

Here are a few report samples:

### A list of the material add to the collection last month

Basic Item Selection Sorting Print Item

Library: ADAMCENTER

Home location:

Current location:

Item type:

Item category 1:

Item category 2:

Extended info:

blank field matches with Not Equal qualifier

Number of pieces:

Date created: 01/2011-09/30/2011

Last activity date:

Date last charged:

Number of total charges:

Number of inhouse charges:

### The item records that need to be changed from “NEW” Item Types

Basic Item Selection Sorting Print Item

Library: ADAMCENTER

Home location:

Current location:

Item type: JEW|YANF-NEW|YA-PBK-NEW

Item category 1:

Item category 2:

Extended info:

blank field matches with Not Equal qualifie

Number of pieces:

Date created: <07/01/2011

Last activity date:

Date last charged:

Number of total charges:

Number of inhouse charges:

### Items that have been marker MISSING before Jan 1 of this year

Basic Item Selection Sorting Print Item

Library: ADAMCENTER

Home location:

Current location: MISSING

Item type:

Item category 1:

Item category 2:

Extended info:

blank field matches with Not Equal qualifier

Number of pieces:

Date created:

Last activity date:

Date last charged: <01/01/2011

Number of total charges:

Number of inhouse charges:

## A list of J fiction and J nonfiction books purchased during the summer

Basic Item Selection Sorting Print Item

Library: ADAMCENTER

Home location:

Current location:

Item type: JEWB|J-NF-NEWBK|J-NONFIC

Item category 1:

Item category 2:

Extended info:

blank field matches with Not Equal qualifie

Number of pieces:

Date created: 01/2011-09/01/2011

Last activity date:

Date last charged:

Number of total charges:

Number of inhouse charges:

## EASY books that haven't circulated in the past 3 years.

Basic Item Selection Sorting Print Item

Library: ADAMCENTER

Home location:

Current location: ~CHECKEDOUT|DISCARD|DA

Item type: J-EASY|J-EASY-NEW

Item category 1:

Item category 2:

Extended info:

blank field matches with Not Equal qualifie

Number of pieces:

Date created: <10/01/2008

Last activity date:

Date last charged: NEVER

Number of total charges:

Number of inhouse charges:

## Patrons with a Juvenile profile that should be changed to the Adult profile.

Basic User IDs User Selection User Status Selection Sorting Print User

Library: ADAMCENTER

User profile: ADC-JUV

User category 1:

User category 2:

User category 3:

Birth date: <01/01/1998

Date created:

Privilege exp. date:

Last activity date:

Extended info:

blank field matches with Not Equal qualifier

Number of total charges:

Number of total bills:

**Run a report of Juvenile patrons that have used the library in the past year.**

Basic User IDs **User Selection** User Status Selection Sorting Print User

Library: ADAMCENTER

User profile: ADC-JUV

User category 1:

User category 2:

User category 3:

Birth date:

Date created:

Privilege exp. date:

Last activity date: >10/18/2010

Extended info:

blank field matches with Not Equal qualifier

Number of total charges:

Number of total bills: