

Report Guide

List of items based on number of circulations

Shared Folders>Templates>ME-Reports>Library Circulations (ME)>Lists (ME)

Purpose of Report




This report was created to allow libraries to see a list of items in a specific shelving location as well as their number of circulations. A common use for this report is determining the items with the most circulations in the specified time frame. Number of circulations is included as a filter to reduce the size of the output.

Running the Template

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

| | |
|-----------------------|---|
| Template Name: | List of items based on number of circulations |
| Template Creator: | ME-Reports |
| Template Description: | This report shows a list of items in a specific shelving location as well as their number of circulations. This report is particularly useful in determining the items with the most circulations in the specified time frame. Number of circs is included as a filter to reduce the size of the output. Base Filters: Checkout Library, Checkout Date/Time, Minimum Number of Circs, Shelving Location Display Fields: Title, Author, Number of Circulations, Checkout Date/Time |
| Report Name: | <input type="text" value="List items by circs"/> |

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

| | |
|--|---|
| Choose a folder to store this report definition: | Selected Folder:  Report Folders  jclcatmaster  Monthly reports |
|--|---|

3. Select the library and branches (checkout/Renewal Library) you want the report to include.

| Column | Transform | Action | User Params |
|---|-----------|---------|---|
| Circulation -> Checkout / Renewal Library | Raw Data | In list | <div style="border: 1px solid blue; padding: 2px;"> <ul style="list-style-type: none"> JCL-ARN JCL-ADMIN <li style="background-color: #0070C0; color: white;">JCL-NW JCL-WIN </div> <div style="border: 1px solid blue; padding: 2px; margin-top: 5px;"> <ul style="list-style-type: none"> JCL-ARN JCL-NW </div> |

4. Select a range of dates you want the report to include.

| | | | |
|-----------------------------------|------|---------|--|
| Circulation -> Checkout Date/Time | Date | Between | <div style="border: 1px solid blue; padding: 2px;"> Real Date <input type="text" value="2017-03-01"/> </div> <div style="text-align: center; padding: 2px;">- And -</div> <div style="border: 1px solid blue; padding: 2px;"> Real Date <input type="text" value="2018-04-30"/> </div> |
|-----------------------------------|------|---------|--|

5. Select the shelving locations you want the report to include (you can select multiple by holding the ctrl button while clicking).

| | | | |
|---------------------------------------|----------|---------|--|
| Copy/Shelving Location -> Location ID | Raw Data | In list | <div style="border: 1px solid blue; padding: 2px;"> <ul style="list-style-type: none"> <li style="background-color: #0070C0; color: white;">WPL Video Games <li style="background-color: #0070C0; color: white;">Westerns <li style="background-color: #0070C0; color: white;">health kits <li style="background-color: #0070C0; color: white;">test </div> <div style="border: 1px solid blue; padding: 2px; margin-top: 5px;"> <ul style="list-style-type: none"> Arnold Branch Seed Libr Ask Staff Ask at the Desk Atlas Stand </div> |
|---------------------------------------|----------|---------|--|

6. Select the number of circulation you want the count to be greater than (Circ ID). If you choose 5, the output will show everything that has been circulated 6+ times in the chosen shelving location(s).

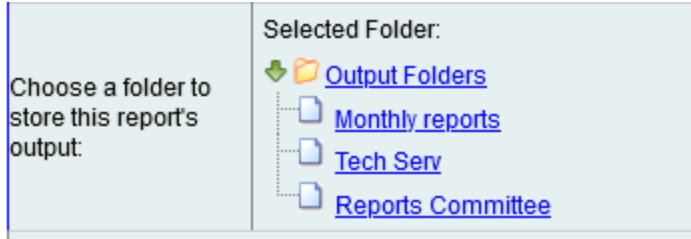
| | | | |
|------------------------|-------|--------------|--------------------------------|
| Circulation -> Circ ID | Count | Greater than | <input type="text" value="3"/> |
|------------------------|-------|--------------|--------------------------------|

7. Select the type of file you want to receive in the end.

Output Options

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

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



Viewing the Output

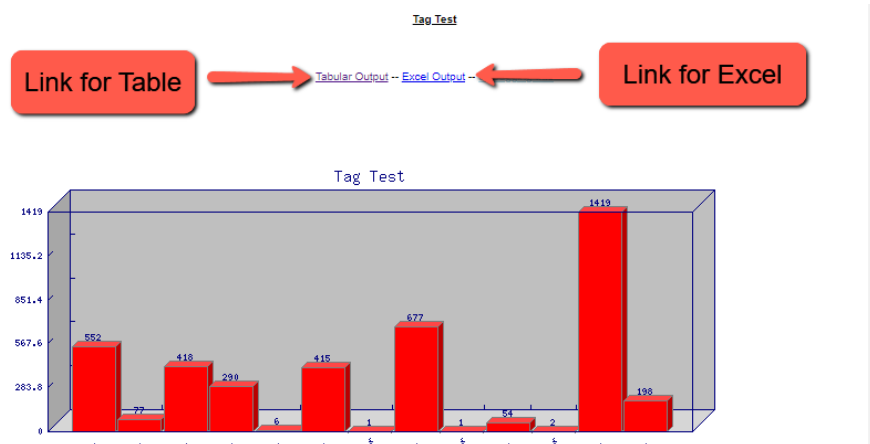
1. Navigate to the folder where you saved the output.
2. Check the box next to your report.



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

The output of this report provides the title and author of the book, and how many times it was circulated within the time range provided. It might be helpful in certain situations to sort the report by the "# of Circs" column if you are trying to identify the most circulated title. *though the date range listed on output is only year, the date range from the filter is still taken into consideration

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)