

TLC Reports Module

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



Introduction: Reports to display borrowers with lost material, borrowers with automated to Lost, and Lost material with replacement totals.

How to review 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/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

Lost: Titles set to “Lost” in the 1st semester of 2010 can be displayed in report; Borrower Notices includes Lost and All Check Outs W/Date Sort. A couple of options to finalize processing of title:

1. Item Not Lost
 - a. Check item in
2. Item is Lost, gone, not to be returned
 - a. Check barcode in
3. On staff Services tab
 - a. Delete Item

Title	Item Barcode	Coll. Number	Date Out	Date Due	Amount Due	Replacement Cost
Speed / original story by Masashi Kishimoto, adap	31710200041926	741.5 W			\$4.99	\$4.99
Totals:					\$4.99	

Location of Report:

Public Folders>then select

Custom or Library Authored Reports>then select report:

Borrower Notices includes Lost and All Check Outs

W/Date Sort





Lost: Titles set to automated “Lost” can be displayed in report; Borrowers with Outstanding Charges on Long Overdue to Lost Items by Location and Date Range. A couple of options to finalize processing of title:

1. Item Not Lost
 - a. Check item in
2. Item is Lost, gone, not to be returned
 - a. Check barcode in
3. On staff Services tab
 - a. Delete Item

Report Viewer - Borrowers with Outstanding Charges on Long Overdue to Lost Items by Location and Date Range

Borrowers with Outstanding Charges on Long Overdue to Lost Items by Location and Date Range

Date Range
Mears (Jane)
Aug 13 2010 through Jan 26 2012

Mears (Jane)						
Borrower	Borrower ID	Title	Item Barcode	Due Date	Days Overdue	Replacement Cost
Ashley Cook	21002007027338	Physik / Angie Sage : illustrated by Mark Zug	31750200003369	09/21/2010	492	\$19.00
Samuel Liaga	21002002052661	Two old women : an Alaska legend of betrayal, courage, and survival / by Velma Wallis : illustrations by Jim Grant.	31750000169493	11/03/2010	449	\$17.00
Raymond Mocan	21002001088021	Blood is thicker / Paul Langan and D.M. Blackwell.	31750000221278	01/28/2010	728	\$10.00
Colin O'Hare	21002002019892	Treasure hunters / by Jeff Smith : with color by Steve Hamaker.	31750000250061	10/19/2010	464	\$10.00
LaCoda Walker	21002002016120	Last straw / by Jeff Kinney.	31750000250723	02/19/2010	706	\$13.00
Rayquan White	21002003057248	101 Japanese idioms : understanding Japanese language and culture through	31750100001547	10/19/2010	464	\$10.00

Location of Report:

Public Folders > then select

ASD Core Folder> then select report

Borrowers with Outstanding Charges on Long Overdue to Lost Items by Location and Date Range

Lost: Titles set to automated “Lost” can be displayed in report; Lost Books with Replacement Cost. To finalize processing of title: Review barcode in LS2 Circ Staff Service tab

Lost Books with Replacement Cost

Mears (Jane)

Item Barcode	Title	Replacement Cost
31750100001547	101 Japanese idioms : understanding Japanese language and culture through popular phrases	\$10.00
31750000208754	The adventures of Tintin. Volume 6	\$20.00
31750000250178	Alicia : a Clique novel	\$20.00
31750000226681	Among the betrayed	\$10.00
31750200004938	Angel	\$19.00
31750200003732	Avatar : the last airbender. [Vol. 4]	\$7.99
31750000226293	The basket counts	\$10.00
31750200003757	Battle of the Labyrinth	\$18.00
31750000217839	Blood is thicker	\$5.00
31750000221278	Blood is thicker	\$10.00
31750200006172	Catching fire	\$18.00
31750000252695	City of bones	\$10.00

Location of Report:

Public Folders> then select

ASD Core Folder> then select report

Lost Books with Replacement Cost

Totals at end of report