# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| **Administrative** | | |
| admin->EI_Templates->Miscellaneous | LISTING OF ALL EI SHORT NAMES WITH CONTACT INFORMATION | CONTAINS FULL NAME, SHORTNAME, MAILING ADDRESS, EMAIL ADDRESS AND PHONE NUMBER. |
| admin->EI_Templates->Miscellaneous | ORG UNIT LISTING | LISTING OF LIBRARIES BY NAME, SHORT NAME AND ORG_UNIT |
| admin->EI_Templates->Miscellaneous | SHELVING LOCATION LISTING | LISTING OF SHELVING LOCATIONS AT SELECTED LIBRARIES |
| owplo-globaladmin->OdonShared | LIBRARY SHORT (POLICY) NAME AND ORGANIZATIONAL UNIT ID | GIVES BASIC INFO FOR CHOSEN LIBRARY SYSTEMS |
| SLIS-Intern->SLIS_Grant | LISTING OF ALL EI SHORT NAMES & ID WITH CONTACT INFORMATION | CONTAINS FULL NAME, SHORTNAME, ID, MAILING ADDRESS, EMAIL ADDRESS AND PHONE NUMBER. |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| **Annual Report** | | |
| admin->EI_Templates->Annual Report Templates | Q 57 A-B - CIRC COUNT BY SHELVING LOCATION AND LIBRARY SHORTNAME | Q 57 A-B - CIRC COUNT BY SHELVING LOCATION. SORT BY SHELVING LOCATION TO SEPARATE # OF CIRCULATIONS OF CHILDREN'S MATERIALS. NOTE: THIS REPORT INCLUDES THE SHELVING LOCATIONS AS NAMED BY OTHER EI LIBRARIES. |
| admin->EI_Templates->Annual Report Templates | Q10 - 13 REGISTERED PATRONS FOR ANNUAL REPORT INCLUDES LIBRARY SHORTNAME | Q10 - 13 REGISTERED PATRONS -- RESIDENT, NON-RESIDENT, RECIP BORROWER, PLAC, STUDENT |
| admin->EI_Templates->Annual Report Templates | Q117 PLAC LOANS (REVISED 1/6/2012) | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY TIME RANGE BY PROFILE PLAC AND ZIP INCLUDES ALERT MESSAGE UPDATED 1/6/2012 |
| admin->EI_Templates->Annual Report Templates | Q164A-E - CIRC COUNT BY MATERIAL TYPE (AUDIO, VIDEO, BOOK, MAGAZINE, OTHER) INLCUDES LIBRARY SHORTNAME | Q164A-E - CIRC COUNT BY MATERIAL TYPE (AUDIO, VIDEO, BOOK, MAGAZINE, OTHER), ALSO INCLUDES BLANK MATERIAL TYPES. |
| admin->EI_Templates->Annual Report Templates | Q58A-F HOLDINGS SELECTED INCLUDES LIBRARY SHORTNAME | COUNT OF ITEMS AT SELECTED LIBRARY BY CIRC MOD |
| admin->EI_Templates->Annual Report Templates | REGISTERED PLAC PATRONS WITH PLAC STAT CAT ENTRY | REGISTERED PLAC PATRONS WITH PLAC STAT CAT ENTRY |
| admin->EI_Templates->Miscellaneous | Q10A-D REGISTERED PATRONS | Q10A-D REGISTERED PATRONS -- RESIDENT AND NON-RESIDENT, INDIVIDUAL AND FAMILY. |
| admin->EI_Templates->Miscellaneous | Q12 RECIPROCAL BORROWERS | Q12 RECIPROCAL BORROWERS - RECIPROCALBORROWER AND RECIPROCALBORROWERLIMITEDACCESS |
| admin->EI_Templates->Miscellaneous | Q13 NON-RESIDENT STUDENT BORROWERS | Q13 NON-RESIDENT STUDENT BORROWERS - STUDENT AND STUDENTLIMITEDACCESS |
| apl-localadmin->Norma2 | Q58A-F HOLDINGS SELECTED INCLUDES LIBRARY SHORTNAME | COUNT OF ITEMS AT SELECTED LIBRARY BY CIRC MOD |
| hbplh-localadmin->training | Q164A-E - CIRC COUNT BY MATERIAL TYPE (AUDIO, VIDEO, BOOK, MAGAZINE, OTHER) (CLONE) | Q164A-E - CIRC COUNT BY MATERIAL TYPE (AUDIO, VIDEO, BOOK, MAGAZINE, OTHER) |
| owplo-globaladmin->OdonShared->Annual Report templates | Q58A-F HOLDINGS | COUNT OF ITEMS AT SELECTED LIBRARY BY CIRC MOD |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| rweiland->Rich APLS | Q164A-E - CIRC COUNT BY MATERIAL TYPE (AUDIO, VIDEO, BOOK, MAGAZINE, OTHER) (CLONE) | Q164A-E - CIRC COUNT BY MATERIAL TYPE (AUDIO, VIDEO, BOOK, MAGAZINE, OTHER) |
| wknapp->Wendy | Q10 - 13 REGISTERED PATRONS FOR ANNUAL REPORT (CLONE) | Q10 - 13 REGISTERED PATRONS -- RESIDENT, NON-RESIDENT, RECIP BORROWER, PLAC, STUDENT |
| wknapp->wknapp-ISL Training | Q10 - 13 REGISTERED PATRONS FOR ANNUAL REPORT WITH ZIP | Q10 - 13 REGISTERED PATRONS -- RESIDENT, NON-RESIDENT, RECIP BORROWER, PLAC, STUDENT |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| **Bibliographic Records** | | |
| admin->EI_Templates->Bibliographic Records | LIST OF ITEMS A TO Z WITH BARCODE | LIST OF ITEMS BY STATUS, CALL NUMBER, TITLE, BARCODE, SHELVING LOCATION, COPY STATUS AND LAST EDIT DATE. NOTE: IF YOU RUN AN INTRANSIT STATUS FROM THIS TEMPLATE, THE DATE LAST EDITED IS NOT THE DATE THE ITEM WAS PUT IN TRANSIT. YOU MUST USE A DIFFERENT TEMPLATE TYPE FOR TRANSIT DATE INFORMATION. |
| admin->EI_Templates->Bibliographic Records | TOTAL BIB\TITLES COUNT BY LIBRARY | COUNT OF TOTAL BIB\TITLES AT SELECTED LIBRARY |
| admin->EI_Templates->Monthly Statistics | STAFF CATALOGING ACTIVITY REPORT | COUNT OF RECORDS CREATED BY A CATALOGING USER (FILTER BY USERNAME) DURING A GIVEN TIME PERIOD. |
| admin->EI_Templates->Monthly Statistics | STAFF CATALOGING ACTIVITY REPORT BIBS | COUNT OF BIB RECORDS CREATED BY A CATALOGING USER (FILTER BY USERNAME) DURING A GIVEN TIME PERIOD. |
| admin->EI_Templates->Monthly Statistics | STAFF CATALOGING ACTIVITY REPORT ITEMS | COUNT OF ITEMS CREATED BY A CATALOGING USER (FILTER BY USERNAME) DURING A GIVEN TIME PERIOD. |
| admin->General Report Templates (from Equinox)->Library Collections | COUNT TITLES BY LIBRARY | BREAKS DOWN # OF BIBLIOGRAPHIC/TITLE RECORDS WITH HOLDINGS AT SPECIFIC LIBRARIES. FILTER BY OWNING LIBRARY. INCLUDES ONLY ACTIVE RECORDS THAT HAVE NOT BEEN MARKED AS DELETED. |
| admin->General Report Templates (from Equinox)->Library Collections | LIST OF TITLES DELETED BY DATE RANGE | DISPLAYS TITLE, AUTHOR, PUB YEAR, ISBN AND TITLE CONTROL SOURCE INFORMATION. FILTERS OUT BASED ON THE "IS ACTIVE" AND "IS DELETED" FLAGS. LAST EDIT DATE/TIME IS THE PRIMARY FILTER. |
| admin->General Report Templates (from Equinox)->Library Collections | LIST TITLES BY CIRCULATION MODIFIER | FILTERED BY CIRC MODIFIER AND OWNING LIBRARY. DISPLAYS TITLE, CALL NUMBER AND CIRCULATION MODIFIER. SORTED BY CIRCULATION MODIFIER AND THEN CALL NUMBER. |
| admin->General Report Templates (from Equinox)->Library Collections | LIST TITLES BY PHYSICAL FORMAT/ITEM TYPE | FILTERED BY ITEM TYPE CODE, CIRC MODIFIER AND OWNING LIBRARY. DISPLAYS TITLE, CALL NUMBER, SHELVING LOCATION AND TYPE INFORMATION. SORTED BY ITEM TYPE CODE AND SUB-SORTED BY CALL NUMBER. |
| admin->Georgia PINES Templates->Bibliographic Records | TOTAL TITLE/BIB COUNT | COUNT OF TOTAL TITLES OWNED BY LIBRARY |

# Report Template Index
## *August 2013*

| Location | Report Name | Description |
|---|---|---|
| isl-jasonb->Shared Templates->Bibliographic Records | ALL RECORD IDS FOR TITLES WITH HOLDINGS | RECORD ID, COPY COUNT FOR ALL ITEMS HELD AT SELECTED LIBRARIES. THIS CAN BE USED TO PREPARE AN INITIAL CATALOG EXTRACT FOR BOOPSIE. OUTPUT SHOULD BE .CSV, AND CAN THEN BE USED IN MARC EXTRACT. |
| isl-jasonb->Shared Templates->Bibliographic Records | COUNT OF RECORDS ADDED BY LIBRARY BETWEEN DATES | THE NUMBER OF RECORDS THAT WERE ADDED BETWEEN DATES BY USERS AT SPECIFIED LIBRARIES. BROKEN OUT BY LIBRARY AND CREATOR. "HOME LIBRARY" REFERS TO THE HOME LIBRARY OF THE USER(S) THAT CREATED RECORDS DURING THAT TIME. |
| isl-jasonb->Shared Templates->Bibliographic Records | LIST ITEMS WITH MATCHING SUBJECTS | LIBRARY, CALL NUMBER, LOCATION, TITLE, AUTHOR, AND BARCODE OF ITEMS WITH MATCHING INDEXED SUBJECT FIELDS. FINDING RECORDS REQUIRES THAT THE SPECIFIED LIBRARY HAS HOLDINGS ON THEM! ALSO NOTE THAT THE SUBJECTS ARE NOT DISPLAYED BECAUSE IF THERE IS MORE THAN ONE MATCHING SUBJECT IN A MARC RECORD, DUPLICATE RESULTS WOULD BE DISPLAYED FOR THOSE ITEMS. |
| isl-jasonb->Shared Templates->Bibliographic Records | LIST RECORDS WITH SPECIFIC FIELDS LIMITED BY ITEM SHELVING LOCATION | LISTS THE RECORD ID, TITLE, FIELD, AND FIELD VALUE FOR SPECIFIED FIELDS. REQUIRES THAT A LIBRARY HAS HOLDINGS ON THE RECORD! |
| isl-jasonb->Shared Templates->Bibliographic Records | RECORD IDS FOR TITLES WITH HOLDINGS ADDED SINCE DATE | RECORD ID, COPY COUNT FOR ITEMS ADDED SINCE DATE AT SELECTED LIBRARIES. THIS CAN BE USED TO PREPARE AN ONGOING CATALOG EXTRACT FOR BOOPSIE. OUTPUT SHOULD BE .CSV, AND CAN THEN BE USED IN MARC EXTRACT. |
| wknapp->Wendy | STAFF CATALOGING ACTIVITY REPORT ITEMS - DELETED BIB RECORDS TAKE 2 | COUNT OF ITEMS DELETED BY A CATALOGING USER (FILTER BY USERNAME) DURING A GIVEN TIME PERIOD. |
| wknapp->Wendy Share | DELETED BIBLIOGRAPHIC RECORDS BY USER AND MONTH | SELECT THE LIBRARY AND MONTH + YEAR TO FIND THE COUNT OF ALL BIB RECORDS DELETED BY EACH USER AT THAT LIBRARY |

| Location | Report Name | Description |
|---|---|---|
| **Circulation** | | |
| adavidson->Alice | ITEMS OVERDUE ON A GIVEN DATE | USED FOR FINDING ITEMS A CERTAIN NUMBER OF DAYS OVERDUE. |
| admin->EI_Templates->Circulation | CLAIMS RETURNED ITEMS BETWEEN DATES | LISTING OF ITEM TITLES, BARCODES AND CALL NUMBERS ALONG WITH PATRON WHO CLAIMS ITEM WAS RETURNED BETWEEN A GIVEN DATE RANGE. |
| admin->EI_Templates->Circulation | COUNT OF CIRCULATIONS BY PATRON PROFILE (MONTHLY) (CLONE) | COUNT OF CIRCULATIONS GROUPED BY PATRON PROFILE GROUP ON A MONTHLY BASIS. |
| admin->EI_Templates->Circulation | DAILY CIRC BY CIRCULATION MODIFIER AND SHELVING LOCATION (REVISED 1/19/2012) | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY DAY, BROKEN DOWN BY CIRC MODIFIER AND SHELVING LOCATION. |
| admin->EI_Templates->Circulation | IN HOUSE USE BY COPY LOCATION | A COUNT OF IN HOUSE USES, GROUPED BY COPY LOCATION. |
| admin->EI_Templates->Circulation | ITEM USAGE COUNT BY BARCODE | COUNT OF CHECKOUTS FOR A USER SUPPLIED BARCODE. |
| admin->EI_Templates->Circulation | MONTHLY CIRC BY CIRCULATION MODIFIER | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY MONTH, BROKEN DOWN BY CIRC MODIFIER. |
| admin->EI_Templates->Circulation | MONTHLY CIRC BY CIRCULATION MODIFIER AND SHELVING LOCATION | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY MONTH, BROKEN DOWN BY CIRC MODIFIER AND SHELVING LOCATION. |
| admin->EI_Templates->Circulation | MONTHLY CIRC BY CIRCULATION MODIFIER AND SHELVING LOCATION AND CIRC MODIFIER | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY MONTH, BROKEN DOWN BY CIRC MODIFIER AND SHELVING LOCATION. |
| admin->EI_Templates->Circulation | MONTHLY CIRC BY CIRCULATION MODIFIER, SHELVING LOCATION AND OWNING LIBRARY | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY MONTH, BROKEN DOWN BY CIRC MODIFIER AND SHELVING LOCATION. |
| admin->EI_Templates->Circulation | MONTHLY CIRCULATION COUNTS BY SHELF LOCATION (ALL SHELVING LOCATIONS - INCLUDES OWNING LIBRARY - REV. OCTOBER 2010) | BREAKDOWN OF CIRCULATIONS BY SELECTED TIME PERIOD. FILTERS BY CHECKOUT DATE AND CIRCULATING LIBRARY. DOES NOT INCLUDE INTRA-SYSTEM TRANSITS (BRANCH-TO-BRANCH). |
| admin->EI_Templates->Circulation | MONTHLY CIRCULATION COUNTS BY SHELF LOCATION (ALL SHELVING LOCATIONS) | BREAKDOWN OF CIRCULATIONS BY THE DAY OF THE WEEK. INCLUDES A CHECKOUT DATE FILTER AND CIRCULATING LIBRARY FILTER. |
| admin->EI_Templates->Circulation | MONTHLY CIRCULATION COUNTS BY SHELF LOCATION (ALL SHELVING LOCATIONS) LISTING TITLES | BREAKDOWN OF CIRCULATIONS BY THE DAY OF THE WEEK. INCLUDES A CHECKOUT DATE FILTER AND CIRCULATING LIBRARY FILTER. |
| admin->EI_Templates->Circulation | MONTHLY CIRCULATION COUNTS BY SHELF LOCATION (MAY 2010 REVISION) | BREAKDOWN OF CIRCULATIONS BY THE DAY OF THE WEEK. INCLUDES A CHECKOUT DATE FILTER, COPY LOCATION FILTER, AND CIRCULATING LIBRARY FILTER. |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| admin->EI_Templates->Circulation | MONTHLY CIRCULATION COUNTS OF ITEMS OWNED BY ONE LIBRARY, AND CIRCULATED ELSEWHERE SHOWS CIRCULATING LIBRARY | BREAKDOWN OF CIRCULATIONS BY SELECTED TIMEFRAME. SHOWS CIRCULATING LIBRARY, NUMBER OF CIRCS, AND SHELVING LOCATIONS. FILTERED BY CHECKOUT DATE, OWNING LIBRARY AND CIRCULATING LIBRARY. |
| admin->EI_Templates->Circulation | MONTHLY TOTAL CIRC BY CIRCULATION | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY MONTH. |
| admin->EI_Templates->Circulation | MONTHLY TOTAL CIRC BY PROFILE FOR PLAC CARDS BY ZIP | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY MONTH BY PROFILEPLAC AND ZIP. |
| admin->EI_Templates->Circulation | NON CATALOGED CIRCULATION FOR EI LIBRARIES (2010-11-22) | SELECT THE LIBRARY AND THE DATE RANGE. SEE THE NUMBER OF CIRCULATIONS BY TYPE AT EACH LIBRARY SELECTED. |
| admin->EI_Templates->Circulation | NON-CATALOGED CIRCULATION COUNTS | COUNT OF IN HOUSE NON CATALOGED CIRCULATIONS BY TYPE. FILTER BY CIRCULATING LIBRARY. LISTS COUNTS FOR ALL NON CATALOGED TYPES WITH > 1 CIRCULATION. |
| admin->EI_Templates->Circulation | PATRON BY PATRON ITEMS OUT COUNT | COUNT OF ITEMS OUT BY PATRON BARCODE, PATRON HOME LIBRARY, CIRCULATING LIBRARY. FILTERED BY LIBRARY ORG UNIT. (CSV OUTPUT RECCOMENDED) |
| admin->EI_Templates->Circulation | TOTAL CIRC DATE | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY SELECTED DATE. |
| admin->EI_Templates->Customized Branch Specific Templates | COUNT OF CIRCULATIONS BY PATRON PROFILE, NAME AND CIRC MODIFIER | COUNT OF CIRCULATIONS GROUPED BY PATRON AND CIRC MODIFIER ON A MONTHLY BASIS. |
| admin->EI_Templates->Monthly Statistics | COUNT OF CIRCULATIONS BY PATRON PROFILE AT LIBRARY OTHER THAN HOME LIBRARY (MONTHLY) (2010-12) | COUNT OF CIRCULATIONS GROUPED BY PATRON PROFILE GROUP ON A MONTHLY BASIS. LOOKS FOR PATRONS USING A LIBRARY OTHER THAN THE HOME LIBRARY. |
| admin->EI_Templates->Monthly Statistics | MONTHLY CIRCULATION COUNTS BY SHELVING LOCATION WITH OWNING LIBRARY SHORTNAME DISPLAYED | COUNT OF CIRCULATIONS WITHIN EACH SHELVING LOCATION FOR A GIVEN MONTH |
| admin->EI_Templates->Monthly Statistics | MONTHLY TOTAL CIRC BY PROFILE FOR PLAC CARDS BY ZIP AND LEGACY CAT1 AND CAT2 FIELDS | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY MONTH BY PROFILE PLAC, LEGACY STATCAT AND ZIP. |
| admin->EI_Templates->Monthly Statistics | SELFCHECK CIRCULATION COUNTS | A COUNT OF CIRCULATIONS BY THE SELFCHECK USER AT A PARTICULAR BRANCH FOR A PARTICULAR DATE RANGE |
| admin->EI_Templates->Monthly Statistics | TOTAL CIRC BY PROFILE FOR PLAC CARDS BY ZIP IN MONTHLY TIME RANGE | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY TIME RANGE BY PROFILE PLAC AND ZIP. |
| admin->EI_Templates->Monthly Statistics | TOTAL CIRC BY PROFILE FOR PLAC CARDS BY ZIP IN MONTHLY TIME RANGE FILTERING ON STAT CAT1 | HMMPL COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY TIME RANGE BY PROFILE PLAC AND CITY,CAT 1, ZIP. |

