

# Reporting... for the greater good

*Reports to make you the Master of Evergreen...*





Elder Wand

Resurrection Stone

Invisibility Cloak





*What does this have to do with reports??*



# What will we cover in this session?

*Elder Wand – Reports of Power! These are the reports which help to make a wonderful patron library experience. They also help us to deliver information to stakeholders.*

*Resurrection Stone – Reports to clean up issues. These reports help to keep the database running smoothly and head off problems.*

*Invisibility Cloak – Reports which help keep good relationships between libraries and with the ISL.*

# We Won't be....



- Learning how to RUN reports
- Learning how to MODIFY reports
- Learning how to CREATE reports <shudder>



# The Elder Wand

*Reports of power:*

- *Hold based Purchase Alert*
- *List Items by Status and Date Modified*
- *List Selection Criteria for Items not circulated since date*
- *Adults with LimitedAccess*





# Resurrection Stone

*Reports to clean up old data:*

- *Claims Returned Materials*
- *Patrons with Negative Balances*
- *List Items with Missing Circ Modifier*
- *List Pre-Cat Items no longer Circulating*
- *List patrons expired over x months ago without open transactions*



# Cloak of Invisibility

Reports to endear you to other Evergreen Libraries, and the ISL staff ☺

- *Records with missing or \$0 price*
- *Items sitting in transit status*
- *Detailed items due between dates*





Questions??

