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	Patron General Filters Patron branch Patron Date Filters Expiration date	Select branch 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	Patron General Filters Patron branch Patron Relative Date Filters Expiration date more than Patron Miscellaneous Filters Charges	Select branch 3 Years 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	Patron General Filters Patron branch Patron Miscellaneous Filters Notification option Email address Alternate email address	Select branch Email address Not present 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	Patron General Filters Patron branch Patron Relative Date Filters Registration date between	Select branch 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	Patron General Filters 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 $$ Amount	Patron full name Patron barcode MARC Title Item call number Item barcode Acct. trans. balance-outstanding chgs. only Acct. reason (or fee reason) Patron acct charges	Patron full name	Patron Account Miscellaneous Filters Check Charges (amount) Patron Filters Patron branch	Ender $$ amount 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	Optional Number of requests Hold General Filters Hold status Patron General Filters Patron branch	Greater than X Select Active & Pending 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		Optional Select 'top' (number) Patron General Filters Patron branch	Enter a number Select branch

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	Item General Filters Branch Item Relative Date Filters Creation date between Item Checkbox Filters Patrons from this branch only checked Or Patrons from this library and branches checked	Select branch Enter a number Check only one of these boxes.

Report Description	Columns Selected for Output	Columns Selected for Sort	Filters	
List of Newly Added Items	MARC Author MARC Title Item Call Number Item Assigned Collection Name Item First Available Date	Item Call Number	Item General Filters Branch Item Relative Date Filters (between two dates) First available date between	Select branch Enter a number

Items With No Price	Item assigned collection name Item barcode Item call number MARC title MARC author Item circ status Item creation date	Item assigned collection name MARC title Item creation date	Item General Filters Branch Record status Item Checkbox Filters Price not present	Select branch Final
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	Item General Filters Branch Record status	Select branch Deleted

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	Holdings Record General Filters Destination organization branch Issue/Part General Filters Status	Select branch Received
Union List of Serials	Marc browse title MARC ISSN Holdings record subscription status Holdings record retention note	MARC browse title	Holdings Record General Filters Destination organization branch	Select branch