| | Report Template Index | |
| | *August 2013* | |
| **Location** | **Report Name** | **Description** |
| admin->EI_Templates->Overdue Notice Templates | ITEMS OVERDUE SINCE BEFORE GIVEN DATE | USED FOR FINDING ITEMS "LONG" OVERDUE. |
| admin->EI_Templates->Overdue Notice Templates | LONG OVERDUES "BETWEEN" DATES AND CIRCULATING LIBRARY | USED FOR CREATING 28 AND 45 DAY OVERDUE MAIL MERGE |
| admin->EI_Templates->Overdue Notice Templates | RECURRING OVERDUE MANIFEST | A RECURRING REPORT (DAILY, WEEKLY, ETC. - YOU CHOOSE) LISTING ALL OVERDUE ITEMS AT A PARTICULAR LIBRARY WITH RELEVANT PATRON/ITEM INFORMATION. |
| admin->EI_Templates->Overdue Notice Templates | RECURRING OVERDUE MANIFEST (CLONE) | A RECURRING REPORT (DAILY, WEEKLY, ETC. - YOU CHOOSE) LISTING ALL OVERDUE ITEMS AT A PARTICULAR LIBRARY WITH RELEVANT PATRON/ITEM INFORMATION. |
| admin->EI_Templates->Stat Cat | CIRCULATIONS BY TOWNSHIP STATISTICAL CATEGORY | CUSTOM REPORT FOR BUTLER PUBLIC LIBRARY. MAY BE SUITABLE AS AN EXAMPLE FOR CREATING SIMILAR REPORTS. |
| admin->General Report Templates (from Equinox)->Library Services | COUNT CIRCULATION BY LIBRARY & DAY OF THE WEEK | BREAKDOWN OF CIRCULATIONS BY THE DAY OF THE WEEK. INCLUDES A CHECKOUT DATE FILTER AND CIRCULATING LIBRARY FILTER. |
| admin->General Report Templates (from Equinox)->Library Services | COUNT CIRCULATIONS BY HOUR OF THE DAY | DISPLAYS CIRCS BY HOUR AT EACH CIRCULATING LIBRARY. FILTERS INCLUDE DATE RANGE AND CIRCULATING LIBRARY. |
| admin->General Report Templates (from Equinox)->Library Services | COUNT CIRCULATIONS BY LIBRARY & CIRCULATION MODIFIER | DISPLAYS CHECKOUT DATES, CIRCULATING LIBRARY, CIRC MODIFIER AND COUNTS. FILTERS ON CHECK OUT DATE (RANGE), CIRCULATING LIBRARY AND CIRC MODIFIER. |
| admin->General Report Templates (from Equinox)->Library Services | COUNT CIRCULATIONS BY LIBRARY & SHELVING LOCATION | DISPLAYS CHECKOUT DATES, CIRCULATING LIBRARY, SHELVING LOCATION AND COUNTS. FILTERS ON CHECK OUT DATE (RANGE), CIRCULATING LIBRARY AND SHELVING LOCATION. NOTE: LOCATIONS WILL ONLY SHOW BASED ON THE WORKSTATION LOGIN LIBRARY. |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| admin->General Report Templates (from Equinox)->Library Services | COUNT CIRCULATIONS BY NON-CATALOGED TYPE & DATE RANGE | DISPLAYED COUNT OF CIRCULATIONS BY NON-CATALOGED TYPE, CIRCULATING LIBRARY AND DATE. FILTERS ARE BY DATE RANGE, CIRCULATING LIBRARY AND NON-CATALOGED TYPES. |
| admin->General Report Templates (from Equinox)->Library Services | COUNT CIRCULATIONS BY PATRON PERMISSION GROUP | DISPLAYS CHECK OUT DATE (BY MONTH), PERMISSION GROUP(S), CIRCULATING LIBRARY AND COUNT. FILTERS ON CHECK OUT DATE, CIRCULATING LIBRARY AND PERMISSION GROUP. |
| admin->General Report Templates (from Equinox)->Library Services | COUNT IN HOUSE USAGE BY LIBRARY | DISPLAYS USAGE DATE AND COUNT. FILTERS ON LIBRARY AND DATE RANGE. |
| admin->General Report Templates (from Equinox)->Library Services | LIST TITLES USED IN HOUSE | LIST OF TITLES USED IN HOUSE WITHIN A DATE RANGE INCLUDING THE USE DATE AND # OF TIMES USED. |
| admin->General Report Templates (from Equinox)->Library Services | OPEN PRE-CAT CIRCULATIONS | DISPLAYS PRE-CAT AND PATRON INFORMATION PLUS DUE DATES. FILTERED BY CHECK OUT DATE AND LIBRARY. |
| admin->Georgia PINES Templates->Circulation | MONTHLY CIRC BY PROFILE GROUP | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY MONTH, BROKEN DOWN BY PROFILE GROUP. |
| admin->Georgia PINES Templates->In House Use | MONTHLY CATALOGED IN HOUSE USE BY CIRC MODIFIER | MONTHLY COUNT OF IN HOUSE USE FOR CATALOGED MATERIALS, BROKEN DOWN BY CIRCULATION MODIFIER, AT SELECT LIBRARIES FOR SELECTED MONTHS. |
| admin->Georgia PINES Templates->In House Use | MONTHLY NON-CATALOGED IN HOUSE USE | MONTHLY NON-CATALOGED IN HOUSE USE FOR SELECTED LIBRARIES |
| agoben->ISL - AGoben | NON-CATALOGED IN-HOUSE USE COUNT - MONTHLY STATISTICS | USED TO COLLECT THE COUNTS OF IN-HOUSE USE FOR NON-CATALOGED MATERIALS (NO BARCODE). FILTERS ON USE DATE (BETWEEN) AND USING LIBRARY (IN LIST). DISPLAYS USE COUNT BY NON-CATALOGED LOCATIONS/TYPES. |
| ampla-localadmin->Librarian Stat Report | CIRC STATS | REPORT OF CIRCULATIONS BY MONTH, BROKEN DOWN BY CIRC MODIFIER AND SHELVING LOCATION. |
| ampla-localadmin->Librarian Stat Report | IN HOUSE | REPORT OF IN-HOUSE USE BY MONTH. |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| ampla-localadmin->Librarian Stat Report | MONTHLY CIRC | MONTHLY CIRC COUNT BY MATERIAL TYPE (AUDIO, VIDEO, BOOK, MAGAZINE, OTHER) |
| ampla-localadmin->Patron Reports | OVERDUE LOG | REPORT LISTING ALL OVERDUE ITEMSWITH RELEVANT PATRON/ITEM INFORMATION. |
| apl-localadmin->Norma2 | CHECKOUT HISTORY | REPORT FOR PATRONS WHO REQUEST TO KNOW WHAT THEY HAVE RECENTLY CHECKED OUT FROM THE LIBRARY. |
| apl-localadmin->Norma2 | CIRCPATRTYPE #4 | GENERATES A TABLE OF MONTHLY CIRCULATION COUNT FOR EACH PATRON TYPE.  FILTERED BY PATRON TYPE FROM LIST.  CHOOSE CHECK OUT YR/MO & LIBRARY |
| apl-localadmin->Norma2 | MONTHLY CIRC BY CIRCULATION MODIFIER, SHELVING LOCATION AND OWNING LIBRARY#3 | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY MONTH, BROKEN DOWN BY CIRC MODIFIER AND SHELVING LOCATION. |
| bvpl-localadmin->circulation | DAILY CIRC BY CIRCULATION MODIFIER | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY DAY, BROKEN DOWN BY CIRC MODIFIER (OLD ITEM TYPE). |
| bvpl-localadmin->circulation | MONTHLY CATALOGED IN HOUSE USE BY CIRC MODIFIER | MONTHLY COUNT OF IN HOUSE USE FOR CATALOGED MATERIALS, BROKEN DOWN BY CIRCULATION MODIFIER, AT SELECT LIBRARIES FOR SELECTED MONTHS. |
| hbplh-localadmin->training | MONTHLY CIRC BY CIRCULATION MODIFIER JUNE 13 | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY MONTH, BROKEN DOWN BY CIRC MODIFIER. |
| hbplh-localadmin->training | MONTHLY CIRC BY CIRCULATION MODIFIER JUNE 2013 | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY MONTH, BROKEN DOWN BY CIRC MODIFIER. |
| hbplh-localadmin->training | MONTHLY CIRC BY CIRCULATION MODIFIER JUNE 2013 (CLONE) | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY MONTH, BROKEN DOWN BY CIRC MODIFIER. |
| hbplh-localadmin->training | MONTHLY CIRCULATION COUNTS BY SHELVING LOCATION JUNE 2013 | COUNT OF CIRCULATIONS WITHIN EACH SHELVING LOCATION FOR A GIVEN MONTH |
| hbplh-localadmin->training | MONTHLY CIRCULATION COUNTS BY SHELVING LOCATION JUNE 2013 (CLONE) | COUNT OF CIRCULATIONS WITHIN EACH SHELVING LOCATION FOR A GIVEN MONTH |
| hjtplh-localadmin->HJTPLH_shared | CIRCPATRTYPE | GENERATES A TABLE OF MONTHLY CIRCULATION COUNT FOR EACH PATRON TYPE.  FILTERED BY PATRON TYPE FROM LIST.  CHOOSE CHECK OUT YR/MO & LIBRARY |
| hjtplh-localadmin->HJTPLH_shared | CIRCPATRTYPE - MULTIPLE DATE RANGE | GENERATES A TABLE OF MONTHLY CIRCULATION COUNT FOR EACH PATRON TYPE.  FILTERED BY PATRON TYPE FROM LIST.  CHOOSE CHECK OUT DATE RANGE AND LIBRARY |
| hjtplh-localadmin->HJTPLH_shared | CIRCULATION STATS | REPORT  OF CIRCULATIONS BY MONTH, BROKEN DOWN BY CIRC MODIFIER, SHELVING LOCATION AND INDICATING OWNING LIBRARY. |

## Report Template Index
### *August 2013*

| Location | Report Name | Description |
|---|---|---|
| isl-jasonb->Patrons->Staff | COUNT OF CIRCULATIONS CLOSED BY STAFF LOGINS BETWEEN DATES | LIBRARY, USERNAME, AND COUNT OF CIRCS CLOSED (CHECKED IN). GROUP ID SELECTION LISTS THE PROFILES TO COUNT, WITH CIRC1 - CIRC4 BEING MOST IMPORTANT. |
| isl-jasonb->Patrons->Staff | COUNT OF CIRCULATIONS OPENED BY STAFF LOGINS BETWEEN DATES | LIBRARY, USERNAME, AND COUNT OF CIRCS OPENED. GROUP ID SELECTION LISTS THE PROFILES TO COUNT, WITH CIRC1 - CIRC4 BEING MOST IMPORTANT. |
| isl-jasonb->Shared Templates->Circulation | CHECKOUT HISTORY | REPORT FOR PATRONS WHO REQUEST TO KNOW WHAT THEY HAVE RECENTLY CHECKED OUT FROM THE LIBRARY. |
| isl-jasonb->Shared Templates->Circulation | CIRC BY CIRCULATION MODIFIER, SHELVING LOCATION AND OWNING LIBRARY FOR SELECTED TIME PERIOD (WKNAPP) | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY BROKEN DOWN BY CIRC MODIFIER AND SHELVING LOCATION. |
| isl-jasonb->Shared Templates->Circulation | CIRCS OPENED BY HOUR FOR SPECIFIED LIBRARIES AND NOT USER PROFILE | SHOWS HOW MANY CIRCS ARE OPENED PER HOUR FOR EACH LIBRARY |
| isl-jasonb->Shared Templates->Circulation | CIRCULATIONS OPENED BY STAFF BETWEEN DATES FOR PROFILES | CAN BE USED TO FIND CIRCULATIONS OPENED FOR COMPUTERUSAGE OR OTHER PROFILES NOT ALLOWED TO CIRCULATE ITEMS. DOES NOT RETURN A LIST OF ITEMS OR PATRON BARCODES |
| isl-jasonb->Shared Templates->Circulation | COUNT CIRCULATIONS BETWEEN DATES BY CALL NUMBER FOR MATCHING CALL NUMBER STRING | DISPLAYS THE DATE AND THE NUMBER OF CIRCULATIONS THAT TOOK PLACE DURING THE MONTH. ITEMS ARE FILTERED ON A SEGMENT OF THE CALL NUMBER. ENTERING JUV FIC A INTO THE CALL NUMBER LABEL WOULD MATCH ANY CALL NUMBERS THAT CONTAIN THAT STRING. (NOT NECESSARILY AT THE BEGINNING!) |
| isl-jasonb->Shared Templates->Circulation | COUNT OF CIRCS BETWEEN DATES FOR OWNED ITEMS ONLY BY CIRCULATION MODIFIER AND NOT USER PROFILE | COUNT OF CIRCS OPENED BETWEEN SPECIFIED DATES, ONLY FOR ITEMS OWNED BY LIBRARIES SPECIFIED, GROUPED BY SHELVING LOCATION, EXCLUDING CIRCS TO SELECTED USER PROFILES (SUCH AS INTERNALUSE). (NOTE: ITEMS WITH BLANK CIRC MODS ARE NOT COUNTED!) |
| isl-jasonb->Shared Templates->Circulation | COUNT OF CIRCS BETWEEN DATES FOR OWNED ITEMS ONLY BY SHELVING LOCATION AND NOT USER PROFILE | COUNT OF CIRCS OPENED BETWEEN SPECIFIED DATES, ONLY FOR ITEMS OWNED BY LIBRARIES SPECIFIED, GROUPED BY SHELVING LOCATION, EXCLUDING CIRCS TO SELECTED USER PROFILES (SUCH AS INTERNALUSE). |
| isl-jasonb->Shared Templates->Circulation | COUNT OF CIRCS BETWEEN DATES FOR OWNED ITEMS ONLY BY SHELVING LOCATION, CIRC MODIFIER, AND NOT USER PROFILE | COUNT OF CIRCS OPENED BETWEEN SPECIFIED DATES, ONLY FOR ITEMS OWNED BY LIBRARIES SPECIFIED, GROUPED BY SHELVING LOCATION AND CIRC MODIFIER, EXCLUDING CIRCS TO SELECTED USER PROFILES (SUCH AS INTERNALUSE). |
| isl-jasonb->Shared Templates->Circulation | COUNT OF CIRCS OPENED FOR BARCODES AT LIBRARIES | COUNT OF CIRCS OPENED BETWEEN DATES AT SPECIFIED LIBRARIES, BROKEN DOWN BY ITEM. GOOD FOR ROTATING COLLECTION TRACKING. |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| isl-jasonb->Shared Templates->Circulation | COUNT OF CIRCULATION BETWEEN DATES FOR SPECIFIED LIBRARIES AND USER PROFILES | NUMBER OF ITEMS CIRCULATED TO SPECIFIED USER PROFILES AT SPECIFIED LIBRARIES, GROUPED BY PROFILE, POSTAL CODE, AND CITY |
| isl-jasonb->Shared Templates->Circulation | COUNT OF CIRCULATION BY DAY OF WEEK BETWEEN DATES | HOW MANY CIRCS OPENED BY DAY OF WEEK, IGNORING RENEWALS |
| isl-jasonb->Shared Templates->Circulation | COUNT OF CIRCULATIONS OPENED BY DAY PER WORKSTATION | LIBRARY, DAY OF WEEK, WORKSTATION NAME, AND CIRC COUNT. PATRON PROFILE LIST IS TO NOT BE COUNTED, JUST USE INTERNALUSE IF YOU WANT TO COUNT NORMAL CIRCS. |
| isl-jasonb->Shared Templates->Circulation | COUNT OF IN-HOUSE USE BETWEEN DATES | LISTS LIBRARY AND COUNT OF IN HOUSE USES. |
| isl-jasonb->Shared Templates->Circulation | COUNT OF IN-HOUSE USE BY TILE BETWEEN DATES | LISTS LIBRARY, TITLE, AND COUNT OF IN HOUSE USES. |
| isl-jasonb->Shared Templates->Circulation | COUNT OF MONTHLY CIRCULATION BY FIRST 5 CHARACTERS OF CALL NUMBER | DISPLAYS THE MONTH OF THE YEAR AND THE TOTAL NUMBER OF CIRCULATIONS THAT TOOK PLACE THAT MONTH. ITEMS ARE FILTERED BETWEEN TWO SETS OF THE FIRST FIVE CHARACTERS OF THE CALL NUMBER (I.E. BETWEEN FIC A AND FIC B). NOTE THAT THIS DOES NOT WORK IF YOU HAVE A CALL NUMBER PREFIX OVER 4 LETTERS AND SPACES, SUCH AS MYSTERY, OR FIC JUV. |
| isl-jasonb->Shared Templates->Circulation | COUNT OF MONTHLY CIRCULATION BY MATCHING CALL NUMBER STRING | DISPLAYS THE MONTH OF THE YEAR AND THE TOTAL NUMBER OF CIRCULATIONS THAT TOOK PLACE THAT MONTH. ITEMS ARE FILTERED ON A SEGMENT OF THE CALL NUMBER. ENTERING JUV FIC A INTO THE CALL NUMBER LABEL WOULD MATCH ANY CALL NUMBERS THAT CONTAIN THAT STRING. (NOT NECESSARILY AT THE BEGINNING!) |
| isl-jasonb->Shared Templates->Circulation | COUNT OF MONTHLY CIRCULATION BY OWNED SHELVING LOCATION AND CALL NUMBER | DISPLAYS THE MONTH, CALL NUMBER, AND THE TOTAL NUMBER OF CIRCULATIONS THAT TOOK PLACE THAT MONTH. NOTE THAT THIS ONLY COUNTS CIRCULATIONS OF YOUR OWN ITEMS AT YOUR OWN LIBRARY. TO LIFT THAT RESTRICTION, CLONE THE REPORT AND REMOVE THE LOCATION ID FIELD FROM BASE FILTERS. IT'LL BE PRETTY BIG, YOU MAY NEED TO SWITCH TO CSV. |
| isl-jasonb->Shared Templates->Circulation | COUNT OF UNIQUE PATRONS CIRCULATING ITEMS BETWEEN DATES | THE NUMBER OF ACTUAL INDIVIDUALS CIRCULATING ITEMS AT EACH LIBRARY BETWEEN DATES. |
| isl-jasonb->Shared Templates->Circulation | DETAILED ITEMS DUE BETWEEN DATES | DETAILS FOR ITEMS WITH A DUE DATE BETWEEN SPECIFIED DATES, FOR SEARCHING SHELVES |

# Report Template Index
## *August 2013*

| Location | Report Name | Description |
| --- | --- | --- |
| isl-jasonb->Shared Templates->Circulation | IN HOUSE USE OF BARCODED ITEMS BY MONTH | LIBRARY, DATE, TITLE AND COUNT OF IN-HOUSE USES BETWEEN THE MONTHS SPECIFIED. |
| isl-jasonb->Shared Templates->Circulation | IN HOUSE USE OF NON-CATALOGED ITEMS BY MONTH | LIBRARY, TYPE OF USE AND COUNT FOR IN HOUSE USES BETWEEN SPECIFIED MONTHS |
| isl-jasonb->Shared Templates->Circulation | ITEMS OVERDUE BETWEEN DATES, WITH CONTACT INFORMATION | LIST ITEMS OVERDUE BETWEEN DATES, WITH BASIC USER INFORMATION. |
| isl-jasonb->Shared Templates->Circulation | LIST CIRCS OPENED BETWEEN DATES FOR LIBRARIES AND NOT USER PROFILES | USER AND ITEM BARCODES FOR CIRCS OPENED BETWEEN SPECIFIED DATES. IF YOU DON'T KNOW WHAT TO PUT IN GROUP ID, JUST USE INTERNALUSE. |
| isl-jasonb->Shared Templates->Circulation | LIST ITEMS DUE BEFORE DATE AT OTHER LIBRARIES | OWNING LIBRARY, DATE DUE, SHELVING LOCATION, CALL NUMBER, TITLE, AUTHOR, BARCODE, AND CHECKOUT LIBRARY FOR TRANSITED ITEMS THAT ARE OVERDUE. FOR CORRECT RESULTS, SELECT YOUR LIBRARY(IES) FOR BOTH CIRCULATING LIBRARY FIELDS. NOTE THAT OPAC RENEWALS USE THE PATRON'S HOME LIBRARY, NOT THE ORIGINAL CHECKOUT LIBRARY. |
| isl-jasonb->Shared Templates->Circulation | LOCAL PATRONS USING OTHER LIBRARIES BETWEEN DATES | SHOWS HOW MANY PATRONS VISITED OTHER LIBRARIES TO CHECK OUT ITEMS. SELECT THE SAME LIBRARY(IES) FOR BOTH ORG_UNIT FILTER OPTIONS. COUNT DISTINCT OF USER ID SHOWS THE NUMBER OF PEOPLE PER WEEK THAT VISITED OTHER LIBRARIES, FOR TOTAL NUMBER OF VISITS, CLONE REPORT AND CHANGE COUNT DISTINCT TO JUST COUNT. |
| isl-jasonb->Shared Templates->Circulation | MONTHLY CIRCULATION OF ALL ITEMS BY LOCAL PARTRONS, BY SHELVING LOCATION | COUNT OF CIRCS OPENED BY LOCAL LIBRARY PATRONS, INCLUDING ITEMS FROM OTHER LIBRARIES, WITH SHELVING LOCATION. INTERNALUSE PROFILES SHOULD BE IGNORED (E.G. PUT IN GROUP ID). "HOME LIBRARY" AND "CIRCULATING LIBRARY" SHOULD CONTAIN THE SAME LIST OF LIBRARIES. NOTE THAT NOT ALL SHELVING LOCATIONS LISTED ACTUALLY BELONG TO THE CIRCULATING LIBRARY(-IES)! |
| isl-jasonb->Shared Templates->Circulation | MONTHLY CIRCULATION OF TRANSITED ITEMS ONLY BY LOCAL PARTRONS, BY SHELVING LOCATION | COUNT OF CIRCS OPENED BY LOCAL LIBRARY PATRONS, INCLUDING ITEMS FROM OTHER LIBRARIES, WITH SHELVING LOCATION. INTERNALUSE PROFILES SHOULD BE IGNORED (E.G. PUT IN GROUP ID). "HOME LIBRARY", "CIRCULATING LIBRARY", AND "OWNING LIBRARY" SHOULD CONTAIN THE SAME LIST OF LIBRARIES. NOTE THAT NOT ALL SHELVING LOCATIONS LISTED ACTUALLY BELONG TO THE CIRCULATING LIBRARY(-IES)! |
| isl-jasonb->Shared Templates->Circulation | NON-CATALOGED CIRCULATION BY TYPE AND LIBRARY | COUNT OF NON-CATALOGED CIRCULATIONS GROUPED BY LIBRARY AND NON-CATALOGED ITEM TYPE |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
| --- | --- | --- |
| isl-jasonb->Shared Templates->Circulation | TOTAL COUNT OF CIRCULATIONS OPENED BETWEEN DATES | LIBRARY NAME AND CHECKOUT COUNT OPENED BETWEEN DATES. |
| isl-jasonb->Shared Templates->Circulation | TOTAL MONTHLY CIRCULATION OF ITEMS BY SHELVING LOCATION | COUNT OF CIRCS FOR ITEMS OWNED BY SPECIFIED LIBRARIES, INCLUDING AT OTHER LOCATIONS, BY SHELVING LOCATION. |
| isl-jasonb->Shared Templates->Collection | COUNT OF CIRCULATIONS OPENED BY AUTHOR BETWEEN DATES | LIBRARY NAME, COUNT, AND AUTHOR FROM CIRCULATIONS BETWEEN DATES. CAN BE USED TO FIND POPULAR AUTHORS OVER A PERIOD OF TIME. |
| isl-jasonb->Shared Templates->Collection | COUNT OF CIRCULATIONS OPENED BY TITLE AND AUTHOR BETWEEN DATES | COUNT, TITLE, AND AUTHOR FROM CIRCULATIONS BETWEEN DATES. CAN BE USED TO FIND POPULAR AUTHORS OVER A PERIOD OF TIME. |
| isl-jasonb->Shared Templates->Collection | COUNT OF CIRCULATIONS OPENED BY TITLE BETWEEN DATES | COUNT AND TITLE FROM CIRCULATIONS BETWEEN DATES. CAN BE USED TO FIND POPULAR TITLES OVER A PERIOD OF TIME. |
| jjacko_ISL->Jessica | AVERAGE  NUMBER OF CIRCULATIONS BY DAY OF WEEK AND TIME OF DAY | |
| jmcqueen->Misc. Reports | MONTHLY CIRC REPORT | CIRC COUNT BY MATERIAL TYPE (AUDIO, VIDEO, BOOK, MAGAZINE, OTHER) + SHELVING LOCATIONS AND OWNING/CHECKOUT LIBRARY INFO |
| jmcqueen->Monthly Reports | COUNT IN-HOUSE USAGE OF NONCAT BY LIBRARY | DISPLAYS USAGE DATE AND COUNT. FILTERS ON LIBRARY AND DATE RANGE. |
| jmcqueen->Monthly Reports | MONTHLY CIRCULATION COUNTS | COUNT OF CIRCULATIONS PER BRANCH FOR A GIVEN MONTH |
| jmcqueen->Monthly Reports | NONCAT CIRC (C. 8/9/11) | MONTHLY COUNT PER BRANCH OF CIRCULATION OF NON-CATALOGED ITEMS.  CIRCULATING LIBRARY SHORT NAME ENTERED AS FILTER. |
| jmcqueen->Monthly Reports | NONCATALOGED CIRC COUNT | MONTHLY COUNT PER BRANCH OF CIRCULATION OF NON-CATALOGED ITEMS.  CIRCULATING LIBRARY SHORT NAME ENTERED AS FILTER. |
| jycplp-localadmin->Rosie | BOOKMOBILE OVERDUE LIST W/ADDRESS | |
| jycplp-localadmin->Rosie | BOOKMOBILE OVERDUES -- SPECIFIC TIME FRAME | |
| jycplp-localadmin->Rosie | CIRCULATION, MONTHLY, INCLUDING EI INCOMING LOANS | GENERATES A TABLE OF MONTHLY CIRCULATION FOR EACH SHELVING LOCATION; INCLUDES LOCAL CIRCULATION OF ITEMS FROM OTHER LIBRARIES |
| ltpll-localadmin->Items | CIRC COUNT OF SERIALS BY TITLE FOR A SPECIFIC DATE RANGE | COUNT OF CIRCULATIONS FOR SERIALS, LISTING CIRCULATION COUNT AND TITLE, FOR A SPECIFIC DATE RANGE |
| mutplm-localadmin->PortiaTraining | DAILY CIRC BY CIRCULATION MODIFIER AND SHELVING LOCATION (REVISED 1/19/2012) (CLONE) | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY DAY, BROKEN DOWN BY CIRC MODIFIER AND SHELVING LOCATION. |

