

ADVANCE

Reports Guide

(Release 6.82)

September 2000

NOTE: To navigate in this manual, you can click on:

- *table of contents headings*
- *index entry page numbers*
 - *blue cross-references*
- *Acrobat bookmark list headings, at the left.*

Published by	Geac Canada Limited 11 Allstate Parkway, Suite 300 Markham, Ontario, CANADA L3R 9T8 Tel: (905) 475-0525 Fax: (905) 475-3847
Document Version	ADVANCE Reports Guide Release 6.82 — September 2000 Document Number 14096-02 Geac Canada Limited makes no warranty of any kind with respect to the completeness or accuracy of this document. Geac Canada Limited may make improvements and/or changes in the products and/or options described in this document at any time and without notice.
Software Described	ADVANCE Library System Release 6.82 (September 2000)
Copyright	© 2000 Geac Canada Limited All rights reserved. No part of this document may be copied, reproduced, stored in a retrieval system, or transmitted in any form or by any means(electronic, mechanical, recording, or otherwise)(without the prior written consent of Geac Canada Limited. For general information about Geac, please visit our World Wide Web site at http://www.geac.com.
Trademarks	ADVANCE, GEOS2, GeoPac, GeoCat, GeoWeb, AdvAcq, AdvCirc, and AdvHoldings, are trademarks or registered trademarks of Geac Canada Limited or its affiliates. SOLARIS is a trademark or registered trademark of Sun Microsystems, Inc. IBM AIX is a trademark or registered trademark of IBM CORP and Others. UniVerse and PI/open are trademarks of VMARK SOFTWARE, INC. DIGITAL is a trademark of Digital Equipment Corporation. Pyramid and Nile are trademarks of Siemens Pyramid Information Systems, Inc. Products mentioned in this document may have patents, patent applications, trademarks, copyrights, or other intellectual property rights. The furnishing of this document does not give you license to these patents, trademarks, copyrights, or other intellectual property.

Contents

Chapter 1: Introduction

Chapter 2: Reports

Accessing the Reports Functions	2-2
Producing Reports	2-4
Basic Steps in Report Production	2-4
Generating Reports (CCR)	2-6
Report List Screen	2-7
Report Driver Screen	2-8
Recall Statement	2-11
Creating and Modifying Reports	2-13
Report Writer Browse Screen	2-14
Report Writer First Screen	2-15
Creating New Reports	2-16
Modifying Reports	2-17
Report Writer First Screen	2-17
Report Writer Second Screen	2-21
Defining Prompts	2-27
Report Group Codes	2-30
Report Codes Menu (URCM) — Utilities Only	2-32
Reporting Modules (RM)	2-33
Reporting Types (RT)	2-34
Reporting Operators (RO)	2-35
Reporting Sort Types (RST)	2-36
Reporting Print Options (RPO)	2-37
Reporting Files (RWF)	2-38
Report Prompt Codes (RPC)	2-39

Chapter 3: Cataloguing Reports

Cataloguing Reports	3-2
Authority Cataloguing Setup	3-3
RF002 — Authority Indexing Profile	3-4
RF003 — Authority Indexing Profile - Detail	3-5
RF004 — Format Types and Description by Format	3-6

RF005 — Edit Checks Sorted by Tag Description	3-7
RF006 — Auth Edit Checks by Tag - Wide.	3-8
RF007 — Auth Edit Checks by Tag.	3-9
RF008 — Auth Workforms by MARC Format	3-10
RF013 — Auth Subfield Descriptions	3-11
RF015 — Auth Workform Tag/Default Data - Wide	3-12
RF016 — Auth Workform Tag/Default Data	3-13
Authority Database Maintenance.	3-14
RF172 — Authority Import Load Report.	3-15
RF175 — Authorities with Similar Browse Heading.	3-16
RF257 — Authority 4xx Link Report	3-18
RF259 — Authority Action Report	3-19
RF261 — Bibliographic Action Report - Detail	3-21
Authority Cataloguing Edit Logs.	3-23
RF253 — Brief Listing of Authority Edit Log.	3-24
RF254 — Authority Edit Log.	3-25
Authority Cataloguing Statistics	3-26
RF061 — Authority Cataloguing Statistical Summary	3-27
RF062 — Authority Status Counts by Cataloguer.	3-29
RF063 — Detailed Authority Status Counts by Date	3-30
Cataloguing Workfile Reports	3-31
RF076 — Items in Workfiles by Workfile LCN - Summary.	3-32
RF077 — Workfiles - Detail	3-33
RF078 — Workfiles by Current Cataloguer - Detail	3-34
RF079 — Workfiles by Cataloguer/Workfile ID - Summary ...	3-35
RF080 — Workfiles by Cataloguer/Workfile ID - Detail	3-36
Bibliographic Cataloguing Setup.	3-38
RF035 — Bibliographic Indexing Profile	3-39
RF036 — Bibliographic Indexing Profile - Detail.	3-40
RF037 — Format Types and Description by Format.	3-41
RF038 — Bib Edit Checks Sorted by Tag Description	3-42
RF039 — Bib Edit Checks by Tag - Wide.	3-43
RF040 — Bib Edit Checks by Tag.	3-45
RF041 — Bib Workforms by Format	3-47
RF045 — Bib Subfield Descriptions	3-48
RF049 — Bib Workform Tag/Default Data - Wide.	3-49
RF050 — Bib Workform Tag/Default Data.	3-50
Bibliographic Database Maintenance	3-51
RF173 — Bibliographic Import Load Report	3-52
RF257 — Authority 4xx Link Report	3-53
Bibliographic Cataloguing Edit Logs	3-54

RF255 — Brief Listing of Bib Edit Log	3-55
RF256 — Bib Edit Log	3-56
Bibliographic Cataloguing Statistics	3-57
RF068 — Bibliographic Cataloguing Statistical Summary	3-58
RF069 — Bibliographic Status Counts by Cataloguer.	3-60
RF070 — Bibliographic Status Counts by Call# Class - Summary ...	3-61
RF071 — Bibliographic Status Counts by Date.	3-62
RF072 — Bibliographic Status Counts by Location - Summary.	3-64
RF075 — Workfile Stats	3-66
RF081 — Workfile Totals by Cataloguer - Summary	3-67

Chapter 4: Circulation Reports

Circulation Reports	4-2
Patron Registration Reports	4-3
RF137 — Patron Mailing Addresses	4-4
RF138 — Patrons by Patron Type	4-5
RF151 — Count of Patrons by Patron Type	4-6
RF177 — Patron Information.	4-7
Patron Accounting Reports	4-9
RF020 — Patron Accounting History	4-10
RF021 — Amounts Charged and Owing by Patron Type	4-12
RF027 — Added Borrower Transactions.	4-13
RF028 — Patron Billing History	4-15
RF029 — Amounts Paid on Invoice Line Items	4-16
RF030 — Patron Billing Status	4-17
RF031 — Full Billing Report.	4-19
RF033 — AR Summary by A/R Bill Sequence	4-21
RF034 — AR Summary by Patron.	4-22
RF124 — Billing Cross-Reference, Titles, etc.	4-23
RF176 — Billing by Patron	4-24
Patron Blocks Reports	4-25
RF022 — Total Charged/Balance by Transaction Code	4-26
RF133 — Patron Blocks by Patron, Type	4-27
RF135 — Active Patron Blocks, by Patron Name.	4-29
Patron Notices Reports/Statistics	4-30
RF054 — Notices to be Produced by Notice Type	4-31
RF055 — Notices to be Produced by Item Call#	4-32
RF056 — Notices to be Produced by Patron ID	4-33
RF121 — Notices to be Produced by Date	4-34

RF130 — Notices Sent or to be Sent by Patron	4-35
RF131 — Notices Sent or to be Sent by Notice Type	4-37
RF132 — Notices Sent or to be Sent by Notice Date	4-38
RF252 — Notice Counts (Pieces, Notices) by Notice Code	4-40
Checkout Status/Action Reports	4-41
RF057 — Status/Action Changes.	4-42
RF126 — Item Checked Out by User Selected Criteria.	4-43
RF129 — Checkout Status - General	4-45
RF174 — Checkout Items Claimed Returned	4-46
RF203 — Overdue Item List for Shelf Search.	4-47
Holds and Booking Picklists/Alerts.	4-48
RF150 — Holds Not Picked Up by Location, Lapse Date.	4-49
RF198 — Listing of Active Bookings	4-50
RF199 — Hold Pick List - Active Holds	4-51
RF263 — Holds Not Picked Up.	4-53
RF290 — Titles with High Holds: Copies Ratio	4-54
RF291 — Titles with Long Supply Times	4-55
RF292 — Titles with Holds That Cannot be Filled	4-56
RF293 — Listing of Title Holds with Recalled Items	4-57
Reserve Book Room Reports	4-58
RF002 — RBR List - Instructor	4-59
RF003 — RBR List - Call Number	4-60
RF197 — Picking List for RBR.	4-61
RF201 — Reserve Class Materials List	4-62
RF202 — Reserve Purge Materials List.	4-63
Circulation Checkin Statistics	4-64
RF156 — Checkin Counts by Class.	4-65
RF157 — Checkin Counts by Location, Class.	4-67
RF158 — Checkin Counts by Location, Class, Patron Code. . . .	4-69
RF159 — Checkin Counts by Location, Class, Patron Group & Code	4-70
RF160 — Checkin Counts by Date/Time	4-72
RF161 — Checkin Counts Year/Month Grid.	4-76
RF162 — Checkin Counts Month or Year/Hour Grid.	4-77
RF163 — Checkin Counts - General	4-78
RF166 — Checkin Counts by Format	4-80
RF167 — Checkin Counts Patron Type/Item Format Grid	4-81
RF168 — Checkin Counts By Patron Code.	4-82
RF169 — Checkin Counts by Location, Patron Group & Code .	4-83
RF170 — Checkin Counts by Location, Patron Code	4-85
Circulation Recall Statistics	4-87

