

TLC Reports Module

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



Introduction: Notice type reports display one borrower per page with options to display only items overdue or all items checked out and replacement cost, sorted by RP, in alpha order.

Location of report

Public Folders> then select

Custom or Library Authored Reports> then select

Borrower Notices includes Lost and All Check Outs

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:

1st 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 –

Johnstone_Suzette

Report Viewer - Borrower Notices includes Lost and All Check Outs

Borrowers with Items Out, Overdue

Select Location(s)

* Location

Select Borrower Typ

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 ILL

Select all Deselect all





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 [v]
 Report Type

 D All Items Out, Lost Items, and Fines
 * Overdue Items, Lost Items and Fines

Selection 4 = Select Yes to display all items borrower has checked out

Include Lost Items with No Amount Due

* No Amount Due [v]
 No Amount Due

 Yes
 No

Selection 5 = Select Yes to display \$ replacement cost

Display Borrower's Fine Balance

* Yes [v]

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)

Convert to:

- Excel (2000 or 2002) = 1 tab per borrower (Will convert to 2007 Excel)

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

- CSV = Excel but one row per borrower
- Limited usage: XML = code

PDFdisplay Title Borrower Type: AL1 Borrower ID: 2100

ITEM CHECKED OUT: OVERDUE

Title	Item Barcode	Coll.	Call		Date Out	Date Due	Amount Due	Replaceme Cost
			Number					
A possible tree	31100000015298	ALEB	E A		03/02/2011	03/14/2011	\$0.00	\$25.0
Can you see what I see? Dream machine	31100000137605	ALNF	793.73	W	03/02/2011	03/14/2011	\$0.00	\$19.0
Great day for up!	31100000283235	ALEB	E S		03/02/2011	03/14/2011	\$0.00	\$20.0
Wild creatures	31100000286857	ALNF	590 W		03/02/2011	03/14/2011	\$0.00	\$20.0
Totals:							\$0.00	

