Age of Collection

Setting up the Report

1. *Click* Schedule New Reports wizard.
2. *Select* the INFOhio tab
3. *Select* CAS: Age of Collection.
4. *Click* Setup & Schedule.

Basic Information Tab

5. *Change* the Report name and/or Title if you wish.   It should reflect the content of the report.
6. *Description* is a good place to note any special print setup. If you save the report as a template, you will see this screen each time you run it.
7. *Title* appears on each page.
8. *Footer* appears at the bottom of each page (optional)

Title Selection

9. Click on the gadget to select a year before or after to limit the output. Leave blank to select all items.

Call Number Selection Tab

10. *Click* the gadget to select Library.   (If Library is left blank, all buildings are reported.)
11. *Click* the gadget to select a call number range or leave blank for all call numbers.

Item Selection Tab

12. *Click* the gadgets *to select options to get specific results*

Output Options

13. Report Format recommended settings are shown. You may try additional combinations to meet your needs.
    Spreadsheet – should be Plain Text only.

Running and saving the report

1. *Click* Run Now.
2. *Click* Finished Reports wizard.
3. *Select* report name and click View.
4. *Select* report view options: uncheck View log, uncheck Report Format.

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INFOhio Age of Collection (casage) - 07/25/2007
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Collection        1880-1910   1920's   1930's   1940's   1950's   1960's   1970's   1980's   1990's   2000's
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Kalida High School:

    BIOGRAPHY         0          8        8       12       29       70       63       92      123       36
    COLLBIOG          0          1        3        1       14       20        9       11       33       11
    FICTION           6          3       12       17       31      108      244      572      805      443
    KIT               0          0        0        0        0        1        5       17       35        9
    NONFICTION       10          7       26       63      238      608      316      556      696      126
    OVERSIZED         0          0        0        0        3        3        2        7       11        3
    PERIODICAL        0          0        0        0        0        0        2        7        7      136
    PROFESSNAL        0          0        0        0        0        1        3       39       26       18
    REFERENCE         8         11        4       64       95       81       60      115      185       25
    VIDEO             0          0        2        1        2        6        7       70      172       83
=====================================================================================================================
Totals               24         30       55      158      412      898      711     1486     2093      890
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