

# Report Guide

## *List of items checked in based on checkout library*

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 materials checked out at a specified library and checked in within a date range. Common uses would be to see all titles checked in on a particular day, week, or month.

### Running the Template



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

Template Name:	List of items checked in based on checkout library
Template Creator:	ME-Reports
Template Description:	This report can be used to show a list of materials checked out at a specified library and checked in within a date range. Filters: Checkin Scan Date/Time, Checkout Library Displays: Title, Barcode, Checkin Date/Time, Checkin Scan Date/Time, Workstation Name, Checkout Date/Time, Shelving Location, Checkin Staff, Number of Desk Renewals, Number of Phone Renewals, Number of OPAC Renewals
Report Name:	Items checked in based on

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

Choose a folder to store this report definition:	Selected Folder:  <a href="#">Report Folders</a>  <a href="#">jclcatmaster</a>  <a href="#">Monthly reports</a>
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3. Select a range of dates you want the report to include.

Column	Transform	Action	User Params
Circulation -> Checkin Scan Date/Time	Date	Between	Real Date  2021-03-07
			- And -
			Real Date  2021-03-14

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

Circulation -> Checkout / Renewal Library	Raw Data	In list	<div style="border: 1px solid black; padding: 2px;"> <p>JCL-ARN</p> <p>JCL-ADMIN</p> <p>JCL-NW</p> <p>JCL-WIN</p> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <p>Add Del</p> <p>JCL-ARN</p> <p>JCL-NW</p> <p>JCL-WIN</p> </div>
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- 5.
6. Select the type of file you want to receive in the end.

**Output Options**

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

7. 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](#)
- ├─ [Monthly reports](#)
- ├─ [Tech Serv](#)
- └─ [Reports Committee](#)

## Viewing the Output

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

Select <a href="#">All</a> <a href="#">None</a>	report
<input type="checkbox"/>	<a href="#">Tag Test 2</a>
<input checked="" type="checkbox"/>	<a href="#">Tag Test</a>

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

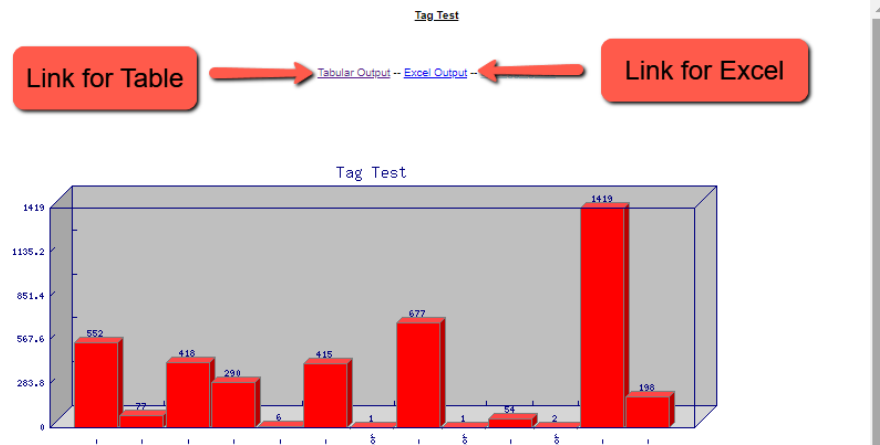
View report output

▼

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

The output of this report is extensive. It not only shows title information, but what time, at what workstation, and with which sign-on the circ or renewal happened.

## 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))