



REPORTS

Bookmarking Reports

Reports exist at static addresses, meaning they can be bookmarked for easy access. To further ease access, you can bookmark reports *after* you choose your library, then when you use the bookmark it goes directly to results for your library.

1. Locate the report you want to bookmark under More > Reports > Use saved

Circulation Patrons Search Cart OPAC More ▾

Enter patron card number or

Submit

Check out Check in

Home > Reports

reports

Guided reports

- Guided reports wizard
- Build new
- Use saved
- Create from SQL

Top lists

- Patrons checking out the most
- Most-circulated items

Inactive

2. Choose your report, run it, pick your library and run the report

Saved reports

All Acquisitions Administrative Catalog Circulation Collection Analysis Database Clean-Up Inventory

Library-Specific Monthly Patrons Test Unique Management Year-End Reports

Subgroup: All

ID	Report name	Type	Subgroup	Notes	Author	Creation date	Public	Saved results	Actions
2031	Transfers TO Your Library	1	Transfers	Transfers being sent to your library that have not arrived. Suggested action: Check your shelves for these items, check them in if found; if not found, follow up with the "frombranch"	Robb, Jason (6704)	06/16/2014	No		Show Edit Duplicate Run Schedule
2032	Missing Collection	1	Cataloging	Suggested Action: Add the appropriate collection code to	Robb, Jason	06/16/2014	No		

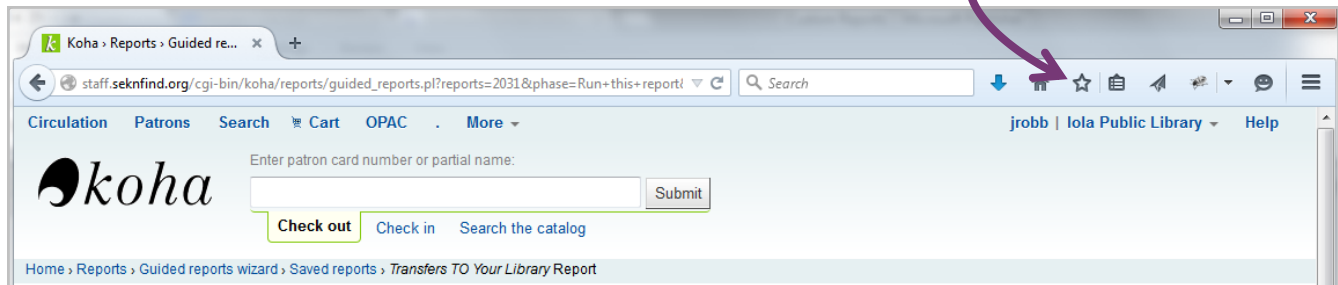
Enter parameters for report Transfers TO Your Library:

Select your library: Iola Public Library

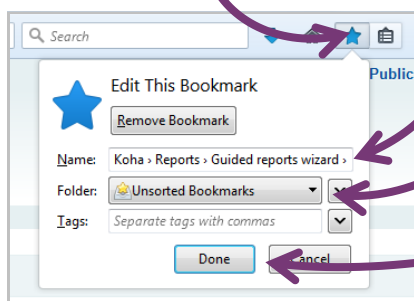
Run the report



3. After your results come up, bookmark the page by clicking the star near your search bar



4. Click the star again to bring up naming and sorting options for the bookmark.



5. Rename the bookmark to make it easier to find.

6. Optionally choose a folder to put the bookmark in to find it easier. Official documentation on creating folders and sorting bookmarks can be found here: <http://ow.ly/N6dSL>

7. Click Done

8. To access your bookmarked reports, open Firefox and click on the clipboard next to the star. Find and click your bookmark.

