
Understanding Reports

Reports are available for all types of records used in your library. The following are only a few of the tasks that you can perform more easily with reports.

- Track statistical and management information by counting various staff processes to measure productivity, identifying items which are likely candidates for weeding, or tracking fund information for budgeting.
- Streamline daily library processes by creating bibliographies, sending overdue notices to users, or comparing the catalog shelflist to the items on the shelf.
- Administrative level staff can perform housekeeping tasks on the system by updating the catalog indexes, changing the status of groups of users, or removing users or items in batches when necessary.

Reports are organized into many general groups, with more specific report types within each group. You can use many reports just as they are, but the power of reports is the ability to tailor a basic report to meet your own needs.

Once a report that meets your basic needs has been selected and formatting decisions have been made, you can use the reports wizards to schedule it to run immediately, periodically, or save it as a report template to be run later. Reports can be printed, emailed, or viewed and saved.

Report Types

Count

A report of the count type answers the question, "How many meet this criteria?" such as Count Bills.

Label

A report of the label type produces information in a format conducive to printing labels, such as User Address Labels.

List

A report of the list type answers the question, "Which ones meet this criteria?" It can be a customizable report, such as List Users, but many reports are based on a list report with selections and formatting decisions already made, such as Bibliographies by Author.

Notice

A report of the notice type answers the question, "Who needs what information sent to them?" such as Hold Overdue Notices. It may select the users to receive the notice and the notice text, and may be emailed directly to users, and may automatically print address labels.

Remove

A report of the remove type permanently removes information from your system, such as Remove all Holds. Caution is advised when running reports of this type and in many cases these reports are password protected.

Statistics

A report of the statistics type typically produces tables of statistical information from your system, such as Average Price of Books.

Report Groups

Generally, reports are grouped by the primary function, and separated by either **All** library's information or **My** library information, to distinguish between the needs at the District level as opposed to the School level. Typically, the **All** libraries groups are reports that may need to be run by the district library or school administrators. The **My** library groups are reports that are useful at the individual school level.

Circulation	Custom	My Circulation	My Copies	My Inventory	My Notices	My Reserves	My Statistics	My Titles	User
Templates	INFOhio	All Circulation	All Copies	All Inventory	All Notices	All Reserves	All Statistics	All Titles	Bibliographic

Available Reports

The following lists are examples of the many reports available to you listed under the corresponding tabs.

<p><u>Templates</u> (Will list the templates you choose to create and keep for your library.)</p>	<p><u>Bibliographic</u> Added Item Labels Average Date of Publication Average Price of Books Call Number Labels Count Items Count Titles</p>	<p><u>INFOhio</u> CAS: Age of Collection CAS: Value of Collection CAT: Shelf List CIR: Active Loans CIR: Overdues and Notices CIR: Receipts LBL: Dumb Labels LBL: Item Labels LBL: User Labels PAT: List Users PAT: Lost Items</p>
<p><u>My Circulation</u> Collection Status Report Detailed List of Overdues, Bills Homeroom Checkouts by Due Date List Checkouts by Homeroom List Overdues by Homeroom List Users with Overdues List Users with Bills</p>	<p><u>My Copies</u> Count Copies by Various Sorts Collection Development by Checkouts Funding Source by Various Sorts Weed by Last Date Checked Out Weed by Publication Year</p>	
<p><u>My Notices</u> Combined Overdue/Bill Notices Individual Bill Notices Individual Overdue Notices User Announcement</p>	<p><u>My Statistics</u> Circ Count by Hour Daily, Monthly, Weekly and Custom Circ Counts by Various Sorts Total Circ Count</p>	<p><u>My Titles</u> Average Publication Year Average Price Bibliographies Move Copies to Another Library</p>
<p><u>User</u> Count Users Current User Statistics User Address Labels User ID Labels</p>	<p><u>Custom</u> OH Item Count OH Incremental Overdu Notices OH List of Overdues / Fines OH Monthly Circ Count OH Overdue Desk List</p>	