| Location | Report Name | Description |
|---|---|---|
| owplo-globaladmin->OdonShared->Circ Stats | ANNUAL CIRC STAT TOTAL (REV ) | TOTAL CIRCULATION BY MONTH AT SELECTED LIBRARIES. IF REPORTING DATA FROM MORE THAN ONE BRANCH FOR MORE THAN ONE MONTH USE CHECK OUT DATE/TIME FOR "PIVOT LABEL COLUMN". ANY NUMBER OF MONTHS CAN BE INCLUDED. "BETWEEN" INCLUDES THE MONTHS CHOSEN FOR BEGINNING AND END. |
| owplo-globaladmin->OdonShared->Circ Stats | CIRC BY DATE (3/22/2009 REV) | TOTAL CIRCULTATION COUNT FOR A SELECTED DATE |
| owplo-globaladmin->OdonShared->Circ Stats | CIRC COUNT BY MONTH (4/1/09 REV) | GENERATES A TABLE OF MONTHLY CIRCULATION FOR EACH SHELVING LOCATION; INCLUDES LOCAL CIRCULATION OF ITEMS FROM OTHER LIBRARIES |
| owplo-globaladmin->OdonShared->Circ Stats | CIRCULATION BY  HOME LIBRARY OF VISITORS | CIRC COUNT BY MONTH FOR ITEMS BORROWED BY VISITORS. CHOOSE YOUR LIBRARY FOR "NOT IN LIST" AS HOME LIBRARY AND "IN LIST" AS CIRCULATING AND OWNING LIBRARY.  FOR TABLE OF MULTIPLE MONTHS USE CHECK OUT TIME/DATE FOR PIVOT COLUMN LABEL. |
| owplo-globaladmin->OdonShared->Circ Stats | COUNT OF LOCAL ITEMS CIRCULATING ELSEWHERE BY CIRCULATING LIBRARY (4/7/09 REV) | GENERATES A TABLE OF MONTHLY CIRCULATION FOR LOCAL ITEMS AT OTHER LIBRARIES. WHEN CREATING A REPORT, CHOOSE YOUR LIBRARY FOR BOTH "NOT IN LIST" AS CIRCULATING LIBRARY AND "IN LIST" AS OWNING LIBRARY.  CHOOSE "CHECK OUT DATE/TIME" FOR "PIVOT LABEL COLUMN" TO PUT MONTHS IN COLUMNS.  REMOVE "SHORT (POLICY) NAME (CIRC LIB)" FROM DISPLAYED FIELDS TO GET TOTAL COUNT WITHOUT BREAKDOWN BY CIRCULATING LIBRARY. |
| owplo-globaladmin->OdonShared->Circ Stats | ITEMS CIRCULATING ELSEWHERE BY SHELVING LOCATION (4/7/09 REV) | GENERATES A TABLE OF MONTHLY CIRCULATION FOR LOCAL ITEMS AT OTHER LIBRARIES.  SETTING "PIVOT LABEL COLUMN" TO "CHECK OUT DATE/TIME" GIVES ONE COLUMN PER MONTH.  CHOOSE YOUR LIBRARY FOR BOTH "NOT IN LIST" AS CIRCULATING LIBRARY AND "IN LIST" AS OWNING LIBRARY.   REMOVING "NAME (OF SHELVING LOCATION)" FROM "DISPLAYED FIELDS" GIVES TOTAL COUNT ONLY |
| owplo-globaladmin->OdonShared->Circ Stats | MONTHLY CIRC COUNT BY PATRON TYPE (5/7/09 REV1) | GENERATES A TABLE OF MONTHLY CIRCULATION COUNT FOR EACH PATRON TYPE.  CAN BE FILTERED BY PATRON TYPE.  CHOOSE CHECK OUT DATE/TIME FOR THE "PIVOT LABEL COLUMN."  THIS CREATES A COLUMN FOR EACH INCLUDED MONTH. |
| owplo-globaladmin->OdonShared->Circulation | MATERIAL CHECKED OUT (SHARE DATE: 4/25/09) | LIST OF CIRCULATING MATERIAL AT SELECTED LIBRARY WITH BORROWER INFORMATION; CAN BE FILTERED BY DUE DATE |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| owplo-globaladmin->OdonShared->Circulation | MATERIAL CHECKED OUT ELSEWHERE (REV. 3/15/2012) | LIST OF MATERIAL CIRCULATING OUTSIDE SELECTED LIBRARY WITH BORROWER INFORMATION AND CURRENT STATUS; CAN BE FILTERED BY CHECKOUT DATE.  CHOOSE HOME LIBRARY FOR OWNING LIBRARY AND NOT CIRCULATING.  FOR RECURRING REPORT OF ALL ITEMS CIRCULATING ELSEWHERE CHOOSE EARLY "REAL DATE" FOR FIRST DATE (I.E., 1/1/2009) AND 1 DAY AGO FOR SECOND DATE |
| owplo-globaladmin->OdonShared->Circulation | OVERDUES (9/2010) | OVERDUE ITEMS -- FOR RECURRING REPORT USE RELATIVE DATES (E.G. BETWEEN 30 AND 1 DAY OVERDUE).  FOR ALL OVERDUES USE EARLY REAL DATE FOR BEGINNING (E.G. BETWEEN 2008-12-31 AND 1 DAY OVERDUE). |
| plfd-admin->Useful Reports | DAILY CIRC COMPARISON | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY DATE IN LIST. CAN PUT IN MORE THAN ONE SPECIFIC DATE. |
| plfd-admin->Useful Reports | DATE RANGE CIRC BY CIRCULATION MODIFIER, SHELVING LOCATION AND OWNING LIBRARY | COUNT OF CIRCULATIONS BROKEN DOWN BY CIRC MODIFIER AND SHELVING LOCATION. |
| plfd-admin->Useful Reports | MONTHLY CIRCULATION BY AGE | COUNT OF CIRCULATIONS GROUPED BY PATRON PROFILE AND MONTH AND YEAR OF BIRTH GROUP ON A MONTHLY BASIS. |
| plfd-admin->Useful Reports | MONTHLY CIRCULATION COUNTS BY SHELF LOCATION AND FILTERED BY ORG UNIT AND COPY LOCATION NAME | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY MONTH AND SHELVING LOCATION.  SELECT 1 OR MULTIPLE SHELVING LOCATIONS. |
| plfd-admin->Useful Reports | MONTHLY TOTAL CIRC | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY MONTH. |
| plfd-admin->Useful Reports | TOTAL CIRC BY YEAR | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY SELECTED DATE. |
| plfd-admin->Useful Reports | TOTAL CIRC DATE | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY SELECTED DATE. |
| ptplp-localadmin->Brenda | DAILY CIRC BY CIRCULATION MODIFIER AND SHELVING LOCATION (CLONE) | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY DAY, BROKEN DOWN BY CIRC MODIFIER AND SHELVING LOCATION. |
| ptplp-localadmin->Brenda | DAILY CIRC BY CIRCULATION MODIFIER AND SHELVING LOCQTION JAN.2012 | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY DAY, BROKEN DOWN BY CIRC MODIFIER AND SHELVING LOCATION. |
| ptplp-localadmin->Brenda | DAILY CIRCULATION COUNT--KEEP | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY DAY, BROKEN DOWN BY CIRC MODIFIER AND SHELVING LOCATION. |
| ptplp-localadmin->Princeton Circ. Reports | LAST CIRC BY DATE | LIST OF ITEMS BY TITLE, LOCATION. CALL NUMBER, AND BARCODE. SEARCH BY LAST CIRC DATE, WILL SHOW ALL ITEMS NEVER CHECKED OUT |

# Report Template Index
## *August 2013*

| Location | Report Name | Description |
|---|---|---|
| pvplp-localadmin->Crystal | DAILY CIRC BY CIRCULATION MODIFIER AND SHELVING LOCATION AND BARCODE | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY DAY, BROKEN DOWN BY CIRC MODIFIER AND SHELVING LOCATION AND BARCODE. |
| reflibr->Usage Reports | USAGE REPORT FILTERED BY SHELVING LOCATION 7/20/10SJ | DISPLAYED FIELDS INCLUDE SHELVING LOCATION, CALL#, BARCODE, TITLE, AUTHOR, PUB YR, CREATION DATE, LAST CHECKOUT, TOTAL CIRC, AND COPY STATUS. |
| reflibr->Usage Reports | USAGE REPORT FILTERED BY SHELVING LOCATION AND CALL# 7/20/10SJ | DISPLAYED FIELDS INCLUDE SHELVING LOCATION, CALL#, BARCODE, TITLE, AUTHOR, PUB YR, CREATION DATE, LAST CHECKOUT, TOTAL CIRC, AND COPY STATUS. |
| reflibr->Usage Reports | USAGE REPORT FILTERED BY SHELVING LOCATION, CALL# AND LAST CHECKOUT DATE WITHOUT DELETED ITEMS  5/2013 | DISPLAYED FIELDS INCLUDE SHELVING LOCATION, CALL#, BARCODE, TITLE, AUTHOR, PUB YR, CREATION DATE, LAST CHECKOUT, TOTAL CIRC, AND COPY STATUS. |
| rftplr-localadmin->Circulation->Rachel-circ | CIRC STATS (CLONE) | REPORT  OF CIRCULATIONS BY MONTH, BROKEN DOWN BY CIRC MODIFIER AND SHELVING LOCATION. |
| rplr-localadmin->Rpl | OVERDUE FINES | OVERDUE FINES; AMOUNT, CIRCULATING ITEM, CIRCULATING LIBRARY, PATRON |
| rweiland->Rich APLS | COUNT OF CIRCULATIONS BY PATRON PROFILE (CHOOSE DATE RANGE) | COUNT OF CIRCULATIONS GROUPED BY PATRON PROFILE GROUP ON A MONTHLY BASIS. |
| sborger->Shauna templates | COUNT OF MONTHLY CIRCULATION BY MATCHING WORDS | DISPLAYS THE MONTH OF THE YEAR AND THE TOTAL NUMBER OF CIRCULATIONS THAT TOOK PLACE THAT MONTH. ITEMS ARE FILTERED ON A SEGMENT OF THE CALL NUMBER. ENTERING JUV FIC A INTO THE CALL NUMBER LABEL WOULD MATCH ANY CALL NUMBERS THAT CONTAIN THAT STRING. (NOT NECESSARILY AT THE BEGINNING!) |
| sborger->Shauna templates | DAILY CIRC BY CIRCULATION MODIFIER AND SHELVING LOCATION (REVISED BY SB 4/4/12) | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY DAY, BROKEN DOWN BY CIRC MODIFIER AND SHELVING LOCATION. |
| shohs-localadmin->Shoals | RECURRING OVERDUE MANIFEST WITH PRICE OF ITEM | A RECURRING REPORT (DAILY, WEEKLY, ETC. - YOU CHOOSE) LISTING ALL OVERDUE ITEMS AT A PARTICULAR LIBRARY WITH RELEVANT PATRON/ITEM INFORMATION. |
| SLIS-Intern->SLIS_Grant | CIRCMATLTYPECOMBO | CIRC COUNT BY MATERIAL TYPE. SELECT BY CHECK OUT DT/TM. |
| SLIS-Intern->SLIS_Grant | CIRCPATRTYPE | GENERATES A TABLE OF MONTHLY CIRCULATION COUNT FOR EACH PATRON TYPE.  FILTERED BY PATRON TYPE FROM LIST.  CHOOSE CHECK OUT YR/MO & LIBRARY |
| SLIS-Intern->SLIS_Grant | CIRCPATRTYPECOMBO | GENERATES A TABLE OF MONTHLY CIRCULATION COUNT FOR EACH PATRON TYPE.  FILTERED BY PATRON TYPE FROM LIST.  CHOOSE CHECK OUT YR/MO. |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| ucpl-globaladmin->UCPL templates | ABBREVIATED OVERDUE LIST | USED FOR CREATING 28 AND 45 DAY OVERDUE MAIL MERGE |
| ucpl-globaladmin->UCPL templates | OD LIST | OD LIST |
| ucpl-globaladmin->UCPL templates | OD LIST TO LOOK FOR MATERIAL ON THE SHELF | LIST FOR LOOKING AT OD MATERIAL |
| wknapp->Wendy | CIRC BY CIRCULATION MODIFIER, SHELVING LOCATION AND OWNING LIBRARY FOR SELECTED TIME PERIOD | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY BROKEN DOWN BY CIRC MODIFIER AND SHELVING LOCATION. |
| wknapp->Wendy | LONG OVERDUES OLDER THAN A PARTICULAR DATE AND CIRCULATING LIBRARY | USED FOR LOOKING AT THE ITEMS THAT WERE DUE BEFORE A CERTAIN DATE.  RUN THE FIRST TIME FOR ITEMS 40 DAYS OVERDUE (40 DAYS PRIOR TO TODAY'S DATE), AND RUN DAILY TO DO PREP WORK FOR 45 DAY NOTICES. |
| wknapp->Wendy | MONTHLY NON-CATALOGED IN HOUSE USE 2010-11 | MONTHLY NON-CATALOGED IN HOUSE USE FOR SELECTED LIBRARIES |
| wknapp->Wendy | NUMBER OF CIRCULATIONS DONE BY A PARTICULAR STAFF CARD | USING CLASSIC CIRCULATION VIEW |
| wknapp->wknapp-ISL Training | RETURNED ITEMS BETWEEN DATES | LISTING OF ITEM TITLES, BARCODES AND CALL NUMBERS ALONG WITH PATRON WHO CLAIMS ITEM WAS RETURNED BETWEEN A GIVEN DATE RANGE. |
| wwplw-localadmin->wwplw-sandy | 40 OVERDUES AND CIRCULATING LIBRARY  WWPL 3 | USED FOR LOOKING AT THE ITEMS THAT WERE DUE 40 DAYS AGO. RUN THE FIRST TIME FOR ITEMS 40 DAYS OVERDUE (40 DAYS PRIOR TO TODAY'S DATE), AND RUN DAILY TO DO PREP WORK FOR 45 DAY NOTICES. |
| wwplw-localadmin->wwplw-sandy | AGED CLAIMS RETURNED W/STOP TIME | ALL ITEMS THAT ARE "CLAIMSRETURNED" AND A CHECK IN DATE, TIME OF NULL AND FINE STOP DATE.  OUTPUT IS ORG NAME, CALL #, TITLE, BARCODE, SHELVING LOCATION, COPY STATUS, LAST EDITED TIMESTAMP, FIRST AND LAST NAME OF CUSTOMER LAST HOLDING ITEM AND ITEM BARCODE. DELETED IS USED. |
| wwplw-localadmin->wwplw-sandy | COUNT OF CIRCULATION BY MONTHS | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY MONTHS SELECTED |
| wwplw-localadmin->wwplw-sandy | OVERDUES AND CIRCULATING LIBRARY BETWEEN DATES WWPL 2 | USED FOR LOOKING AT THE ITEMS THAT WERE DUE BETWEEN TWO DATES. |
| wwplw-localadmin->wwplw-sandy | RECURRING OVERDUE MANIFEST 2 | A RECURRING REPORT (DAILY, WEEKLY, ETC. - YOU CHOOSE) LISTING ALL OVERDUE ITEMS AT A PARTICULAR LIBRARY WITH RELEVANT PATRON/ITEM INFORMATION.  USING FOR OUTSTANDING WWPL ITEMS CIRCD FROM OTHER LIBRARIES. |

## Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| wwplw-localadmin->wwplw-sandy->circ statistics | CIRCULATION OF NON WWPL PATRONS 7-1-10 | CIRC COUNT BY MONTH FOR ITEMS BORROWED BY VISITORS. CHOOSE YOUR LIBRARY FOR "NOT IN LIST" AS HOME LIBRARY AND "IN LIST" AS CIRCULATING AND OWNING LIBRARY.  FOR TABLE OF MULTIPLE MONTHS USE CHECK OUT TIME/DATE FOR PIVOT COLUMN LABEL. |
| wwplw-localadmin->wwplw-sandy->circ statistics | RB CIRC'S W/SHELVING LOCATION AND FIRST AND LAST NAMES | COUNT OF CIRCULATIONS FOR EACH HAMILTON COUNTY LIBRARIES FOR A GIVEN TIME PERIOD (RBS) COMPLETE WITH SHELVING LOCATION AND FIRST AND LAST NAMES. |

## Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| **Collection Agency** | | |
| admin->EI_Templates->Collection Agency | COLLECTIONS REPORT - MOORESVILLE CUSTOMIZED | CUSTOMIZED COLLECTIONS REPORT FOR MVPLM REQUESTED BY LORI BECKER |
| admin->EI_Templates->Collection Agency | LONG OVERDUES "BETWEEN" DATES AND CIRCULATING LIBRARY | USED FOR CREATING 28 AND 45 DAY OVERDUE MAIL MERGE |
| admin->EI_Templates->Collection Agency | LONG OVERDUES GREATER THAN SO MANY DAYS AND CIRCULATING LIBRARY | USED FOR LOOKING AT THE ITEMS CHECK OUT GREATER THAN SOME NUMBER OF DAYS |
| admin->EI_Templates->Collection Agency | LONG OVERDUES GREATER THAN SO MANY DAYS AND CIRCULATING LIBRARY SHELVING | USED FOR LOOKING AT THE ITEMS CHECK OUT GREATER THAN SOME NUMBER OF DAYS |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| **Fiscal** | | |
| admin->EI_Templates->Bills | DAILY DETAILED PAYMENTS RECEIVED | DETAILED CASH REPORT BY PAYMENT PER TRANSACTION WITHIN DATE RANGE.  NOTE:  THIS DOES NOT INCLUDE FORGIVE, WORK, VOIDS, AND FUTURE GOODS PAYMENTS. |
| admin->EI_Templates->Bills | DETAILED PAYMENTS RECEIVED BY DATE RANGE | DETAILED CASH REPORT BY PAYMENT PER TRANSACTION WITHIN DATE RANGE.  NOTE:  THIS DOES NOT INCLUDE FORGIVE, WORK, VOIDS, AND FUTURE GOODS PAYMENTS. |
| admin->EI_Templates->Bills | ITEMS OVERDUE ON A GIVEN DATE  (CAN BE SET UP TO RECUR) | USED FOR FINDING ITEMS OVERDUE ON A PARTICULAR DATE |
| admin->EI_Templates->Bills | MONTHLY DETAILED PAYMENTS RECEIVED (REPAIRED) | MONTHLY DETAILED CASH REPORT BY PAYMENT PER TRANSACTION FROM X NUMBER OF MONTHS AGO.  NOTE:  THIS DOES NOT INCLUDE FORGIVE, WORK, VOIDS, AND FUTURE GOODS PAYMENTS. |
| admin->EI_Templates->Bills | PAYMENTS BY DATE, TYPE AND AMOUNT | LIST OF PAYMENTS BY TYPE AND AMOUNT.  FILTERED BY LIBRARY WHO CREATED PAYMENT.  PAYMENT TYPES ARE: CASH_PAYMENT, CHECK_PAYMENT, CREDIT_CARD_PAYMENT, FORGIVE_PAYMENT, GOODS_PAYMENT, WORK_PAYMENT |
| admin->EI_Templates->Bills | UNCLOSED BILLS AT MY LIBRARY | A LISTING OF ALL UNCLOSED (UNPAID, PARTIALLY PAID) BILLS AT A PARTICULAR LIBRARY BRANCH OR SYSTEM. |
| admin->EI_Templates->Bills | UNPAID BILLS ON LOST/DAMAGED ITEMS OWNED BY MY LIBRARY | A LISTING OF PATRONS WHO HAVE UNPAID LOST AND DAMAGED BILLINGS ON ITEMS OWNED BY A PARTICULAR LIBRARY. |
| admin->Georgia PINES Templates->Aged Debts | UNRECOVERED DEBT - BY PATRONS HOME LIB (IN LIST) AND TRANSACTION START DATE (ON OR BEFORE) | FILTER BY OWING PATRON'S HOME LIB (IN LIST) AND TRANSACTION START DATE (ON OR BEFORE). DISPLAY: TRANSACTION ID,  PATRON BC, TRANSACTION START DATE, BALANCE OWED, PATRON HOME LIB AND BILLING LOCATION. |
| admin->Georgia PINES Templates->Bills | BILLS CURRENTLY OWED BY PATRONS | LIST OF PATRONS OWING MORE THAN X AMOUNT. DISPLAYS USER HOME LIBRARY, BARCODE, NAME, BALANCED OWED, AND ADDRESS. FILTERED ON USER HOME LIBRARY AND BALANCED OWED (GREATER THAN OR EQUAL TO). |
| admin->Georgia PINES Templates->Circulation | LIST OF ITEMS BY FINES STOPPED REASON | LIST OF ITEMS FILTERED BY A FINES STOPPED REASON AND DATE. NOTE: YOU MUST ENTER THE FINES STOPPED REASON WITH ALL CAPS AND EXACTLY LIKE THIS - CLAIMSRETURNED, LOST, AND MAXFINES |
| ampla-localadmin->General Collection Reports | TOTAL COLLECTION VALUE | REPORT OF COLLECTION VALUE USING COUNT OF TOTAL ITEMS IN COLLECTION BROKEN DOWN BY CIRC MODIFIER AND SHELVING LOCATIONS WITH PRICE FIELD ADDED. |

## Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| esi-admin->SteveShared | STEVES CHECK PAYMENT REPORT FOR MIKE | PAYMENTS ACCEPTED FOR GROCERY BILLS ON BEHALF OF LIBRARIES OTHER THAN YOUR OWN. NOTE:  PUT YOUR ORG UNIT(S) IN ORG UNIT ID AND OWNING LIBRARY FIELDS |
| isl-jasonb->Shared Templates->Bills | LIST SETTLED LOST ITEMS | LIBRARY, CALL NUMBER, TITLE, AUTHOR, TOTAL CIRCS, BARCODE, AND DATE PAID OF LOST ITEMS PAID FOR BETWEEN DATES. |
| isl-jasonb->Shared Templates->Bills | PATRONS WITH NEGATIVE BALANCES | LAST NAME, FIRST NAME, BARCODE, AND BALANCE OF PATRONS WITH NEGATIVE BALANCES. |
| isl-jasonb->Shared Templates->Collection | DETAILED ESTIMATED COLLECTION VALUE BY LIBRARY AND CIRCULATION MODIFIER | TOTAL OF THE ITEM PRICES FOR SPECIFIED LIBRARIES GROUPED BY CIRCULATION MODIFIER. STATUSES TO BE COUNTED (CHECKED OUT, AVAILABLE) ARE ADDED WHEN SCHEDULED. DELETED ITEMS ARE ALWAYS IGNORED. (FOR BEST RESULTS, SET PIVOT LABEL TO CIRC MOD) |
| isl-jasonb->Shared Templates->Collection | DETAILED ESTIMATED COLLECTION VALUE BY LIBRARY AND CIRCULATION MODIFIER NOT INCLUDING SELECTED STATUSES | TOTAL OF THE ITEM PRICES FOR SPECIFIED LIBRARIES GROUPED BY CIRCULATION MODIFIER. STATUSES TO BE IGNORED (DISCARD, LOST) ARE ADDED WHEN SCHEDULED. DELETED ITEMS ARE ALWAYS IGNORED. (FOR BEST RESULTS, SET PIVOT LABEL TO CIRC MOD) |
| isl-jasonb->Shared Templates->Collection | SIMPLE ESTIMATED COLLECTION VALUE BY LIBRARY | TOTAL OF THE ITEM PRICES FOR SPECIFIED LIBRARIES. STATUSES TO BE INCLUDED (CHECKED OUT, AVAILABLE, ETC.) ARE ADDED WHEN SCHEDULED. DELETED ITEMS ARE ALWAYS IGNORED. |
| isl-jasonb->Shared Templates->Collection | SIMPLE ESTIMATED COLLECTION VALUE BY LIBRARY NOT INCLUDING SELECTED STATUSES | TOTAL OF THE ITEM PRICES FOR SPECIFIED LIBRARIES. STATUSES TO BE IGNORED (DISCARD, LOST) ARE ADDED WHEN SCHEDULED. DELETED ITEMS ARE ALWAYS IGNORED. |
| isl-jasonb->Shared Templates->Patrons | TOTAL AMOUNT OWED BY PROFILE | TOTAL AMOUNT OWED BY PATRONS (INCLUDING DELETED AND INACTIVE) BY LIBRARY AND PROFILE |
| jcpl-globaladmin->Shared Templates->Bills | DETAILED PAYMENT REPORT | SHOWS DETAILS FOR ALL PAYMENTS TAKEN BETWEEN 2 DATES FOR SPECIFIED LIBRARIES |
| jycplp-localadmin->Rosie | PAYMENTS BY DATE, TYPE AND AMOUNT WITH PATRON'S BARCODE | LIST OF PAYMENTS BY TYPE AND AMOUNT.  FILTERED BY LIBRARY WHO CREATED PAYMENT.  PAYMENT TYPES ARE: CASH_PAYMENT, CHECK_PAYMENT, CREDIT_CARD_PAYMENT, FORGIVE_PAYMENT, GOODS_PAYMENT, WORK_PAYMENT |
| lipll-localadmin->Ligonier templates | COLLECTIONS REPORT WITH ITEMIZED FINES | |
| sborger->Shauna templates | OVERDUE FINES COLLECTED - SAME CIRCULATING LIBRARY AND COLLECTING LIBRARY, FILTER BY DATE (REVISION 3) | NOTE:  PUT YOUR ORG UNIT(S) IN CIRCULATING LIBRARY AND ORGANIZATIONAL UNIT ID FIELDS |

## Report Template Index
### *August 2013*

| Location | Report Name | Description |
| --- | --- | --- |
| sborger->Shauna templates | SIMPLE ESTIMATED COLLECTION VALUE BY LIBRARY WITH DATE | TOTAL OF THE ITEM PRICES FOR SPECIFIED LIBRARIES. STATUSES TO BE INCLUDED (CHECKED OUT, AVAILABLE, ETC.) ARE ADDED WHEN SCHEDULED. DELETED ITEMS ARE ALWAYS IGNORED. |
| wknapp->Wendy | PAYMENTS | |
| wknapp->Wendy | PAYMENTS COLLECTED | |
| wknapp->Wendy | PRICE OF ALL TITLES BY LIBRARY | BREAKS DOWN # OF BIBLIOGRAPHIC/TITLE RECORDS WITH HOLDINGS AT SPECIFIC LIBRARIES. FILTER BY OWNING LIBRARY. INCLUDES ONLY ACTIVE RECORDS THAT HAVE NOT BEEN MARKED AS DELETED. |
| wwplw-localadmin->wwplw-sandy | UNCLOSED BILLS AT WWPL | A LISTING OF ALL UNCLOSED (UNPAID, PARTIALLY PAID) BILLS WITH BILLING TYPE |

## Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| **Holds** | | |
| admin->EI_Templates->Holds | CLEANS HOLDS SHELF - HMMPL (CLONE) | DETERMINES CANCELLED HOLDS FROM PREVIOUS DAY. THIS REPORT WILL ALSO INCLUDE STAFF CANCELLED HOLDS. |
| admin->EI_Templates->Holds | HOLD BASED PURCHASE ALERT NEW | COUNT OF UNFILLED HOLDS ON TITLES BY PICK UP LIBRARY. DISPLAY OF PICKUP LIBRARY, TITLE, AUTHOR, NUMBER OF HOLDS, NUMBER OF COPIES LIBRARY OWNS, AND DATE FIRST HOLD WAS PLACED. |
| admin->EI_Templates->Holds | HOLD COUNT BY DATE RANGE | COUNT OF FILLED HOLDS ON TITLES BY PICK UP LIBRARY. DISPLAY OF PICKUP LIBRARY, NUMBER OF HOLDS WITHOUT CANCELED HOLDS. |
| admin->EI_Templates->Holds | IDLE HOLDS | HOLDS OLDER THAN GIVEN DATE THAT REMAIN UNFILLED. |
| admin->EI_Templates->Holds | IDLE HOLDS - FILTERS ADDED | HOLDS OLDER THAN GIVEN DATE THAT REMAIN UNFILLED. CHECKS CAPTURE , FULFILLMENT, HOLD CANCEL AND HOLD EXPIRE DATE FIELDS TO ENSURE THEY ARE NULL. |
| admin->EI_Templates->Holds | STALE HOLD REPORT (ESI VERSION) | LIST OF PATRONS WITH UNFILLED HOLDS BY PICK UP LIBRARY AND HOLD CAPTURE DATE RANGE. DISPLAY OF PICKUP LIBRARY, TITLE, AUTHOR, PATRON BARCODE, PATRON NAME, HOLD TYPE, AND HOLD PLACEMENT DATE. |
| admin->General Report Templates (from Equinox)->Library Services | COUNT HOLDS FILLED BY LIBRARY & DATE RANGE | DISPLAYS FULFILLMENT DATE, LIBRARY AND COUNT. FILTERS ON DATE RANGE AND FULFILLING LIBRARY. |
| admin->General Report Templates (from Equinox)->Library Services | COUNT HOLDS UNFULFILLED BY LIBRARY | DISPLAYS CAPTURE DATE, PICKUP LIBRARY AND COUNT. FILTER IS ON CAPTURE DATE AND PICKUP LIBRARY. |
| admin->General Report Templates (from Equinox)->Library Services | LIST AVAILABLE HOLDS BY CAPTURE DATE (CLEAN HOLDS SHELF) | SORTED BY CALL NUMBER, DISPLAYS TARGETED COPY INFORMATION AND PATRON INFORMATION WITH CAPTURE DATE FOR HOLD. FILTERS BY CAPTURE DATE AND PICKUP LIBRARY. |
| admin->Georgia PINES Templates->Holds | ITEMS SENT FOR HOLD BY DATE | COUNT OF ITEMS TRANSITED TO OTHER LIBRARIES TO FULFILL A HOLD BY DATE. |
| admin->Georgia PINES Templates->Items | ITEMS RECIEVED FOR HOLD BY DATE | COUNT OF ITEMS RECEIVED FROM OTHER LIBRARIES TO FULFILL A HOLD BY DATE. |

## Report Template Index
### *August 2013*

| Location | Report Name | Description |
|---|---|---|
| isl-jasonb->Shared Templates->Holds | HOLD COUNTS AND AVAILABILITY BY PICKUP LIBRARY | TITLE, AUTHOR, TCN, ACTIVE HOLDS, AND HOLDABLE COPIES FOR PICKUP LIBRARY AND ENTIRE SYSTEM. ALSO INCLUDES EVERYWHERE HOLDS RATIO, BUT PICKUP LIBRARY RATIO MUST BE CALCULATED MANUALLY BECAUSE OF BRANCHES. |
| isl-jasonb->Shared Templates->Holds | HOLD WAIT FOR USERS FROM SELECTED LIBRARIES BETWEEN DATES | DISPLAYS TITLE, REQUEST DATE, AND CAPTURE DATE FOR HOLDS PLACED BETWEEN DATES FOR PICKUP AT SPECIFIED LIBRARIES. TO GET THE "WAIT TIME," SOME FUNCTIONS NEED TO BE USED IN THE RESULTING SPREADSHEET! |
| ltpll-localadmin->Items | NON-NOTIFIED HOLDS | LIST OF HOLDS WHERE THE PATRON HAS NOT BEEN NOTIFIED. ITEM: TITLE, AUTHOR, AND BARCODE PATRON: LAST NAME, FIRST NAME, AND DAYTIME PHONE |
| wknapp->Wendy | LIST HOLDS BY LIBRARY THAT HAVE EXPIRED OR CANCELED | DISPLAYS CAPTURE DATE, HOLD CANCEL DATE, HOLD EXPIRE DATE, PICKUP LIBRARY AND TITLE. FILTER IS ON CAPTURE DATE AND PICKUP LIBRARY. |
| wknapp->Wendy | LIST HOLDS BY LIBRARY THAT HAVE EXPIRED OR CANCELED WITHIN A TIME FRAME | DISPLAYS CAPTURE DATE, HOLD CANCEL DATE, HOLD EXPIRE DATE, PICKUP LIBRARY AND TITLE. FILTER IS ON CAPTURE DATE RANGE AND PICKUP LIBRARY. |
| wknapp->Wendy | LIST HOLDS NOT PICKED UP BY LIBRARY | DISPLAYS CAPTURE DATE, PICKUP LIBRARY AND TITLE. FILTER IS ON CAPTURE DATE AND PICKUP LIBRARY. |
| wknapp->Wendy | LIST HOLDS UNFULFILLED BY LIBRARY | DISPLAYS CAPTURE DATE, PICKUP LIBRARY AND TITLE. FILTER IS ON CAPTURE DATE AND PICKUP LIBRARY. |

| Location | Report Name | Description |
|---|---|---|
| **Inventory/Weeding** | | |
| admin->EI_Templates->Inventory | COUNT OF ITEMS IN A "STATUS" ON DAY RUN BY STATUS AND LOCATIONS | COUNT OF ALL ITEMS BY COPY STATUS WITH FILTER STATUS TO BE USED FOR INVENTORY. |
| admin->EI_Templates->Inventory | COUNT OF ITEMS ON DAY RUN BY LOCATIONS | COUNT OF ALL ITEMS WITH FILTER STATUS TO BE USED FOR INVENTORY. |
| admin->EI_Templates->Inventory | ITEMS TO WEED BY CIRC MODIFIER, LAST CHECKOUT | A LISTING OF ITEMS DUE FOR WEEDING.  FILTER BY CIRC MODIFIER AND LAST CHECKOUT DATE.  ENTER "MINIMUM" LAST CHECKOUT DATE IN YYYY-MM-DD FORMAT. |
| admin->EI_Templates->Inventory | LIST OF ITEMS BY COPY STATUS, CIRC MODIFIER AND LOCATIONS WITH CIRC COUNTS BETWEEN A TIMEFRAME | LISTING OF ALL ITEMS BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER ON DELETED, COPY LOCATION AND STATUS. DISPLAY IS STATUS,TITLE, AUTHOR, BARCODE, CALL NUMBER, CIRCULATION MOD, SHELF LOCATION, AND CIRCULATION COUNTS BETWEEN A SELECTED TIMEFRAME REVISED TO INCLUDE FILTERING OF "DELETED" ITEMS AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| admin->EI_Templates->Inventory | LIST OF ITEMS BY COPY STATUS, CIRC MODIFIER AND LOCATIONS AND SIRSI-EVERGREEN CIRC COUNT HMMPL - LAURA G. | LISTING OF ALL ITEMS BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER ON COPY LOCATION AND STATUS.  DISPLAY IS STATUS,TITLE, AUTHOR, BARCODE, CALL NUMBER, CIRCULATION MOD, SHELF LOCATION, SIRSI-EVERGREEN TOTAL, CREATION DATE AND LAST EDITED DATE AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| admin->EI_Templates->Inventory | LIST OF ITEMS BY COPY STATUS, CIRC MODIFIER AND LOCATIONS AND SIRSI-EVERGREEN CIRC COUNT HMMPL, PUB, PUBDATE - LAURA G. | LISTING OF ALL ITEMS BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER ON COPY LOCATION AND STATUS.  DISPLAY IS STATUS,TITLE, AUTHOR, BARCODE, CALL NUMBER, CIRCULATION MOD, SHELF LOCATION, SIRSI-EVERGREEN TOTAL, CREATION DATE, LAST EDITED DATE, PUBLISHER AND  PUB DATE AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |

# Report Template Index
## *August 2013*

| Location | Report Name | Description |
|---|---|---|
| admin->EI_Templates->Inventory | LIST OF ITEMS BY COPY STATUS, CIRC MODIFIFER AND LOCATIONS WITH STATUS AS FIRST FIELD MARK II | LISTING OF ALL ITEMS BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER ON COPY LOCATION AND STATUS. DISPLAY IS STATUS,TITLE, AUTHOR, BARCODE, CALL NUMBER, CIRCULATION MOD, SHELF LOCATION AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| admin->EI_Templates->Inventory | LIST OF ITEMS BY COPY STATUS, CIRC MODIFIFER AND LOCATIONS WITH STATUS AS FIRST FIELD MARK II, FILTER DELETED | LISTING OF ALL ITEMS BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER ON COPY LOCATION AND STATUS. DISPLAY IS STATUS,TITLE, AUTHOR, BARCODE, CALL NUMBER, CIRCULATION MOD, SHELF LOCATION REVISED TO INCLUDE FILTERING OF "DELETED" ITEMS AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| admin->EI_Templates->Inventory | WEEKLY CIRC BY CIRCULATION MODIFIER AND SHELVING LOCATION | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY WEEK, BROKEN DOWN BY CIRC MODIFIER AND SHELVING LOCATION. |
| admin->General Report Templates (from Equinox)->Library Collections | BRIEF INVENTORY LIST | LIST OF TITLES AND ITEMS BY SHELVING LOCATION, OWNING LIBRARY AND CALL NUMBER RANGE. |
| admin->General Report Templates (from Equinox)->Library Collections | DETAILED INVENTORY LIST | LIST OF TITLES AND ITEMS FILTERED BY SHELVING LOCATION AND LIBRARY. DISPLAYS DETAILED BIBLIOGRAPHIC INFORMATION. |
| admin->Georgia PINES Templates->ReportsFest | LIST OF ITEMS WITH A TOTAL USE COUNT LESS THAN OR EQUAL TO | LIST OF ITEMS FILTERING BY CIRCULATIONS LESS THAN OR EQUAL TO AND CREATION DATE. "DUSTY BOOKS LIST" |
| admin->Georgia PINES Templates->ReportsFest | LIST OF ITEMS WITH A TOTAL USE GREATER THAN OR EQUAL TO | LIST OF ITEMS FILTERING BY CIRCULATIONS GREATER THAN OR EQUAL TO AND BY CREATION DATE. "WORN OUT BOOKS LIST" |
| fcplr-localadmin->fcpl-shared->Item | INVENTORY LIST | DISPLAYS CIRC MODIFIER, SHELVING LOCATION, CALL NUMBER, AUTHOR, TITLE, BARCODE, STATUS. AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| jycplp-localadmin->Rosie | INVENTORY & WEEDING LIST, REV. | MATERIAL LIST WITH AUTHOR, TITLE, BARCODE, CREATION DATE, CALL NUMBER, STATUS, CIRC MOD, AND USAGE.  CAN BE FILTERED BY LOCATION AND/OR STATUS. |
| jycplp-localadmin->Rosie | WEEDING LIST | ITEM LIST SORTED BY SHELVING LOCATION. CONTAINS CALL NO., BARCODE, TOTAL CIRCS, PUB. YEAR, TITLE AND AUTHOR |
| ltpll-localadmin->Derrick->Testing | LIBRARY PURGING REPORT | DISPLAYS PATRON AND ITEM INFORMATION WITH DUE DATE. FILTER ON PATRONS HOME LIBRARY AND DUE DATE OF ITEMS. |
| ltpll-localadmin->Items | FULL WEEDING LIST | DISPLAYED: BARCODE, CALL NUMBER, AUTHOR, TITLE, PUBLICATION YEAR, CIRCS, CIRC MODIFIER, CREATION DATE, STATUS, SHELVING LOCATION, AND LAST CHECKOUT TIMESTAMP |
| mrpeters-isl->Example Inventory By CN Label | INVENTORY EXAMPLE TEMPLATE - LIST OF ITEMS WITH A SUBSTRING "JB " IN THE LABEL (EXAMPLE 1) | |
| ncplc-localadmin->Training Jennifer | INVENTORY - UN-SCANNED ITEMS (SITKA) | DISPLAYED FIELDS CALL #, SHELVING LOCATION, TITLE, AUTHOR, STATUS, LAST EDIT DATE/TIME; BASE FILTERS ADDED OWNING LIBRARY, IS DELETED = FALSE, LOCATION ID, LAST EDIT DATE/TIME (COPY-LEVEL) BEFORE SPECIFIED DATE |
| owplo-globaladmin->OdonShared->Circulation | ITEMS WITH LOW OR NO CIRCULATION (5/5/09 REV 1) | LIST OF MATERIAL FILTERED BY MAX CIRCS.  ALSO CAN BE FILTERED BY LIBRARY, SHELVING LOCATION, STATUS, AND BEING CREATED ON OR BEFORE A CHOSEN DATE.  USEFUL FOR FINDING OLDER ITEMS THAT HAVE NOT CIRCULATED WELL.  OPTIONS CAN BE SET TO GIVE FULL MATERIAL LIST. |
| ptplp-localadmin->Brenda | INVENTORY EXAMPLE TEMPLATE - LIST OF ITEMS WITH A SUBSTRING  "J FIC " IN THE LABEL (EXAMPLE 1) (CLONE BMW) | |
| rweiland->Rich APLS | INVENTORY - UN-SCANNED ITEMS BY CALL NUMBER | DISPLAYED FIELDS CALL #, SHELVING LOCATION, TITLE, AUTHOR, STATUS, LAST EDIT DATE/TIME; BASE FILTERS ADDED OWNING LIBRARY, IS DELETED = FALSE, LOCATION ID, LAST EDIT DATE/TIME (COPY-LEVEL) BEFORE SPECIFIED DATE |
| ttplt-localadmin->Inventory-TTPLT | INVENTORY USING F2--WHAT HAS BEEN SCANNED? (CAN FILTER BY SHELVING LOCATION) | DISPLAYED FIELDS CALL #, SHELVING LOCATION, TITLE, AUTHOR, STATUS, LAST EDIT DATE/TIME; BASE FILTERS ADDED OWNING LIBRARY, IS DELETED = FALSE, LOCATION ID, LAST EDIT DATE/TIME (COPY-LEVEL) BETWEEN SPECIFIED DATES |
| ttplt-localadmin->Inventory-TTPLT | INVENTORY USING F2; CAN FILTER BY SHELVING LOCATION (THORNTOWN) | DISPLAYED FIELDS CALL #, SHELVING LOCATION, TITLE, AUTHOR, STATUS, LAST EDIT DATE/TIME; BASE FILTERS ADDED OWNING LIBRARY, IS DELETED = FALSE, LOCATION ID, LAST EDIT DATE/TIME (COPY-LEVEL) NOT BETWEEN SPECIFIED DATES--DISPLAYS UN-SCANNED ITEMS |

## Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| wknapp->Wendy | LIST OF BOOKS WITH A TOTAL USE GREATER THAN OR EQUAL TO  (CLONE) | LIST OF ITEMS FILTERING BY CIRCULATIONS GREATER THAN OR EQUAL TO AND BY CREATION DATE. |
| wwplw-localadmin->wwplw-sandy | A LIST OF ITEMS. USED FOR MASSIVE WEEDING.REFERENCE 2 | LISTING OF ALL ITEMS BY STATUS, LOCATION , TOTAL CIRCS, CIRC MODIFIER AND LAST EDIT DATE AND SIMPLE RECORD EXTRACTS AUTHOR AND TITLE NORMALIZED.ADDED CREATION DATE |
| wwplw-localadmin->wwplw-sandy | MATERIAL LIST WITH CIRC COUNT BY SHELVING LOCATION | MATERIAL LIST (NOT DELETED) |

# Report Template Index
## *August 2013*

| Location | Report Name | Description |
|---|---|---|
| **Items** | | |
| admin->EI_Templates->Item Records | ADULT MATERIALS USAGE REPORT (HMMPL) | LIST ITEMS WITH TOTAL USE COUNT FILTERED BY LIBRARY, CREATION DATE, SHELVING LOCATION AND ON AND BEFORE A SELECTED DATE.  THIS IS FOR USE COUNTS CIRCULATED FROM EVERGREEN AND SIRSI. |
| admin->EI_Templates->Item Records | COUNT OF ITEMS DELETED IN THE LAST X MONTHS | COUNT OF ITEMS BY DELETED AFTER X DAYS AGO.  DISPLAY OF LIBRARY,  CIRC MODIFIER AND COUNT. |
| admin->EI_Templates->Item Records | DAILY LIST OF OUT-OF-CIRC ITEMS | LIST OF ITEMS BY STATUS (LOST, MISSING, DAMAGED AND BINDRY) WITH HOME SHELVING LOCATIONS, NOTES AND ISBN.  THIS IS RUN DAILY. |
| admin->EI_Templates->Item Records | ITEMS COUNT CREATED ON OR BEFORE A DATE | COUNT OF TOTAL ITEMS CREATED ON OR BEFORE A DATE BY LIBRARY AND ITEM STAT CAT FILTERS WITH A DISPLAY OF LIBRARY, CIRC MODIFIER, STAT CAT, AND SHELVING LOCATION. |
| admin->EI_Templates->Item Records | ITEMS RECEIVED FOR HOLD BY DATE | COUNT OF ITEMS RECEIVED TO OTHER LIBRARIES TO FULFILL A HOLD BY DATE. |
| admin->EI_Templates->Item Records | ITEMS TRANSITED TO OTHER LIBRARIES FOR HOLD BY DATE | COUNT OF ITEMS TRANSITED TO OTHER LIBRARIES TO FULFILL A HOLD BY DATE. |
| admin->EI_Templates->Item Records | ITEMS WITH A PRICE OF $0.00 | THIS REPORT IS USED TO GENERATE A LISTING OF BARCODES WHICH HAVE A PRICE OF $0.00.  THIS WILL PREVENT THE CONSORTIUM DEFAULT PRICE FROM BEING BILLED FOR THESE ITEMS.  AN EMPTY (NULL) VALUE SHOULD BE USED IN LIEU OF A PRICE OF $0.00. |
| admin->EI_Templates->Item Records | ITEMS WITH DEPOSIT AMOUNT | A LISTING OF ITEMS, BY LIBRARY, WHICH HAVE A DEPOSIT AMOUNT SET. |
| admin->EI_Templates->Item Records | LIST OF "CLAIMS RETURNED" ITEMS | LISTING OF ALL ITEMS MARKED "CLAIMS RETURNED" |
| admin->EI_Templates->Item Records | LIST OF "CLAIMS RETURNED" ITEMS WITH CLAIMING PATRON | LISTING OF ALL ITEMS MARKED "CLAIMS RETURNED" AND THE PATRON WHO CLAIMED THE ITEM RETURNED |
| admin->EI_Templates->Item Records | LIST OF ITEMS ADDED IN THE LAST X DAYS | LIST OF ITEMS BY ADDED AFTER X DAYS AGO.  DISPLAY OF LIBRARY, DELETION DATE, TITLE, AUTHOR, CALL NUMBER, BARCODE, STATUS. LOCATION AND CIRC MODIFIER |
| admin->EI_Templates->Item Records | LIST OF ITEMS AND THEIR PRICES | THIS REPORT IS USED TO GENERATE A LISTING OF BARCODES WHICH HAVE A PRICE SET.  DOES NOT DISPLAY ITEMS THAT LACK A PRICE IN THE ITEM RECORD. |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| admin->EI_Templates->Item Records | LIST OF ITEMS BY COPY STATUS AND LOCATIONS | LISTING OF ALL ITEMS BY COPY STATUS WITH FILTER ON COPY LOCATION AND STATUS. AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| admin->EI_Templates->Item Records | LIST OF ITEMS BY COPY STATUS AND LOCATIONS - FILTER DELETED | LISTING OF ALL ITEMS BY COPY STATUS WITH FILTER ON COPY LOCATION AND STATUS. AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| admin->EI_Templates->Item Records | LIST OF ITEMS BY COPY STATUS AND LOCATIONS FILTERED BY LAST EDIT DATE | LISTING OF ALL ITEMS BY COPY STATUS WITH FILTER ON COPY LOCATION AND STATUS. AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| admin->EI_Templates->Item Records | LIST OF ITEMS BY COPY STATUS, CIRC MODIFIER, LOCATIONS AND STAT CATEGORIES | LISTING OF ALL ITEMS BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER ON COPY LOCATION AND STATUS. DISPLAY IS STATUS,TITLE, AUTHOR, BARCODE, CALL NUMBER, CIRCULATION MOD, SHELF LOCATION, CREATION DATE, LAST EDITED DATE, PUBLISHER AND PUB DATE |
| admin->EI_Templates->Item Records | LIST OF ITEMS BY COPY STATUS, CIRC MODIFIFER AND LOCATIONS | LISTING OF ALL ITEMS BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER ON COPY LOCATION AND STATUS. AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| admin->EI_Templates->Item Records | LIST OF ITEMS DELETED IN THE LAST X DAYS | LIST OF ITEMS BY DELETED AFTER X DAYS AGO. DISPLAY OF LIBRARY, DELETION DATE, TITLE, AUTHOR, CALL NUMBER, BARCODE AND CIRC MODIFIER |
| admin->EI_Templates->Item Records | LISTING OF ITEMS ADDED BETWEEN CHOSEN DATE | LISTING OF ITEMS BY ADDED BETWEEN TWO CHOSEN DATES. DISPLAY OF LIBRARY, CIRC MODIFIER, AUTHOR, TITLE, CALL NUMBER, BARCODE, CREATION DATE. |
| admin->EI_Templates->Item Records | MONTHLY ITEMS ADDED BY CIRC MODIFIER | COUNT OF ITEMS ADDED AT SELECTED LIBRARIES BY MONTH, BROKEN DOWN BY CIRC MOD. |
| admin->EI_Templates->Item Records | MONTHLY ITEMS ADDED BY SHELVING LOCATION | COUNT OF ITEMS ADDED AT SELECTED LIBRARIES BY MONTH, BROKEN DOWN BY SHELVING LOCATION. |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| admin->EI_Templates->Item Records | NULL AND EMPTY CIRC MODIFIER AUDIT | THIS REPORT IS USED TO GENERATE A LISTING OF NON-DELETED BARCODES WHICH HAVE NO VALID CIRCULATION MODIFIER VALUE SET. THIS WILL PREVENT THE ITEMS FROM CIRCULATING WITH THE PROPER LOAN PERIODS AND MAY CAUSE INCORRECT FINE VALUES. RUN THIS REPORT REGULARLY TO AUDIT YOUR CATALOG FOR THESE TYPES OF ERRORS. |
| admin->EI_Templates->Item Records | OUT-OF-CIRC ITEMS WITHOUT DELETED ITEMS | LIST OF ITEMS BY STATUS (LOST, MISSING, DAMAGED AND BINDRY) WITH HOME SHELVING LOCATIONS, CIRC MODIFIER, NOTES AND ISBN. THIS IS RUN DAILY. |
| admin->EI_Templates->Item Records | PRE CAT ITEMS WITH NO PRICE | THIS REPORT IS USED TO GENERATE A LISTING OF NON-DELETED PRE-CATS WHICH HAVE NO PRICE VALUE SET. ANY PRE-CAT WITH MISSING PRICE WILL CAUSE SUBSEQUENT CIRCULATIONS TO FAIL DUE TO THE "CAP MAX FINES AT ITEM PRICE" LOGIC. |
| admin->EI_Templates->Item Records | TOTAL ITEMS COUNT BY CIRC MODIFIER, STAT CAT, AND SHELVING LOCATION | COUNT OF TOTAL ITEMS AT SELECTED LIBRARIES BROKEN DOWN BY CIRC MODIFIER, ITEM STAT CATS, AND SHELVING LOCATION |
| admin->EI_Templates->Miscellaneous | LIST OF ITEMS WITH OPAC VISIBLE OF FALSE | LIST OF ITEMS (BARCODE, TITLE, SHELVING LOCATION, CIRC MODIFIER, STATUS AND OPAC VISIBLE FLAG) BY A SELECTED LIBRARY |
| admin->EI_Templates->Monthly Statistics | NUMBER OF ITEMS (COUNT) BY SHELVING LOCATION | TOTAL ITEMS COUNTS USING A BEFORE CREATION DATE AND DISPLAYING LIBRARY AND SHELVING LOCATION. |
| admin->General Report Templates (from Equinox)->Library Collections | LIST PRE-CATS | NOTE: ONLY LISTS ITEMS STILL CHECKED OUT. WHEN THE ITEM IS CHECKED IN, THE ITEM WILL CEASE TO BE A PRE-CATALOGED ITEM. THE BAR CODE MAY BE TRANSFERRED TO A FULL CATALOGING RECORD TO RETAIN BAR CODE AND TRANSACTION DATA. |
| admin->General Report Templates (from Equinox)->Library Collections | COUNT ITEMS ADDED BY DATE RANGE | DISPLAYS COUNT BY OWNING LIBRARY. FILTERS INCLUDE OWNING LIBRARY, THE "IS DELETED" FLAG SET TO FALSE AND THE CREATION DATE/TIME WHICH WILL BE BASED ON A DATE RANGE. |
| admin->General Report Templates (from Equinox)->Library Collections | COUNT ITEMS ADDED BY DATE RANGE & STATISTICAL CATEGORY | DISPLAYS COUNT BY OWNING LIBRARY AND STATISTICAL CATEGORY VALUES. FILTERS INCLUDE OWNING LIBRARY, THE "IS DELETED" FLAG SET TO FALSE, CREATION DATE/TIME AND STATISTICAL CATEGORY. |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| admin->General Report Templates (from Equinox)->Library Collections | COUNT ITEMS BY CIRCULATION MODIFIER & SHELVING LOCATION | DISPLAYS COUNT OF ITEMS BY CIRC MODIFIER AND SHELVING LOCATION. FILTERS OUT DELETED ITEMS. OTHER FILTERS INCLUDE CIRCULATION MODIFIER, SHELVING LOCATION AND OWNING LIBRARY. |
| admin->General Report Templates (from Equinox)->Library Collections | COUNT ITEMS BY LIBRARY | INCLUDES COUNT OF ITEM/COPY LEVEL RECORDS THAT HAVE NOT BEEN DELETED FROM THE SYSTEM BROKEN DOWN BY OWNING LIBRARY. FILTER INCLUDES OWNING LIBRARY AND THE IS DELETED? FLAG. |
| admin->General Report Templates (from Equinox)->Library Collections | COUNT ITEMS DELETED BY DATE RANGE | INCLUDES COUNT OF ITEMS BY OWNING LIBRARY THAT HAVE BEEN MARKED DELETED. FILTERS INCLUDE THE OWNING LIBRARY AND LAST EDIT DATE/TIME. |
| admin->General Report Templates (from Equinox)->Library Collections | LIST ITEMS ADDED BY DATE RANGE | DISPLAYS OWNING LIBRARY AND THEN SORTS BY CALL NUMBER, TITLE AND THEN BARCODE. FILTERS INCLUDE CREATION DATE RANGE AND OWNING LIBRARY. FILTERS OUT ITEMS MARKED AS DELETED. |
| admin->General Report Templates (from Equinox)->Library Collections | LIST ITEMS BY COPY STATUS | LIST OF ITEMS FILTERED ON COPY STATUS. FOR EXAMPLE: RUNNING A LIST OF ALL ITEMS (WITH TITLE, CALL NUMBER AND BAR CODE INFORMATION) THAT ARE LISTED AS DAMAGED OR MISSING. |
| admin->Georgia PINES Templates->Items | LIST OF ITEMS BY STATUS | LIST OF ITEMS BY STATUS, CALL NUMBER, TITLE, BARCODE, SHELVING LOCATION, COPY STATUS AND LAST EDIT DATE.  NOTE: IF YOU RUN AN INTRANSIT STATUS FROM THIS TEMPLATE, THE DATE LAST EDITED IS NOT THE DATE THE ITEM WAS PUT IN TRANSIT.  YOU MUST USE A DIFFERENT TEMPLATE TYPE FOR TRANSIT DATE INFORMATION. |
| agoben->ISL - AGoben | NEW MATERIALS: ITEM LIST FOR MATERIALS ADDED SINCE A SELECTED DATE | USED TO DEVELOP "NEW MATERIALS" LISTS FOR MARKETING. DISPLAYS CALL NO., AUTHOR, TITLE, SHELVING LOCATION, BARCODE, TYPE (CIRC MOD), ISBN, AND COPY STATUS.  FILTERS BY OWNING LIBRARY (IN LIST) AND ITEM CREATION DATE (ON/AFTER). |
| agoben->ISL - AGoben | JCPL - ITEM STATISTICAL CATEGORY REPORT TEMPLATE | FILTERS: LIBRARY (IN-LIST), IS DELETED (F), STATISTICAL CATEGORY NAME (FILL IN/IN-LIST), STATISTICAL CATEGORY VALUE (FILL IN/IN-LIST); OUTPUTS: CALL NUMBER, BARCODE, TITLE, STATISTICAL CATEGORY VALUE ENTRY. |

| Location | Report Name | Description |
|---|---|---|
| ampla-localadmin->General Collection Reports | DVD LIST | REPORT LISTING ALL DVDS AND WII GAMES. |
| ampla-localadmin->Librarian Stat Report | ITEMS DELETED | REPORT OF ITEMS DELETED. |
| ampla-localadmin->Librarian Stat Report | ITEMS ADDED | LIBRARY, CIRCULATION MODIFIERS, AND COUNT OF ITEMS ADDED FOR ITEMS CREATED MONTHLY BETWEEN DATES. |
| ampla-localadmin->Monthly Reports | CLAIMS RETURNED ITEMS | REPORT OF ITEMS MARKED CLAIMS RETURNED. |
| ampla-localadmin->Monthly Reports | DISCARD ITEMS | REPORT OF DISCARDED ITEMS |
| ampla-localadmin->Monthly Reports | IN PROCESS ITEMS | REPORT OF ITEMS MARKED IN PROCESS. |
| ampla-localadmin->Monthly Reports | LOST ITEMS | REPORT OF ITEMS MARKED LOST. |
| ampla-localadmin->Monthly Reports | MISSING ITEMS | REPORT OF ITEMS MARKED MISSING. |
| ampla-localadmin->Monthly Reports | STACKS REPORT | REPORT OF ITEMS WITH A SHELVING LOCATION OF STACKS. |
| ampla-localadmin->Weekly Reports | PURCHASE ALERT | REPORT OF NUMBER OF UNFILLED HOLDS ON TITLES. |
| apl-localadmin->Norma2 | CHILDREN'S AUDIO | LIST OF TITLES AND ITEMS BY SHELVING LOCATION, OWNING LIBRARY AND CALL NUMBER RANGE. |
| apl-localadmin->Norma2 | COUNT ITEMS BY CIRCULATION MODIFIER & SHELVING LOCATION | DISPLAYS COUNT OF ITEMS BY CIRC MODIFIER AND SHELVING LOCATION. FILTERS OUT DELETED ITEMS. OTHER FILTERS INCLUDE CIRCULATION MODIFIER, SHELVING LOCATION AND OWNING LIBRARY. |
| apl-localadmin->Norma2 | COUNT OF ITEMS CREATED BETWEEN DATES BY LOCATION #1 | LIBRARY, SHELVING LOCATIONS, AND COUNT OF ITEMS ADDED FOR ITEMS CREATED MONTHLY BETWEEN DATES. |
| apl-localadmin->Norma2 | LIST TITLES BY CIRCULATION MODIFIER | FILTERED BY CIRC MODIFIER AND OWNING LIBRARY. DISPLAYS TITLE, CALL NUMBER AND CIRCULATION MODIFIER. SORTED BY CIRCULATION MODIFIER AND THEN CALL NUMBER. |
| apl-localadmin->Norma2 | LISTING OF ITEMS ADDED BETWEEN CHOSEN DATE #2 | LISTING OF ITEMS BY ADDED BETWEEN TWO CHOSEN DATES. DISPLAY OF LIBRARY, CIRC MODIFIER, AUTHOR, TITLE, CALL NUMBER, BARCODE, CREATION DATE. |

| Location | Report Name | Description |
|---|---|---|
| apl-localadmin->Norma2 | MAGAZINES | LIST OF TITLES AND ITEMS BY SHELVING LOCATION, OWNING LIBRARY AND CALL NUMBER RANGE. |
| cdurbin->New Items | NEW ITEMS WITH ISBN AND SHELVING LOCATION | |
| fcplr-localadmin->fcpl-shared->Item | LIST OF ITEMS | DISPLAYS OWNING LIBRARY, CIRC LIBRARY, CIRC MODIFIER, SHELVING LOCATION, CALL NUMBER, AUTHOR, TITLE, BARCODE, STATUS, TOTAL CIRCS, LAST EDIT DATE, CREATION DATE. (THIS REPORT PULLS ONLY THOSE ITEMS IN THIS BRANCHES SHELVING LOCATIONS.) AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| fcplr-localadmin->fcpl-shared->Item | LIST OF ITEMS BY SHELVING LOCATION | DISPLAYS OWNING LIBRARY, CIRC LIBRARY, CIRC MODIFIER, SHELVING LOCATION, CALL NUMBER, AUTHOR, TITLE, BARCODE, STATUS, TOTAL CIRCS, LAST EDIT DATE, CREATION DATE. (THIS REPORT PULLS ONLY THOSE ITEMS IN THIS BRANCHES SHELVING LOCATIONS.) AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| fcplr-localadmin->fcpl-shared->Item | TOTAL ITEMS COUNT BY LIBRARY | COUNT OF TOTAL ITEMS AT SELECTED LIBRARY BROKEN DOWN BY CIRC MOD AND SHELVING LOCATIONS |
| hjtplh-localadmin->HJTPLH_shared | COUNT OF ITEMS ADDED IN THE LAST X MONTHS | COUNT OF ITEMS BY ADDED IN THE LAST X MONTHS.  DISPLAY OF LIBRARY, CIRC MODIFIER AND COUNT. |
| hjtplh-localadmin->HJTPLH_shared | LIST OF ITEMS W CIRC EMPHASIS | LISTING OF ALL ITEMS BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER ON COPY LOCATION AND STATUS. INCLUDES CIRCULATIONS BETWEEN DATES. AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| hm-globaladmin->Shared HMMPL | LIST ITEM WITH A TOTAL USE COUNT BY ITEM CREATION DATE BY ENTERING THE BARCODE OF THE ITEM HMMPL W/CIRC MODIFIER | LIST ITEMS WITH TOTAL USE COUNT FILTERED BY LIBRARY, CIRC MOD, CREATION DATE, SHELVING LOCATION, ON AND BEFORE A SELECTED DATE SELECTED BY BARCODE.  THIS IS FOR USE COUNTS CIRCULATED FROM EVERGREEN AND SIRSI |
| isl-jasonb->Shared Templates->Collection | LIST TITLES WITH ITEMS CREATED BETWEEN DATES | LIBRARY, AUTHOR, TITLE, AND DATE OF MOST RECENTLY ADDED ITEM, FILTERED BY CIRC MODIFIER. |

