

## TLC Reports Module

Instructions are general, configurations may differ, for additional support contact Library Resources 742-6091



**Introduction:** The FDCC Excel display was developed for high school financial data control clerk, (FDCC), formally, stock clerk or school administrative assistant also useful for end of year financial reporting, (EOY reporting). Report: Borrower Notices includes Lost and All Check Outs, converts to CSV and imports to FDCC Excel. This allows for the data to be easily reviewed for yearend reporting.

Location of report

Public Folders> then select

Custom or Library Authored Reports> then select

Borrower Notices includes Lost and All Check Outs

Excel spread sheet, FDCC has been configured for 1057 lines of raw data and all ASD locations

FDCC\_Name\_Last\_First1057

Save FDCC Excel – save twice, 1 to use, 1 for back-up

Best practice: School name FDCC example: South FDCC and South FDCC back-up

**Instructions:** Log in to Reports Module

Run report Borrower Notices includes Lost and All Check Outs

Location

Public Folders> then select

Custom or Library Authored Reports> then select

Borrower Notices includes Lost and All Check Outs

Report selections:

1<sup>st</sup> selection is Location(s), select your school

**Note:** report (sometimes) will run – the famous spinning cube – the report runs to find borrower types for selected location, then lists' selection 2 –

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Report Viewer - Borrower Notices includes Lost and All Check Outs

**Borrowers with Items Out, Overdue**

Select Location(s)  
Location

Select Borrower Type

Selection 2 = Select Borrower type

**Note:** All or one borrower type per run.

Borrower Services Staff Services PAC REPORTS FirstSearch

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Report Viewer - Borrower Notices includes Lost and All Check Outs

**Borrowers with Items Out, Overdue, Lost, and F**

Select Location(s)  
South

Select Borrower Type(s)  
ASD Staff  
Community One  
Community Three  
Community Two  
For use with Uncataloged Collecti  
Responsible Party  
South Grade 10  
South Grade 11  
South Grade 12  
South Grade 9  
South All

Select all Deselect all



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### Selection 3 = Select Report Type

- ❖ All items out, Lost Items and Fines
- ❖ Overdue Items, Lost Items and Fines

**Note:** ASD does not accumulate fines. Fines = N/A (Fine is not associated with replacement cost)

### Select Report Type

Report Type

Report Type

All Items Out, Lost Items, and Fines

Overdue Items, Lost Items and Fines

### Selection 4 = Select Yes to display all items

### Display Borrower's Fine Balance

Fine Balance

Fine Balance

Yes

No

When all selections are made, finish button will highlight and report can be run



### Click Finish

Finished Report Display options:

- HTML = Internet look and options, 1 page per borrower
- PDF = 1 page per borrower – (Default for most users)
- Excel (2000 or 2002) = 1 work sheet (tab) per borrower

**Note:** Click Yes, if message window displays; (⚠ The file you are trying to open ...)

- **CSV = Excel but one row per borrower (select this option)**
- Limited usage: XML = code

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Reports Manager

Report Viewer - Borrower Notices includes Lost and All Check Outs

Return About

View in CSV format

Day: E

Borrower Type: AL1 Borrower ID: 21002

ITEM CHECKED OUT OVERDUE

Title	Item Barcode	Coll	Call Number	Date Out	Date Due	Amount Due	Replacement Cost
A possible tree	3110000015708	ALER	FA	03/02/2011	03/14/2011	\$0.00	\$25.00



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The following instructions have been written with right mouse clicks – in theory the right mouse clicks in Excel 2000/2003/2007& MAC 2008 have the same behavior, resulting in the screen shots and all steps having the same final outcome.

MAC users: Excel MAC 2008 – mouse options translate to, command c (copy) and command v (paste)

