

Item Count (LIBRARY)

This report will give you a count of the items, per Item Group, per Library (or output for selection made).


Setting up the report

1. **Click** Schedule New Reports wizard.
2. **Select** Custom tab.
3. **Select** OH Item Count (LIBRARY)
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 Tab


- **Make** selections as appropriate.
- Use gadgets  to ensure correct formatting of data entry.

Call Number Selection Tab

- **Make** selections as appropriate.
- Use gadgets  to ensure correct formatting of data entry.

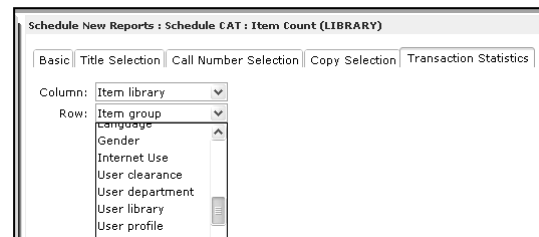
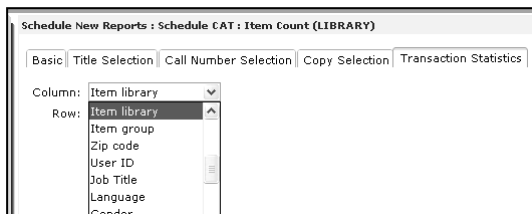
NOTE: *If Library is left blank, all buildings are reported.*

Item Selection Tab

- **Make** selections as appropriate
- Use gadgets  to ensure correct formatting of data entry.

Transaction Statistics Tab

- Select output from drop-down menus for Column and Row
- Default settings are Item Library (column) and Item group (row)



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'.
5. **Customize** the report and/or save it if you wish.

Example of report output:

Item Count by LIBRARY						
Produced Friday, February 10, 2006 at 1:02 PM						
Report for:						
All Item libraries						
All Item types						
Item group	Item library	LMHS	LMIN	LMLB	LMNO	TOTAL
AUDIOBOOK		74	0	0	0	74
AUDVISUAL		221	0	0	0	221
BOOK		5	0	0	0	5
CAREER		195	0	0	0	195
CARTOGRAPH		9	0	0	0	9
CD		28	0	0	0	28
EASY		5	5582	6653	134	12374
EBOOK		34	0	1	0	35
FICTION		4617	4264	4883	3198	16962
GAME		12	0	0	0	12
KIT		1	20	2	2	25
LASERDISC		59	0	0	0	59
MEMORIAL		135	0	0	0	135
NONFICTION		6791	5001	4307	5888	21987