

Report Guide

Lists of Holds Unfulfilled by Library

Purpose of the Report

This report shows patron information for holds that remained unfulfilled during a designated time frame. This report is useful in showing long-term holds that remain unfulfilled.

Running the Template

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

Template Name:	List of Holds Unfulfilled by Library
Template Creator:	ME-Reports
Template Description:	This report shows patron information for holds that remained unfulfilled during a designated time frame. This report is useful in showing long-term holds that remain unfulfilled. Displays: first name, barcode, pickup library, request date/time, hold id Filters: pickup library, hold request date/time
Report Name:	<input type="text" value="Unfulfilled Holds 8/4/20"/>
Report Description:	<input type="text"/>

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

Choose a folder to store this report definition:	Selected Folder: Circ
	<ul style="list-style-type: none">  Report Folders  Daily Cash Reports  Circ  Items

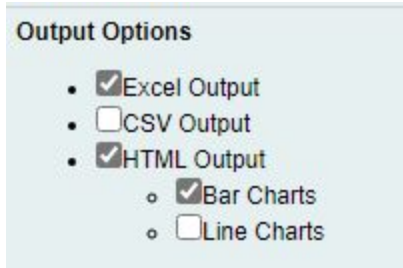
3. Select the Pickup Library (you can select multiple by holding the ctrl button while clicking).

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

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

Hold Request -> Request Date/Time	Date	Between	Real Date ▼  2020-07-01
			- And -
			Real Date ▼  2020-07-31

- 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

- Output Folders
 - Daily Cash Reports
 - Circ**
 - evaluation

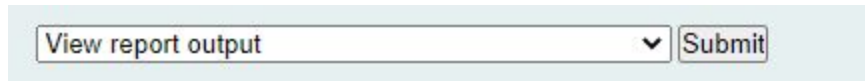
- Click Save Report.

Viewing the Output

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

Select All None	report
<input checked="" type="checkbox"/>	Unfulfilled Holds 8/4/20

- 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:

[Back to output index](#)

First Name	Barcode	Pickup Library	Request Date/Time	Hold ID
Admin	318639012	Poplar Bluff Municipal Library	2020-07-07 15:03:15-05	2287976
Admin	318639012	Poplar Bluff Municipal Library	2020-07-08 13:08:35-05	2289914
Admin	318639012	Poplar Bluff Municipal Library	2020-07-08 13:12:48-05	2289930
Admin	318639012	Poplar Bluff Municipal Library	2020-07-08 13:13:51-05	2289933
Admin	318639012	Poplar Bluff Municipal Library	2020-07-08 13:16:53-05	2289946
Admin	318639012	Poplar Bluff Municipal Library	2020-07-10 11:54:37-05	2293932
Admin	318639012	Poplar Bluff Municipal Library	2020-07-11 10:29:48-05	2295389
Admin	318639012	Poplar Bluff Municipal Library	2020-07-11 10:30:08-05	2295391
Admin	318639012	Poplar Bluff Municipal Library	2020-07-11 10:31:59-05	2295399
Admin	318639012	Poplar Bluff Municipal Library	2020-07-14 16:21:08-05	2301119
Admin	318639012	Poplar Bluff Municipal Library	2020-07-21 11:10:27-05	2312733

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 lists First Name, Patron Barcode, and Hold ID. It filters Pickup Library and Hold Request Date/Time.

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)