FDCC Excel opens in MAC Excel

Finished report: CSV display, Borrower Notices includes Lost and All Check Outs

Sort RP	RP Name	RESPON	Borrower	AGENCY	AGENCY	BARCODE	ISSUING	TYPE
1	Backstrum, Chris Back	118797	Carmack, J	112164	SO9	2.1E+13	860	ITEM CHE
2	Bodick, Barbara B	118852	Osgood, S	62765	SO9	2.1E+13	860	ITEM CHE
3	Campbell, Robin Carr	119336	Allen, Nad	65309	SO9	2.1E+13	860	ITEM CHE
4	Campbell, Robin Carr	119336	Allen, Nad	65309	SO9	2.1E+13	860	ITEM CHE
5	Campbell, Robin Carr	119336	Brinkman, J	62557	SO9	2.1E+13	860	ITEM CHE
6	Campbell, Robin Carr	119336	Coleman, J	62943	SO9	2.1E+13	860	ITEM CHE
7	Campbell, Robin Carr	119336	DeSpain, K	62720	SO9	2.1E+13	860	ITEM CHE
8	Campbell, Robin Carr	119336	Kisor, Bria	64506	SO9	2.1E+13	860	ITEM CHE
9	Campbell, Robin Carr	119336	McEwen, J	64305	SO9	2.1E+13	860	ITEM CHE
10	Campbell, Robin Carr	119336	Naemeka, J	86667	SO9	2.1E+13	860	ITEM CHE
11	Campbell, Robin Carr	119336	Naemeka, J	86667	SO9	2.1E+13	860	ITEM CHE
12	Campbell, Robin Carr	119336	Popoff, Ba	92635	SO9	2.1E+13	860	ITEM CHE
13	Campbell, Robin Carr	119336	Snelson, C	62994	SO9	2.1E+13	860	ITEM CHE
14	Campbell, Robin Carr	119336	Snelson, C	62994	SO9	2.1E+13	860	ITEM CHE
15	Campbell, Robin Carr	119336	Tatom, Lar	98891	SO9	2.1E+13	860	ITEM CHE
16	Clark, Delynn Cla	118830	Rodriguez	64434	SO9	2.1E+13	860	ITEM CHE
17	Clark, Delynn Cla	118830	Rodriguez	64434	SO9	2.1E+13	860	ITEM RETI
18	Clark, Delynn Cla	118830	Rodriguez	64434	SO9	2.1E+13	860	ITEM RETI

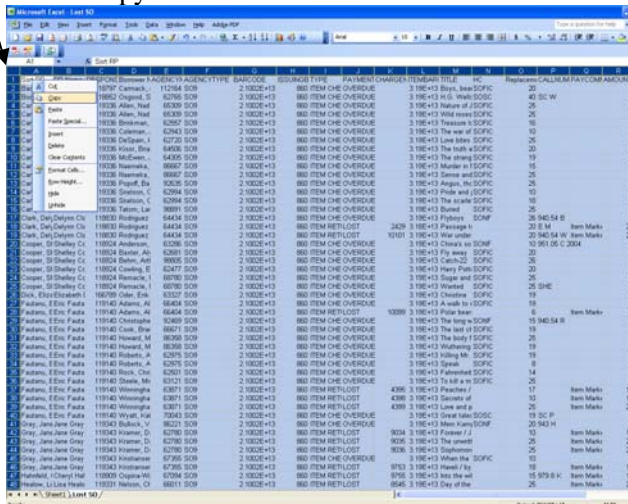
To display in FDCC Excel

**Instructions:** Copy and Paste into FDC work sheet 1<sup>st</sup> (tab) **Raw Data.**

Click upper most left corner to highlight entire work sheet

Right click anywhere on highlighted work sheet

Select Copy



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## Paste CSV to 1<sup>st</sup> (tab) Raw Data