RF234 — Recall Counts by Class	4-88
RF235 — Recall Counts by Location, Class	4-89
RF236 — Recall Counts by Location, Class, Patron Code	4-91
RF237 — Recalls Counts by Location, Class, Patron Group & Code. 4-93	
RF238 — Recall Counts by Date/Time	4-95
RF239 — Recall Counts Year/Month Grid	4-99
RF241 — Recall Counts - General.	4-100
RF244 — Recall Counts by Format	4-102
RF245 — Recall Counts Patron Type/Item Format Grid.	4-103
RF246 — Recall Counts by Patron Code.	4-104
RF247 — Recall Counts by Location, Patron Group & Code ..	4-105
RF248 — Recall Count by Location, Patron Code	4-107
Circulation Checkout Statistics	4-109
RF085 — Checkout Counts by Class.	4-110
RF086 — Checkout Counts by Location, Class.	4-111
RF087 — Checkout Counts by Location, Class, Patron Code. .	4-113
RF088 — Checkout Counts by Location, Class, Patron Group & Code 4-115	
RF089 — Checkout Counts by Date/Time	4-117
RF091 — Checkout Counts Year/Month Grid.	4-121
RF092 — Checkout Counts - General	4-122
RF095 — Checkout Counts by Format	4-124
RF096 — Checkout Counts Patron Type/Item Format Grid ...	4-125
RF097 — Checkout Counts by Patron Code	4-126
RF098 — Checkout Counts by Location, Patron Group, & Code. ... 4-127	
RF099 — Checkout Count by Patron Code, Location.	4-128
RF249 — Checkout Counts by Statistical Groups.	4-129
Circulation Renewal Statistics	4-131
RF219 — Renewal Counts by Class	4-132
RF220 — Renewal Counts by Location, Class	4-133
RF221 — Renewal Counts by Location, Class, Patron Code ..	4-135
RF222 — Renewal Counts by Location, Class, Patron Group & Code 4-137	
RF223 — Renewal Counts by Date/Time	4-139
RF224 — Renewal Counts Year/Month Grid	4-143
RF226 — Renewal Counts - General.	4-144
RF229 — Renewal Counts by Format	4-146
RF230 — Renewal Counts Patron Type/Item Format Grid. ...	4-147
RF231 — Renewal Counts by Patron Code.	4-148

RF232 — Renewal Counts by Location, Patron Group, & Code	4-149
RF233 — Renewal Counts By Pat Code, Coll, Subloc, Inst . . .	4-150
Circulation Hold Statistics	4-151
RF204 — Hold Counts by Class	4-152
RF205 — Hold Counts by Location, Class	4-153
RF206 — Hold Counts by Location, Class, Patron Code	4-155
RF207 — Hold Counts by Location, Class, Patron Group & Code. . .	4-157
RF208 — Hold Counts by Date/Time	4-159
RF209 — Hold Counts Year/Month Grid	4-163
RF211 — Hold Counts - General.	4-164
RF214 — Hold Counts by Format	4-166
RF215 — Hold Counts Patron Type/Item Format Grid.	4-167
RF216 — Hold Counts by Patron Code	4-168
RF217 — Hold Counts by Location, Patron Group & Code . . .	4-169
RF218 — Hold Counts By Location, Patron Code	4-170
Physical Inventory Reports	4-171
RF901 — Items on Shelf that Do Not Have Status: In Library .	4-172
RF902 — Items NOT on Shelf that have Status: In Library . .	4-174
RF903 — Items Shelved at the Wrong Location	4-176
RF904 — Items on Shelf that do not have Database Record. . .	4-178
Circulation Backup Reports	4-180
RF280 — Brief Items by Barcode	4-182
RF281 — Brief Patrons by Barcode.	4-183
RF282 — Checkouts by Patron	4-184
RF283 — Checkins/Checkouts by Time Report	4-185
RF284 — Checkins/Checkouts by Location Report	4-186
RF285 — Checkin/Checkout Exceptions (Errors) Report	4-187
RF286 — Item Entry (Conv-on-Fly) Exceptions (Errors) Report	4-188
RF287 — Patron Entry Exceptions (Errors) Report.	4-189

Chapter 5: Acquisitions Reports

Acquisitions Reports	5-2
Acquisitions Fund Reports	5-3
RF711 — Active Fund Balance Report	5-4
RF712 — Fund Balance Report	5-5
RF713 — Fund Account Summary - Deposit	5-6
RF714 — Fund Account Summary - Gift	5-7
RF715 — Fund Mapping Review	5-8

RF716 — Fund Master Report	5-9
RF717 — Outstanding Order Report by Fund	5-10
RF718 — Fund Select Report	5-11
RF719 — Outstanding Order Report by Tracking Fund	5-12
RF801 — Fund Audit Report	5-13
Acquisitions Transaction Reports	5-14
RF731 — Active Claim Summary	5-15
RF732 — New Titles Report	5-16
RF733 — Open Invoice Report	5-17
RF734 — Receipt Summary Report	5-18
RF735 — Renewal Report	5-19
RF736 — Return Summary Report	5-20
Acquisitions Vendor Reports	5-21
RF751 — Cancelled Order Report	5-23
RF752 — Cancelled Request Report	5-24
RF753 — Closed Order Report	5-25
RF754 — Under Consideration Request Report by Vendor	5-26
RF755 — Under Consideration Request Report	5-27
RF756 — Desiderata Request Report	5-28
RF757 — Gift Items Report	5-29
RF758 — Outstanding Order Report	5-30
RF759 — Vendor Activity Report	5-31
RF760 — Vendor Discount Detail Report	5-32
RF761 — Vendor Discount Summary Report	5-33
RF762 — Vendor Master Summary	5-34
RF763 — Vendor Performance Report by ELAPSED Time	5-35
RF764 — Vendor Statistics Report	5-36
RF799 - Exchange Agreement Report	5-37
RF800 - Exchange Shipping Report	5-38

Chapter 6: Serials Reports

Serials Reports	6-2
RF811 — Active Claim Summary	6-4
RF812 — Active Serial Subscriptions Reports	6-5
RF813 — In Bindery Issues Report	6-6
RF814 — Bound Issues Report	6-7
RF815 — Check In History Report	6-8
RF816 — First Claim Report	6-9
RF817 — Due Items Report	6-10
RF818 — Expected Issues Report	6-11
RF819 — Frequency Code Summary	6-12

RF820 — Frequency Type Summary.....	6-13
RF821 — Inactive Claim Summary.....	6-14
RF822 — Inactive Serial Subscriptions Report.....	6-15
RF823 — Missing Issues Report.....	6-16
RF824 — Received Issues Report.....	6-17
RF825 — Returned Issues Report.....	6-18
RF826 — Subscription Summary.....	6-19
RF827 — Vendor Claim Statistics.....	6-20
RF828 — Withdrawn Issues Report.....	6-21
Serials Routing Reports.....	6-22
RF841 — Routed Serials by Routing ID.....	6-23
RF842 — Routed Serials by Title.....	6-24
RF843 — Patrons by Standard Routing ID.....	6-25
RF844 — Routed Serials by Patron.....	6-26

Chapter 7: OPAC Reports

OPAC Reports.....	7-2
RF127 — Multiple Word Listing of Words not in the Database..	7-4
RF128 — Words not in Database.....	7-5
RF264 — Search Counts by Statistics Group.....	7-6
RF265 — Search Counts by Type of Search, Stats Group.....	7-10
RF266 — Search Counts by Index.....	7-14
RF267 — Search Counts by Terminal.....	7-18
RF268 — Total Number of Searches.....	7-20
RF269 — Summary of Searches by Index.....	7-21
RF270 — Summary of OPAC Activity by Statistical Group....	7-25

Appendix A: Permissions

Introduction.....	A-1
Permission List by Permission ID Number.....	A-3
Permission Descriptions by Permission ID Number.....	A-4

Screen Index

General Index

Reader Comments

1

Introduction

Purpose

The *Reports Guide* instructs the library system administrators on how to use the report generating facilities of the Geac ADVANCE Library System.

Contents

Chapter 2 of this guide provides a brief overview of the Reports Function.

Chapter 3 covers the Cataloguing reports.

Chapter 4 covers Circulation reports.

Chapter 5 covers Acquisitions reports.

Chapter 6 covers Serials reports.

Chapter 7 covers OPAC reports.

A screen index and a general index are provided at the back of the manual.

Other Documentation

Consult the module-specific guides for related information: how to set up and customize the module, and how to use module software such as the background processing jobs and loaders.

- *Acquisitions Management Guide*
- *Cataloguing Management Guide*
- *Circulation Management Guide*
- *Online Catalogue Guide*

- *Serials Management Guide*
- *Utilities Management Guide*

Typographical Conventions

Two special text styles are used in this guide:

1. The screen identifiers, the text that you can enter, and screen messages are in a **monospace font** style. Examples: “ORDA”, “Y”, “REG”, “Item on temporary hold by staff”.
2. The names of screen fields and options, and cross-references to section or manual titles, are in **italics**. Examples: “UNIT COST”, “Exit”, “see *Handling Subscriptions*”.

Angle brackets around the name of a key mean press the key. For example, “<ENTER>” means press (or pressing) the ENTER key.

Generic Examples

Because system behaviour can be tailored by the library’s system managers to meet local needs, the screens and options shown in this document may not match exactly the ones at your library.

Some sample screens may be shown shorter than they actually are. This occurs when blank lines have been deleted to reduce space requirements.

2

Reports

ADVANCE provides two functions that allow you to generate and print reports. These functions are available from all modules.

- System Reports (CCR)
- Report Writer (RW)

Use the Report Writer to modify and create reports. Use either function to access and generate a report.

