

TLC Reports Module

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



Introduction: Report, On-The-Fly titles added by location will display OTF's not merged to a MARC record.

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

OTF: Report, On-The-Fly titles added by location will display OTF's not merged to a MARC record. Review title(s) displayed.

Search for the exact MARC record in the LS2 circ module, by title, ISBN, also review the PAC for the title.

1. If you *find* the exact MARC record
 - a. Add your holdings/barcode –see help file “How to add item”
http://www.asdk12.org/depts/library_resources/help/
 - b. Delete your OTF that did not merge
2. If you *do not find* the exact MARC record
 - a. Review your OTF has correct information
 - b. Send e-FirstSearch to Library Resources – see help file “e-FirstSearch”
http://www.asdk12.org/depts/library_resources/help/
 - c. Library Resources will review all lingering OTF's June 1

Control Number	Title	Author	Call Number	Holdings Code	Date Added
			COL		
otf00002252	Health units for nonreaders		371.904437 COL	C	12/06/2010
otf00002252	Health units for nonreaders		371.904437 COL	C	12/06/2010
otf00005643	Hypothesis Testing, types of error, and small samples		519 H	C	11/18/2010

Location of Report:
Public Folders>then select

Custom or Authored Reports>then
select report,
OTF Titles Added by Location