Click on cell A1  
Right click Paste

Sort ID	RP Name	RESPON	Borrower Name	LFM	AGENCY	AGENCY	BARCODE	ISSUING	BIBI	TYPE	PAYMENT	CHARGEN	ITEM	BAR	TITLE	HC	Replacem
1	Out																
2	Fautanu, Eric	119140	Adams, Allison E	64644	509	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	A walk to SOFIC		15	
3	Fautanu, Eric	119140	Adams, Allison E	64644	509	2.1E+13	860	ITEM RETL LOST			10099		3.19E+13	Polar bear		6	
4	Davis, Kira	119412	Agbayan, Neysa N	67089	5012	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	Into the w SOAK		15	975.81
5	Jamieson, Robert	164971	Ahern, Isaac N.X.	100860	5012	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	Making th SOREF		38	613.
6	Jamieson, Robert	164971	Ahern, Isaac N.X.	100860	5012	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	The essen SONF		25	895.61
7	Ritchie, Thomas	118796	Alexander, Colton K	63006	509	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	Abundant SOFIC		25	
8	Campbell, Robin	119336	Allen, Nadia Antoniu	65109	509	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	Nature of SOFIC		25	
9	Campbell, Robin	119336	Allen, Nadia Antoniu	65109	509	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	Wild rose SOFIC		25	
10	Wright, Greg	119132	Alstrom, Shannon M	85178	509	2.1E+13	860	ITEM RETL LOST			8546		3.19E+13	The lost d		20	92.81
11	Wright, Greg	119132	Alstrom, Shannon M	85178	509	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	Biological SONF		27	358.8
12	Wright, Greg	119132	Alstrom, Shannon M	85178	509	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	Fingerprnt SONF		23	363.25
13	Cooper, Shelley	118924	Anderson, Blake D	63286	509	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	China's so SONF		20	951.05
14	Wilson, Lisa	118991	Anderson, Sarah J.	99783	5011	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	Fight Club SOFIC		25	
15	Morton, Patricia	118826	Barrett, Allison Deni	61125	5018	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	Whirlwinc SOFIC		25	
16	Morton, Patricia	118826	Barrett, Allison Deni	61125	5018	2.1E+13	860	ITEM RETL LOST			8547		3.19E+13	Adoration		15	PEA
17	Morton, Patricia	118826	Barrett, Allison Deni	61125	5018	2.1E+13	860	ITEM RETL LOST			10102		3.19E+13	Hurt's perf		25	
18	Redick, Julia	118246	Baier, Jack G	62395	509	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	Ultimate 1 SOFIC		18	25
19	Falyer, Laurie	119061	Baau, Jordan N	103285	6011	3.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	Brave new SOFIC		19	
20	Cooper, Shelley	118924	Baxter, Alyssa G	62681	509	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	Fly away SOFIC		20	
21	Ritchie, Thomas	118796	Beck, Bryce Adam	101161	5011	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	Crank SOFIC		20	
22	Cooper, Shelley	118924	Behn, Arthur James	98805	509	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	Catch-22 SOFIC		26	
23	Neiland, Taylor	118151	Belarde, Jesse C	79624	5011	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	Useful foc SOFIC		25	
24	Tanner, Nathan	118213	Browning, Tyler C	86221	5018	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	When kam SONF		15	468.5
25	Ritchie, Thomas	118796	Brownson, Chase M	60393	509	2.1E+13	860	ITEM RETL LOST			7054		3.19E+13	Bob Marle		35	284.8
26	Jones, Robert	119024	Brest, George N	103667	509	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	The illustri SONF		65	973.71
27	Subelka, Sarah	119007	Brewster, Elijah J	101520	5012	2.1E+13	860	ITEM RETL LOST			6329		3.19E+13	Pigs at the		22	364.13
28	Subelka, Sarah	119007	Brewster, Elijah J	101520	5012	2.1E+13	860	ITEM RETL LOST			6330		3.19E+13	Juvenile c		25	364.36
29	Subelka, Sarah	119007	Brewster, Elijah J	101520	5012	2.1E+13	860	ITEM RETL LOST			7327		3.19E+13	How to su		15	613.69
30	Campbell, Robin	119336	Brinkman, Laramie J	62557	509	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	Treasure 1 SOFIC		16	
31	Nelson, Rebecca	119351	Browning, Tyler C	103541	5018	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	A Short hi SONF		38	508.8
32	Gray, Jane	119343	Bulllock, Vance	86221	509	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	Men kam SONF		20	943.8
33	Jones, Robert	119024	Busby, Regan M	81250	509	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	The wfarz SOFIC		10	
34	Backstrom, Chris	118797	Carmack, Julia	112164	509	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	Boys, bear SOFIC		20	
35	Daniels, Michael	119057	Casse, Brent	102860	5011	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	Stalin and SONF		18	947.00
36	Purcell, Bryce	118727	Case, Brent D	60152	5010	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	John Brow SOBIO		40	92.81
37	Fautanu, Eric	119140	Christopher, James F	92669	509	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	The long v SONF		15	940.54
38	Kemper, Steve	119056	Clarke, Kenneth J	82504	5011	2.1E+13	860	ITEM RETL LOST			8804		3.19E+13	The story		45	780.51
39	Kemper, Steve	119056	Clarke, Kenneth J	82504	5011	2.1E+13	860	ITEM CHEI OVERDUE					3.19E+13	The story		45	780.51
40	Kemper, Steve	119056	Clarke, Kenneth J	82504	5011	2.1E+13	860	ITEM RETL LOST			8806		3.19E+13	The story		45	780.51
41	Kemper, Steve	119056	Clarke, Kenneth J	82504	5011	2.1E+13	860	ITEM RETL LOST			8807		3.19E+13	Bane your		14	781.66

