

Report Guide

Number of items added by date range

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

Purpose of Report




This report can be used alongside the report “Number of items deleted by date range” to show the growth of a specified library’s catalog 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 |
| Template Creator: | ME-Reports |
| Template Description: | This report can be used in concert with the report template “Number of items deleted by date range” to show the growth in a specified library’s catalog within a specified time frame. Filters: Item Creation Date/Time, Owning Library Displays: Owning Library, # of Items Added |
| Report Name: | <input type="text" value="Items added date range"/> |

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 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: 1px solid blue; padding: 2px;"><div style="border: 1px solid blue; padding: 2px;">JCL-ADMIN</div><div style="border: 1px solid blue; padding: 2px; background-color: #0070C0; color: white;">JCL-NW</div><div style="border: 1px solid blue; padding: 2px;">JCL-WIN</div></div><div style="border: 1px solid blue; padding: 2px; margin-top: 5px;">Add Del</div><div style="border: 1px solid blue; padding: 2px; margin-top: 5px;">JCL-NW</div></div> |
|--|----------|---------|---|

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

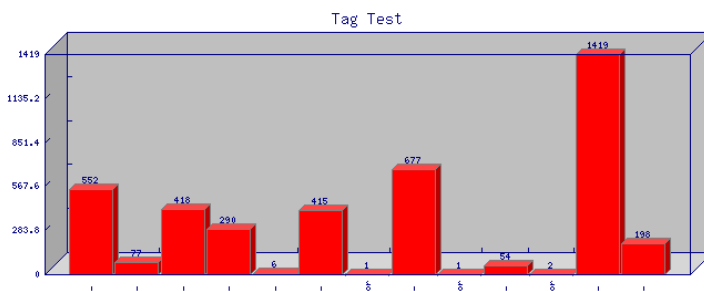
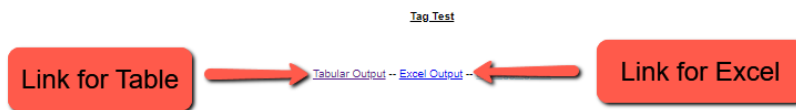
1. Navigate to the folder where you saved the output.
2. Check the box next to your report.

| 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 ▼ | <input type="button" value="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)