Inhouse Checkouts by Date

Purpose:

Create a list of items that were "marked used" (inhouse checkouts) with the MARK ITEM USED wizard within a specific time period.

NOTE: The shelflist will give you a total number of times an item was marked used, but will not let you limit the count to a specific time period.
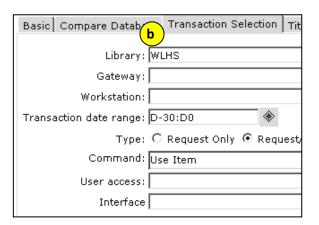
IMPORTANT: *Library staff do not have direct access to this report. You will need to contact your ITC and ask them how to access it. Some ITCs will make a template for you. Then you'll be able to modify it as needed. Others may have it on the ITC Custom tab.*

Location:

For ITC staff: Administration tab > List titles used/unused
For library staff: Template tab or ITC Custom tab.

Setup options:

a. Basic tab – change report name and title to reflect purpose of report.

b. Transaction Selection tab
   - Select your library
   - Use the date gadget to enter the date range.
   - DO NOT CHANGE Command: Use Item

c. Item Selection tab
   - Select any limiters you may want such as item group

d. Sorting tab
   - Choose your sort option

e. Output format
   - Optional – Check Generate pipe delimited format only if you plan to transfer the report into an excel document.

Result (check "Format Report" when viewing)

```
                          Title Use List
                          January 2010

Time (2010)                                              TOTAL:1
    WLHS:1
Pierre-Auguste Renoir / by Ernest Raboff                 TOTAL:1
    WLHS:1
Larousse dictionnaire compact fran*ais-anglais, anglais-fran*ais   TOTAL:1
    WLHS:1
Killing Mr. Griffin / by Lois Duncan                     TOTAL:1
    WLHS:1
```

HINT: If you need a total count of used items, check "View Log" when you view the report. Scroll to the bottom of the log and you'll see the total.

```
   The title will be written to standard output.
   7 catalog record(s) considered.
   7 catalog record(s) selected.
UNICORN catalog selection finished on Monday, February 1, 2010, 10:30 AM
Sort: sorting by DESCENDING USAGE
```