

Report Guide

Number of Items Circulated based on checkout library

Purpose of the Report

This is a very simple report showing circulation numbers for items in a given library between specified dates. This report can be used to give general circulation information about total circulation at a particular location. It does not provide information regarding specific shelving locations, item types, etc. so should just be used for broad circulation data.

Running the Template

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

Report Name:	<input type="text" value=""/>
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2. Select the folder where you wish to save the report.

Choose a folder to store this report definition:	Selected Folder: <ul style="list-style-type: none">Report FoldersKyleMonthly Collection StatisticsSara's Reports
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3. Select the checkout/renewal library or libraries you would like the report to include.

Circulation -> Checkout / Renewal Library	Raw Data	In list	<ul style="list-style-type: none">TRLS-ELLTRLS-LEXTRLS-ODTRLS-TECH <input type="button" value="Add"/> <input type="button" value="Del"/>
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4. Select the time frame you would like the report to include.

Circulation -> Checkout Date/Time	Date	Between	Real Date <input type="text" value=""/>	- And -	Real Date <input type="text" value=""/>
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5. Select the type of output 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](#)
- [Kyle](#)
- [Monthly Collection Statistics](#)
- [Sara's Reports](#)

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

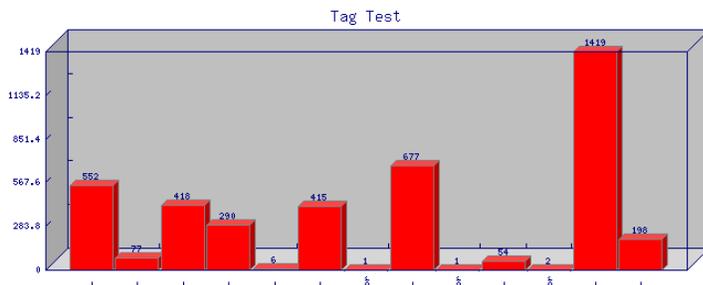
3. Select "View Report" from the drop-down menu above and click Submit.

[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.

Tag Test

Link for Table
→ [Tabular Output](#) ←
Link for Excel



Understanding and Using the Report Output

The resulting output for this report has columns for Library Name and # of Circulations. As mentioned above, this is very broad circulation data that can be used for reporting or general statistics, but does not provide granular insights into your collection.

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)