

Report Guide

List of items circulated based on due date and 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 items due within a specified date range. A common use for this report would be for a list of materials that are currently overdue.

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 library and branches (Organizational Unit ID) you want the report to include.
4. Select a range of due dates you want the report to include.
5. Choose whether you want the output to be only items that have been deleted (Select TRUE) or if you want the output to be only items that have NOT been deleted (Select FALSE).
6. Select the type of file you want to receive in the end.
7. 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 details both item and patron specifications for all items due within the time range specified. Output also includes item price and system billing information.

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)