From Library, Destination Library, Item Barcode, Send Date/Time, Receive Date/Time (if any), and Cancel Date/Time (if any). Each of these serves different functions, but you may delete a column if you find it distracting.

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)