# Report Template Index
## *August 2013*

| Location | Report Name | Description |
|---|---|---|
| isl-jasonb->Shared Templates->Items | COUNT OF ITEMS BY CIRCULATION MODIFIER AND SHELVING LOCATION | COUNT OF ITEMS BY CIRC MOD AND SHELVING LOCATION, NOT INCLUDING DELETED ITEMS, OR ITEMS WITH BLANK ACTIVE DATES. |
| isl-jasonb->Shared Templates->Items | COUNT OF ITEMS CREATED BETWEEN SPECIFIED DATES | GIVEN 2 DATES AND A LIST OF LIBRARIES, COUNTS BY CIRC MODIFIER ARE RETURNED FOR ITEMS CREATED |
| isl-jasonb->Shared Templates->Items | COUNT OF ITEMS DELETED BETWEEN DATES BY CIRCULATION MODIFIER | COUNT OF ITEMS DELETED MONTHLY BETWEEN DATES. CAN BE USED FOR COUNT OF DISCARDS PER MONTH, ETC. |
| isl-jasonb->Shared Templates->Items | COUNT OF ITEMS DELETED FROM LOCATIONS BETWEEN DATES | COUNT OF ITEMS DELETED MONTHLY BETWEEN DATES. CAN BE USED FOR COUNT OF DISCARDS PER MONTH, ETC. |
| isl-jasonb->Shared Templates->Items | HOLDINGS BY CIRCULATION MODIFIER FOR LIBRARIES | COUNT OF ITEMS FOR CIRCULATION MODIFIER WITH SPECIFIED COPY STATUS ("GOOD" STATUSES REFLECT WHAT'S ON THE SHELF: AVAILABLE, CHECKED OUT, ETC.) |
| isl-jasonb->Shared Templates->Items | ITEM DETAILS, INCLUDING TOTAL CIRCS AND LAST CIRC DATE BY SHELVING LOCATION (REQUEST) | LISTS THE LIBRARY, TITLE, AUTHOR, BARCODE, SHELVING LOCATION, TOTAL CIRCS AND LAST CIRC OR CREATE DATE. |
| isl-jasonb->Shared Templates->Items | ITEMS CREATED BETWEEN DATES BY CIRCULATION MODIFIER | LIBRARY, CIRCULATION MODIFIERS, AND COUNT OF ITEMS ADDED FOR ITEMS CREATED MONTHLY BETWEEN DATES. |
| isl-jasonb->Shared Templates->Items | ITEMS CREATED BETWEEN DATES BY LOCATION | LIBRARY, SHELVING LOCATIONS, AND COUNT OF ITEMS ADDED FOR ITEMS CREATED MONTHLY BETWEEN DATES. |
| isl-jasonb->Shared Templates->Items | LIST ITEMS BY CIRCULATION MODIFIER (REQUEST) | LISTS THE TITLE, BARCODE, CALL NUMBER, CIRC MODIFIER, AND SHELVING LOCATION FOR ALL ITEMS WITH THE SPECIFIED CIRC MODIFIER. |
| isl-jasonb->Shared Templates->Items | LIST ITEMS BY CIRCULATION MODIFIER AND LOAN DURATION | ITEM TITLE, AUTHOR, CALL NUMBER, CIRC MOD, LOAN DURATION, AND BARCODE ARE DISPLAYED. LOAN DURATIONS ARE: 1 - SHORT, 2 - NORMAL, 3 - LONG. |
| isl-jasonb->Shared Templates->Items | LIST ITEMS BY SHELVING LOCATION | LISTS THE SHELVING LOCATION, TITLE, BARCODE, CALL NUMBER, AND CIRC MODIFIER FOR ALL ITEMS WITH THE SPECIFIED SHELVING LOCATION(S). GOOD FOR FINDING ITEMS IN THE STACKS LOCATION, FOR INSTANCE. |
| isl-jasonb->Shared Templates->Items | LIST ITEMS BY STATUS AND DATE MODIFIED | LOCATION, CALL NUMBER, STATUS, TITLE, AND BARCODE OF ALL ITEMS WITH SPECIFIED STATUS LAST MODIFIED IN SPECIFIED MONTHS |
| isl-jasonb->Shared Templates->Items | LIST ITEMS CREATED BETWEEN DATES (REQUEST) | LISTS LIBRARY, TITLE, AUTHOR, CALL NUMBER, CIRC MODIFIER, BARCODE AND DATE CREATED FOR ITEMS CREATED BETWEEN SPECIFIED DATES. |
| isl-jasonb->Shared Templates->Items | LIST ITEMS WITH 0 CIRCS | CALL NUMBER, BARCODE, PUBLICATION YEAR, TITLE AND AUTHOR FOR ITEMS THAT HAVE NEVER CIRCULATED, AND WERE CREATED BEFORE A SPECIFIED DATE. |

| Location | Report Name | Description |
|---|---|---|
| isl-jasonb->Shared Templates->Items | LIST ITEMS WITH ALERT NOTES | TITLE, AUTHOR, BARCODE, CIRC MODIFIER, AND ALERT NOTE OF ITEMS THAT HAVE ALERT NOTES DEFINED. |
| isl-jasonb->Shared Templates->Items | LIST ITEMS WITH MISSING CIRCULATION MODIFIER | TITLE AND BARCODE OF ALL ITEMS WITHOUT A CIRCULATION MODIFIER |
| isl-jasonb->Shared Templates->Items | LIST OF ITEMS BY LOCATION, CIRCULATE, AND HOLDABLE | LIBRARY, LOCATION, CALL NUMBER, TITLE, ISBN, CAN CIRCULATE, IS HOLDABLE, PRICE, AND BARCODE FOR ITEMS IN SPECIFIED LOCATIONS WITH HOLDABLE AND CIRCULATE SET. |
| isl-jasonb->Shared Templates->Items | LIST OF ITEMS MISSING PRICE | TITLE, AUTHOR, CIRC MODIFER AND BARCODE OF ITEMS MISSING PRICE INFORMATION. |
| isl-jasonb->Shared Templates->Items | LIST OF ITEMS WITH 0.00 PRICE | TITLE, AUTHOR, CIRC MODIFER AND BARCODE OF ITEMS MISSING PRICE INFORMATION. |
| isl-jasonb->Shared Templates->Items | LIST PRE-CAT ITEMS NO LONGER CIRCULATING | LIBRARY, TITLE, AUTHOR, ISBN, BARCODE, AND DATE CREATED FOR PRE-CAT ITEMS THAT ARE NOT CIRCULATING. GOOD IF YOU USE PRE-CATS FOR ILLS (TO DELETE THEM) OR TO LOOK FOR ITEMS THAT SHOULD HAVE BEEN CATALOGED BUT WERE RE-SHELVED INSTEAD. |
| isl-jasonb->Shared Templates->Items | LIST SELECTION CRITERIA FOR ITEMS IN SELECTED STATUSES | LIBRARY, STATUS, LOCATION, CALL NUMBER, TITLE, PUBLICATION YEAR, TOTAL NUMBER OF CHECKOUTS, THE DATE THE STATUS WAS LAST CHANGED, AND BARCODE. |
| isl-jasonb->Shared Templates->Items | SELECTION CRITERIA FOR ITEMS NOT CIRCULATED SINCE DATE | A REPORT FOR SELECTORS TO DETERMINE WHETHER TO WEED ITEMS THAT HAVEN'T CIRCULATED SINCE THE SPECIFIED DATE. IF THE ITEM HAS NEVER CIRCULATED, THE LAST CIRC DATE IS THE DATE THE ITEM WAS CREATED. |
| isl-jasonb->Shared Templates->Items | SELECTION CRITERIA FOR ITEMS NOT EDITED SINCE DATE | A REPORT FOR SELECTORS TO DETERMINE WHETHER TO WEED ITEMS THAT HAVEN'T CIRCULATED (WHICH CHANGES THE DATE EDITED) SINCE THE SPECIFIED DATE. |
| jcpl-globaladmin->Shared Templates->Inventory | LIST OF ITEMS BY COPY STATUS, CIRC MODIFIFER AND LOCATIONS | LISTING OF ALL ITEMS BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; FILTERED ON COPY LOCATION AND STATUS. DISPLAY IS STATUS, CIRC MODIFIER, SHELVING LOCATION, CALL NUMBER, AUTHOR, TITLE, BARCODE. |
| jjacko_ISL->Jessica | COLLECTION ANALYSIS BY DEWEY NUMBER AND SHELVING LOCATION | |
| jmcqueen->Reports for Bookmobile | DVDS LIST | LISTING OF ALL DVDS WITH CALL NUMBER |
| jmcqueen->Reports for Bookmobile | ITEM LISTING (FOR DVDS) | LIST OF ITEMS BY LIBRARY, SHELVING LOCATION AND CIRC MODIFIER, FILTERING OUT SPECIFIC ITEM STATUSES. |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| jycplp-localadmin->Rosie | ITEMS BY COPY STATUS AND LOCATION | LISTING OF ALL ITEMS BY COPY STATUS WITH FILTER ON COPY LOCATION AND STATUS. AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| jycplp-localadmin->Rosie | ITEMS, LOST W/BORROWER & DUE DATE  (JASON'S REV.) | LIST OF "LOST" MATERIAL AT SELECTED LIBRARY WITH BORROWER INFORMATION; CAN BE FILTERED BY DUE DATE |
| jycplp-localadmin->Rosie | LIST OF ITEMS BY COPY STATUS, CIRC MODIFIER AND LOCATIONS | LISTING OF ALL ITEMS BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER ON COPY LOCATION AND STATUS. AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| jycplp-localadmin->Rosie | STOCK REPORT | COUNT OF ITEMS AT SELECTED LIBRARY BY CIRC MOD |
| klplk-localadmin->training1 | LIST OF ITEMS BY SHELVING LOCATION (CLONE) | DISPLAYS OWNING LIBRARY, CIRC LIBRARY, CIRC MODIFIER, SHELVING LOCATION, CALL NUMBER, AUTHOR, TITLE, BARCODE, STATUS, TOTAL CIRCS, LAST EDIT DATE, CREATION DATE. (THIS REPORT PULLS ONLY THOSE ITEMS IN THIS BRANCHES SHELVING LOCATIONS.) AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| lipll-localadmin->Ligonier templates | LIST OF ITEMS BY COPY STATUS, CIRC MODIFIER AND LOCATIONS WITH STATUS AS FIRST FIELD MARK II (CLONE) | LISTING OF ALL ITEMS BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER ON COPY LOCATION AND STATUS.  DISPLAY IS STATUS,TITLE, AUTHOR, BARCODE, CALL NUMBER, CIRCULATION MOD, SHELF LOCATION AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| lipll-localadmin->Ligonier templates | LIST TITLES BY CIRCULATION MODIFIER (CLONE) | FILTERED BY CIRC MODIFIER AND OWNING LIBRARY. DISPLAYS TITLE, CALL NUMBER AND CIRCULATION MODIFIER. SORTED BY CIRCULATION MODIFIER AND THEN CALL NUMBER. |
| lipll-localadmin->Ligonier templates | SEARCH BY CALL NUMBER | |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| lipll-localadmin->Ligonier templates | TOTAL ITEMS COUNT BY LIBRARY  (CLONE) | COUNT OF TOTAL ITEMS AT SELECTED LIBRARY BROKEN DOWN BY CIRC MOD AND SHELVING LOCATIONS |
| ltpll-localadmin->Derrick->Testing | COUNT ITEMS BY CIRCULATION MODIFIER & SHELVING LOCATION (CLONE) | DISPLAYS COUNT OF ITEMS BY CIRC MODIFIER AND SHELVING LOCATION. FILTERS OUT DELETED ITEMS. OTHER FILTERS INCLUDE CIRCULATION MODIFIER, SHELVING LOCATION AND OWNING LIBRARY. |
| ltpll-localadmin->Items | DAMAGED ITEMS | DISPLAYED: BARCODE, CALL NUMBER, AUTHOR, TITLE, PUBLICATION YEAR, CIRCS, CIRC MODIFIER, CREATION DATE, STATUS, SHELVING LOCATION, AND LAST CHECKOUT TIMESTAMP |
| ltpll-localadmin->Items | ITEMS DUE ON A SPECIFIC DATE | A REPORT THAT SHOWS ITEMS THAT ARE STILL CHECKED OUT, AND ARE DUE BACK ON A SPECIFIC DATE. |
| ltpll-localadmin->Items | ITEMS WITH DEPOSITS REQUIRED | DISPLAYED: BARCODE, CALL NUMBER, AUTHOR, TITLE, PUBLICATION YEAR, CIRCS, CIRC MODIFIER, CREATION DATE, STATUS, SHELVING LOCATION, AND LAST CHECKOUT TIMESTAMP, DEPOSIT REQUIRED, DEPOSIT AMOUNT |
| mutplm-localadmin->PortiaTraining | LIST PRE-CAT ITEMS NO LONGER CIRCULATING (CLONE) | LIBRARY, TITLE, AUTHOR, ISBN, BARCODE, AND DATE CREATED FOR PRE-CAT ITEMS THAT ARE NOT CIRCULATING. GOOD IF YOU USE PRE-CATS FOR ILLS (TO DELETE THEM) OR TO LOOK FOR ITEMS THAT SHOULD HAVE BEEN CATALOGED BUT WERE RE-SHELVED INSTEAD. |
| mutplm-localadmin->PortiaTraining | MATERIAL LIST (REV3 5/12/09) (CLONE) | MATERIAL LIST WITH AUTHOR, TITLE, BARCODE, CREATION DATE, CALL NUMBER, STATUS, CIRC MOD, AND USAGE.  CAN BE FILTERED BY LOCATION AND/OR STATUS. |
| owplo-globaladmin->OdonShared->Items | HOLDINGS | COUNT OF ITEMS AT SELECTED LIBRARY BY CIRC MOD |
| owplo-globaladmin->OdonShared->Items | ITEM COUNT BY LIBRARY, CIRC MOD, AND LOCATION | COUNT OF TOTAL ITEMS (NOT DELETED) AT SELECTED LIBRARY BROKEN DOWN BY CIRC MOD AND SHELVING LOCATIONS |
| owplo-globaladmin->OdonShared->Items | ITEMS ADDED (1/9/09 REV) | LISTS ITEMS ADDED BETWEEN DATES SPECIFIED BY USER (YYYY-MM-DD FORMAT) WITH CALL NUMBER, TITLE, AUTHOR, BARCODE, AND CREATE DATE. |
| owplo-globaladmin->OdonShared->Items | MATERIAL LIST (REV3 5/12/09) | MATERIAL LIST WITH AUTHOR, TITLE, BARCODE, CREATION DATE, CALL NUMBER, STATUS, CIRC MOD, AND USAGE.  CAN BE FILTERED BY LOCATION AND/OR STATUS. |
| owplo-globaladmin->OdonShared->Items | MATERIAL LIST WITH CIRC COUNT AND TCN | MATERIAL LIST (NOT DELETED) WITH EXTRA BIB DATA.  MAY BE FILTERED BY SHELF LOCATION |
| owplo-globaladmin->OdonShared->Items | NUMBER OF ITEMS (COUNT) BY SHELVING LOCATION | TOTAL ITEM COUNT BY SHELVING LOCATION. |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| plfd-admin->Useful Reports | HOLDINGS BY SHELVING LOCATION AND CIRC MODIFIER | COUNT OF ITEMS AT SELECTED LIBRARY BY CIRC MOD |
| plfd-admin->Useful Reports | LIST OF ITEMS LAST CHECKED OUT BEFORE A CERTAIN DATE-- THE ELUSIVE WEEDING LIST | LIST OF ITEMS WITH A LAST EDIT DATE BEFORE A GIVEN MONTH/YEAR. SELECT BY SHELVING LOCATION. AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| ptplp-localadmin->Brenda | YM LISTING | LIST OF TITLES AND ITEMS BY SHELVING LOCATION, OWNING LIBRARY AND CALL NUMBER RANGE. |
| ptplp-localadmin->Princeton Circ. Reports | AUDIO ITEMS | LIST OF TITLES AND ITEMS BY SHELVING LOCATION, OWNING LIBRARY AND CALL NUMBER RANGE. |
| pvplp-localadmin->Crystal | LIST OF ITEMS BY COPY STATUS, CIRC MODIFIFER AND LOCATIONS WITH STATUS AS FIRST FIELD MARK II (CLONE) | LISTING OF ALL ITEMS BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER ON COPY LOCATION AND STATUS. DISPLAY IS STATUS,TITLE, AUTHOR, BARCODE, CALL NUMBER, CIRCULATION MOD, SHELF LOCATION AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| refrasur->UCPL_rfrasur | LIST OF ITEMS BY COPY STATUS, CIRC MODIFIER, LOCATIONS, CIRC TOTALS, AND PUBLICATION YEAR - FIXED | LISTING OF ALL ITEMS BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER ON COPY LOCATION AND STATUS. AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| rplr-localadmin->rplr-localadmin | AUDITS - LIST OF NEW ITEMS WITH PRICES, FILTERED BY OWNING LIBRARY AND CREATION DATE RANGE. NEW | FILTERS: OWNING LIBRARY (IN LIST), CREATION DATE (BETWEEN). DISPLAY: OWNING LIBRARY, ITEM BARCODE, PRICE |
| shohs-localadmin->Shoals | LONG OVERDUES AND LOST ITEMS OLDER THAN A PARTICULAR DATE AND CIRCULATING LIBRARY WITH PRICE | USED FOR LOOKING AT THE ITEMS THAT WERE DUE BEFORE A CERTAIN DATE. RUN THE FIRST TIME FOR ITEMS 15 DAYS OVERDUE, USING THE STATUSES OF LONG OVERDUE, CHECKED OUT, AND LOST. RUN DAILY. |
| ucpl-globaladmin->UCPL templates | ITEMS BY CIRC MODIFIER | ITEMS IN CATALOG WITH LIST TO FILTER BY CIRC MODIFIER |

| Location | Report Name | Description |
|---|---|---|
| wknapp->Wendy | LIST ITEMS INCLUDING BARCODE, WITH NO CIRC MODIFIER SET, FILTERING BY OWNING LIBRARY AND SHELVING LOCATION | RUN ITEMS-->TOTAL ITEMS COUNT BY LIBRARY TO GET THE LOCATIONS AT A LIBRARY WITH EMPTY CIRC MODIFIERS, THEN RUN THIS. |
| wknapp->Wendy | LIST OF ITEMS BY CIRC MODIFIER AND LOCATIONS MINIMAL INFORMATION | LISTING OF ALL ITEMS BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER ON COPY LOCATION. ONLY LISTS BARCODE AND CALL NUMBER AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| wknapp->Wendy | LIST OF ITEMS BY COPY STATUS AND LOCATIONS - FILTER DELETED  BY DATE | LISTING OF ALL ITEMS BY COPY STATUS WITH FILTER ON COPY LOCATION AND STATUS. AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| wknapp->Wendy | LIST OF ITEMS BY COPY STATUS AND LOCATIONS WHERE COPY STATUS WAS SET WITHIN A DATE RANGE | LISTING OF ALL ITEMS BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER OWING LIBRARY, DATE RANGE AND STATUS. AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| wknapp->Wendy | LIST OF ITEMS BY COPY STATUS AND LOCATIONS WITH A SPECIFIC STRING IN DATE 1 FIXED FIELD- FILTER DELETED  BY DATE | LISTING OF ALL ITEMS BY COPY STATUS WITH FILTER ON COPY LOCATION AND STATUS - USE MATCHING SUBSTRING AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| wknapp->Wendy | LIST OF ITEMS BY COPY STATUS, CIRC MODIFIER, LOCATIONS V2 | LISTING OF ALL ITEMS BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER ON COPY LOCATION AND CIRC MODIFIER. DISPLAY IS STATUS,TITLE, AUTHOR, BARCODE, CALL NUMBER, CIRCULATION MOD, SHELF LOCATION |
| wknapp->Wendy | LIST OF ITEMS BY COPY STATUS, CIRC MODIFIER AND LOCATIONS NOT INCLUDING DELETED ITEMS | LISTING OF ALL ITEMS BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER ON COPY LOCATION AND STATUS. FILTER OUT DELETED ITEMS AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |

| Location | Report Name | Description |
|---|---|---|
| wknapp->Wendy | LIST OF ITEMS BY ISSN AND OWNING LIBRARY | LISTING OF ALL ITEMS WITH A GIVEN ISSN BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER ON COPY LOCATION AND STATUS. AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| wknapp->Wendy | LIST OF ITEMS BY TCN AND OWNING LIBRARY | LISTING OF ALL ITEMS WITH A GIVEN TCN BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER ON COPY LOCATION AND STATUS. AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| wknapp->Wendy | LIST OF ITEMS BY TCN AND OWNING LIBRARY GETTING RID OF DELETED ITEMS | LISTING OF ALL ITEMS WITH A GIVEN TCN BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER ON COPY LOCATION AND STATUS. AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| wknapp->Wendy | LIST OF ITEMS BY TCN AND OWNING LIBRARY ONLY DELETED ITEMS | LISTING OF ALL ITEMS WITH A GIVEN TCN BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER ON COPY LOCATION AND STATUS. AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| wknapp->Wendy | LIST OF ITEMS CHECKED OUT IN A SPECIFIC TIME RANGE | RUN THIS REPORT TO RETURN THE ITEMS CHECKED OUT FROM A LIBRARY FOR ONLY 30 MINUTES - 1 HOUR.  ANY LONGER, AND THE REPORT WILL HANG UP THE SYSTEM. |
| wknapp->Wendy | LIST OF ITEMS CHECKED OUT IN A SPECIFIC TIME RANGE V. 2 | RUN THIS REPORT TO RETURN THE ITEMS CHECKED OUT FROM A LIBRARY FOR ONLY 30 MINUTES - 1 HOUR.  ANY LONGER, AND THE REPORT WILL HANG UP THE SYSTEM. |
| wknapp->Wendy | TOTAL ITEMS COUNT BY CIRC MODIFIER AND SHELVING LOCATION | COUNT OF TOTAL ITEMS AT SELECTED LIBRARIES BROKEN DOWN BY CIRC MODIFIER AND SHELVING LOCATION |
| wknapp->wknapp-ISL Training | ITEMS ADDED BY DATE | LIST OF ITEMS BY ADDED IN THE LAST X DAYS, WEEKS, OR MONTHS. DISPLAY OF LIBRARY, CIRC MODIFIER, AUTHOR AND TITLE. |

