

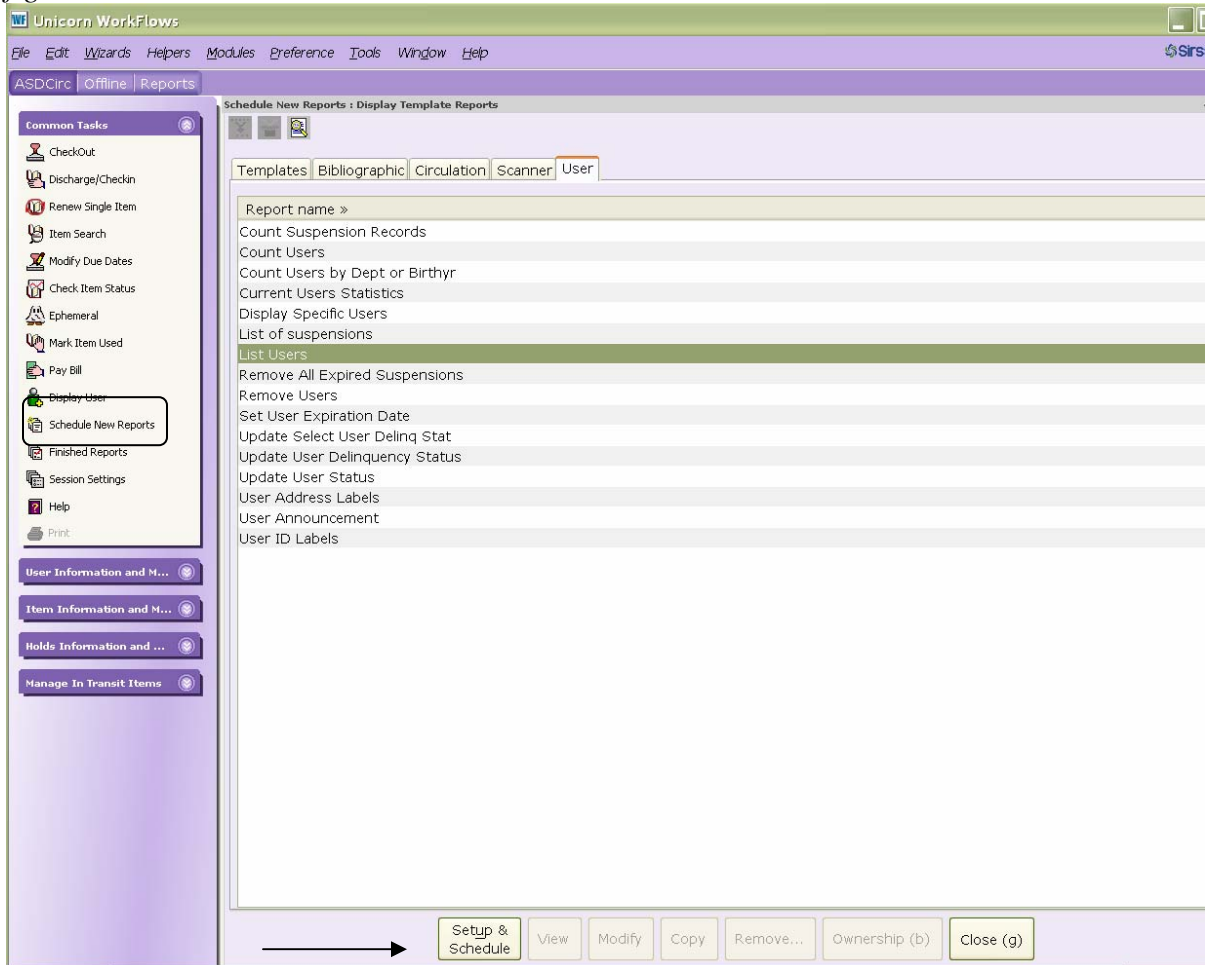
Library Resources FAQ WorkFlows

Frequently Asked Questions

Q. How do I create a List user report?

A. List users report is under the tab - User
Report name - List Users – click report to highlight

fig 1



Click setup and schedule

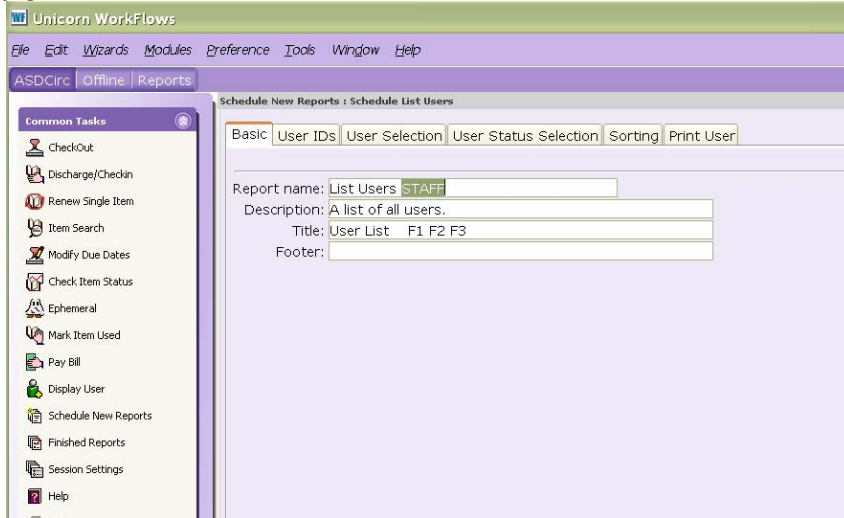
Library Resources FAQ WorkFlows

List Users report has 6 tabs

(1) Basic tab

Uniquely name report – (optional)

fig 2



(2) User IDs tab

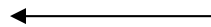
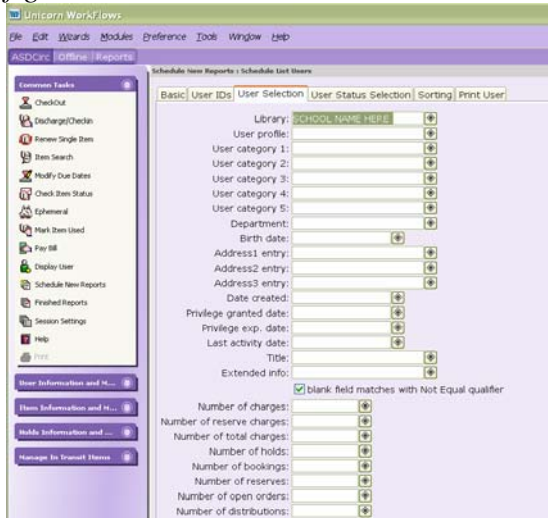
