

TLC Reports Module

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



Introduction: TLC reports module has over 300 reports, creating a shot cut of frequently used reports is a time saver.

How to: Save reports to "My Folders"

Log on to:

TLC reports module: <http://circ.asdk12.org/crm>

Click OK

Log on

Your session has expired. Please select a namespace for authentication.

Namespace:
AD_TLC

OK Cancel

User ID: last_first

Password: is your ASD email password

Click OK

Log on

Please type your credentials for authentication.

Namespace:
AD_TLC

User ID:
johnstone_suzette

Password:

OK Cancel

Public Folders> Then select folder and then the report you want to save

Example: Items in selected holdings Code(s) – Call Number Range and /or Pub YR Range and /list by Call, Title or Author

Public Folders> Then select

Custom or Library Authored Reports> Then select

Items in selected holdings Code(s) – Call Number Range and /or Pub YR Range and /list by Call, Title or Author,

Right of the report is the word "More . . ." click the word "More"

Johnstone_Suzette

TLC Reports Manager [Home](#) [Preferences](#) [Log On](#) [Log Off](#) [About](#)

Public Folders My Folders

Public Folders > Custom or Library Authored Reports

Name	Modified	Actions
IN_QA	January 18, 2011 1:04:17 PM	More...
Anchorage Spine labels 5 x 10 (QA)	June 20, 2011 9:43:03 AM	More...
Anchorage Spine labels 5 x 10 Replacement Spine Labels (QA)	June 20, 2011 9:40:08 AM	More...
Anchorage Spine labels 5 x 10 Replacement Spine Labels (QA) - No Copy Info	June 20, 2011 9:38:01 AM	More...
Booking Labels - Avery 5162 with Label Skip	June 20, 2011 5:23:30 AM	More...
Booking Labels - Avery 5162 with Label Skip with Scannable Barcode	July 20, 2011 9:29:51 AM	More...
Bookings Confirmation Letters	November 8, 2010 10:19:04 AM	More...
Bookings Labels - Avery 5160 with label skip	June 7, 2011 3:33:12 AM	More...
Borrower Notices includes Lost and All Check Outs - Curriculum Library	May 12, 2011 5:01:33 AM	More...
Borrower Notices includes Lost and All Check Outs W/Date Sort	June 16, 2011 4:45:17 AM	More...
Borrower with Items Checked Out - Custom	May 31, 2011 2:18:51 PM	More...
Items in a Collection	March 3, 2011 11:55:02 AM	More...
Items in selected holdings Code(s) – Call Number Range and /or Pub YR Range and /list by Call, Title or Author	June 16, 2011 4:46:04 AM	More...
List of Users with Items Out	May 5, 2011 10:39:37 AM	More...
List of Users with Items Out (Overdue) #2	May 5, 2011 10:29:55 AM	More...

Perform an action window opens



Library Resources Report Module How to Save to "My Folders"



Select: Create a shortcut to this entry . . .

Perform an action - Items in selected holdings Code(s) - Call Number Range and /or Pub YR Range and /list

Available actions:

- Set properties
- Run with options...
- View the schedule
- View run history
- Copy...
- Create a shortcut to this entry...**
- Create a report view of this report...

Specify a name and description window opens
Select a new name for the report or leave default
Description: Leave blank
Screen tip: Leave blank
Locations: Select radio button My Folders
Select Finish

Specify a name and description - New Shortcut Wizard

Specify a name and location for this entry. You can also specify a description and screen tip.

Name:
Shelf List

Description:

Screen tip:

Location:
 None
 My Folders
[Select another location...](#)

Cancel < Back Next > Finish

Click on My Folders to view report(s)

TLC Reports Manager [Home](#) [P](#)

Public Folders My Folders

My Folders

Name	Modified
New name Report populates in MY FOLDERS	July 15, 2011 4:55:27 PM