

Report Guide

Number of items circulated during a period of time

Purpose of the Report

This report shows circulation numbers for items with a specific combination of circulating library and checkout dates. This report can be used to show circulation stats for all materials from specific locations have circulated. NOTE: this template includes In-House Use and Non-Cataloged Items. Statistics for these items are usually found in different tables in the database than other materials. This template was specifically created by our support vendor to include all items in one report.

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 Folders Kyle Monthly Collection Statistics Sara's Reports
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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.

Column	Transform	Action	User Params
Circulation -> Checkout Date/Time	Date	Between	Real Date <input type="text" value=""/> <input type="text" value=""/>
			- And -
			Real Date <input type="text" value=""/> <input type="text" value=""/>

4. Select the Circulating 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.

All Circulation Combined Types -> Circulating Library	Raw Data	In list	<ul style="list-style-type: none">TRLS-ELLTRLS-LEXTRLS-ODTRLS-TECH <input type="text" value=""/> <input type="button" value="Add Del"/>
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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

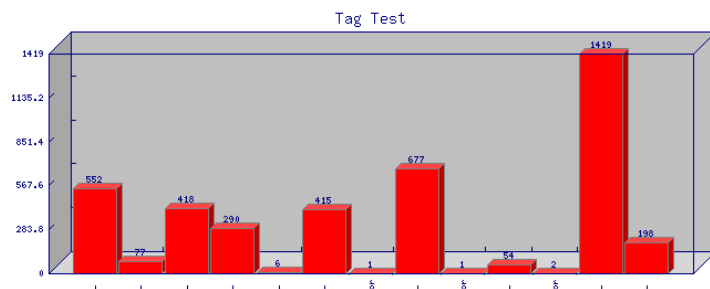
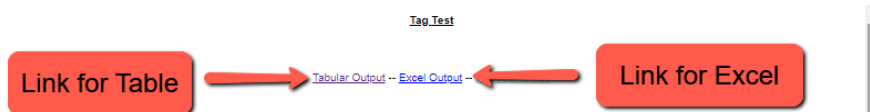
1. Navigate to the folder where you saved the output.
2. Check the box next to your report.

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.



Understanding and Using the Report Output

The resulting output for this report has columns for Checkout Date/Time, Circulating Library, Circulation Type, Item Type, 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)