

Report Guide

Number of items by copy status in a date range by library branch

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

Purpose of Report




This report can be used to display the total number of items in a particular status between a given date range and can be filtered by the owning library.

Running the Template

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

| | |
|-----------------------|---|
| Template Name: | Number of items by copy status in a date range by library branch. |
| Template Creator: | ME-Reports |
| Template Description: | This report can be used to display the total number of items in a particular status between a given date range and can be filtered by the owning library. Filters: Copy Status, Copy Status Changed Time, Is Deleted, Owning Library Displays: Owning Library, Copy Status, Count |
| Report Name: | <input type="text" value="Items by status date brai"/> |





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

| | |
|--|---|
| Choose a folder to store this report definition: | Selected Folder:  Report Folders  jlcatsmaster  Monthly reports |
|--|---|

3. Select the copy status you want included in the report.
4. Select a date range to include in the report.
- 5.
6. Select the type of file you want to receive in the end.

| |
|---|
| Output Options <ul style="list-style-type: none">• <input checked="" type="checkbox"/> Excel Output• <input type="checkbox"/> CSV Output• <input type="checkbox"/> HTML Output<ul style="list-style-type: none">◦ <input type="checkbox"/> Bar Charts◦ <input type="checkbox"/> 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 |
|--|---|

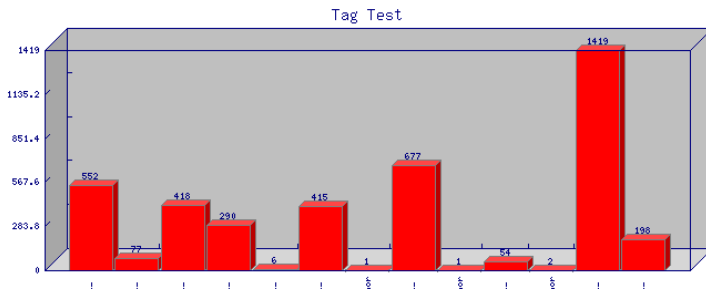
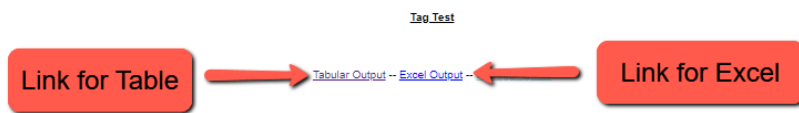
Viewing the Output

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)