

Weeding List Report

Setting up the Report

1. **Click** Schedule New Reports wizard.
2. **Select** the INFOhio tab
3. **Select** CAT: Weeding List.
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)

Basic | Title Selection | Call Number Selection | Item Selection | Sorting | Output Options

WARNING! -----
 WARNING! THIS REPORT MAY PRODUCE RTF OUTPUT. TO VIEW OR
 WARNING! PRINT RTF REPORTS, THE LOG MUST NOT BE VIEWED AND
 WARNING! THE REPORT MUST NOT BE FORMATTED.
 WARNING!
 WARNING! NOTE: THIS REPORT IS INTENDED FOR THE USE OF WEEDING
 WARNING! ALL RESULTS WILL ALWAYS INCLUDE ITEMS THAT HAVE
 WARNING! NEVER BEEN CHECKED OUT ALONG WITH SELECTIONS.
 WARNING! -----

Report name: CAT : Weeding List
 Description: A shelflist form printout of every item in the catalog.
 Title: CAT : Shelf List
 Footer:

Title Selection Tab

9. **Click** on the gadget to the right of any field to further narrow down the report by selections made in the Title Selection Tab. **NOTE:** Selections do not have to be made here but they are welcome to further narrow down the report.

Call Number Selection Tab

10. **Click** on the gadget to the right of any field to further narrow down the report by selections made in the Title Selection Tab. **NOTE:** Selections do not have to be made here but they are welcome to further narrow down the report.

Item Selection Tab

11. **Click** the gadget next to **Date last checked out** to adjust the date to include the date range before the decided cutoff date. If left unadjusted the list will include anything that has not been checked out for 3 years or older. **NOTE:** The list will always include Items **NEVER** checked out.
12. **Click** the gadget next to **Date created**. Adjust the date so that it will not include any books that might be newer to the collection, and have not been checked out yet. If left unadjusted the list will include items with a creation date of 3 years or older.
13. **Click** the gadget next to any of the other fields such as **Library** to further narrow down your report.

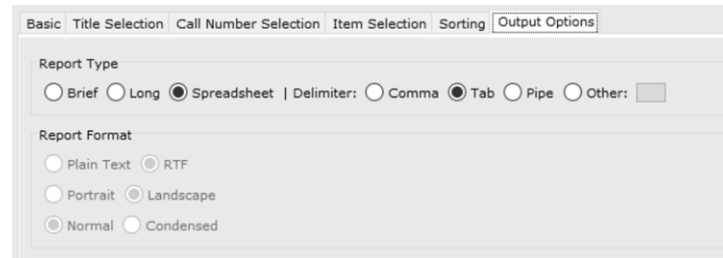
Basic | Title Selection | Call Number Selection | Item Selection | Sorting | Output Options

Library: [dropdown]
 Shelf location: [dropdown]
 Current status: [dropdown]
 Item group: [dropdown]
 Material type: [dropdown]
 Funding source: [dropdown]
 Curricular area: [dropdown]
 Grade level: [dropdown]
 Genre: [dropdown]
 Circulate: Yes No Both
 Extended info: [dropdown]
 blank field matches with Not Equal qualifier
 In the shadow catalog: Yes No Both
 Number of pieces: [dropdown]
 Date created: :M-36 [dropdown]
 Date modified: [dropdown]
 Last activity date: [dropdown]
 Date last checked out: :M-36 [dropdown]
 Date last checked in: [dropdown]
 Date inventoried: [dropdown]
 Number of times inventoried: [dropdown]
 Number of total checkouts: [dropdown]
 Number of inhouse checkouts: [dropdown]
 Number of copy holds: [dropdown]
 Number of bills: [dropdown]
 Price: [dropdown]
 Reserve status: [dropdown]

In the following step: It will be important that your WorkFlows Report Session has been configured. To check this, go to **Reports and Notices** and **click** Report Session. Check that the **Application to view reports** text box contains the full path to the Word processing application; and the **Application to print reports** text box contains the full path to the Excel/Spreadsheet processing application. **Click OK** at the bottom if any changes were made.

Output Options

14. Report Format **recommended settings** are shown. You may try additional combinations to meet your needs. Spreadsheet – will allow the report to be opened in Excel and fields can be sorted using Excel. By default, **Brief** is selected so, remember to **check** spreadsheet in the **Output Options** tab if you would like to use the **recommended settings**. **NOTE:** Running the report in additional formats other than spreadsheet works as well. It just will not have the Excel capabilities.



Optional:

When running the report in **Long** or **Spreadsheet** format you will be able to select additional fields that you want to see as seen here, **Last Checkout Date** has been selected to be included within the reports output.

