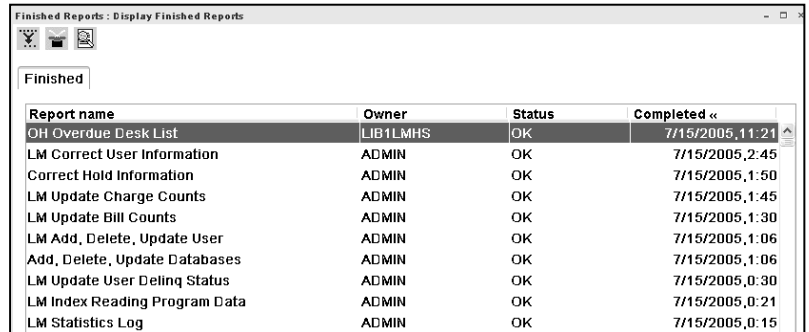


Finished Reports

The finished reports list accesses the reports that have been run so they may be *viewed, printed, emailed, or saved* as a word processing document.

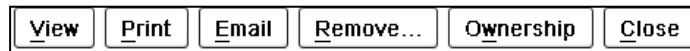
Finished Reports

1. **Click** on the Reports Wizard group.
2. **Click** on the Finished Report wizard.
3. **Click** on the report title to select the report.
4. **Select** one of the options from the button bar at the bottom of the screen.



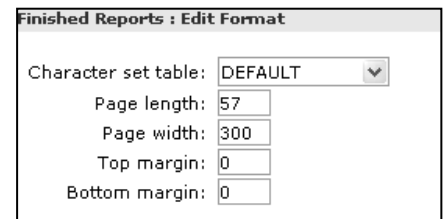
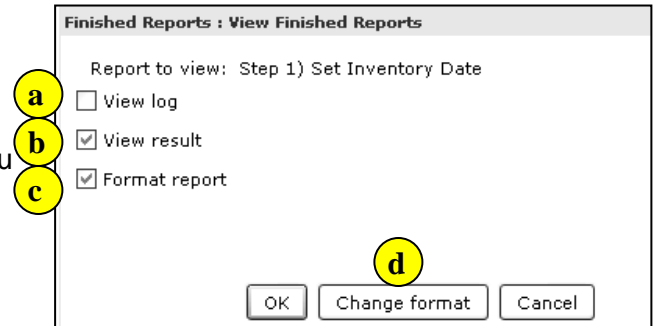
Report name	Owner	Status	Completed «
OH Overdue Desk List	LIB1LMHS	OK	7/15/2005,11:21
LM Correct User Information	ADMIN	OK	7/15/2005,2:45
Correct Hold Information	ADMIN	OK	7/15/2005,1:50
LM Update Charge Counts	ADMIN	OK	7/15/2005,1:45
LM Update Bill Counts	ADMIN	OK	7/15/2005,1:30
LM Add, Delete, Update User	ADMIN	OK	7/15/2005,1:06
Add, Delete, Update Databases	ADMIN	OK	7/15/2005,1:06
LM Update User Delinq Status	ADMIN	OK	7/15/2005,0:30
LM Index Reading Program Data	ADMIN	OK	7/15/2005,0:21
LM Statistics Log	ADMIN	OK	7/15/2005,0:15

NOTE: If you just want to view the report, you can double click on the name of report.



View - allows you to look at a report. When you have the report open in Word or Wordpad, you can modify as in any document.

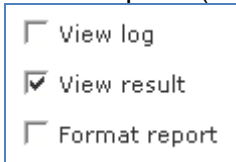
1. **Click** on the name of the report in the list.
2. **Click** on the View Button at the bottom of the screen.
3. **Select** options to view.
 - a. View log – will display, in the header, all the options you selected when you created the report. Sometimes the log will also give you other details, such as totals.
 - b. View result – this is your report.
*Be sure to **check this box!***
 - c. Format report – this will format the Sirsi reports so you can read them easily. However, if you are running an INFOhio report in RTF format, you won't want to check this. They are already formatted.
 - d. Change format button will appear if you selected Display Format Page in the Report Session settings. This will allow you to change the margins for the report if needed.
 - e. **Click** OK when finished.