This chapter describes:

- accessing the reports functions
- producing reports
- generating reports (CCR)
- creating and modifying reports
- defining prompts
- using report group codes
- using the report codes menu
- using report prompt codes

Accessing the Reports Functions

The reports function is available from within the individual modules:

- Cataloguing Reporting Menu (CRM)
- Circulation Reporting Menu (CRM)
- OPAC Reporting Menu (ORM)
- Reports Menu (ARM) in Acquisitions
- Serials Report Menu (SRM)
- System Reporting Menu (USRM), or by entering USRM from the ADVANCE MASTER MENU.

The following screen was displayed by entering CRM from the Circulation Master Menu. Report Menu choices are the same for all modules with the exception of the Reports Codes Menu on the (Utilities) System Reporting Menu. In addition to group codes, the Utilities Report Codes Menu provides access to several other setup tables. See [Report Codes Menu \(URCM\) — Utilities Only](#) on page 2-32.

```
DD MMM YYYY          Geac ADVANCE Library System (#.##)          P P P P P   I I I I I
HH:MM                Your Library Name

                        CIRCULATION REPORTS MENU

                        1. CCR   System Reports
                        2. RW    Report Writer
                        3. CRCG   Report Codes Menu
                        4. RPC    Report Prompt Codes

Enter the number of your selection and press <ENTER>
or ? followed by <ENTER> for Help.
Press <ENTER> to return to previous level :
```

Reports Menu Choices

1. CCR Accesses the REPORTS MENU so you can select a group of reports for listing and, from that list, select a particular report to generate and print.
2. RW Accesses the REPORT WRITER screen so you can create a new report or search for an existing report definition to update in any module. From the Report Definition Screen, you can also generate and print the report.
3. CRGC Accesses the list of Report Group Codes, from which you can select the REPORTS GROUPING screen to create or update a Report Group Code. See [Report Group Codes](#) on page 2-30 for more information.
4. RPC Accesses the REPORT PROMPT CODES MENU, for tables defining validation criteria, prompt text, and other specifications for report prompts. See [Report Prompt Codes \(RPC\)](#) on page 2-39

Producing Reports

All reports can be generated and printed from both System Reports (CCR) and Report Writer (RW).

Use Report Writer to modify and create reports. The sequence of screens required to access and generate a report using Report Writer is slightly different from that required when using System Reports (CCR).

The Report Run Setup screen is exactly the same in both System Reports (CCR) and Report Writer (RW). This screen always includes a prompt asking you to specify an Output destination, and may prompt you for other information that is specific to the report you are running. See [Report Run Setup Screen](#) on page 2-8.

Basic Steps in Report Production

From System Reports (CCR) or Report Writer (RW):

1. Access the report.
2. Select the option *Continue* (CCR) or *Run Report* (RW) to start the report.
3. Answer Report Run Setup screen prompts, changing the Output destination if desired.
4. Use *Continue* to generate and print the report.

Print Destination Options

ADVANCE provides several options for printing reports.

Screen	After printing the report to the screen, the report file is cleared. The next time you want to print the report you will have to regenerate it.
Auxiliary Printer	After the report output has been printed on your auxiliary printer, the report file is cleared. The next time you want to print the report you will have to regenerate it.
System Printer	After printing to the specified printer, the report spool is cleared. The next time you want to print the report you will have to regenerate it.
Hold File	The report is printed to a &HOLD& record as an ASCII text version of

the output. You can print the report or transfer it to a PC later, without having to regenerate it first.

Generating Reports (CCR)

To produce reports using System Reports, enter the screen identifier CCR on any Utilities menu or any of the menus in the Cataloguing, Circulation, OPAC, Acquisitions, and Serials Control modules. After a short pause the screen displays the message:

ONE MOMENT, PLEASE

Then the menu appears. In the following example, CCR was entered at the CIRCULATIONS REPORTS MENU.

CIRCULATION REPORTS MENU

- | | |
|---------------------------------------|-------------------------------------|
| 1. Patron Registration Reports | 8. Circulation Checkin Statistics |
| 2. Patron Accounting Reports | 9. Circulation Recall Statistics |
| 3. Patron Blocks Reports | 10. Circulation Checkout Statistics |
| 4. Patron Notices Reports/Statistics | 11. Circulation Renewal Statistics |
| 5. Checkout and Status/Action Reports | 12. Circulation Hold Statistics |
| 6. Holds and Booking Picklists/Alerts | 13. Physical Inventory Reports |
| 7. Reserve Book Room Reports | |

Enter your selection, or <ENTER> to exit:

Report List Screen

The System Reports menu offers report groups relevant to the module from which you accessed the menu. Select a group on the menu to see a list of related reports. For example, the following sample screen appeared after line 1 was selected on the Circulation Reports Menu.

Patron Registration Reports

OPT#	CODE	COL	DESCRIPTION
1.	137	132	Patron mailing addresses
2.	138	132	Patrons by patron type
3.	151	80	Count of patrons by patron type
4.	177	80	Patron information

Options:

line Forward Backward Exit ? help

Column Headings

<i>OPT#</i>	Reference number for the <i># line</i> option.
<i>CODE</i>	The ADVANCE reference number for the report.
<i>COL</i>	Column width of the report (number of characters).
<i>DESCRIPTION</i>	The report name.

Report Driver Screen

When you select a report on the Reports List screen, the Report Driver screen appears.

REPORT DRIVER

Report group.: CIRC010
Report number.: RF137
Name.....: Patron mailing addresses
No. of columns: 132
Description...:

Patron mailing addresses (All or selected patrons) - shows name, address, phone number, and second address. Can be restricted or sorted by name or barcode. (132 columns)

Options:
Continue Exit ? help

Report Run Setup Screen

If you select *Continue* on the Report Driver screen, the system displays a Report Run Setup screen which prompts you for printing, sorting, selection, or other parameters.

The Report Run Setup screen always includes:

- the name of the report being generated, for example, Patron Mailing Addresses
- the *Route output to* prompt
- the *Print report description* prompt

The number of prompts and the information required will differ according to the report. The screen may also include prompts for report-specific parameters such as data selection or restriction prompts, with or without input validation.

Enter the requested information. <ENTER> to skip a field. Once you have filled out the Report Run Setup screen, use the *Continue* option to generate and print the report.

The Report Run Setup screen displays for all Report Writer (RW) reports, all System Reports (CCR), and all Paragraph reports.

Example Report Run Setup Screen

RF137
Patron mailing addresses

1. Patron Name : CAR]
2. Patron Barcode Number :
3. Report Sequence - (N)ame or (B)arcode : N
4. Route output to : S

S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
5. Print report description : N

Options:

line
Line by line
Continue
Exit
? help

Data Selection/Restriction

On the Report Run Setup screen, you may use wildcard search characters to broaden the match parameters entered in response to prompts for specific data. You cannot use these characters on fields that are edit-checked, such as date ranges.

- [Replaces leading characters, including nulls, and selects data ending with the characters following the [. For example, if you enter [OVSKY at the Patron Name prompt on the above screen, the report selects all patrons whose last name ends in OVSKY.
-] Replaces trailing characters, including nulls, and selects data ending with the characters preceding the]. For example, if you enter CAR] at the Patron Name prompt on the screen above, the report selects all patrons whose last name begins with CAR.

- ^ Replaces any single character occurring in the same position in a string. For example, entering RE^D at the patron prompt will select patrons with the last name REED, REID, or READ, but not RED.

Routing the Report Output

The *Route output to* prompt allows you to specify the report destination before generating the report. The default printer that appears at this prompt is specified on the Report Writer First Screen for that report. You can override the default, by entering [S] screen, [A] auxiliary printer, [H] hold file, or [P] system default printer.

Printing to the Screen

Enter S at the *Route output to* prompt to print to the screen.

Printing the report to the screen gives you an opportunity to see if the report is correct. However, the terminal setup will need to be changed to a 132 column display in order to show wide reports without distortion.

When you produce a report that goes to the screen, ADVANCE displays the recall statement before the report displays.

On the bottom of each page of the report, the system prompts:

Press any key to continue

To continue to the next page, press any key. Alternatively, to skip to the end of the report, type your terminal's quit sequence (that is, type X while holding down the CTRL key). To terminate the report display, type Q.

At the end of the report, the system prompts:

Press <ENTER>

<ENTER> to return to the screen from which you printed the report.

Printing to an Auxiliary Printer

To print a report to a printer attached directly to your terminal or PC, enter A at the *Route output to* prompt. ADVANCE displays the recall statement before the report prints.

NOTE: This option is only available if your PORT is set up with an auxiliary printer.

Printing to a Hold File

To print to a hold file, enter H at the *Route output to* prompt. ADVANCE displays the recall statement and the report is printed to a

&HOLD& record, which is created with the name you specify. You should limit your name to 10 characters, for example, patron4232, or 27. If you do not specify a name, the system creates a name that is a combination of the report name and a number which the system increments, for example, patron.mai.141.

The reports printed to the hold file can be listed at the TCL (Terminal Control Language) level by using the command

LIST &HOLD&

```
LIST &HOLD& 14:16:47 12-08-95 PAGE      5
&HOLD&.....
A. INDEX. BR_135
OPAC*HOLDS_137
OPAC*HOLDS_138
AVS02ADV.DAT
AR. BILLS. I_139
BLOCKS. INP_140
PATRON. MAI_141
27
PATRON4232

92 records listed.
```

The reports in the &HOLD& file are ASCII text versions of the output. These reports can be printed at a later time or transferred to a PC.

Printing to the Default Printer

To print to the default printer, do not change the prompt (or enter P to restore the original default). ADVANCE displays the recall statement while the report is executing.

The report does not display to the screen. After generating the report, the system prompts:

Press <ENTER> to continue

<ENTER> to return to the screen from which you printed the report.

