Report Guide
Number of items circulated based on shelving location

Purpose of the Report

This report shows circulation numbers for items with a specific combination of shelving location and checkout dates. This report can be used to show how many items are circulated anywhere in the consortium from shelving locations at your library. NOTE: The reporter tool only allows users to run reports on Shelving Locations available at the library where their workstation is registered. For example, if you're using a workstation registered to Library A, you can only run reports on materials assigned to Library A's Shelving Locations, even if another library also has a Shelving Location with the same name.

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 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.

4. Select the Shelving Locations 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.

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
☐	**Tag Test 2**
☑	**Tag Test**

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

View report output ⌄ 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.

Tag Test

Link for Table → Tabular Output -- Excel Output ← **Link for Excel**

Tag Test
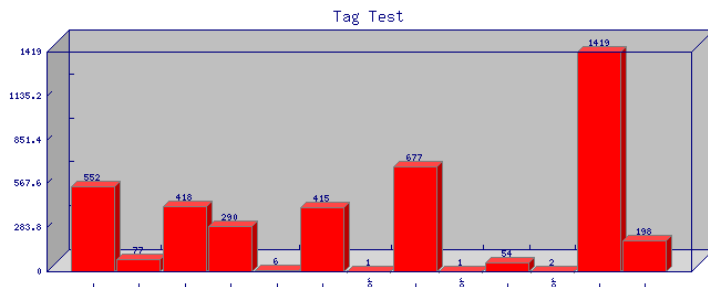
Understanding and Using the Report Output

The resulting output for this report has columns for Shelving Location when circed, Owning Library, Circulating Library, 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)