Looking for a report and don’t know which one you need?
Try “My Reports”
What are they?

- Special group of reports delivered with the current release
How do I gain access to them?

- Look up the user record for the person who wants to see the reports.
- Make a note of their user profile.
- Change to the “Config” toolbar.
- Look at their user profile under the User Configuration wizard.

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How do I gain access to them?

- Make a note of the User Access assigned to their user profile.
- Modify their User Access under the Access Control Configuration wizard.
- Click on the Report Group list gadget and select the report group(s) you want to add. (All of these new report groups begin with "my".)

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Which ones are available?

- My Circulation
- My Copies
- My Inventory
- My Reserves
- My Statistics
- My Titles
How do I use them?

- Decide what type of information you need
- Select the report group that seems to fit
- Choose your report
- Run it *(train first please!!!!)*
How do I use them?

- Look at your results
- If it does what you need and you are going to use it regularly, save it as a template
- Move it to “Production!!!”
Which ones do I like?

- My Copies
- My Titles
What are the pitfalls?

- Selection parameters
- Why?
- Dates – mostly date created!!!
What is my “Most Favorite” - and Why?

- New titles by “Home Location”
- Uh, oh – pitfalls on this one!!
- We implemented Acquisitions – I can’t use it anymore because of “Date Types”
Other Limitations

- Very “School Library” and/or Public Library oriented, particularly in some terminology like “Home Room”
- Some get you “Dewey” information only, no LC
So what am I doing now with Reports?

- I went back to my next most favorite group
- What is that one?
- Bibliographic Reports!!
Which ones am I using there?

- Count item titles (“titlecnt”)
- List Bibliography – the one I use constantly – it is “my favorite.”
Suggestions for You

- Be bold!!
- Ask your System Administrator for “help!!”
Suggestions for You

- Experiment with “date types” until you get what you want
- Schedule them, run them and then create some templates to save time
Questions and Suggestions
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