Recall Statement

Selecting *Continue* from the Report Run Setup screen generates the report while displaying the report's recall statement. The recall statement consists of the commands that are used by the recall

processor to generate a report.

After the recall statement is displayed the report is printed to the specified location and you are returned to the report screen you started from.

The following example shows the recall statement for the Patron Mailing Address report.

```

SORT PATRON WITH PAT.NAME # "" AND WITH PCOD # "" AND WITH PAT.NAME = "CAR"
PAT.NAME ADDR CITY STATE PAT.ZIP PAT.PHONE PAT.ADDR2 CITY2 STATE2 PAT.ZIP
2 ID-SUPP HEADING "RF137                                     Patron
mailing addresses                                           Page'P' 'L'12-04-9
5                                                         ADVANCE Development 6.5
15:27:48'L' 'C' Patron: Car] 'L'
" ~
```


Creating and Modifying Reports

Using Report Writer (RW)

Access the Report Writer function by selecting it on the REPORTS MENU or by entering RW at any menu. Both System Reports (CCR) reports and Report Writer reports can be generated and printed from Report Writer.

Report Writer Search Screen

REPORT WRITER

Module of report.... ACQ
Enter report name..... ACQ.ACTIVE.CLAIM.SUMMARY

Module of report

Defaults to the module from which you accessed the Report Writer.

Enter report name

Enter the Report Name that you want to access:

- If you enter the exact name of an existing report and <ENTER>, the system displays the Report Writer First Screen. This field is case sensitive: enter uppercase or lower case letters as necessary.
- If you enter ??, the system displays the Report Browse Screen.
- If you enter a partial name or an incorrect name, the system prompts:

Report not found, [A]dd, [S]earch, [N]ew search, or [E]xit

Enter A to display the Report Writer First Screen. This new template allows you to define a new report.

Enter S to display the Report Browse Screen. This screen displays reports that are alphabetically close to the report name you entered.

Enter N to exit this prompt and return to the *Enter report name* prompt.

Enter E to exit and return to the prior screen.

Report Writer Browse Screen

If you enter ?? at the *Enter report name* prompt on the Report Writer Search Screen, the system displays a list of defined reports.

REPORT WRITER

Module of report.... ACQ
Enter report name..... ??

1.	ACQ*ACTIVE.CLAIM.SU+	Active Claim Summary
2.	ACQ*ACTIVE.FUND.BAL+	Active Fund Balance Report
3.	ACQ*CANCEL.ORDER.RPT	RF751 Cancelled Order Report
4.	ACQ*CANCEL.ORDER.RPT	Cancelled Order Report
5.	ACQ*CANCEL.REQUEST.+	Cancelled Request Report
6.	ACQ*CLOSED.ORDER.RPT	Closed Order Report
7.	ACQ*CONSID.REQ.BY.V+	Under Consideration Request Report by Vendor
8.	ACQ*CONSID.REQUEST.+	Under Consideration Request Report
9.	ACQ*DESID.REQUEST.R+	Desiderata Request Report
10.	ACQ*FUND.BALANCE.RPT	Fund Balance Report

Options:
? help # line Backward Forward New search Exit Search jump

For each report, the screen shows the following line of information:

- the report name, for example, ACQ*ACTIVE.CLAIM.SUMMARY
- a brief report description, for example, Active Claim Summary

line Selects a report. The system displays the Report Definition Screen. See [Report Writer First Screen](#) on page 2-15.

Exit Returns you to the REPORTS MENU screen.

Report Writer First Screen

Entering the exact Report Name of an existing report on the initial REPORT WRITER screen, or selecting a line number from the Report Writer Browse Screen, displays a Report Writer First Screen.

```

                                REPORT WRITER

ACQ*ACTIVE.CLAIM.SUMMARY
1. Report group.....: ATRAN
2. Report number.....: RF731
3. Name.....: Active Claim Summary
4. Report type.....: RW
5. Permission number.: 051
6. No. of columns....: 132
7. Route output to...: S
8. Printer initialize:
9. Printer close.....:
10. No. of lines.....:
11. Description.....:
    For each active claim transaction, displays claim number, title, ISBN
    or ISSN, date entered, location, number of copies, last submitted
    date, number of times claimed, action date, and vendor.

Options:
# line   Second screen   File   Exit   Line by line   Run report   Delete
Copy   ? help

```

Use the *Run Report* option to begin generating the report. The Report Run Setup screen displays, as it does if the report is executed from CCR. After entering the requested data, use the *Continue* option to generate the report. See [Report Run Setup Screen](#) on page 2-8.

The Report Writer function allows you to edit and create Report Writer, PROC, or Paragraph type reports. You may create a new report by copying and modifying the Recall statements of an existing report, or by adding an original report. The Recall statements are displayed and edited on the Report Writer Second Screen of each report. See [PROC Reports Screen](#) on page 2-21 and [Report Writer Reports](#) on page 2-21.

A paragraph type report is essentially a group of TCL statements.

NOTE: Geac recommends that you do not modify the standard reports. See [Changing Standard Reports](#) on page 2-16 and [Creating New Reports](#) on page 2-16.

Changing Standard Reports

Once a report is displayed, you can use the *# line*, *Line by line*, and *Copy* options to change its definition, or use the *Delete* option to delete the report completely.

To maintain a reference copy of the standard reports, it is recommended that you create a library version of the standard report and make your changes to it. If problems arise, you can then delete the library version and still have the standard version to copy.

Naming Library Reports

When creating a library report, you may want to begin its name with something like `L .` and begin its description with something like `LIB :`. This way, you can easily tell the library-created and standard reports apart. For example, the standard version of a report could appear on the browse list as:

```
ACQ*RETURN.SUMMARY      ATRAN RETURN SUMMARY REPORT
```

and the library version as:

```
ACQ*L.RETURN.SUMMARY    ATRAN LIB: RETURN SUMMARY REPORT
```

Creating New Reports

1. To create a new report, enter a new report name on the Report Writer Search Screen, then select the *[Add]* option.
2. A blank Report Writer First Screen template appears. Enter the requested information or select the *Copy* option to copy the description and Recall statement from another report.
3. To edit the recall statement, select the Report Writer Second screen option. If the Report Type specified on the First Screen was **PQ**, the REPORT SOURCE EDITOR screen appears. If the Report Type was **RW**, the Report Writer First Screen displays. See [PROC Reports Screen](#) on page 2-21 and [Report Writer First Screen](#) on page 2-17.
4. If the report is a PROC (PQ type), select the *Edit* option to enter the edit window, make changes, then <Esc> E or use your terminal's

- equivalent to exit to the option line. If the report is a report writer type, select one of the standard options, *# line* or *line by line*.
5. Select *Accept* to save any editing changes. You can test the report by selecting *Run report*.
 6. On the Report Writer screen, select *File* to save the new report.

Modifying Reports

To edit an existing report, enter the name of the report on the Report Writer Search Screen, or enter ?? to browse and select a report on the Report Writer Browse Screen. The Report Writer First Screen appears.

Report Writer First Screen

The Report Writer First Screen allows you to define the type of report, the group to which it belongs, the number of columns, the long description, and the default output destination. This is the first screen displayed when a specific report is selected, or a new report is created.

```

                                REPORT WRITER

ACQ*ACTIVE.CLAIM.SUMMARY
1. Report group.....: ATRAN
2. Report number.....: RF731
3. Name.....: Active Claim Summary
4. Report type.....: RW
5. Permission number.: 051
6. No. of columns....: 132
7. Route output to...: S
8. Printer initialize:
9. Printer close.....:
10. No. of lines.....:
11. Description.....:
    For each active claim transaction, displays claim number, title, ISBN
    or ISSN, date entered, location, number of copies, last submitted
    date, number of times claimed, action date, and vendor.

Options:
# line  Second screen  File  Exit  Line by line  Run report  Delete
Copy   ? help

```

Fields

- 1. Report group* [Report Group Code, 1-4 characters]

Enter a valid group code. If you enter ?? or an invalid code, a browse list appears. This code determines which submenu within Systems Reports (CCR) will contain the report.

Every report must be assigned to a report group. This enables the system to include the report on the appropriate report list screen when a report group is selected from the modules reports menu.
- 2. Report number* [RFnnnn] where n represents a number

Reference number for the report. The number determines the sort order within CCR submenus. The number does not have to be unique.
- 3. Name* [text]

Name that appears at the top of each page of the report and on the browse list.
- 4. Report type* [RW, PQ, or PA] Required field.

RW	Report writer report. The Report Writer second screen will be a report writer template with line by line screen edit options.
PQ	PROC report. The Report Writer second screen displays source code which can be edited using window edit commands.
PA	Paragraph report.
- 5. Permission number* [Permission Number, 3 digits]

In order to run a report, users require permission 073 (Run Reports from Specific Report Group) for the report's Report Group. Enter a permission number to further restrict users. For example, enter 051 to restrict the report to users who also have permission 051 (Access to Receiving Display), which may be further restricted by Library Code, and thus control the locations for which they can run the report.
- 6. No. of columns* [80 or 132]

Enter either 80 for a narrow (80-column) report, or 132 for a wide

(132-column) report.

7. Route output to

[S, A, Hxx, or Pn]

Default value when the report is run. Output is directed to:

S Displays the report on the screen.

A Specifies an auxiliary printer attached to your terminal or PC.

Hxx Spools the report to a hold file.

Pn Prints to the default system printer.

8. Printer initialize

[text]

The string that is printed to the screen after an auxiliary printer is switched on and before the report is sent to it.

9. Printer close

[text]

The string that is printed to the screen before an auxiliary printer is switched off and after the report is sent to it.

