

Report Guide

Number of items added by date range (showing Shelving Location and Circ Modifier)

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

Purpose of Report

This report can be useful in showing growth of the overall collection within a provided date range.

Running the Template

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

Template Name:	Number of items added by date range (showing Shelving Location and Circ Modifier)
Template Creator:	ME-Reports
Template Description:	This report can be useful in showing growth of the overall collection within a provided date range. Filters: Date range and owning library Displays: Owing library, shelving location, circulation modifier and number of items added
Report Name:	<input type="text" value="Items added date loc circ"/>

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

Choose a folder to store this report definition:	Selected Folder:
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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;"> JCL-ADMIN JCL-NW JCL-WIN </div> <div style="margin-top: 5px;"> <input type="button" value="Add"/> <input type="button" value="Del"/> </div> <div style="border: 1px solid blue; padding: 5px;"> JCL-NW </div>
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5. Select the type of file 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](#)
- [Monthly reports](#)
- [Tech Serv](#)
- [Reports Committee](#)

Viewing the Output

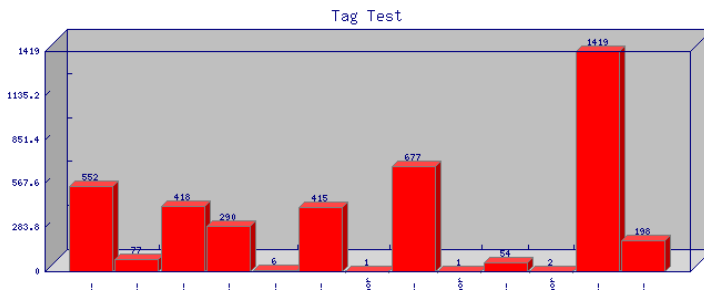
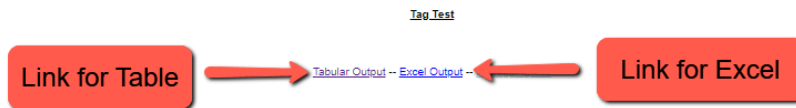
1. Navigate to the folder where you saved the output.
2. Check the box next to your report.

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.

[View report output](#)

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)