

# Report Guide

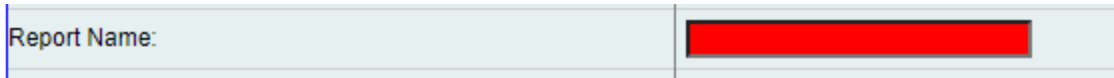
## *Number of items circulated based on hour of the day and day of the week (no OPAC renewals)*

### Purpose of the Report

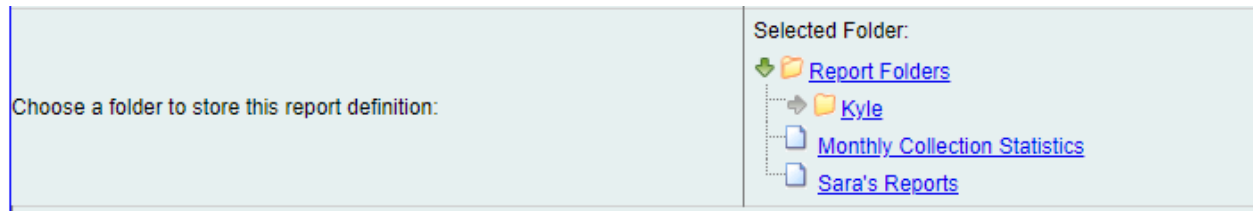
This report shows circulation numbers for items with a specific combination of checkout library and checkout dates. This report can be used to show circulation activity levels during different times and days. This could be used to help determine operational hours or staffing during busier days and times. NOTE: This template does not include online renewals and therefore will not reflect that activity. Another shared template in the same folder includes these renewals to reflect circulation activity in physical locations as well as online renewals.

### Running the Template

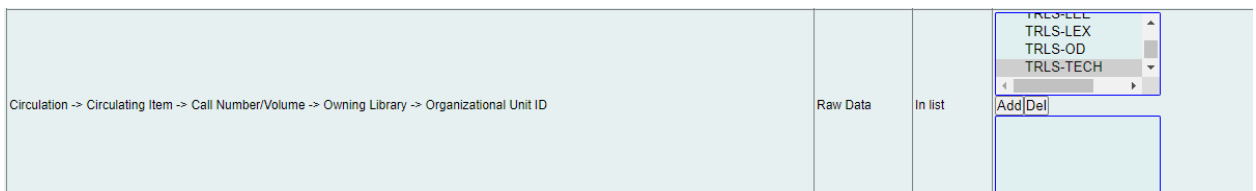
1. Enter a unique title in the “Report Name” field.



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



3. Select the Checkout/Renewal Libraries you would like the report to include. To select more than one, you can hold the Control key while clicking on the names or simply add them one at a time.



4. Select the Checkout Date time frame you would like the report to include. The resulting report output will only show items with a checkout date within the chosen time frame.

Column	Transform	Action	User Params
Circulation -> Checkout Date/Time	Date	Between	Real Date [calendar icon] [red box] - And - Real Date [calendar icon] [red box]

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 <a href="#">All</a> <a href="#">None</a>	report
<input type="checkbox"/>	<a href="#">Tag Test 2</a>
<input checked="" type="checkbox"/>	<a href="#">Tag Test</a>

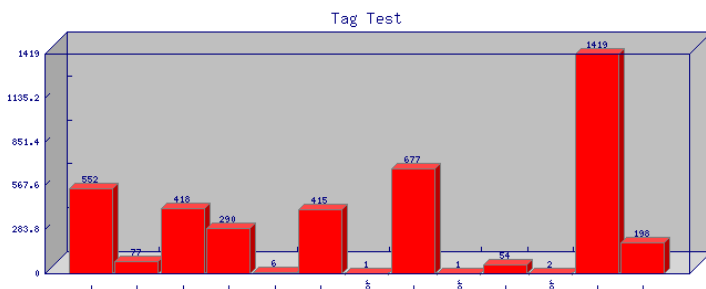
3. Select "View Report" from the drop-down menu above and click Submit.

[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, Week Day, Hour of Day, and a Count of circulations. Some sorting may be necessary in your spreadsheet program of choice in order to parse the data effectively.

NOTE: Only days and hours with circulation activity will show up. For example, if you run the template for a particular week during which no materials circulated or were renewed between 5:00-6:00 pm on Friday, that time period will not show up on the report output at all.

## 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](mailto:mereports@lists.more.net))