

Monthly Circ Count

Setting up the report

- 1. Click Schedule New Reports wizard.
- 2. Select the ITC Custom tab.
- 3. Select OH Monthly Circ Count
- 4. Click Setup & Schedule.

Basic Information Tab

- **Change** the Report name and/or Title if desired.
- Change or delete Footer.

Transaction Statistics Selection Tab

- 1. **Select** Library(s)
- Click on the gadget to the right of the 'transaction date range' field textbox.
- 3. **Enter** the date range by clicking the calendar helper in the upper right hand corner of the screen
- 4. **Click** the gadget to the right of the "Use data for this period" field textboxes to enter the desired date range.
- 5. *Click* OK to save your date range

adget



s	chedule New Reports : Schedule OH Monthly Circ Count	
I	Basic Transaction Selection Transaction Statistics	
	Library: LNHS 1	

JICKING —		
upper right	Gadget : Date Range	- 🗆 ×
)	3	
aht of the		
field	Use data for dates within a period starting from 30 days	
nicid pirod data	before the report run date ending the date this report will be	
sileu uale	run.	
	Start date	
te range	The date this report will be run	
	efore	
	🗇 After	
	End date	
	The data this report will be rup	
	Before	
	◎ After	
Date Kange		
	(4)	
Use data fo	r this period 09/01/2010 🛞 thru 05/31/2011 🛞	
	OK Cancel	



Transaction Statistics Tab

- Default setting for the Column field is Total
- Default setting for the row file is for Item group totals
- *Make* other selections as appropriate.
- Drop down menus allow customization of the report.

Running	and	saving	the	report

- 1. Click Run Now.
- 2. *Click* Finished Reports wizard.
- 3. Select report name and click View.
- 4. Uncheck 'View log'.
- 5. *Customize* the report and/or save it if you wish.

NOTE: This report can be scheduled to run Monthly on a specified day of the month.

Example of report (individual library) column = total; row = item group:

	Custom Circ	ulation Count	s by Item G	roup	
	Produced Wednesd	ay, September	22, 2010 a	t 11:47	AM
Item group	TOTAL PIE	CES CIRC			
BIOGRAPHY	21	21			
EQUIPMENT	1	1			
FICTION	76	76			
MISC	2	2			
NONFICTION	173	173			
REFERENCE	1	1			
STORYCOLL	1	1			
VIDEO	20	20			
TOTAL	295	295			

Schedule New Reports : Schedule	e OH Monthly Circ Count
Basic Transaction Selection	Transaction Statistics
Column: Total Row: Item group	•



Example of report (all):

	Custom Ci:	rculation Coun	ts by Item Gr	oup	
	Produced Wednes	sday, Septembe	r 22, 2010 at	11:17 AM	
Item group	Item library OVEL	OVHS	OVMS	тоты, рте	CES CIRC
D T O C D A D U W	0455	001115			
BIOGRAPHY	2	23	U	25	42
EASY	2	0	õ	2	2
EQUIPMENT	0	1	0	1	1
FICTION	0	82	3	85	85
MISC	0	4	0	4	4
NONFICTION	3	165	28	196	<u>196</u>
REFERENCE	o	1	Ο	1	1
STORYCOLL	0	1	0	1	1
VIDEO	1	20	1	22	22
TOTAL	8	297	32	337	337