# Report Template Index
## *August 2013*

| Location | Report Name | Description |
|---|---|---|
| wknapp->wknapp-ISL Training | MATERIAL LIST (REV3 5/12/09) (CLONE) | MATERIAL LIST WITH AUTHOR, TITLE, BARCODE, CREATION DATE, CALL NUMBER, STATUS, CIRC MOD, AND USAGE. CAN BE FILTERED BY LOCATION AND/OR STATUS. |
| wwplw-localadmin->wwplw-sandy | A LIST OF ITEMS BY COPY STATUS, CIRC MODIFIFER AND LOCATIONS FOR REFERENCE | LISTING OF ALL ITEMS BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER ON COPY LOCATION AND STATUS. AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| wwplw-localadmin->wwplw-sandy | A LIST OF ITEMS BY COPY STATUS, CIRC MODIFIFER AND LOCATIONS FOR REFERENCEWITH IS DELETED | LISTING OF ALL ITEMS BY COPY STATUS, CIRC MODIFIER AND COPY LOCATION; WITH FILTER ON COPY LOCATION AND STATUS. AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| wwplw-localadmin->wwplw-sandy | BOOKS BY AN AUTHOR OWNED BY A LIBRARY (V2) | SOURCE- BIBLIOGRAPHIC RECORD, DISPLAY BOOKS BY TITLE & AUTHORAND CALL NUMBER |
| wwplw-localadmin->wwplw-sandy | COUNT ITEMS BY  SHELVING LOCATION 3 | DISPLAYS COUNT OF ITEMS BY  SHELVING LOCATION. FILTERS OUT DELETED ITEMS. OTHER FILTERS INCLUDE , SHELVING LOCATION AND OWNING LIBRARY. |
| wwplw-localadmin->wwplw-sandy | ITEMS BY LOCATION AND STATUS FILTERED BY CREATION DATE AND DELETIONS | LISTING OF ALL ITEMS BY STATUS AND LOCATION. USED FOR NEW BOOK LIST. FILTERS BY CREATION DATE AND DELETIONS . |
| wwplw-localadmin->wwplw-sandy | ITEMS BY LOCATION AND STATUS FILTERED BY CREATION DATE AND DELETIONS NEW BOOK REPORT 6 | LISTING OF ALL ITEMS BY STATUS AND LOCATION. USED FOR NEW BOOK LIST. FILTERS BY CREATION DATE AND DELETIONS . |
| wwplw-localadmin->wwplw-sandy | ITEMS BY LOCATION AND STATUS FILTERED BY CREATION DATE AND DELETIONS TEST FOR ITEM STAT CAT | LISTING OF ALL ITEMS BY STATUS AND LOCATION. USED FOR NEW BOOK LIST. FILTERS BY CREATION DATE AND DELETIONS . |
| wwplw-localadmin->wwplw-sandy | LIST OF ITEMS BY COPY STATUS AND LOCATIONS - FILTER DELETED WWPL 2  LOAN DURATION | LISTING OF ALL ITEMS BY COPY STATUS WITH FILTER ON COPY LOCATION AND STATUS WITH DATE CREATED BETWEEN AVAILABLE, BINDERY, CATALOGING, CHECKED OUT, DAMAGED, DISCARD/WEED, ILL, IN PROCESS, IN TRANSIT, LOST, MISSING, ON HOLDS SHELF, ON ORDER, REFERENCE, RESERVES, RESHELVING, TEMPORARILY UNAVAILABLE |
| wwplw-localadmin->wwplw-sandy | LIST OF ITEMS BY COPY STATUS, LOCATIONS, W/ FILTER DELETED, W/CIRCS TITLE NORMALIZED | LISTING OF ALL ITEMS BY COPY STATUS WITH FILTER ON COPY LOCATION AND STATUS WITH DATE CREATED BETWEEN, WITH TOTAL CIRCULATIONS  OF LIST WITH TITLE NORMALIZED. GOOD FOR INVENTORY. 6/2/13 |

## Report Template Index
### *August 2013*

| Location | Report Name | Description |
|---|---|---|
| wwplw-localadmin->wwplw-sandy | LIST OF ITEMS BY COPY STATUS, LOCATIONS, W/ FILTER YEAR AND MONTH AND W/CIRCS & SERIES | LISTING OF ALL ITEMS BY COPY STATUS WITH FILTER ON COPY LOCATION AND STATUS WITH LAST EDITED DATE, TOTAL CIRCS AND SERIES. GOOD FOR INVENTORY AND LOST. |
| wwplw-localadmin->wwplw-sandy | LIST OF ITEMS BY STATUS, LOCATIONS, W/ FILTER BETWEEN YEAR AND MONTH AND W/CIRCS, TILTES NORM 3 | LISTING OF ALL ITEMS BY COPY STATUS WITH FILTER ON COPY LOCATION AND STATUS WITH LAST EDITED DATE, WITH TOTAL CIRCULATIONS. BETWEEN DATES. NORMALIZED TITLES. AUTHOR NORMALIZED. |
| wwplw-localadmin->wwplw-sandy | MISSING ITEMS REPORT | LISTING OF ALL ITEMS BY STATUS WITH FILTER ON COPY LOCATION AND STATUS WITH LAST EDITED DATE AS FILTER & SHOWN. TITLE AND AUTHOR NORMALIZED AND DELETED ITEMS DELETED. |
| wwplw-localadmin->wwplw-sandy | REFERENCE TEST CLONE | COUNT OF TOTAL ITEMS AT SELECTED LIBRARIES BROKEN DOWN BY CIRC MODIFIER, ITEM STAT CATS, AND SHELVING LOCATION |

## Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| **Location Specific** | | |
| admin->EI_Templates->Customized Branch Specific Templates | BZPLB - CIRCULATIONS BY MONTH, SHELVING LOCATION | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY MONTH AND SHELVING LOCATION.  SELECT 1 OR MULTIPLE SHELVING LOCATIONS. |

# Report Template Index
## *August 2013*

| Location | Report Name | Description |
|---|---|---|
| **Patrons** | | |
| admin->EI_Templates->Customer | AGED CLAIMS RETURNED USING CIRC SOURCE.  CORRECTED TO WORK RIGHT HMMPL | THIS REPORT WILL SHOW ALL ITEMS THAT ARE CURRENTLY WITH A FINE STOP REASON OF "CLAIMSRETURNED" AND A CHECK IN DATE AND TIME OF NULL.  THE OUTPUT IS ORG NAME, CALL NUMBER, TITLE OF ITEM, ITEM BARCODE, SHELVING LOCATION, COPY STATUS, LAST EDITED TIMESTAMP, FIRST AND LAST NAME OF CUSTOMER LAST HOLDING ITEM AND ITEM BARCODE. |
| admin->EI_Templates->Customer | COUNT OF NEW USERS BY DATE, PERMISSION PROFILE | A COUNT OF NEW USERS REGISTERED WITHIN A GIVEN DATE RANGE.  FILTER BY HOME LIBRARY, BETWEEN DATES. |
| admin->EI_Templates->Customer | COUNT OF PATRONS BY TOWNSHIP STAT CAT | FOR USE ONLY BY FRANKLIN COUNTY PUBLIC LIBRARY ON THE LEGACY USER CAT 2 STATISTICAL CATEGORY.  MAY BE USED AS AN EXAMPLE FOR OTHER LIBRARIES WISHING TO REPORT ON STATISTICAL CATEGORIES. |
| admin->EI_Templates->Customer | EXPIRED PATRONS BY DATE RANGE | PATRON NAME, BARCODE LISTING FOR THOSE WITH EXPIRED DATES |
| admin->EI_Templates->Customer | INACTIVE PATRONS | PATRON NAME, BARCODE LISTING FOR THOSE WITH "INACTIVE" FLAG SET. |
| admin->EI_Templates->Customer | LIBRARY EMAIL DISTRIBUTION LIST | CSV FORMAT CAN BE USED FOR IMPORT INTO OUTLOOK, GMAIL, ETC. |
| admin->EI_Templates->Customer | LIST OF ITEMS CHOSEN BY OWNING LIBRARY, ITEM COPY STATUS, MULTIPLE FINE STOP REASONS | O    A LIST OF ITEMS CHOSEN BY OWNING LIBRARY, ITEM COPY STATUS, MULTIPLE FINE STOP REASONS.  OUTPUT IS LIBRARY NAME, CALL NUMBER, TITLE, ITEM BARCODE, SHELVING LOCATION, STATUS, LASTED EDITED DATE, CUSTOMER FIRST AND LAST NAME, CUSTOMER BARCODE.  COMMONLY USED FOR CLAIMS RETURNED |
| admin->EI_Templates->Customer | LIST OF NEW USERS BY DATE, PERMISSION PROFILE | A LIST OF NEW USERS REGISTERED WITHIN A GIVEN DATE RANGE. FILTER BY HOME LIBRARY, BETWEEN DATES. |
| admin->EI_Templates->Customer | LIST OF USERS WITH INVALID ADDRESSES BY HOME LIBRARY | A LIST OF NAMES, ADDRESSES WHICH ARE MARKED "INVALID" IN THE DATABASE. |
| admin->EI_Templates->Customer | LIST USERS BY PROFILE GROUP | LIST OF USERS AT SELECTED LIBRARIES, BROKEN DOWN BY PROFILE GROUP, LIBRARY CARD, NAME, ADDRESS AND EXPIRATION DATE. |
| admin->EI_Templates->Customer | MONTHLY TOTAL CIRC BY PROFILE FOR PROFILE TYPES | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY MONTH BY PROFILE BY SHELVING LOCATION |
| admin->EI_Templates->Customer | MONTHLY TOTAL CIRC BY PROFILE FOR PROFILE TYPES | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY MONTH BY PROFILE BY SHELVING LOCATION |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| admin->EI_Templates->Customer | PATRON BARCODE RANGE | LISTING OF ALL BARCODES IN USE BY PATRONS, FILTERED BY LIBRARY |
| admin->EI_Templates->Customer | PATRON MAILING ADDRESSES | REPORT OF ALL PATRONS WITH NAMES AND MAILING ADDRESSES FOR MAILING LABEL CREATION.  FILTER BY "HOME LIBRARY" ORGANIZATIONAL UNIT ID |
| admin->EI_Templates->Customer | PATRON REQUESTED CHECKOUT HISTORY | REPORT FOR PATRONS WHO REQUEST TO KNOW WHAT THEY HAVE RECENTLY CHECKED OUT FROM THE LIBRARY. |
| admin->EI_Templates->Customer | PATRON REQUESTED CHECKOUT HISTORY  - NO DUPLICATE ROWS | REPORT FOR PATRONS WHO REQUEST TO KNOW WHAT THEY HAVE RECENTLY CHECKED OUT FROM THE LIBRARY. ADDED FIRST VALUE TRANSFORM ON TITLE AND AUTHRO FIELDS TO ENSURE DUPLICATES REMOVED |
| admin->EI_Templates->Customer | PATRONS WITH GREATER THAN 3 CLAIMS RETURNED ITEMS | A LISTING OF PATRON BARCODES WITH MORE THAN 3 CLAIMED RETURNED ITEMS.  FILTER BY HOME LIBRARY. |
| admin->EI_Templates->Monthly Statistics | COUNT OF USERS BY PROFILE, FILTERED BY LIBRARY | COUNT OF PATRONS REGISTERED BY USER HOME LIBRARY |
| admin->EI_Templates->Monthly Statistics | COUNT OF USERS BY PROFILE, FILTERED BY LIBRARY - FILTER BY AGE RANGE | COUNT OF PATRONS REGISTERED BY USER HOME LIBRARY. FILTERED BY ONLY PATRONS AGED 18 AND OLDER. |
| admin->EI_Templates->Monthly Statistics | COUNT OF USERS BY PROFILE, FILTERED BY LIBRARY, "REGISTERED ON" DATE | COUNT OF PATRONS REGISTERED BY USER HOME LIBRARY.  FILTER OUT PATRONS REGISTERED AFTER A GIVEN DATE. |
| admin->EI_Templates->Monthly Statistics | COUNT OF USERS BY PROFILE, FILTERED BY LIBRARY, "REGISTERED ON" DATES | COUNT OF PATRONS REGISTERED BY USER HOME LIBRARY.  FILTER OUT PATRONS REGISTERED AFTER A GIVEN DATE. |
| admin->General Report Templates (from Equinox)->Library Patrons | COUNT INACTIVE PATRON ACCOUNTS BY LIBRARY | COUNTS ALL LIBRARY CARDS THAT HAVE BEEN MARKED INACTIVE BY HOME LIBRARY. |
| admin->General Report Templates (from Equinox)->Library Patrons | COUNT PATRONS ADDED BY DATE RANGE | COUNT BROKEN DOWN BY USERS HOME LIBRARY. FILTER IS BY CREATION DATE RANGE AND HOME LIBRARY. |
| admin->General Report Templates (from Equinox)->Library Patrons | COUNT PATRONS ADDED BY ZIP CODE & DATE | COUNT BROKEN DOWN BY USERS HOME LIBRARY AND ZIP CODE. FILTER IS BY CREATION DATE RANGE AND HOME LIBRARY. |
| admin->General Report Templates (from Equinox)->Library Patrons | COUNT PATRONS BY LIBRARY & STATISTICAL CATEGORY | COUNT OF PATRONS IN THE SYSTEM BASED ON A FILTER OF HOME LIBRARY AND STATISTICAL CATEGORY. DISPLAYS STAT CAT VALUES, HOME LIBRARY AND A COUNT OF PATRONS. |

# Report Template Index
## *August 2013*

| Location | Report Name | Description |
|---|---|---|
| admin->General Report Templates (from Equinox)->Library Patrons | COUNT PATRONS BY PERMISSION GROUP | COUNTS BY LIBRARY AND PERMISSION GROUP. FILTERS INCLUDE HOME LIBRARY, PERMISSION GROUP AND RECORD CREATION DATE/TIME. |
| admin->General Report Templates (from Equinox)->Library Patrons | COUNT PATRONS BY PERMISSION GROUP (FILTERS DELETED/INACTIVE) | COUNTS BY LIBRARY AND PERMISSION GROUP. FILTERS INCLUDE HOME LIBRARY, PERMISSION GROUP AND RECORD CREATION DATE/TIME.  THIS REPORT WILL FILTER OUT PATRONS MARKED INACTIVE OR DELETED. |
| admin->General Report Templates (from Equinox)->Library Patrons | LIST PATRONS WITH OPEN TRANSACTIONS | DISPLAYS PATRON AND ITEM INFORMATION WITH DUE DATE. FILTER ON PATRONS HOME LIBRARY AND DUE DATE OF ITEMS. |
| admin->General Report Templates (from Equinox)->Library Patrons | LIST PATRONS WITH OPEN TRANSACTIONS BY PERMISSION GROUP | DISPLAYS PATRON AND ITEM INFORMATION WITH DUE DATE. FILTER ON PATRONS HOME LIBRARY, ITEM DUE DATES AND PATRON PERMISSION GROUP. |
| admin->General Report Templates (from Equinox)->Library Patrons | LIST PATRONS WITH OUTSTANDING BALANCES | DISPLAYS PATRON INFORMATION WITH TOTAL OF BALANCE OWED. FILTERED BY PATRONS HOME LIBRARY. |
| admin->General Report Templates (from Equinox)->Library Patrons | LIST PATRONS WITH OUTSTANDING BALANCES BY PERMISSION GROUP | DISPLAYS PATRON INFORMATION WITH TOTAL OF BALANCE OWED. FILTERED BY PATRONS HOME LIBRARY AND PERMISSION GROUP. |
| admin->General Report Templates (from Equinox)->Library Patrons | PATRON MAILING LIST | DISPLAYS PATRON NAME AND MAILING INFORMATION. FILTERS BY HOME LIBRARY AND ONLY INCLUDES LIBRARY CARDS THAT ARE CURRENTLY ACTIVE IN THE SYSTEM. |
| admin->Georgia PINES Templates->Patrons | TOTAL USERS BY LIBRARY | COUNT OF USERS AT SELECTED LIBRARIES. |
| agoben->ISL - AGoben | COUNT OF ACTIVE USERS BY SELECTED PROFILES | FILTERS ON: ACTIVE (T); IS DELETED (F); HOME LIBRARY (IN LIST); PROFILE (IN LIST); PRIVILEGE EXPIRATION (ON/AFTER; Y-M). DISPLAYS: SELECTED PROFILE TYPES; USER COUNT; HOME LIBRARY. NOTES: INCLUDES SELECTION OPTIONS FOR ALL USER TYPES, INCLUDING SEVERAL NOT IN ACTIVE USE IN EVERGREEN INDIANA. MUST USE REAL NOT RELATIVE DATES.  PIVOT ON LIBRARY IF MULTIPLE LIBRARIES/BRANCHES ARE REVIEWED. |
| ampla-localadmin->Librarian Stat Report | NEW LIBRARY CARDS | REPORT  OF NEW CARDS, BY PATRON PROFILE |
| ampla-localadmin->Patron Reports | TOTAL PATRON COUNT | COUNT OF LIBRARY PATRONS. |

