

Age of Collection

Setting up the Report

- 1. Click Schedule New Reports wizard.
- 2. Select the INFOhio tab
- 3. Select CAS: Age of Collection.
- 4. Click Setup & Schedule.

Basic Information Tab

- 5. Change the Report name and/or Title if you wish. It should reflect the content of the report.
- 6. **Description** is a good place to note any special print setup. If you save the report as a template, you will see this screen each time you run it.
- 7. *Title* appears on each page.
- 8. Footer appears at the bottom of each page (optional)

Title Selection

9. Click on the gadget to select a year before or after to limit the output. Leave blank to select all items.

Call Number Selection Tab

- 10. *Click* the gadget to select Library. (If Library is left blank, all buildings are reported.)
- 11. *Click* the gadget to select a call number range or leave blank for all call numbers.

Item Selection Tab

12. Click the gadgets to select options to get specific results

Output Options

 Report Format recommended settings are shown. You may try additional combinations to meet your needs. Spreadsheet – should be Plain Text only.

Running and saving the report

- 1. Click Run Now.
- 2. Click Finished Reports wizard.
- 3. **Select** report name and click View.
- 4. Select report view options: uncheck View log, uncheck Report Format.

llection	1880-1910	1920's	1930's	1940's	1950's	1960's	1970's	1980's	1990's	2000'
lida High School:										
BI OGRAPHY	0	8	8	12	29	70	63	92	123	3
COLLBIOG	0	1	3	1	14	20	9	11	33	1
FICTION	6	3	12	17	31	108	2 44	572	805	44
KIT	0	0	0	0	0	1	5	17	35	
NONFICTION	10	7	26	63	238	608	316	556	696	12
OVERSIZED	0	0	0	0	3	3	2	7	11	
PERI ODI CAL	0	0	0	0	0	0	2	7	7	13
PROFESSMAL	0	0	0	0	0	1	3	39	26	1
REFERENCE	8	11	4	64	95	81	60	115	185	2
VIDEO	0	0	ź	1	٤	б	7	70	172	8

Basic	Title Selection	Call Number Selection	Item Selection	Output Options	
Report	t name: KAHS A	ge of Collection			
Description: Age of Collection					
Title: Age of Collection					
	Footer: KAHS				

Basic T	tle Selection Call Number Selection Item Selection Output Options			
Publicati	on year: <1999 🔹 💡			
	Basic Title Selection Call Number Selection Item Se			
k, all	Library: KAHS			
lank	Call number range:			
	Basic Title Selection Call Number Selection Item Selection Output Options Item group: * Material type: * Funding source: * Date created: *			
nay 13	Basic Title Selection Call Number Selection Item Selection Output Options Report Format C Plain Text € RTF C Spreadsheet € Portrait C Landscape C Normal € Condensed ぼ Group Early Decades to prevent Wrapping			

Reports – INFOhio Reports pg 1 Page layout created and text abridged by INFOhio from SirsiDynix documentation. Copyright © 2018, SirsiDynix. All Rights Reserved INFOhio is Optimized by the Management Council