

Monthly Circ Count

Setting up the report

1. **Click** Schedule New Reports wizard.
2. **Select** the ITC Custom tab.
3. **Select** OH Monthly Circ Count
4. **Click** Setup & Schedule.

Basic Information Tab

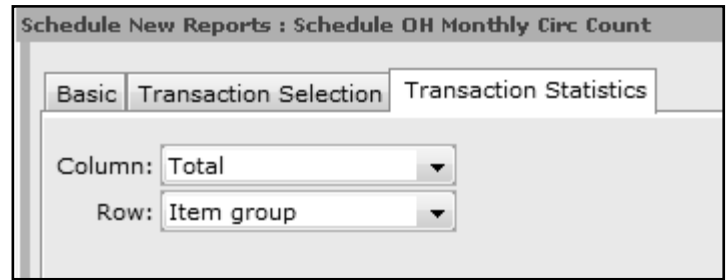
- **Change** the Report name and/or Title if desired.
- **Change** or delete Footer.

Transaction Statistics Selection Tab

1. **Select** Library(s)
2. **Click** on the gadget to the right of the 'transaction date range' field textbox.
3. **Enter** the date range by clicking the calendar helper in the upper right hand corner of the screen
4. **Click** the gadget to the right of the "Use data for this period" field textboxes to enter the desired date range.
5. **Click** OK to save your date range

Transaction Statistics Tab

- Default setting for the Column field is Total
- Default setting for the row file is for Item group totals
- **Make** other selections as appropriate.
- Drop down menus allow customization of the report.



Running and saving the report

1. **Click** Run Now.
2. **Click** Finished Reports wizard.
3. **Select** report name and click View.
4. **Uncheck** 'View log'.
5. **Customize** the report and/or save it if you wish.

NOTE: *This report can be scheduled to run Monthly on a specified day of the month.*

Example of report (individual library) column = total; row = item group:

Custom Circulation Counts by Item Group		
Produced Wednesday, September 22, 2010 at 11:47 AM		
Item group	TOTAL	PIECES CIRC
BIOGRAPHY	21	21
EQUIPMENT	1	1
FICTION	76	76
MISC	2	2
NONFICTION	173	173
REFERENCE	1	1
STORYCOLL	1	1
VIDEO	20	20
TOTAL	295	295

Example of report (all):

Custom Circulation Counts by Item Group
Produced Wednesday, September 22, 2010 at 11:17 AM

Item group	Item library OVEL	OVHS	OVMS	<u>TOTAL</u> <u>PIECES</u> <u>CIRC</u>	
BIOGRAPHY	2	23	0	25	<u>25</u>
EASY	2	0	0	2	<u>2</u>
EQUIPMENT	0	1	0	1	<u>1</u>
FICTION	0	82	3	85	<u>85</u>
MISC	0	4	0	4	<u>4</u>
NONFICTION	3	165	28	196	<u>196</u>
REFERENCE	0	1	0	1	<u>1</u>
STORYCOLL	0	1	0	1	<u>1</u>
VIDEO	1	20	1	22	<u>22</u>
TOTAL	8	297	32	337	<u>337</u>