10. No. of lines

[number]

Enter the number of lines you want printed per page. If you leave this field blank, the system prints 32,000 lines per page (and 500 columns) in the hold file, or 66 lines per page on the auxiliary printer or default system printer. This field does not affect output to the screen, which is always 24 lines per screen.

11. Description

[text]

Enter a short description of the report, for display on the Report Driver screen.

Options

Second screen

Displays a second screen, which will be a Report Writer screen, paragraph, or PROC statement depending on the report type selected.

Run report

Prompts for values. Select Continue. The recall statement displays and the report is produced.

- Copy* Allows you to copy another report. The system prompts:
report to copy from:

Enter the entire report name in the same case as the report name appears in the report list and <ENTER>, or <ENTER> without specifying a name to leave the function. If you enter a partial name, a browse list appears. To see a list of report names for the current module, enter ?? and <ENTER>.
- Exit* Returns you to the initial REPORT WRITER screen.

Report Writer Second Screen

Use the Report Writer Second Screen to display and edit the Recall statements of both PROC and Report Writer reports. The appearance of the second screen and the method of editing depends on the Report Type entered on Field 4 of the Report Writer First Screen.

PROC Reports Screen

Select *Edit* and use standard ADVANCE window editing functions to make changes. When you have finished editing, select *Accept*.

```
REPORT SOURCE EDITOR      Item : NEW.CIRC.REPORT

PQ
HSORT PATRON WITH PAT.NAME # "" AND WITH PCOD # ""
MV %1 "<<Patron Type Code :,PATRON.TYPE>>"
IF %1 MV &2 &2*" Patron type: "%%1
IF A H AND WITH PCOD =
IF A A"
MV %1 "<<Beginning registration date :,DATE>>"
IF A H AND WITH REG >=
IF %1 MV &2 &2*" Registration from: "%%1
IF A A"
MV %1 "<<Ending registration date :,DATE>>"
IF A H AND WITH REG <=
IF %1 MV &2 &2*" to: "%%1
IF A A"
MV %1 "<<Beginning expiry date :,DATE>>"
IF A H AND WITH EXP >=

Options:
? help   Edit   Copy   Print   Accept   Run report   Exit
```

Report Writer Reports

Select *#line* or *Line by line* to edit the report. When you have finished editing, select *Accept*.

REPORT WRITER

```

ACQ*ACTIVE.CLAIM.SUMMARY
1. Spacing.....: S
2. Heading of Report.: <<HEADING>>'C' From: <<START.DATE>> To: <<END.DATE>> '+'
3. Footing of Report.:
4. TCL statements....:
5. PRE-SELECT File...: POTX
6.      Selection...: WITH ENTRY.DATE >= "<<START.DATE>>",AND WITH ENTRY.DAT+
7.      Sorting....:
8.      Attribute...:
9.      Save-List...:
10. REPORT Get-List...:
11.      Type....: SORT
12.      File....: POTX
13.      Selection...: WITH POTX.TYPE = "3",AND WITH POTX.STATUS = "1"
14.      Sorting....: BY POTX.LIBRARY
15.      Listing....: BREAK-ON POTX.LIBRARY "LIBRARY BREAK 'BP'",POTX.CLAIM.+

```

Options:

line Accept Exit Line by line Run report Delete Copy

Fields for Report Writer Reports

1. Spacing

[S or D]

Enter either S for a single-spaced report (the common answer), or D for a double-spaced report.

2. Heading of Report

[text]

Enter the code <<HEADING>>. This item will create a report heading consisting of today's date and time, the report name, page numbers and the RF number. To include the values from the run time screen in the report heading, such as start and end dates, enter these here as well. See the sample screen.

3. Footing of Report

[text]

Enter a definition of the report footer. This field is similar to the heading field.

4. *TCL statements* [text]

Enter Terminal Controller Language (TCL) statements needed to run BASIC programs to manipulate or pre-select data. (This field is rarely used.)

This field automatically opens a text-entry window. Separate statements should be entered on separate lines.

5-9. *PRE-SELECT*

There are two situations in which it is convenient to pre-select items (records) and store them in a list:

- when more than one report is to be produced from the same set of items (selecting them just once and using that list for subsequent reports will save time);
- when the set of items selected from one file is used to select items from a different file for the report (for example, invoice items selected from the invoice file could provide a list of invoice vendors so that these vendor items can be subsequently selected from the vendor file for a report).

The *PRE-SELECT* fields can be used in two ways: to produce a pre-select list as described above, or just as a convenient way to display the selection criteria (both the *PRE-SELECT Selection* and *REPORT Selection* fields can be used); generally, the first selection field would be used for more frequently-changed selection criteria such as dates, and the second would be used for less frequently-changed criteria.

5. *PRE-SELECT File* [file name]

Entering ?? or an invalid name will cause the REPORT WRITER - FILES IN ADVANCE browse list to appear.

6. *PRE-SELECT Selection* [text]

Enter the criteria for selecting items from the *PRE-SELECT File*.

This field automatically opens a text-entry window. Separate criteria, called **phrases** by the system, should be entered on separate lines. The system will edit-check these phrases, and refer to them by line number.

Phrase 1 must begin with the word WITH.

Each phrase must contain an attribute (field) name. Entering none, or an invalid one, will cause the system to offer to show you a browse list

of attributes for the file.

Each phrase must contain a valid operator, such as the equals sign (=). If you do not enter a valid operator, the system will offer to show you the LOGICAL OPERATORS browse list.

Each condition must also contain a comparison value, such as a date or status value, enclosed in double quotes.

7. PRE-SELECT
Sorting

[text]

Enter the criteria for sorting the items that were selected from the *PRE-SELECT File*.

This field automatically opens a text-entry window. Separate phrases should be entered on separate lines. The system will edit-check these phrases, and refer to them by line number.

Each phrase must contain a sort type such as BY. If you do not enter a valid type, the system will prompt you to browse the SORTING TYPES browse list.

Each phrase must also contain an attribute name. If you do not enter a valid name, the system will offer to show you a browse list of attributes for the file.

8. PRE-SELECT
Attribute

[attribute name]

If you are writing a pre-select list of an attribute from the *PRE-SELECT File* for use as the key to a subsequent *REPORT file*, specify that attribute here.

If you enter an invalid name, the system will offer to show you a browse list of attributes for the *PRE-SELECT file*.

9. PRE-SELECT
Save-List

[list name]

If you are writing a pre-select list for use by a subsequent *REPORT file*, specify the name you want given to the list.

10-15. REPORT

The *REPORT* fields describe the generation of the report, and perhaps the selection and sorting of items as well.

10. REPORT *Get-List*

[list name]

If you are using an earlier-created pre-select list for use as the key to

the *REPORT File*, specify the name of that *PRE-SELECT Save-List* here.

11. *REPORT Type*

[Report Type]

Enter a word describing the type of report (such words are called **verbs** in the report writer language). The most common type is SORT, which means a sorted listing of items.

Entering ?? or not entering a valid type will cause the REPORT TYPES browse list to appear.

12. *REPORT File*

[file name]

Entering ?? or not entering a valid name will cause the FILES IN ADVANCE browse list to appear.

13. *REPORT Selection*

[text]

Enter the criteria for selecting items from the *REPORT File*. This field automatically opens a text-entry window. Separate criteria, called **phrases** by the system, should be entered on separate lines. The system will edit-check these phrases, and refer to them by line number. (See the description of the *PRE-SELECT Selection* field.)

14. *REPORT Sorting*

[text]

Enter the criteria for sorting the items that were selected from the *REPORT File*.

This field automatically opens a text-entry window. Separate phrases should be entered on separate lines. The system will edit-check these phrases, and refer to them by line number. (See the description of the *PRE-SELECT Sorting* field.)

15. *REPORT Listing*

[text]

Enter the criteria for printing information from the items that were selected from the *REPORT File*. Specify the attributes, totals, sub-total breaks, labels, and so on.

This field automatically opens a text-entry window. Separate output specification phrases should be entered on separate lines. The system will edit-check these phrases, and refer to them by line number.

Each phrase must contain an attribute (field) name. If you do not enter

a valid name, the system will offer to show you a browse list of attributes for the file.

Each phrase may contain a print option, such as `BREAK-ON`. If you enter an invalid option, the system will offer to show you the `PRINTING OPTIONS` browse list.

Defining Prompts

Words enclosed in double angle brackets on the on the Second Screen (see [Report Writer Reports](#) on page 2-21) represent information that will be replaced with user or system defined text when the report is run. This information may be prompted for when the *Run Report* option is used in the Report Writer or when the *Continue* option is used on the Report Driver screen in System Reports (CCR). The information the user enters in response to a prompt replaces the content of the angle-bracket item each time the report is run. For example, if the user enters SMITH in response to a prompt for patron name, the system replaces <<PATRON . NAME>> with *SMITH* when the report is generated.

Other words enclosed in double angle brackets represent information that the system will supply. For example, the title of the report will replace the word <<HEADING>> when the report is run.

System Prompts

There is no user control over the definition of system run-time prompts.

Heading When the report is generated, <<HEADING>> is replaced by the ADVANCE standard report title text, which includes the RF number, the report name, date, page number, and so forth. Additional heading lines can be appended by adding text between quotes for PROCs and Paragraphs, and by adding text to line 2 on the Report Writer Second Screen. This item is automatically entered into line 2 of the Report Writer Second Screen for Report Writer type reports when the report is first added.

Destination Required for PROCs only. If the report is routed to a Hold file or the system printer, <<DESTINATION>> becomes LPTR. It is ignored if the report is routed to the screen or an auxiliary printer. If this prompt is does not appear on the PROC type Report Writer Second Screen, the report will be routed automatically to the default destination specified on the Report Writer First Screen, without prompting. You do not need to enter this into your Report Writer type report, because the *Route output to* prompt is automatically generated.

