

Report Guide

Number of items added by date range and statistical category

Shared Folders>Templates>ME-Reports>Library Collections(ME)>Counts (ME)

Purpose of Report




This report can be used to show the number of items in a specified library's catalog in specified statistical categories and within a specified time frame.

Running the Template

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

Template Name:	Number of items added by date range and statistical category
Template Creator:	ME-Reports
Template Description:	This report can be used to show the number of items in a specified library's catalog in specified statistical categories and within a specified time frame. Filters: Item Creation Date/Time, Owning Library, Stat Cat ID Displays: Owning Library, Stat Cat Name, Stat Cat Value, # of Items
Report Name:	<input type="text" value="Items added by date stat"/>

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

Column	Transform	Action	User Params
Item -> Creation Date/Time	Date	Between	Real Date <input type="text" value="2020-01-01"/>
			- And -
			Real Date <input type="text" value="2020-12-31"/>

4. Select the library and branches (Owning Library) you want the report to include.

Item -> Call Number/Volume -> Owning Library	Raw Data	In list	<div style="border: 1px solid blue; padding: 5px;"><div style="border-bottom: 1px solid blue; padding-bottom: 5px;"><div style="display: flex; justify-content: space-between;">JCL-ADMIN▲</div><div style="display: flex; justify-content: space-between;">JCL-ADMIN</div><div style="display: flex; justify-content: space-between;">JCL-NW</div><div style="display: flex; justify-content: space-between;">JCL-WIN▼</div></div><div style="display: flex; justify-content: space-between;">AddDel</div><div style="border-top: 1px solid blue; padding-top: 5px;"><div style="display: flex; justify-content: space-between;">JCL-NW▲</div></div></div>
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5. Select the statistical categories you want to include in the report

Item -> Stat-Cat entry maps -> stat_cat_entry -> Stat Cat -> Stat Cat ID	Raw Data	In list	<div data-bbox="1114 35 1438 218"> <ul style="list-style-type: none"> Gift/Donation Grant Summer Reading Progra </div> <div data-bbox="1114 218 1219 260"> <input type="button" value="Add"/> <input type="button" value="Del"/> </div> <div data-bbox="1114 260 1438 432"> <ul style="list-style-type: none"> Gift/Donation Grant </div>
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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

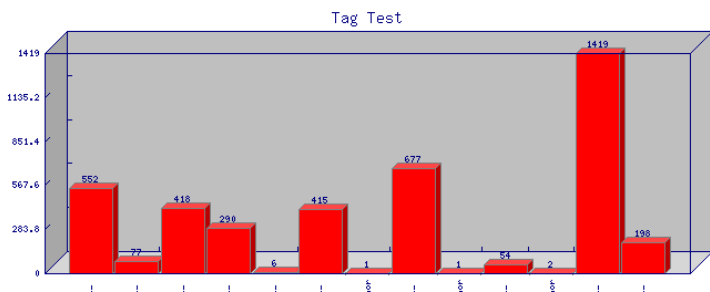
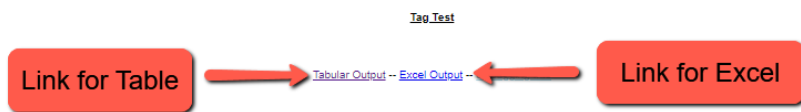
1. Navigate to the folder where you saved the output.
2. Check the box next to your report.

Select All None	report
<input type="checkbox"/>	Tag_Test 2
<input checked="" type="checkbox"/>	Tag_Test

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

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)