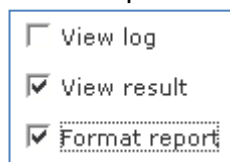
NOTE: You can have more than one finished report open at a time.

For best results, use these options to view reports.

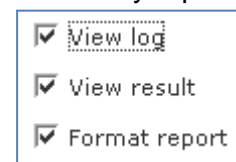
INFOhio reports (RTF)



Sirsi reports

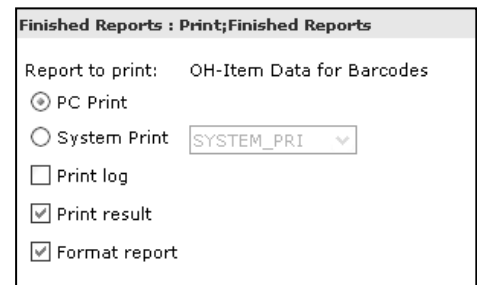


Inventory reports



Print – Printing directly to a printer.

1. **Click** on the name of the report in the list. The selected line will turn blue.
2. **Click** the Print button.
3. **Select** a printer. Default is PC Print.
4. **Select** "Print result and Format report."
5. **Click** OK when finished.



Email – allows you to enter an email address and send the completed report by email to someone.

1. **Click** on the name of the report in the list.
2. **Click** the Email button.
3. **Enter** a valid email address.
4. **Click** OK when finished.



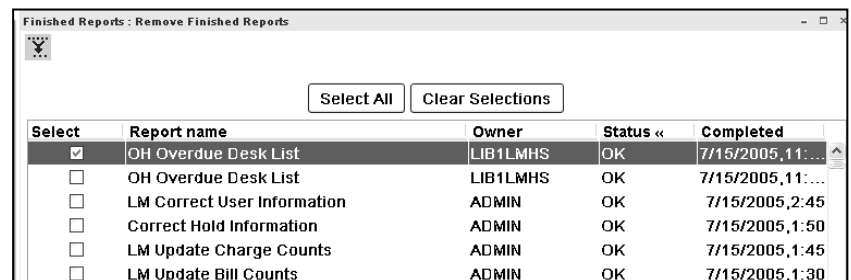
NOTE: This will mail the complete report. If you want to email notices to individuals, you must select "Automatically Email Notices to Recipients With Email Addresses" option in the Distribute screen area when the report was scheduled. Email addresses must be part of user record.

Remove – allows you to clean up your list of reports by deleting selected reports.

1. **Click** on the Remove button.

Finished Reports: Remove Selected Reports screen displays.

2. **Check** the box in front of each report you wish to delete. Use Select All to remove all reports. Use Clear Selections to uncheck selected reports.
3. **Click** Remove button when finished.

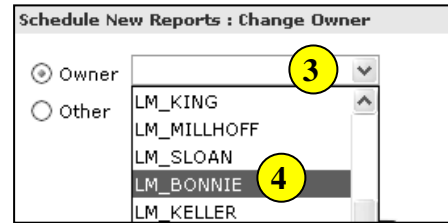


Ownership – Ownership of a Finished report or a Template report can be changed from the original creator to another staff user (available for LIB1 level users only). Ownership may be changed in templates, scheduled reports and finished reports.

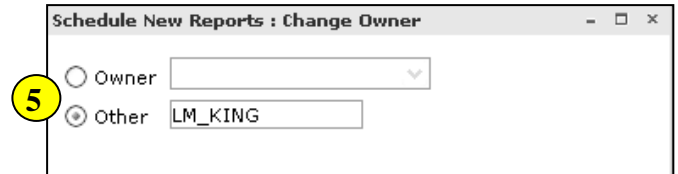
1. **Select** a report from the list.
2. **Click** the ownership button at the bottom of the screen.