User-Definable Prompts

There are four different types of user-definable run-time prompts that can be specified in the reports, depending on the degree of validation or edit-checking required. Two of the types (standard prompts and standard prompts with override text) are standard prompts using the Report Prompt Codes table for validation and other definitions. See [Report Codes Menu \(URCM\) — Utilities Only](#) on page 2-32.)

Prompt Text Only without Edit Checking

<<PROMPT TEXT:>>

The text between the angle brackets appears as a prompt on the Report Run Setup screen.

This is a simple text replacement with no edit-checking or validation. For example, if you want a prompt for Patron Name with **no** edit checking, you would define it as follows:

<<PATRON NAME>>

This text appears on the Report Run Setup screen and the user's input will not be edit-checked.

Prompt Text with Pattern Matching

<<PROMPT TEXT:,PATTERN/PATTERN>>

The text between the left angle bracket and the comma appears as a prompt on the Report Run Setup screen, **and** user input is validated against the supplied pattern. For example, for a yes/no prompt, enter:

<<[Y]ES OR [N]O:,Y/N>>

[Y]es or [N]o is the text of the prompt. The match pattern Y/N, is a slash delimited list of acceptable values. When the user responds to the prompt, the system validates that it is a Y or N.

Standard Prompt

<<REPORT PROMPT CODE>>

Use this type of prompt when complex edit checking is required. The text between the angle brackets is a code that is defined in the Report Prompt Codes table (RPC). The text of the prompt, the error messages, the validation methods, and so forth, are predefined in the Report Prompts table. For example, if you use the predefined Report Prompt Code START.DATE in the report, as <<START.DATE>>, then the system will look for a Report Prompt code with that name and use all the information defined for the code record.

**Standard Prompt with
Override Text**

<<PROMPT TEXT;REPORT PROMPT CODE>>

Use this type of prompt when you want to use the validation and error messages for an existing Report Prompt code, but wish to substitute different wording for the prompt in a particular report. For example, the entry <<BEGINNING DATE;START.DATE>> would display the text *Beginning date:* rather than the text *Enter start date:* as defined in the START.DATE code but would use all of the edit checking and other definitions of the START.DATE code.

Report Group Codes

Access the Report Group Codes screen by selecting it on the REPORTS MENU in any module, or by entering the screen identifier on any reports menu.

- Cataloguing or Circulation (CRGC)
- Acquisitions or Serials (ARGC)
- Online Catalogue (ORGC)
- Utilities (RGC)

Codes List

The screen lists all report groups for ADVANCE. You can create a new Report Group Code, or select one to update its *Description* line, or select one to delete.

Every report must be assigned, on the report's Report Writer First Screen, to one of the report groups. This enables the system to include the report on an appropriate Report List Screen when a report group is selected from the modules reports menu in CCR.

```

                                REPORTS GROUPING

Number of records : 48
Code      Description of code
-----
1. AFUN    Acquisitions Fund Reports
2. AFUN.GE
3. ATRAN   Acquisitions Transaction Reports
4. AVEND   Acquisitions Vendor Reports
5. CACS    Authority Cataloguing Setup
6. CADM    Authority Database Maintenance
7. CAEL    Authority Cataloguing Edit Logs
8. CASR    Authority Cataloguing Statistics
9. CAWK    Cataloguing Workfile Reports
10. CBACK  Circulation Backup Reports
11. CBBIR  Circulation Backup Brief Items
12. CBBPR  Circulation Backup Brief Patrons
13. CBCIOR Circulation Backup Checkin/Checkout
14. CBCOR  Circulation Backup Checkout

Options:
? help   Add item   # line   Print   Forward   Backward   Search jump
Exit
  
```

Detail Screen

Select a report group on the initial screen. On the detail screen, you can edit the report group description or delete the Report Group Code.

REPORTS GROUPING

REPORT GROUP CODE : AFUN

1. Description : Acquisitions Fund Reports

Options:

? help # line Line by line Copy Print Delete Exit

Report Codes Menu (URCM) — Utilities Only

Access the Report Codes Menu (URCM) screen by selecting it on the UTILITIES REPORTS MENU, or by entering the screen identifier URCM on the utilities menu.

11 DEC 1995
15:54

Geac ADVANCE Library System (6.5)
ADVANCE Development 6.5

DEFAULT AU

REPORT CODES MENU

1. RGC Report Group Codes
2. RM Reporting Modules
3. RT Reporting Types
4. RO Reporting Operators
5. RST Reporting Sort Types
6. RPO Reporting Print Options
7. RWF Reporting Files

Enter the number of your selection and press <ENTER>
or ? followed by <ENTER> for Help.
Press <ENTER> to return to previous level :

Reporting Modules (RM)

Identifies the module that generated the report. For example, the code ACQ identifies that the reports were generated from Acquisitions.

Do not bother adding new codes to this table because this will not automatically add the code to the system files.

```

                                MODULES OF ADVANCE

Number of records : 6
Code               Description of code
-----
1. ACQ             Acquisitions
2. CAT             Cataloguing
3. CIRC            Circulation
4. OPAC            Online Public Access Catalogue
5. SER             Serials Control
6. SYSTEM          Systems

Options:
? help  Add item  # line  Print  Forward  Backward  Search jump
Exit
```

Reporting Types (RT)

Lists the ACCESS verbs that are recognized by the system. You can use any of these verbs to create new reports. This list may also be browsed from the Report Writer Second Screen, line 11 by entering ??. Do not add or delete codes from this table.

REPORT TYPES

Number of records : 8

Code	Description of code
------	---------------------

- | | |
|--------------|---|
| 1. COUNT | Count the number of items in a file |
| 2. LIST | Listing (in random order) |
| 3. LIST ONLY | Listing (in random order showing only the keys) |
| 4. LIST-ITEM | List item(s) in raw format |
| 5. SORT | Sorted listing |
| 6. SORT ONLY | Sorted listing (showing only the keys) |
| 7. SORT-ITEM | Sort item(s) in raw format |
| 8. SUM | Sum (total) a specific attribute |

Options:

? help Add item # line Print Forward Backward Search jump
Exit

Reporting Operators (R0)

Lists the logical operators that are recognized by the system. You can use any of these operators in select statements for new reports. Do not add or delete codes from this table.

LOGICAL OPERATORS

Number of records : 14

Code	Description of code

1. #	Not equal to
2. <	Less than
3. <=	Less than or equal to
4. =	Equal to
5. >	Greater than
6. >=	Greater than or equal to
7. EQ	Equal to
8. GE	Greater than or equal to
9. GT	Greater than
10. LE	Less than or equal to
11. LIKE	Pattern Matching
12. LT	Less than
13. NE	Not equal to
14. UNLIKE	Pattern Not Matching

Options:

? help Add item # line Print Forward Backward Search jump
Exit

Reporting Sort Types (RST)

Lists the sorting commands that are used by the Report Writer. You can use any of these functions to create new reports, for example in line 14 on the Report Writer Second Screen. Do not add or delete codes from this table.

SORTING TYPES	
Number of records : 4	
Code	Description of code

1. BY	By ascending
2. BY-DSND	By descending
3. BY-EXP	By exploding (ascending)
4. BY-EXP-DSND	By exploding descending
Options:	
? help	Add item # line Print Forward Backward Search jump
Exit	

Reporting Print Options (RP0)

Lists the listing commands that are recognized by the system. You can use any of these functions to create new reports, for example in line 15 on the Report Writer Second Screen. Do not add or delete codes from this table.

PRINTING OPTIONS

Number of records : 7

Code	Description of code
-----	-----
1. BREAK-ON	Break or sub-total at
2. COL-HDR-SUPP	Suppress column headings
3. DET-SUPP	Suppress printing detail; print only sub-totals
4. GRAND-TOTAL	Grand total
5. HDR-SUPP	Suppress time/date message
6. ID-SUPP	Suppress printing the ID
7. TOTAL	Total the column

Options:

? help Add item # line Print Forward Backward Search jump
Exit

Reporting Files (RWF)

Lists some of the ADVANCE files that you may want to access when you create reports. This list is also accessible from the Report Writer Second screen, lines 5 and 12. Do not add or delete codes from this table.

FILES IN ADVANCE

Number of records : 70

Code	Description of code
-----	-----
1. A.INDEX	Authority indexing table file.
2. A.MARC.TAGS	Authority tags and workforms file.
3. A.TREE	Authority headings B+ tree file.
4. AR.BILLS	Accounts receivable bills file.
5. AR.SUMMARY	Accounts receivable summary file.
6. B.INDEX	Bibliographic indexing table file.
7. B.MARC.TAGS	Bibliographic tags and workforms file.
8. B.MASTER	Bibliographic Master file.
9. BLOCKS	Patron Blocks file.
10. BRIEF.PATRON	(Circ. Backup) brief patron file.
11. BRIEF.PIECES	(Circ. Backup) brief pieces file.
12. CALENDAR.XREF.DATA	Calendar timetable file.
13. CAT.AUTH.4XX	Authority 4xx linking file.
14. CAT.AUTH.ACTION	Authority action file.

Options:

? help Add item # line Print Forward Backward Search jump
Exit

Report Prompt Codes (RPC)

Access the Report Prompt Code (RPC) screen by selecting it on the REPORTS MENU, or by entering the screen identifier RPC on any reports menu.

The information in this table provides:

- a library of standard edit checks
- complex edit checking when reports run.

For example, if a report is to be restricted by institution, the system uses this table to check that a valid institution code has been entered and that a user can type ?? to obtain a browse list.

The supplied codes provide validation for most report parameters. Care should be taken in altering these codes. Geac recommends that you do not change more than prompt text and error messages. Instead, add new codes or copy existing codes for site-specific modification.