Other Field Selections:

<input checked="" type="checkbox"/> Barcode	<input checked="" type="checkbox"/> Call Number	<input checked="" type="checkbox"/> Status
<input checked="" type="checkbox"/> Title	<input type="checkbox"/> Item Group	<input type="checkbox"/> Material Type
<input type="checkbox"/> Funding Source	<input type="checkbox"/> Creation Date	<input type="checkbox"/> Inventory date
<input type="checkbox"/> Circ Notes	<input type="checkbox"/> Public Notes	<input type="checkbox"/> Staff Notes
<input type="checkbox"/> Last Activity Date	<input checked="" type="checkbox"/> Last Checkout Date	<input type="checkbox"/> Total Number of Checkouts
<input checked="" type="checkbox"/> Author	<input type="checkbox"/> Price	<input checked="" type="checkbox"/> Library
<input type="checkbox"/> Shelf Location	<input type="checkbox"/> Inhouse Checkouts	<input checked="" type="checkbox"/> Pub. Year
<input type="checkbox"/> Curricular Area	<input type="checkbox"/> Grade	<input type="checkbox"/> Genre
<input type="checkbox"/> Lexile Data (Report will take longer to create)	<input type="checkbox"/> Checkouts To Date	
<input type="checkbox"/> Acc. Reader Data (Report will take longer to create)		
<input type="checkbox"/> Patron Name/ID (Report will take longer to create)		

Running and saving the report

15. **Click** Run Now.
16. **Click** Finished Reports wizard.
17. **Select** report name and click Print to view in Excel format. **NOTE:** Clicking view will result in viewing the document as a Word/Text Document.
18. **Select** report view options: **uncheck View/Print log, uncheck Report Format.**

See Also: [WorkFlows Handbook – Viewing Reports \(Excel\)](#)

<https://www.infohio.org/library/workflows-handbook/item/viewing-reports-excel>

	A	B	C	D	E	F	G	H	I
1	Barcode	Call Number	Status	Title	Last Checked	Author	Library	Pub Year	
2	32612010009029	FIC CLE RC 580	AVAILABLE	Real hole	3/9/2011	Cleary, Beverly	DLFN	1986	
3	32612010072621	001.9 GUN RC 700	AVAILABLE	Unexplained mysteries	9/29/2008	Gunning, Thom	DLFN	1983	
4	32612100083041	001.9 NET	AVAILABLE	UFO's / Patricia D. Netzley	12/13/2013	Netzley, Patricia	DLHS	2000	
5	32612140001532	001.944 BUR	AVAILABLE	Bigfoot / by Michael Burgan	8/28/2014	Burgan, Michae	DLHS	2005	
6	32612010045262	014 MAC RC 400	AVAILABLE	And still the turtle watched	4/13/2010	MacGill-Callaha	DLFN	1996	
7	32612010085474	027 GIB RC 860	AVAILABLE	Check it out the book about librari	2/12/2015	Gibbons, Gail	DLFN	1985	
8	32612140002522	028.1 ULT	AVAILABLE	The ultimate teen book guide / ed	12/11/2009	Hahn, Daniel	DLHS	2008	
9	32612010084121	030 HAM	AVAILABLE	Children's Encyclopedia	10/13/2011	Hamlyn	DLFN	1998	
10	32612100007479	031 KAN	AVAILABLE	Famous first facts : a record of firs	2/17/2009	Kane, Joseph N.	DLHS	1981	
11	32612010084188	031 KRA	AVAILABLE	Random House Children's Encyclo	10/2/2014	Kramer, Ann	DLFN	1991	
12	32612100083306	031 LEE	AVAILABLE	The best of the world's worst : wo	5/9/2008	Lee, Stan	DLHS	2000	
13	32612140002019	031.02 ASH	AVAILABLE	Firefly's world of facts / Russell As	1/16/2014	Ash, Russell	DLHS	2007	
14	32612100065675	031.02 ASH	AVAILABLE	Great wonders of the world / by R	2/24/2014	Ash, Russell	DLHS	2000	
15	32612100097462	031.02 BUC	AVAILABLE	Scholastic book of lists / Robert St	11/3/2003	Stremme, Robe	DLHS	2003	
16	32612100097058	031.02 GUI	AVAILABLE	Guinness Book of World Records 2	9/3/2014	Guinness Publis	DLHS	2003	
17	32612010091233	031.02 MCG	AVAILABLE	World almanac and book of facts :	12/10/2013		DLFN	2002	
18	32612100097827	031.02 PAC	AVAILABLE	Ripley's believe it or not!	8/29/2014	Packard, Mary	DLHS	2003	
19	32612101007668	031.02 RIP	AVAILABLE	Ripley's believe it or not! : expect t	8/28/2014	Tibballs, Geoff	DLHS	2006	
20	32612101007627	031.82 GUI	AVAILABLE	Guinness world records, 2007	1/14/2014	Guinness world	DLHS	2006	
21	32612015007424	070 G RC 530	AVAILABLE	Deadline! : from news to newspap	4/27/2011	Gibbons, Gail	DLFN	1987	

Ready Display Settings