# Report Template Index
## *August 2013*

| Location | Report Name | Description |
|---|---|---|
| apl-localadmin->Norma2 | COUNT OF USERS BY PROFILE | COUNT OF PATRONS REGISTERED BY USER HOME LIBRARY AND FILTERED BY LIBRARY AND PRIVILEGE EXPIRATION DATE. |
| apl-localadmin->Norma2 | LIBRARY EMAIL DISTRIBUTION LIST | CSV FORMAT CAN BE USED FOR IMPORT INTO OUTLOOK, GMAIL, ETC. |
| apl-localadmin->Norma2 | LIST OF NEW PATRONS BY PROFILE.#6 | LIST OF NEW PATRONS PER SPECIFIED DATE RANGE BY HOME LIBRARY AND NAME |
| ccplc-localadmin->Circulation Report | TOTAL USERS BY LIBRARY | COUNT OF USERS AT SELECTED LIBRARIES. |
| hbplh-localadmin->training | COUNT OF USERS BY PROFILE, FILTERED BY LIBRARY, "REGISTERED ON" DATE (CLONE) REGISTRATION NOV 12 (CLONE) (CLONE) (CLONE) (CLONE) (CLONE) (CLONE) (CLONE) | COUNT OF PATRONS REGISTERED BY USER HOME LIBRARY. FILTER OUT PATRONS REGISTERED AFTER A GIVEN DATE. |
| hbplh-localadmin->training | COUNT OF USERS BY PROFILE, FILTERED BY LIBRARY, "REGISTERED ON" DATE (CLONE) REGISTRATION NOV 12 (CLONE) (CLONE) (CLONE) (CLONE) (CLONE) (CLONE) (CLONE) (CLONE) | COUNT OF PATRONS REGISTERED BY USER HOME LIBRARY. FILTER OUT PATRONS REGISTERED AFTER A GIVEN DATE. |
| hjtplh-localadmin->HJTPLH_shared | COUNT OF NEW LIBRARY CARDS BY PROFILE. | LIST OF NEW CARD PER SPECIFIED DATE RANGE. |
| hjtplh-localadmin->HJTPLH_shared | COUNT OF USERS BY PROFILE, FILTERED BY LIBRARY | COUNT OF PATRONS REGISTERED BY USER HOME LIBRARY |
| hm-globaladmin->Shared HMMPL | MAILING LIST FOR PATRONS OWING BETWEEN TWO AMOUNTS BY PROFILE #2 | NAMES, ADDRESSES, AND BARCODES FOR PATRONS OWING SOMETHING BETWEEN THE TWO SPECIFIED AMOUNTS. CAN BE USED TO CREATE A MAIL-MERGED LETTER IF DESIRED. |
| isl-jasonb->Shared Templates->Patrons | COUNT OF DELETED PATRONS | A SIMPLE COUNT OF PATRONS DELETED FROM EACH LIBRARY GROUPED BY PROFILE. |
| isl-jasonb->Shared Templates->Patrons | COUNT OF INACTIVE PATRONS | A SIMPLE COUNT OF INACTIVE PATRONS FROM EACH LIBRARY GROUPED BY PROFILE. |
| isl-jasonb->Shared Templates->Patrons | COUNT OF PATRONS BY BIRTH YEAR | LIBRARY NAME, AGE, AND COUNT FOR PATRONS IN SPECIFIED PROFILES. |
| isl-jasonb->Shared Templates->Patrons | COUNT OF PATRONS BY PROFILE | LIBRARY, PROFILE, AND PATRON COUNT. DOES NOT INCLUDE DELETED OR INACTIVE PATRONS. |
| isl-jasonb->Shared Templates->Patrons | COUNT OF PATRONS OPENING CIRCULATIONS BETWEEN DATES | LIBRARY AND COUNT OF PATRONS OPENING CIRCS BETWEEN SPECIFIED DATES. |
| isl-jasonb->Shared Templates->Patrons | COUNT OF PATRONS REGISTERED BETWEEN DATES | A SIMPLE COUNT OF PATRONS REGISTERED AT EACH LIBRARY BETWEEN THE SPECIFIED DATES GROUPED BY PROFILE. |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| isl-jasonb->Shared Templates->Patrons | COUNT OF PATRONS WITH SELECTED STATISTICAL CATEGORIES | A REALLY GENERIC REPORT. CHOOSE PATRON HOME LIBRARY, STATISTICAL CATEGORY, GET BACK CATEGORY NAME, ENTRY, AND PATRON COUNT. |
| isl-jasonb->Shared Templates->Patrons | LIST CONTACT DETAILS FOR PATRON OWING BETWEEN AMOUNTS | NAME, BARCODE, PHONE, EMAIL, AND ADDRESS OF PATRONS WHO OWE A TOTAL BETWEEN THE AMOUNTS SPECIFIED. CHOOSE TODAY'S DATE FOR EXPIRATION DATE TO ONLY INCLUDE CURRENT PATRONS. TO DISPLAY ALL PATRONS, SET EXPIRATION DATE TO SOMETHING ABSURD LIKE 1900-01-01, OR CLONE THE REPORT AND REMOVE THAT FILTER FIELD. |
| isl-jasonb->Shared Templates->Patrons | LIST PATRONS BORN BETWEEN YEARS | LIST OF PATRON NAMES, BARCODES, AND MAILING ADDRESSES FOR ACTIVE ACCOUNTS BORN BETWEEN SPECIFIED YEARS. |
| isl-jasonb->Shared Templates->Patrons | LIST PATRONS BORN BETWEEN YEARS OWING AT LEAST SPECIFIED AMOUNT | LIST OF PATRON NAMES, BARCODES, MAILING ADDRESSES, AND BALANCE OWED FOR ACTIVE PATRONS BORN BETWEEN SPECIFIED YEARS. NOTE: THE OLDEST YEAR HAS TO BE ENTERED FIRST, THEN THE MORE RECENT YEAR. IF THEY ARE REVERSED NO RESULTS COME BACK. |
| isl-jasonb->Shared Templates->Patrons | LIST PATRONS BY CITY | LISTS THE PHYSICAL ADDRESS, NAME, AND BARCODE OF LIBRARY PATRONS MATCHING THE SPECIFIED CITY. NOTE: THE CITY NAME MUST BE ENTERED IN ALL CAPS WHEN SCHEDULING THE REPORT, OR IT WILL NOT MATCH ANYTHING! |
| isl-jasonb->Shared Templates->Patrons | LIST PATRONS OWING OVER AMOUNT | LIBRARY, LAST NAME, FIRST NAME, BARCODE, AND BALANCED OWED. |
| isl-jasonb->Shared Templates->Patrons | LIST PATRONS WITH ALERT MESSAGES | LISTS THE LAST NAME, FIRST NAME, BARCODE AND ALERT FOR PATRONS WITH ALERT MESSAGES. |
| isl-jasonb->Shared Templates->Patrons | LIST PATRONS WITH NON-ZERO BALANCES AND MATCHING BILLING NOTES | LIBRARY, LAST AND FIRST NAMES, BARCODE, AND BALANCE OWED. FILTERED BY PATRON HOME LIBRARY AND MATCHING LAST BILLING NOTE. |
| isl-jasonb->Shared Templates->Patrons | LIST PATRONS WITH NOTES | LISTS THE LAST NAME, FIRST NAME, BARCODE AND NOTES FOR PATRONS WITH NOTES. NOTE THAT MULTIPLE NOTES WILL RESULT IN MULTIPLE LINES FOR THE SAME PATRON. |
| isl-jasonb->Shared Templates->Patrons | MAILING LIST FOR PATRONS OWING BETWEEN TWO AMOUNTS BY PROFILE | NAMES, ADDRESSES, AND BARCODES FOR PATRONS OWING SOMETHING BETWEEN THE TWO SPECIFIED AMOUNTS. CAN BE USED TO CREATE A MAIL-MERGED LETTER IF DESIRED. |
| isl-jasonb->Shared Templates->Patrons | PATRON EMAIL LIST | LIST OF EMAILS FOR ALL PATRONS THAT ARE FROM THE SELECTED LIBRARY, ACTIVE, NOT EXPIRED, AND NOT DELETED. SET PRIVILEGE EXPIRATION DATE TO THE CURRENT DATE OR IN THE FUTURE TO SELECT ONLY PATRON WHO ARE NOT EXPIRED. |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| isl-jasonb->Shared Templates->Patrons | PATRON INFORMATION FOR STATISTICAL CATEGORY | PATRON BARCODE AND ADDRESS FOR MATCHING LIBRARIES AND STATISTICAL CATEGORIES. |
| isl-jasonb->Shared Templates->Patrons | PATRONS EXPIRED SINCE DATE BY LIBRARY | PATRONS WHO HAVE BEEN EXPIRED SINCE THE DATE SPECIFIED. LIBRARY NAME, DATE EXPIRED, LAST NAME, FIRST NAME, AND BARCODE ARE DISPLAYED. |
| isl-jasonb->Shared Templates->Patrons | PATRONS EXPIRED SINCE DATE BY LIBRARY WITH 0.00 OWED | PATRONS WHO HAVE BEEN EXPIRED SINCE THE DATE SPECIFIED, OWING NOTHING. THESE PATRONS MAY BE MARKED INACTIVE, AND EVENTUALLY PURGED FROM THE SYSTEM. |
| jmcqueen->Monthly Reports | ADULTS W/ LIMITED ACCESS | PATRONS LISTED AS LIMITED ACCESS BY AGE. |
| jmcqueen->Monthly Reports | ADULTS W/ LIMITED ACCESS (ACTIVE ONLY) | PATRONS LISTED AS LIMITED ACCESS BY AGE. |
| jmcqueen->Monthly Reports | ADULTS W/ LIMITED ACCESS (ACTIVE ONLY) (NO NOTE) | PATRONS LISTED AS LIMITED ACCESS BY AGE. |
| jmcqueen->Monthly Reports | NEW PATRONS | COUNT OF NEW PATRONS PER BRANCH, PER MONTH. HOME LIBRARY SHORT POLICY NAMES ENTERED AS FILTER. |
| jmcqueen->Patron Reports | PATRON ACCOUNTS WITH ALERTS | |
| jmcqueen->Patron Reports | PATRON ACCOUNTS WITH NOTES | |
| jmcqueen->Reports for Bookmobile | BOOKMOBILE DAILY CARD COUNT | COUNT OF LIBRARY CARDS USED ON A GIVEN DATE. FOR HEADCOUNT ESTIMATES. |
| jycplp-localadmin->Rosie | CUSTOMERS, BY PROFILE, FILTERED BY LIBRARY | TOTAL COUNT OF PATRONS REGISTERED BY USER HOME LIBRARY |
| jycplp-localadmin->Rosie | PATRON LIST BY PROFILE | PATRON LIST WITH ADDRESSES (INCLUDING EMAIL), PHONE, EXPIRATION DATE, PROFILE, AND STATISTICAL CATEGORY. CAN BE LIMITED BY PROFILE GROUP. |
| jycplp-localadmin->Rosie | PATRONS.EXPIRED REGISTRATIONS BY DATE RANGE.BALANCE OWED | PATRON NAME, BARCODE LISTING FOR THOSE WITH EXPIRED DATES |
| jycplp-localadmin->Rosie | PATRONS.OUTSTANDING BALANCES | DISPLAYS PATRON INFORMATION WITH TOTAL OF BALANCE OWED. FILTERED BY PATRONS HOME LIBRARY. |
| jycplp-localadmin->Rosie | PATRONS.TOTAL COUNT BY PROFILE | TOTAL COUNT OF PATRONS REGISTERED BY USER HOME LIBRARY |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| lipll-localadmin->Ligonier templates | COUNT PATRONS BY PERMISSION GROUP (FILTERS DELETED/INACTIVE) (CLONE) | COUNTS BY LIBRARY AND PERMISSION GROUP. FILTERS INCLUDE HOME LIBRARY, PERMISSION GROUP AND RECORD CREATION DATE/TIME. THIS REPORT WILL FILTER OUT PATRONS MARKED INACTIVE OR DELETED. |
| ltpll-localadmin->Derrick | LIBRARY EMAIL DISTRIBUTION LIST, INCLUDING PATRON TYPE | CSV FORMAT CAN BE USED FOR IMPORT INTO OUTLOOK, GMAIL, ETC. |
| ltpll-localadmin->Derrick | LIST PATRONS GREATER THAN OR EQUAL TO A CERTAIN AGE | INCLUDES: LIBRARY, LAST NAME, FIRST NAME, BARCODE, GROUP NAME, STREET 1, STREET 2, CITY, STATE, ZIP, AND DOB. FILTERS ON: HOME LIBRARY (IN LIST), AGE (GREATER THAN OR EQUAL TO), IS ACTIVE, IS NOT DELETED, AND GROUP ID (IN LIST). |
| ltpll-localadmin->Derrick | PATRONS WITH ALERTS | PATRON NAME, BARCODE LISTING FOR THOSE WITH ALERT MESSAGES. |
| owplo-globaladmin->OdonShared->Patrons | EMAIL ADDRESS LOOKUP (3/23/09 REV) | TRACES EMAIL ADDRESS BACK TO PATRON NAME/BARCODE. USEFUL WHEN BOUNCED EMAIL NOTICES GIVE ONLY FAULTY EMAIL ADDRESS. SHOWS BOTH ACTIVE (1) AND INACTIVE (0) PATRON ACCOUNTS. |
| owplo-globaladmin->OdonShared->Patrons | NEW PATRON COUNT (6/9/09) | COUNT OF NEWLY REGISTERED PATRONS BY GROUP PROFILE/STATISTICAL CATEGORY. USE MONTH FOR PIVOT COLUMN FOR TABLE OF MULTIPLE MONTHS. CAN BE FILTERED BY GROUP PROFILE. |
| owplo-globaladmin->OdonShared->Patrons | NEW PATRON LIST | LIST OF NEW PATRONS ADDED AFTER CHOSEN DATE WITH GROUP PROFILE. |
| owplo-globaladmin->OdonShared->Patrons | PATRON COUNT BY BIRTH YEAR | COUNT OF PATRONS BORN IN EACH OF A RANGE OF YEARS. USEFUL FOR COUNTING "SENIORS" OR TEENS |
| owplo-globaladmin->OdonShared->Patrons | PATRON COUNT BY STAT CATEGORY (5/15/09 REV2) | NUMBER OF ACTIVE PATRONS BY EACH LOCAL STAT CATEGORY. DOES NOT INCLUDE PATRONS FOR WHOM NO STAT CAT HAS BEEN ASSIGNED. |
| owplo-globaladmin->OdonShared->Patrons | PATRON COUNT BY TYPE | NUMBER OF ACTIVE PATRONS BY EACH LOCAL PERMISSION GROUP. CHOOSE APPLICABLE GROUPS FROM LIST. |
| owplo-globaladmin->OdonShared->Patrons | PATRON COUNT PER PROFILE (5/8/09 REV 1) | COUNT OF ACTIVE PATRONS FOR EACH PROFILE GROUP |
| owplo-globaladmin->OdonShared->Patrons | PATRON LIST (REV8 3/27/09) | ACTIVE PATRON LIST WITH ADDRESSES (INCLUDING EMAIL), PHONE, EXPIRATION DATE, PROFILE, AND STATISTICAL CATEGORY. CAN BE LIMITED BY PROFILE GROUP. |
| owplo-globaladmin->OdonShared->Patrons | PATRONS IN "ACTIVE" STATUS WITH EXPIRED CARDS | LIST OF PATRONS WITH EXPIRED CARDS WHO HAVE NOT BEEN MARKED INACTIVE -- INCLUDES ADDRESS, EMAIL, PHONE, EXPIRATION DATE, AND PROFILE. |

# Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| plfd-admin->Useful Reports | REGISTERED PATRON COUNT-- ALL TYPES | COUNT OF REGISTERED PATRONS SELECT FROM LIST |
| ptplp-localadmin->Brenda | EXPIRED PATRONS BY DATE RANGE (CLONE) | PATRON NAME, BARCODE LISTING FOR THOSE WITH EXPIRED DATES |
| ptplp-localadmin->Brenda | TOTAL USERS BY STATISICAL CAT D | COUNT OF USERS AT SELECTED LIBRARIES. |
| wgtplw-localadmin->Monthly reports-Jeanne | PATRON LIST | ACTIVE PATRON LIST WITH ADDRESSES (INCLUDING EMAIL), PHONE, EXPIRATION DATE, PROFILE, AND STATISTICAL CATEGORY. CAN BE LIMITED BY PROFILE GROUP. |
| wknapp->Wendy | LIST OF PATRONS WITH NO EMAIL ADDRESS | CSV FORMAT CAN BE USED TO DETERMINE WHO HASN'T REGISTERED AN EMAIL ADDRESS WITH THE LIBRARY |
| wknapp->Wendy | LIST PATRONS WHO HAVE CHECKED OUT IN A DATE RANGE | COUNT BROKEN DOWN BY USERS HOME LIBRARY. FILTER IS BY CHECK OUT DATE RANGE AND HOME LIBRARY. |
| wknapp->Wendy | LIST PATRONS WHO HAVE CHECKED OUT IN A DATE RANGE BY PERMISSION GROUP | DISPLAYS PATRON AND ITEM INFORMATION WITH DUE DATE. FILTER ON PATRONS HOME LIBRARY, ITEM DUE DATES AND PATRON PERMISSION GROUP. |
| wknapp->Wendy | LISTS PLAC PATRONS | REGISTERED PATRONS -- PLAC |
| wknapp->Wendy | LISTT PATRONS USING LIBRARY BY TRANSACTION DATE RANGE | LISTT BROKEN DOWN BY USERS HOME LIBRARY. FILTER IS BY TRANSACTION DATE RANGE AND HOME LIBRARY. |
| wknapp->Wendy | PATRONS WITH LONG OVERDUE ITEMS, INCLUDES DOB AND TOTAL AMOUNT OWED | USED FOR PATRONS THAT MAY BE GOING TO COLLECTIONS. REPORT INCLUDES PATRON DOB, AND AMOUNT OWED. USE WITH LONG OVERDUES OLDER THAN A PARTICULAR DATE AND CIRCULATING LIBRARY FOR ITEM INFORMATION LOOK UP PATRON PHONE NUMBER(S) USING BARCODE. |
| wknapp->Wendy | PLAC LOANS WITH NAMES | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY TIME RANGE BY PROFILE PLAC AND ZIP INCLUDES ALERT MESSAGE |
| wknapp->Wendy | PLAC LOANS WITH NAMES AND BARCODES | COUNT OF CIRCULATIONS AT SELECTED LIBRARIES BY TIME RANGE BY PROFILE PLAC AND ZIP INCLUDES ALERT MESSAGE |
| wknapp->wknapp-ISL Training | LIST PATRONS WHO ARE ACTIVE BY PERMISSION GROUP | DISPLAYS PATRON AND ITEM INFORMATION WITH. FILTER ON PATRONS HOME LIBRARY, AND PATRON PERMISSION GROUP. |
| wknapp->wknapp-ISL Training | PATRONS WHO HAVE CHECKED OUT THE MOST | BARCODES OF PATRON WHO HAVE CHECKED OUT AT LEAST A CERTAIN NUMBER OF ITEMS BETWEEN TWO DATES |
| wwplw-localadmin->wwplw-sandy | COUNT OF NEW LIBRARY CARDS BY PROFILE BY DAY 11 | LIST OF NEW CARD PER SPECIFIED DATE RANGE. |
| wwplw-localadmin->wwplw-sandy | LIBRARY EMAIL DISTRIBUTION LIST W/EXPIRATION DATE (CLONE)AND CREATION DATE | CSV FORMAT CAN BE USED FOR IMPORT INTO OUTLOOK, GMAIL, ETC. |

## Report Template Index
### *August 2013*

| Location | Report Name | Description |
|---|---|---|
| wwplw-localadmin->wwplw-sandy | LIBRARY EMAIL DISTRIBUTION LIST W/EXPIRATION DATE AND CREATION DATE ADDRESS AND PROFILE | CSV FORMAT CAN BE USED FOR IMPORT INTO OUTLOOK, GMAIL, ETC. |
| wwplw-localadmin->wwplw-sandy | LIST USERS BY PROFILE GROUP W/ EXPIRATION AND BIRTH DATE | LIST OF USERS AT SELECTED WWPL WITH EXPIRATION DATE.  USED TO DETERMINE RB ACTIVITY |

## Report Template Index
### *August 2013*

| Location | Report Name | Description |
|---|---|---|
| **Telephony** | | |
| admin->EI_Templates->Telephone Reports | COUNT OF OUTBOUND CALLS  MONTHLY STATS (REVISED) | A COUNT OF OUTBOUND CALLS FOR A GIVEN DATE RANGE, AT A PARTICULAR LIBRARY |
| admin->EI_Templates->Telephone Reports | COUNT OF OUTBOUND CALLS (REVISED) | A COUNT OF OUTBOUND CALLS FOR A GIVEN DATE RANGE, AT A PARTICULAR LIBRARY |
| admin->EI_Templates->Telephone Reports | FAILED CALLS (REVISED V3) | A LISTING OF FAILED CALLS, ALONG WITH PATRON INFORMATION, FOR A PARTICULAR LIBRARY ON A GIVEN DATE |
| admin->EI_Templates->Telephone Reports | LIST OF CALLS (REVISED) | A LIST OF CALLS FOR A PARTICULAR DAY AND LIBRARY, WITH PATRON INFORMATION |
| jycplp-localadmin->Rosie | OUTGOING TELEPHONY.LIST ALL CALLS | A LIST OF CALLS FOR A PARTICULAR DAY AND LIBRARY, WITH PATRON INFORMATION |

| Location | Report Name | Description |
|---|---|---|
| **Transits** | | |
| admin->EI_Templates->Transits | TRANSIT COUNT (INBOUND) | A COUNT OF TRANSITS TO A PARTICULAR LIBRARY DURING A GIVEN DATE PERIOD |
| admin->EI_Templates->Transits | TRANSIT COUNT (OUTBOUND) | A COUNT OF TRANSITS FROM A PARTICULAR LIBRARY DURING A GIVEN DATE PERIOD |
| admin->EI_Templates->Transits | WHERE ARE MY ITEMS? (REVISION 4) | A REPORT TO LOCATE ITEMS THAT ARE CURRENTLY IN TRANSIT, WHERE THEY ARE AT THE TIME OF REPORTING, AND AN ANTICIPATED DUE DATE ON THE CURRENT OPEN CIRCULATION. FILTERS ITEMS WITH "AVAILABLE" STATUS. |
| admin->General Report Templates (from Equinox)->Library Services | ITEMS LOANED BY RECEIVING LIBRARY & DATE RANGE | DISPLAYS SENDING LIBRARY, SEND DATE AND COUNT OF ITEMS TRANSITED. FILTERED BY DESTINATION LIBRARY AND SEND DATE RANGE. |
| admin->General Report Templates (from Equinox)->Library Services | ITEMS LOANED BY SENDING LIBRARY & DATE RANGE | DISPLAYS DESTINATION LIBRARY, SEND DATE AND COUNT OF ITEMS TRANSITED. FILTERED BY SENDING LIBRARY AND SEND DATE RANGE. |
| ampla-localadmin->Librarian Stat Report | TRANSITS FROM OTHER LIBRARIES | REPORT OF OTHER LIBRARY'S ITEMS CIRCULATING AT AMPLA. CHOOSE AMPLA BOTH FOR "NOT IN LIST" AS CIRCULATING LIBRARY AND "IN LIST" AS OWNING LIBRARY.  CHOOSE "CHECK OUT DATE/TIME" FOR "PIVOT LABEL COLUMN" FOR MONTHLY COLUMNS |
| ampla-localadmin->Librarian Stat Report | TRANSITS TO OTHER LIBRARIES | REPORT OF AMPLA ITEMS CIRCULATING AT OTHER LIBRARIES. CHOOSE AMPLA BOTH FOR "NOT IN LIST" AS CIRCULATING LIBRARY AND "IN LIST" AS OWNING LIBRARY. CHOOSE "CHECK OUT DATE/TIME" FOR "PIVOT LABEL COLUMN" FOR MONTHLY COLUMNS |
| apl-localadmin->Norma2 | TRANSIT COUNT (INBOUND) | A COUNT OF TRANSITS TO A PARTICULAR LIBRARY DURING A GIVEN DATE PERIOD |
| apl-localadmin->Norma2 | TRANSIT COUNT (OUTBOUND) | A COUNT OF TRANSITS FROM A PARTICULAR LIBRARY DURING A GIVEN DATE PERIOD |
| isl-jasonb->Shared Templates->Transits | COUNT OF ITEMS TRANSITED BETWEEN DATES FROM SPECIFIED LIBRARIES, BY DESTINATION | NUMBER OF TRANSITS LEAVING SOURCE LIBRARIES, GROUPED BY DESTINATION. FOR LIBRARIES WITH BRANCHES, THE DESTINATION NOT IN LIST ORGANIZATION UNIT LIST SHOULD INCLUDE THE MAIN LIBRARY AND ALL BRANCHES. |

| Location | Report Name | Description |
|---|---|---|
| isl-jasonb->Shared Templates->Transits | COUNT OF ITEMS TRANSITED BETWEEN DATES TO SPECIFIED LIBRARIES, BY SOURCE | NUMBER OF TRANSITS SENT TO SPECIFIED LIBRARIES, GROUPED BY SOURCE. FOR LIBRARIES WITH BRANCHES, THE SOURCE NOT IN LIST ORGANIZATION UNIT LIST SHOULD INCLUDE THE MAIN LIBRARY AND ALL BRANCHES. |
| owplo-globaladmin->OdonShared->Circ Stats | TOTAL LOANS TO OTHER LIBRARIES BY MONTH. | TOTAL COUNT BY MONTH FOR YOUR LIBRARY'S ITEMS CIRCULATING AT OTHER LIBRARIES. CHOOSE YOUR LIBRARY BOTH FOR "NOT IN LIST" AS CIRCULATING LIBRARY AND "IN LIST" AS OWNING LIBRARY. CHOOSE "CHECK OUT DATE/TIME" FOR "PIVOT LABEL COLUMN" FOR MONTHLY COLUMNS |
| rftplr-localadmin->Circulation | TRANSITS (IN) | |
| rftplr-localadmin->Circulation | TRANSITS (OUT) | |
| rplr-localadmin->Rpl | TRANSIT COUNT (INBOUND) (CLONE) | A COUNT OF TRANSITS TO A PARTICULAR LIBRARY DURING A GIVEN DATE PERIOD |
| rplr-localadmin->Rpl | TRANSIT COUNT (OUTBOUND) (CLONE) | A COUNT OF TRANSITS FROM A PARTICULAR LIBRARY DURING A GIVEN DATE PERIOD |
| SLIS-Intern->SLIS_Grant | INTRAFROMBYMO | TOTAL COUNT BY MONTH FOR OTHER LIBRARY'S ITEMS CIRCULATING AT YOUR LIBRARY. CHOOSE YOUR LIBRARY BOTH FOR "NOT IN LIST" AS CIRCULATING LIBRARY AND "IN LIST" AS OWNING LIBRARY. CHOOSE "CHECK OUT DATE/TIME" FOR "PIVOT LABEL COLUMN" FOR MONTHLY COLUMNS |
| SLIS-Intern->SLIS_Grant | INTRATOBYMO | TOTAL COUNT BY MONTH FOR YOUR LIBRARY'S ITEMS CIRCULATING AT OTHER LIBRARIES. CHOOSE YOUR LIBRARY BOTH FOR "NOT IN LIST" AS CIRCULATING LIBRARY AND "IN LIST" AS OWNING LIBRARY. CHOOSE "CHECK OUT DATE/TIME" FOR "PIVOT LABEL COLUMN" FOR MONTHLY COLUMNS |
| wknapp->Wendy | LIST OF ITEMS LOANED BY RECEIVING LIBRARY & DATE RANGE | DISPLAYS SENDING LIBRARY, SEND MONTH AND YEAR AND TITLES OF ITEMS TRANSITED. FILTERED BY DESTINATION LIBRARY AND SEND DATE RANGE. |
| wknapp->Wendy | WHERE ARE MY ITEMS? (REVISION 5) | A REPORT TO LOCATE ITEMS THAT ARE CURRENTLY IN TRANSIT, WHERE THEY ARE AT THE TIME OF REPORTING, AND AN ANTICIPATED DUE DATE ON THE CURRENT OPEN CIRCULATION. FILTERS ITEMS WITH "AVAILABLE" STATUS. FILTERS BY OWNING LIBRARY AND SENDING LIBRARY. |
| wwplw-localadmin->wwplw-sandy | ITEMS IN TRANSIT TO OTHER LIBRARIES BY YEAR WWPL | ITEMS SENT TO OTHER LIBRARIES |

## Report Template Index
*August 2013*

| Location | Report Name | Description |
|---|---|---|
| wwplw-localadmin->wwplw-sandy | TRANSIT COUNT (INBOUND) WWPL MONTHLY W/ AUTHOR | A COUNT OF TRANSITS TO A PARTICULAR LIBRARY DURING A GIVEN DATE PERIOD |