## Click on work sheet (tab) FDCC

Raw data has been dumped into work sheet and re formatted to column headers in screen shot below

Due Date	Student ID	Last name	First name	Grade	Title	Item Barcode
09/23/10 0205		M L		12	Running loose / by Chris Crutcher.	3186000003
01/31/11 1001:		lustin		12	Two treatises of government	3186000009
03/22/11 9800:				12	"H" is for homicide	3186010000
02/09/11 9803:		.X.		12	Mathematical scandals	3186010000
02/04/11 9803:		.X.		12	The essential haiku	3186000004
02/09/11 9803:		.X.		12	The guns of August	3186020004
02/09/11 9803:		.X.		12	The modern mind	3186000003
02/28/11 9800:		D		12	The black hole at the center of our g	3186020000
03/22/11 9801:		th T		12	The omnivore's dilemma	3186000006
03/14/11 0701:		an J.		12	Color purple	3186020000
09/23/10 9802:		rl J		12	Cut / Patricia McCormick.	3186000003
10/04/10 0105:		L.		12	The words we live by: your annotat	3186000009
02/03/11 6800:		l.		12	The moonstone	3186020002
03/14/11 1005:		I Chee		12	House rules	3186000009
10/06/10 9801:		R		12	Psychology / David G. Myers.	3185000030
11/01/10 9801:		R		12	The Supreme Court of the United Sti	3186000009
10/26/10 0404:		e		12	Speak / Laurie Halse Anderson.	3186000006
02/11/11 9809:				12	Definitive book of body language	3186000006
10/06/10 9809:				12	How to survive anything, anywhere	3186000000

Thank you South High: Jill and Pete – for the perfect display in FDCC Excel.

Review FDCC data –  
To save FDCC report

- Top menu
- File
- Save As – Uniquely name ex. South FDCC 3\_31\_11
- After work book has been saved – modify columns, sort - delete – move
- ❖ Librarian tab is to allow librarians additional flexibility



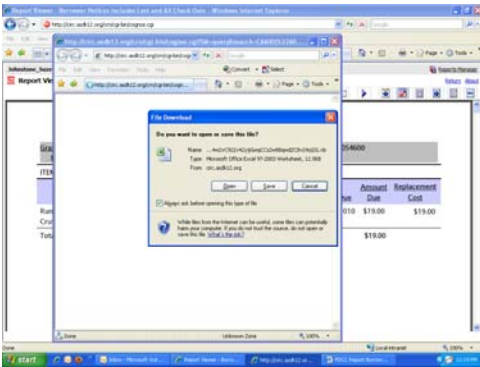
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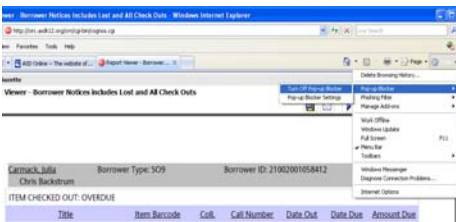


*FYI-Known issue, report conversation option fails:*

1. After you click on CSV icon and nothing happens and you click icon again and wait and wait . . .
  - a. Just before you click CSV icon, hold down your Ctrl key and Alt key – then – click icon CSV - wait until you see the option to Open or Save your report.
  - b. Release Ctrl key & Alt key
  - c. Uncheck box  Always ask before opening this type of file.
  - d. Select: Open
  - e. Continue instructions from instructions on page 3,  
→To convert to FDCC Excel  
→**Instructions:** Copy and Paste into FDC work sheet (tab) Raw Data.



2. If # 1 fails – TLC suggestion: IE pop up blocker needs to be disabled for <http://circ.asdk12.org:8082/LS2Circ/>
  - a. Log in to Report Manager, then select;
  - b. Tools
  - c. Pop-up Blocker
  - d. Review options – Turn off pop up blocker
  - e. Then run report, Borrower Notices includes Lost and All Check Outs



3. If disabling the pop-up blocker does not allow you to convert to CSV, TLC suggestion.
  - a. Go to Tools
  - b. Internet Options
  - c. Security tab
  - d. Custom level... button
  - e. Scroll down to the "Downloads" section
  - f. Select Enable for "Automatic prompting for file downloads" and for "File download."
  - g. Click OK
  - h. Click Apply
  - i. Close Internet Options window
  - j. Then run report, Borrower Notices includes Lost and All Check Outs

