Report Guide
Number of Items Circulated based on checkout library

Purpose of the Report

This report was created to help catalogers identify items that do or do not have a monograph part assigned to them. For further guidance on when parts are necessary, please review the Common Language for Parts guide on the Missouri Evergreen website.

Running the Template

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

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

3. Select the Shelving Locations you would like the report to include (you can select multiple by holding the ctrl button while clicking). Shelving Locations available in the report module are based on where your workstation is registered. If you have different shelving locations in different libraries within your district, you'll have to register your workstation at the library for which you are running the report.

4. Select the checkout/renewal library or libraries you would like the report to include.

			TRLS-LEX
			TRLS-OD
			TRLS-TECH
Circulation -> Checkout / Renewal Library	Raw Data	In list	Add Del

5. Select the type of output you want to receive in the end.

Output Options

- ☑ Excel Output
- ☐ CSV Output
- ☑ HTML Output
  - ☑ Bar Charts
  - ☐ Line Charts

6. Select the folder where you wish the output file to be saved.

Choose a folder to store this report's output:

Selected Folder:
- 📁 Output Folders
  - 📁 Kyle
   - 📄 Monthly Collection Statistics
    - 📄 Sara's Reports

Viewing the Output

1. Navigate to the folder where you saved the output.
2. Check the box next to your report.

Select All None	report
☐	Tag Test 2
☑	Tag Test

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

View report output ⌄ Submit

4. View the report results as a bar chart or table in the pop-up window or click on the link for "Excel output."
   a. If you choose "Excel output," you'll then have to open the output file once it has finished downloading.
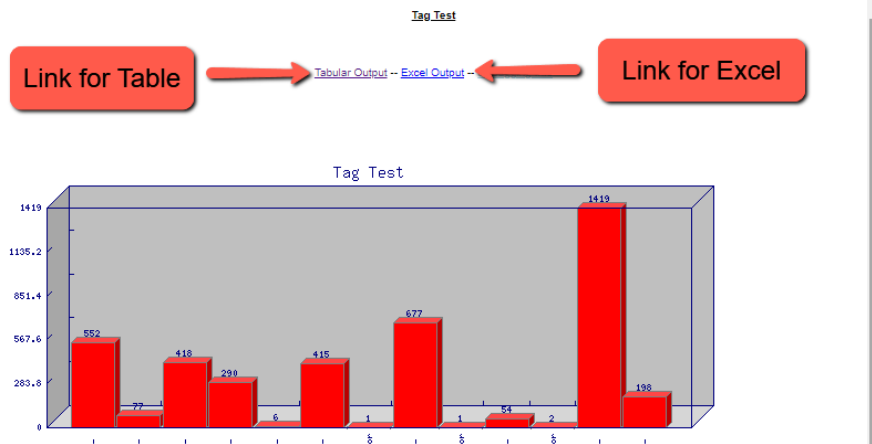
Understanding and Using the Report Output

This report should include columns for Library Name and # of Circulations. Each row will show the number of items circulated from the listed library.

As with any count report output, it's important to remember that each row of the output table counts only items that match one another in each of the other columns. With this in mind, it's often necessary to do some manipulation of the data after the report is run to combine the counts of multiple rows in order to achieve a total that is useful and accurate.

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)