Default blank – leave blank for a All IDs list

(3) User Selection tab

Use gadget to select your school

Use gadget to select user profile F1, F2 and F3 are staff profiles

fig 3



(4) User Status Selection

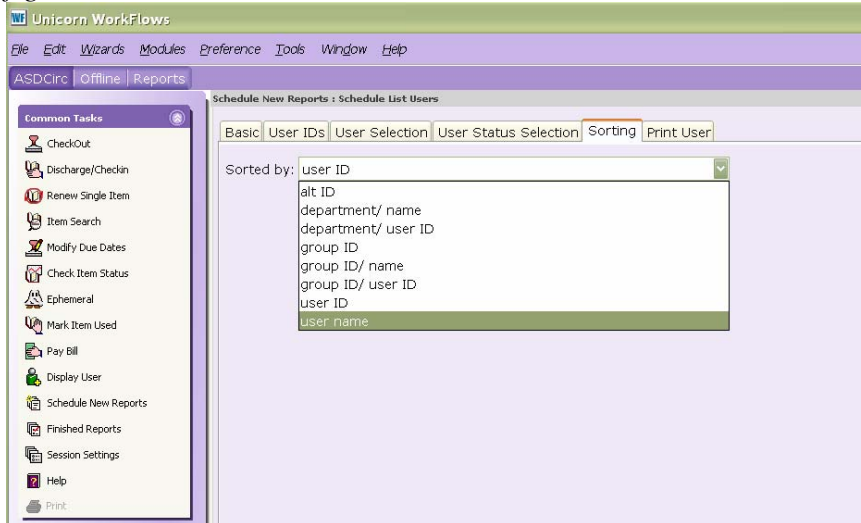
Default blank – leave blank for a All IDs list

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(5) Sorting tab

Select from choices in drop down list

fig 4



(6) Print User tab

Default blank – leave blank for a All IDs list with no item information

fig 5

