

TLC Reports Module

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



Introduction: The report, ILL Items, displays titles by – “Not my title” and the option to also review “Not my borrower”. The sort is by call number, specifically class.

How to review ILL items

Log on to reports module from the LS Circ reports tab: <http://circ.asdk12.org:8082/LS2Circ/> or

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

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

ASD Core reports> Then select report: ILL Items

Make selections in report, click “Finish”

1. Select your location
2. Select
 - a. My borrowers – your students/staff that have an item from another location
 - b. My Items – your items at another location
3. Show Overdue Items Only
 - a. No – Results will be all items
 - b. Yes – Only items Overdue

Report Viewer - ILL Items

ILL Items

Select Location
Abbott Loop

Show Overdue Items Only
Show Overdues Only

Select Report Type
Report Type
My Borrowers
My Items

Click “Finish”



Library Resources Report ILL Items



Finished report view

My borrowers - Only overdues –

ILL Items

Owning Location	Borrower Location	Title	Call Number	Item Barcode	Due
Rogers Park	Abbott Loop	Fabulous monsters / retold and illustrated by Marcia Williams.	398.21 W	31340000231798	03/14/2011
Klatt	Abbott Loop	Farm animals / [written and edited by Lisa Magloff].	636 M	31245200012460	04/11/2011
Gladys Wood	Abbott Loop	Will Smith / Dave Stern.	92 SMITH	31418000166980	02/15/2011
Turnagain	Abbott Loop	Charley Skedaddle / Patricia Beatty.	BEA	31380000148220	03/02/2011
Bear Valley	Abbott Loop	Toliver's secret / by Esther Wood Brady ; illustrated by Richard Cuffari.	BRA	31118000238173	12/07/2011
Scenic	Abbott	Toliver's secret / bv Esther Wood Brady : illustrated by	BRA	31360000040403	12/07/2011

Finished report view

My Items - Only overdues –

ILL Items

Owning Location	Borrower Location	Title	Call Number	Item Barcode	Due
Abbott Loop	Susitna	The Titanic, lost-- and found / by Judy Donnelly ; illustrated by Keith Kohler.	387.2 D	31100000254038	11/11/2011
Abbott Loop	Bear Valley	Thanksgiving at the Tappletons / by Eileen Spinelli ; illustrated by Maryann Cocca-Leffler.	394.2 S	31100000012840	11/17/2011
Abbott Loop	Anchorage	Bringing the rain to Kapiti Plain [oversize book] : a Nandi tale / retold by Verna Aardema ; pictures by Beatriz Vidal.	398.2 A	31100000089004	01/03/2011
Abbott Loop	Chester Valley	Anatosaurus / by Janet Riehecky ; illustrated by Diana Magnuson.	567.9 R	31100000104803	01/04/2012
Abbott Loop	Mount Iliamna	Wood frogs / Doug Wechsler.	597.8 W	31100100005983	09/29/2011
Abbott Loop	Taku	Your heart / by Terri DeGezelle.	612.1 D	31100100006015	01/28/2011
Abbott Loop	Taku	Blood and heart / Jen Green.	612.1 G	31100000257866	01/28/2011