REPORT PROMPT CODES

Number of records: 24

Code	Description of code

1. AUTH.CAT.STAT	Authority Cataloguing Status Codes
2. BIB.CAT.STATU	Bibliographic Cataloguing Status Codes
3. BLOCK	Block Code
4. CAT.STAT.CODE	Cataloguing status code
5. CIRCULATION	Circulation Code
6. COLLECTION	Collection Code
7. COMMA.LIST	Comma delimited list of numbers
8. DATABASE	OPAC Database
9. DATE	Generic date checking
10. END.DATE	End of date range
11. FORMAT	MARC Format Code
12. INSTITUTION	Institution code
13. MATERIAL	MARC material type
14. NOTICE.CODE	Notice code
15. NUMBER	Numeric input check

Options:
 ? help Add item # line Print Forward Search jump Exit

Use *Add item* to add a new code; use *# line* to change a code's description.

Use *Exit* to return to the menu on which you entered the RPC screen identifier.

REPORT PROMPT CODES

REPORT PROMPT : LIBRARY

1. Description	:	Library code
2. Default prompt text	:	Enter Library code
3. Error message	:	Invalid entry, type ?? for list
4. Prompt type (C,P,T)	:	T
5. ICONV (input conversion code)	:	
6. OCONV (output conversion code)	:	
7. Patterns (for MATCH)	:	
8. Table (CODES angle item)	:	<LIBRARY>
9. Default value for Report Writer	:	[]
10. Linked to Qualifier type	:	0

Options:

? help # line Line by line Copy Print Delete Exit

1. Description [text]

Description as it appears on the initial Report Prompt Codes screen.

2. Default prompt text [text]

Provides the text of the Report Run Setup screen when a report is executed.

3. Error message [text]

Displays on the Report Run Setup screen if incorrect data has been entered.

4. Prompt type (C,P,T)

C Conversion. The input must satisfy the ICONV condition entered.

P Pattern. The input must match the patterns supplied, for example 3N for a MARC tag.

T Table. The input must be found in the specified codes table.

5. ICONV (input conversion code)

[text]

For a type C prompt, a valid ICONV code must be matched, for example, D for date, or MT for time.

6. OCONV (output conversion code)

[text]

For a type C prompt, a valid OCONV code must be matched, for example, DMDY/ for date, or MTS for time. A user may enter a date may be entered in any number of ways to satisfy a D ICONV code, but using DMDY/ requires that the user enter the date in the dd/mm/yy format.

7. Patterns (for MATCH)

[text]

For a type P prompt, a list of patterns is provided. If the pattern is matched, the input is valid.

8. Table (CODES angle item)

[text]

The name of the code from this table that corresponds to a code table that contains a valid choice for this prompt. For example, <INSTITUTION> code appears, the system validates the code and allows you to enter ?? to browse.

9. Default value for Report Writer

[text]

Enter a value that will be substituted if the user enters nothing. For example, you might enter a value of 31 DEC 1999 for END.DATE.

This is useful when an empty value would cause the report to ignore all records.

NOTE: This value is not a standard default. These defaults are displayed only after the report has been generated and the user has returned to the Report Run Setup screen.

10. Linked to Qualifier type

[0, 1, 2, 3, 4, 5, 6, 7, 8, 9]

Enter one value:

- 0 – qualify by LIBRARY Code
- 1 – qualify by OPAC QUALIFIER

- 2 – no qualification
- 3 – qualify by INSTITUTION
- 4 – qualify by SUBLOCATION
- 5 – qualify by REPORT GROUP
- 6 – qualify by MARC database — not implemented
- 7 – qualify by Hold Code
- 8 – qualify by Patron Block Code
- 9 – qualify by SHIPTO Code

These qualifiers are linked to existing permissions.

3

Cataloguing Reports

This chapter describes the reports for:

- Authority Cataloguing Setup
- Authority Cataloguing Database Maintenance
- Authority Cataloguing Edit Logs
- Authority Cataloguing Statistics
- Bibliographic Cataloguing Setup
- Bibliographic Cataloguing Database Maintenance
- Bibliographic Cataloguing Workfile/Edit Logs
- Bibliographic Cataloguing Statistics

Cataloguing Reports

To display the Cataloguing Reports Menu, select Cataloguing Reporting Menu on the Cataloguing Main Menu and select System Reports (CCR).

CATALOGUE REPORTS MENU

- | | |
|-------------------------------------|---|
| 1. Authority Cataloguing Setup | 6. Bibliographic Cataloguing Setup |
| 2. Authority Database Maintenance | 7. Bibliographic Database Maintenance |
| 3. Authority Cataloguing Edit Logs | 8. Bibliographic Cataloguing Edit Logs |
| 4. Authority Cataloguing Statistics | 9. Bibliographic Cataloguing Statistics |
| 5. Cataloguing Workfile Reports | |

Enter your selection, or <ENTER> to exit:

Authority Cataloguing Setup

To reach this screen, select Authority Cataloguing Setup from the CATALOGUE REPORTS MENU.

Authority Cataloguing Setup			
OPT#	CODE	COL	DESCRIPTION
1.	002	80	Authority indexing profile
2.	003	80	Authority indexing profile - detail
3.	004	80	Format types and description by format
4.	005	132	Auth Edit Checks sorted by Tag Description
5.	006	132	Auth Edit Checks by Tag - wide
6.	007	80	Auth Edit Checks by Tag
7.	008	80	Auth Workforms by MARC format
8.	013	80	Auth Subfield descriptions
9.	015	132	Auth Workform tag/default data - wide
10.	016	80	Auth Workform tag/default data
Options:			
# line	Forward	Backward	Exit ? help

- OPT#* Line number to enter to display the long description of a report.
- CODE* The RF number of the report, used as a short form to identify reports.
- COL* Number of columns used for the report.
- DESCRIPTION* Short description of the report.

RF002 — Authority Indexing Profile

Description Indexed authority tags and subfields by tag showing valid and invalid subfields, tag and subfield mapping and name dcode.

Purpose Used for database definition prior to loading data.

Width 80 columns

Prompts

1. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
2. Print report description: N

Recall Statement

```
SORT A.INDEX BY TAG TAG BSUB BPASS ATAG ASUB DCODE ID-SUPP HEADING
"RF002 Authority indexing profile Page'P''L'01-04-96 Your Library
Name 16:58:08'L"
```

Example

RF002	Authority indexing profile	Page 1
01-04-96	Your Library Name	16:58:08
Valid In		
Tag.	subs.	vld. Atag Asub. Code
000		0
010 a		
z		
020 a		
z		
022 a		
y		
z		
035 a		
100	100	1M
110	110	2M
111	111	3M
130	130	4M
150	150	5M
151	151	6M
190	190	1M

RF003 — Authority Indexing Profile - Detail

Description Indexed authority tags and subfields by tag showing valid and invalid subfields, tag and subfield mapping, index file, special index conversions, additional display, name dcodes, and flags to denote authority, deletion, and inverted index type.

Width 80 columns

Prompts

1. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
2. Print report description: N

Recall Statement

```
SORT A.INDEX TAG BSUB BPASS INDS PREP ATAG ASUB FILES XCONV DISP DCODE
AUTH DELINVT ID-SUPP HEADING "RF003 Authority indexing profile -
detail Page'P'L'01-04-96 Your Library Name 16:58:08'L"
```

Example

RF003		Authority indexing profile - detail										Page 1	
01-04-96		Your Library Name										16:58:08	
Valid In													
Tag.	subs.	vld.	Bind	Prep	Atag	Asub.	Files..	conv	Dis-	Auth	Delete	Invt	
									play	Code	flag	tag..	Flag
000						0	A.TREE						
010	a						ALCCN		LCCN				2
	z						ALCCN		LCCN				2
020	a						AISNO		ISNO				
	z						AISNO		ISNO				
022	a						AISNO		ISNO				
	y						AISNO		ISNO				
	z						AISNO		ISNO				
035	a						ACN						
100			#1	1XX	100		A.TREE			1M		1	
			#2										
			#3										
			#4										
			#5										
			#6										
			#7										
			#8										
			#9										
110			#1	1XX	110		A.TREE			2M		1	
			#2										
			#3										
			#4										
			#5										
			#6										
			#7										
			#8										
			#9										

RF004 — Format Types and Description by Format

Description Authority cataloguing.

Width 80 columns

Prompts

1. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
2. Print report description: N

Recall Statement

```
SORT A.MARC.TAGS MATCHING "2A" BY FORMATT FORMATT FORMATT.DESC ID-  
SUPP HEADING "RF004 Format types and description by format Page  
'P'L'01-04-96 Your Library Name 16:58:08'L''"
```

Example

```
RF004          Format types and description by format      Page 1  
01-04-96          Your Library Name                      16:58:08  
  
Formt Format Description.....  
  
AU      Authority  
  
One record listed.
```

RF005 — Edit Checks Sorted by Tag Description

Description Table of MARC Authority tag information from ATSE (Authority tag and subfield edit checks in CAT module). Within format, lists tags, descriptions, flags for repeatable, required, and fixed length, primary and secondary indicators, and allowable subfields with flags for repeatable, required, and fixed length.