3. **Click** on the owner drop down list.
4. **Select** the login owner from the list.
5. Other – If the user ID is not on the list, you will **click** the other radio button and **type** in the user ID (must be exact).
6. **Click** OK.



The user ID is now the owner of the report and it will display on their user ID reports screen, will no longer display on yours (LIB1).

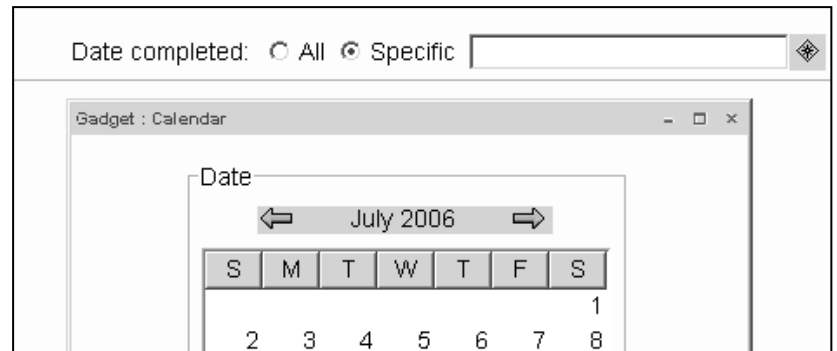


Finished Reports Helpers



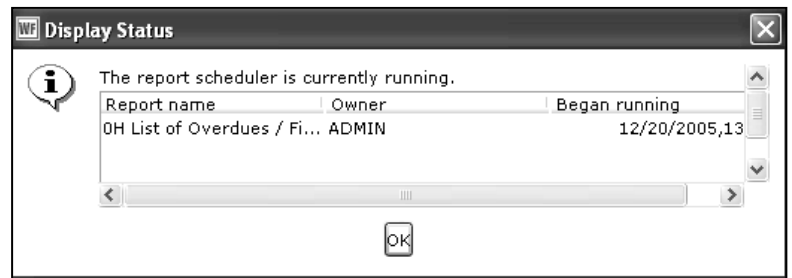
Filter and Sort Reports Helper

The Filter allows you to view reports for a specific date. Use the gadgets for assistance.



Report Scheduler Status Helper

This helper will display the current report being processed.



Refresh Screen Helper

This helper will refresh the screen to display the reports when they have finished processing. If your report is not displayed in the Finished Reports list, you must use this helper! It will not automatically appear when it's done.



Fixed Format Helper

1. In the Finished reports list, select a finished report with pipe-delimited output, and click the **Fixed Format Manager** helper.
2. If this finished report has produced pipe-delimited files, the files will be listed in the helper window. The file name and date created is listed for each file.

3. From this list, you can do the following.

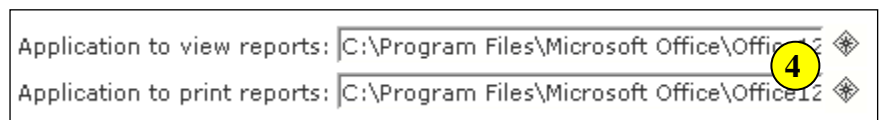
- **View** – Select a file in the list and click **View** to display the pipe-delimited file contents in a separate window.
- **Email** – Select a file in the list and click **Email** to email the pipe-delimited file. Use the Email Addresses gadget to specify one or more email addresses to receive the file.
- **Remove** – Select a file in the list and click **Remove** to permanently remove the pipe-delimited file.

Caution: The selected file is removed without confirmation, so make sure the file you selected is the one you want to remove. When you have finished working with pipe-delimited files, click Close.

NOTE: *The first time you view a report, you may see this error message. You will need to set your report properties to view reports in an application found on your computer.*



1. **Click** on Reports Wizard.
2. **Right click** on Schedule New Reports wizard.
3. **Click** on Properties.
4. **Use the Gadgets** to select the correct path to the word processing program you wish to use. (May be slightly different than this example. Check with your Tech person if you have difficulty.)



See **Understanding Reports/Setting the Print Pathway** for more details.

Note: For more detailed information or specific questions, use **HELP** wizard.