

Report Guide

Number of items added by shelving location within specified circ modifiers

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

Purpose of Report




This report can be useful in showing growth of a particular collection.

Running the Template

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

Template Name:	Number of items added by shelving location within specified circ modifiers
Template Creator:	ME-Reports
Template Description:	This report can be useful in showing growth of a particular collection. Filters: Date range, owning library and circulation modifier Displays: Owning library, shelving location, circulation modifier and number of items added
Report Name:	<input type="text" value="Items added by loc circ r"/>

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 circulation modifier(s) you want to include in the report.

Item -> Circulation Modifier -> Code	Raw Data	In list	<div style="border: 1px solid blue; padding: 5px;"><ul style="list-style-type: none">AudioBooksAward Books<li style="background-color: #0070C0; color: white;">BiographyBookClub<p>Add Del</p><div style="border: 1px solid blue; padding: 5px; margin-top: 5px;">Biography</div></div>
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5. Select the library you want to include in the report.

Item -> Call Number/Volume -> Owning Library	Raw Data	In list	<div style="border: 1px solid black; padding: 2px;"> <p>JCL-NW</p> <p style="background-color: #0070C0; color: white;">JCL-WIN</p> <p>KPL</p> <p>KPL-DEXTER</p> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> <p>Add Del</p> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> <p>JCL-WIN</p> </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

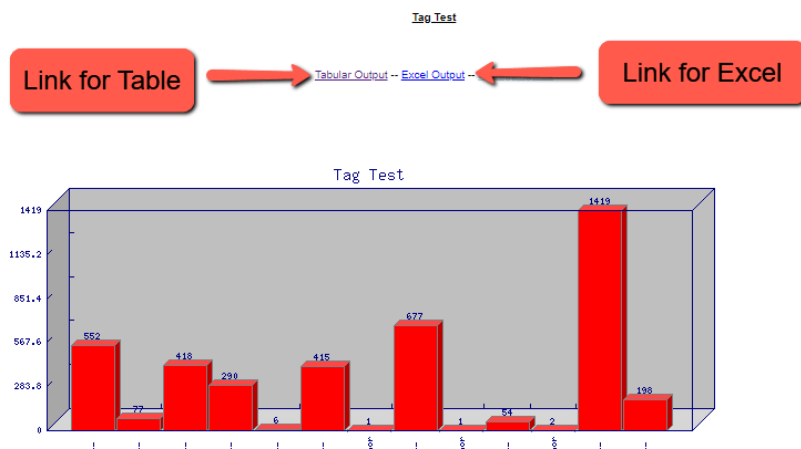
3. Select "View Report" from the drop-down menu above and click Submit.

View report output

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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)