

# Report Guide

## *Number of items circulated based on patron permission group and postal code*

### Purpose of the Report

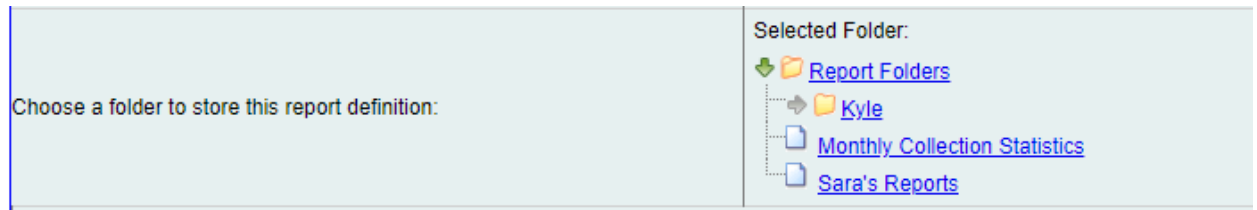
This report shows circulation numbers for items with a specific combination of checkout library, patron permission group and checkout dates. This report can be used to show how many items are circulated by patrons from different permission groups and displays postal codes on its output. This report would allow, among other things, larger library districts to determine geographic areas where use is highest and what locations are used by those patrons.

### Running the Template

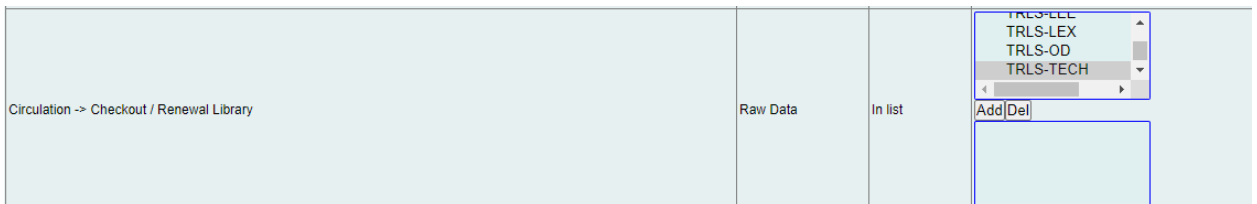
1. Enter a unique title in the "Report Name" field.




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



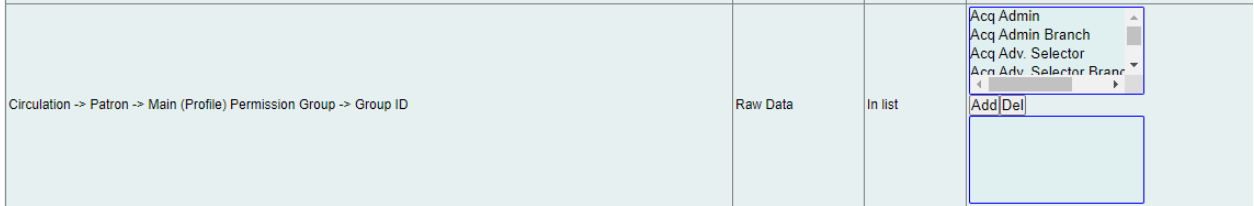
3. Select the Checkout/Renewal Libraries you would like the report to include. To select more than one, you can hold the Control key while clicking on the names or simply add them one at a time.



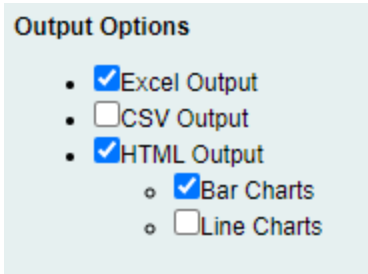
4. Select the Checkout Date time frame you would like the report to include. The resulting report output will only show items with a checkout date within the chosen time frame.



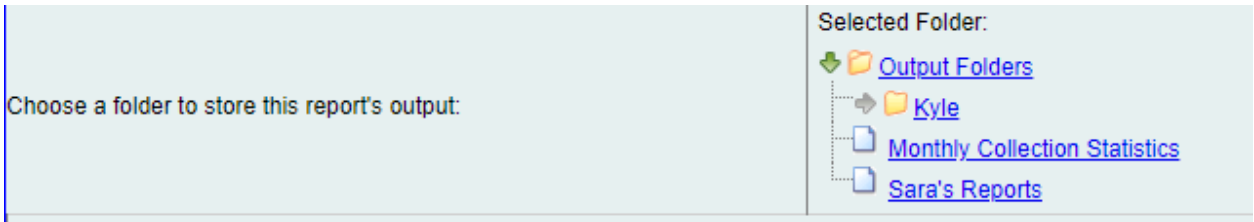
5. Select the Patron Permission Groups you would like the report to include. To select more than one, you can hold the Control key while clicking on the names or simply add them one at a time.



6. Select the type of output you want to receive in the end.



7. Select the folder where you wish the output file to be saved.



## Viewing the Output

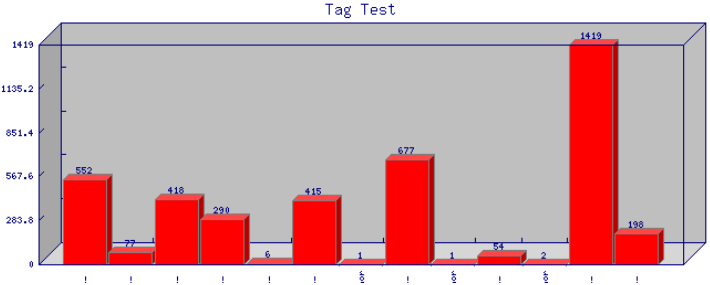
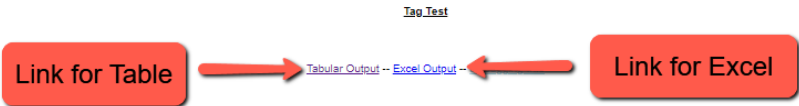
1. Navigate to the folder where you saved the output.
2. Check the box next to your report.



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

The resulting output for this report has columns for Check Out Date, Permission Group, Circulating Library, Patron Postal Code, and a Count of circulations. Some sorting may be necessary in your spreadsheet program of choice in order to parse the data effectively.

## 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))