

# SimplyReport Examples

## Sample Patron List Reports

Report Description	Columns Selected for Output	Columns Selected for Sort	Filters
List of Expired Patrons	Patron full name Patron barcode Patron code Patron expiration date	Patron expiration date	<u>Patron General Filters</u> Patron branch            Select branch  <u>Patron Date Filters</u> Expiration date            Pick a range of dates
List of Patrons Expired for 3 Years Owing Less Than \$5	Patron barcode Patron full name Patron code Patron branch name Patron acct charges Patron expiration date Patron last activity date	Patron expiration date Patron last activity date	<u>Patron General Filters</u> Patron branch            Select branch  <u>Patron Relative Date Filters</u> Expiration date more than    3 Years  <u>Patron Miscellaneous Filters</u> Charges                    Less than or equal to \$4.99
Patrons with email notification but no email address	Patron barcode Patron full name Patron email address Patron alt email address	Patron full name	<u>Patron General Filters</u> Patron branch            Select branch  <u>Patron Miscellaneous Filters</u> Notification option            Email address Email address                    Not present Alternate email address        Not present
List of Patrons Added in the Last X Days	Patron barcode Patron full name Patron code Patron branch abbreviation Patron entry date	Patron entry date Patron full name	<u>Patron General Filters</u> Patron branch            Select branch  <u>Patron Relative Date Filters</u> Registration date between    Enter number

## Sample Patron Count Reports

Report Description	Columns Selected for Output	Columns Selected for Sort	Filters
Number of Patrons by Patron Code	Patron code	Patron code	<a href="#">Patron General Filters</a> Patron branch      Select branch

## Sample Patron Account List Reports

Report Description	Columns Selected for Output	Columns Selected for Sort	Filters
List of Patrons that Owe More Than a Certain \$\$ Amount	Patron full name Patron barcode MARC Title Item call number Item barcode Acct. trans. balance-outstanding chgs. only Acct. reason (or fee reason) Patron acct charges	Patron full name	<a href="#">Patron Account Miscellaneous Filters</a> Check Charges (amount)      Ender \$\$ amount  <a href="#">Patron Filters</a> Patron branch      Select branch

## Sample Hold List Reports

Report Description	Columns Selected for Output	Columns Selected for Sort	Filters
Items with x number of holds that your library patrons have requested	Marc browse title MARC bibliographic record I	MARC browse title	<a href="#">Optional</a> Number of requests      Greater than X  <a href="#">Hold General Filters</a> Hold status      Select Active & Pending  <a href="#">Patron General Filters</a> Patron branch      Select branch

## Sample Hold Count Reports

Report Description	Columns Selected for Output	Columns Selected for Sort	Filters
Top requested titles by your patrons	MARC browse author MARC browse title MARC bibliographic record ID MARC primary type of material		<p><u>Optional</u> Select 'top' (number)      Enter a number</p> <p><u>Patron General Filters</u> Patron branch      Select branch</p>

## Sample Item List Reports

Report Description	Columns Selected for Output	Columns Selected for Sort	Filters
List of Items with Local Holds Only	MARC Title Item Barcode Item Call Number Item Creation Date Item assigned collection name	Item creation date	<p><u>Item General Filters</u> Branch      Select branch</p> <p><u>Item Relative Date Filters</u> Creation date between      Enter a number</p> <p><u>Item Checkbox Filters</u> Patrons from this branch only checked      Check only one of these boxes. Or Patrons from this library and branches checked      (suggest running report with each option)</p>
List of Newly Added Items	MARC Author MARC Title Item Call Number Item Assigned Collection Name Item First Available Date	Item Call Number	<p><u>Item General Filters</u> Branch      Select branch</p> <p><u>Item Relative Date Filters</u> <u>(between two dates)</u> First available date between      Enter a number</p>

Items With No Price	Item assigned collection name	Item assigned collection name	<u>Item General Filters</u>
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	Item barcode Item call number MARC title MARC author Item circ status Item creation date	MARC title Item creation date	Branch Record status  <u>Item Checkbox Filters</u> Price not present	Select branch Final
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Deleted Items (must run before the final delete that happens at 5am on the last day of each month)	Item assigned collection name Item barcode Item call number MARC title MARC author	Item assigned collection name Item call number	<u>Item General Filters</u> Branch Record status	Select branch Deleted
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## Sample Serials List Reports

Report Description	Columns Selected for Output	Columns Selected for Sort	Filters
Weeding Report for Serials	Marc browse title Issue/part designation Item barcode Item lifetime circ count Item status Item YTD circ count	MARC browse title	<u>Holdings Record General Filters</u> Destination organization branch    Select branch  <u>Issue/Part General Filters</u> Status    Received
Union List of Serials	Marc browse title MARC ISSN Holdings record subscription status Holdings record retention note	MARC browse title	<u>Holdings Record General Filters</u> Destination organization branch    Select branch