Width 132 columns

Prompts

1. For format ([CR] = all) : AU
2. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
3. Print report description: N

Recall Statement

```
SORT A.MARC.TAGS WITH @ID MATCHING "2A*1N0N"AND WITH FORMATT = "AU"
BY FORMATT BY FTAG.DESC FORMATT FTAG.DESC TAGREP TAGREQ IND1
IND2 TFIX SUBFLDS REP REQ SFIX ID-SUPP HEADING "RF005 Auth Edit
Checks sorted by Tag Description Page'P'L'01-04-96 Your Library
Name 16:58:08'L' Format: AU 'L'"
```

Example

RF005		Auth Edit Checks sorted by Tag Description						Page 1	
01-04-96		Your Library Name						16:58:08	
Fmt		Rep	Req	Primary	Secondary	Fix	Sub.	Rep	Req
Format	Tag.. Tag Description.....	tag	Tag	Indicators..	Indicators..	Tag	Fld.	Sub	Sub
AU	880 ALTERNATE GRAPHIC REPRESENTATION	1		B0123456789	B0123456789	6			1
AU	688 APPLICATION HISTORY NOTE	1		B	B	5	1		
						a			1
AU	42 Authentication Code			B	B	a	1	1	
AU	40 CATALOGING SOURCE			B	B	a			1
						b			
						c			1
						d	1		
						f			
AU	66 CHARACTER SETS PRESENT			B	B	a			
						b			
						c		1	
AU	45 CHRONOLOGICAL CODE OR DATE/TIME			B012	B	a		1	
						b		1	
						c		1	

RF006 — Auth Edit Checks by Tag - Wide

Description Table of MARC Authority tag information from ATSE (Authority tag and subfield edit checks in CAT module). Within format, lists tags, descriptions, flags for repeatable, required, and fixed length, primary and secondary indicators, and allowable subfields with flags for repeatable, required, and fixed length.

Width 132 columns

Prompts

1. For format ([CR] = all) : AU
2. For tag ([CR] = all) :
3. For subfield ([CR] = all) : m
4. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
5. Print report description : N

Recall Statement

```
SORT A.MARC.TAGS WITH @ID MATCHING "2A*1N0N"AND WITH FORMATT = "AU"
BY FORMATT BY FTAG BY-EXP SUBFLDS = "m" BREAK-ON FORMATT FTAG
FTAG.DESC TAGREP TAGREQ IND1 IND2 TFIX SUBFLDS REP REQ SFIX ID-SUPP
HEADING "RF006 Auth Edit Checks by Tag - wide Page'P'L' 01-04-96
Your Library Name 16:58:08'L' 'C' Format: AU Subfield: m 'L' "
```

Example

RF006		Auth Edit Checks by Tag - wide				Page 1	
01-04-96		Your Library Name				16:58:08	
		Format: AU Subfield: m					
Fmt	Rep	Req	Primary	Secondary	Fix	Sub.	Rep
Format Tag.. Tag Description.....	tag	Tag	Indicators..	Indicators..	Tag	Fld.	Sub
AU 100 ESTABLISHED HEADING - PERSONAL NAME			0123	0123456789	m		1
AU 110 ESTABLISHED HEADING - CORPORATE NAME			012	0123456789	m		1
AU 130 ESTABLISHED HEADING - UNIFORM TITLE			B	0123456789	m		1
AU 131 UHM ESTABLISHED HEADING--TITLE			B	0123456789	m		1
AU 400 SEE FROM TRACING - PERSONAL NAME	1		0123	0123456789	m		1
AU 410 ESTABLISHED HEADING - CORPORATE NAME	1		012	0123456789	m		1
AU 430 SEE FROM TRACING - UNIFORM TITLE	1		B	0123456789	m		1
AU 500 SEE ALSO FROM TRACING-PERSONAL NAME	1		0123	0123456789	m		1
AU 510 SEE ALSO FROM HEADING-CORPORATE NAME	1		012	0123456789	m		1
AU 530 SEE ALSO FROM TRACING-UNIFORM TITLE	1		B	0123456789	m		1

10 records listed.							

RF007 — Auth Edit Checks by Tag

Description Table of MARC Authority tag information from ATSE (Authority tag and subfield edit checks in CAT module). Within format, lists tags, flags for repeatable, required, and fixed length, primary and secondary indicators, and allowable subfields with flags for repeatable, required, and fixed length.

Width 80 columns

Prompts

1. For format ([CR] = all) : AU
2. For tag ([CR] = all) :
3. For subfield ([CR] = all) : m
4. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
5. Print report description : N

Recall Statement

```
SORT A.MARC.TAGS WITH @ID MATCHING "2A*1N0N"AND WITH FORMATT = "AU"
BY FORMATT BY FTAG BY-EXP SUBFLDS = "m" BREAK-ON FORMATT FTAG TAGREP
TAGREQ IND1 IND2 TFIX SUBFLDS REP REQ SFIX ID-SUPP HEADING "RF007
Auth Edit Checks by Tag Page'P'L'01-04-96 Your Library Name
16:58:08'L' 'C' Format: AU Subfield: m 'L'"
```

Example

RF007		Auth Edit Checks by Tag				Page 1
01-04-96		Your Library Name				16:58:08
		Format: AU Subfield: m				
Fmt	Rep	Req	Primary	Secondary	Fix Sub.	Rep Req Fix
Format Tag..	tag	Tag	Indicators..	Indicators..	Tag Fld.	Sub Sub Sub
AU	100			0123 0123456789	m	1
AU	110			012 0123456789	m	1
AU	130			B 0123456789	m	1
AU	131			B 0123456789	m	1
AU	400	1		0123 0123456789	m	1
AU	410	1		012 0123456789	m	1
AU	430	1		B 0123456789	m	1
AU	500	1		0123 0123456789	m	1
AU	510	1		012 0123456789	m	1
AU	530	1		B 0123456789	m	1

10 records listed.						

RF008 — Auth Workforms by MARC Format

Description List of workforms available for authority cataloguing by format type.

Width 80 columns

Prompts Workforms for authority cataloguing by MARC authority format
Do you wish to print this report (X/Y/N/E -- Edit Header) :

1. Route output to : S
S - Screen A - Auxilary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
2. Print report description: N

Recall Statement SORT A.MARC.TAGS WITH @ID MATCHING "0X.2A" BY FORMATW BY WORKFORM
FORMATW FORMATW.DESC WORKFORM ID-SUPP HEADING "RF008 Auth Workforms
by MARC format Page'P'L'01-04-96 Your Library Name 16:58:08'L"

Example

RF008	Auth Workforms by MARC format	Page 1
01-04-96	Your Library Name	16:58:08
Format	Description	Work
Format....	Description.....	Form.....
AU	Authority	AU
AU	Authority	CONF
AU	Authority	CORP
AU	Authority	GEOG
AU	Authority	NAME
AU	Authority	TOPIC
AU	Authority	UNIFORM
7 records listed.		

RF013 — Auth Subfield Descriptions

Description Lists MARC Authority Tag, Tag description, Subfield, Subfield description.

Width 80 columns

Prompts

1. Tag :
2. Subfield : m
3. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT A.MARC.TAGS WITH @ID MATCHING "1N0N" BY TAG BY-EXP VSUB ="m" TAG
TDESC VSUB SDESC ID-SUPP HEADING "RF013 Auth Subfield descriptions
Page'P' 'L'01-04-96 Your Library Name 16:58:08'L' 'C' Subfield: m
'L' " LPTR
```

Example

RF013	Auth Subfield descriptions	Page 1
01-04-96	Your Library Name	16:58:08
	Subfield: m	
Valid Subfield		
Tags. Tag Description.....	Subs. Description.....	
100 ESTABLISHED HEADING - PERSONAL m	Medium of performance (for music)	
NAME		
110 ESTABLISHED HEADING - m	Medium of performance (for music)	
CORPORATE NAME		
130 ESTABLISHED HEADING - UNIFORM m	Medium of performance (for music)	
TITLE		
131 UHM ESTABLISHED HEADING--TITLE m	Medium of performance	
400 SEE FROM TRACING - PERSONAL m	Medium of performance (for music)	
NAME		
410 ESTABLISHED HEADING - m	Medium of performance (for music)	
CORPORATE NAME		
430 SEE FROM TRACING - UNIFORM m	Medium of performance (for music)	
TITLE		
500 SEE ALSO FROM TRACING-PERSONAL m	Medium of performance (for music)	
NAME		
510 SEE ALSO FROM m	Medium of performance (for music)	
HEADING-CORPORATE NAME		
530 SEE ALSO FROM TRACING-UNIFORM m	Medium of performance (for music)	
TITLE		
10 records listed.		

RF015 — Auth Workform Tag/Default Data - Wide

Description For each authority workform and format, lists defined tags and descriptions. For each tag, the fixed tag flag, default indicators and defined subfields are listed. For each subfield, the fixed subfield flag and any Default data are listed.

Width 132 columns

Prompts

1. Workform name : NAME
2. Format code : AU
3. Tag : 100
4. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
5. Print report description: N

Recall Statement

```

SORT A.MARC.TAGS WITH @ID MATCHING "0X.2A" AND WITH WORKFORM = "NAME"
AND WITH FORMATW = "AU" BY WORKFORM BY FORMATW BY-EXP TAGS = "100"
WORKFORM FORMATW TAGS TAGS.DESC TFIX DINDS SUBFLDS SFIX DDATA ID-SUPP
HEADING "RF015 Auth Workform tag/default data Page'P' 'L'01-04-96
Your Library Name 16:58:08 'L' 'C' Workform: NAME Format: AU Tag: 100
'L' "
```

Example

```

RF015                               Auth Workform tag/default data - wide                Page 1
01-04-96                           Your Library Name                               16:58:08
                                   Workform: NAME Format: AU Tag:100

Work                               Fix Def. Sub. Fix Default
Form..... Format.... Tags Tags..... Tag Inds Fld. Sub Data.....

NAME      AU      100 ESTABLISHED HEADING - PERSONAL NAME      10 a
                                   d

One record listed.
```

RF016 — Auth Workform Tag/Default Data

Description For each authority workform and format, lists defined tags. For each tag, the fixed tag flag, default indicators and defined subfields are listed. For each subfield, the fixed subfield flag and any Default data are listed.

Width 80 columns

Prompts

1. Workform name : NAME
2. Format code : AU
3. Tag : 100
4. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
5. Print report description: N

Recall Statement

```
SORT A.MARC.TAGS WITH @ID MATCHING "0X.2A" AND WITH WORKFORM = "NAME"
AND WITH FORMATW = "AU" BY WORKFORM BY FORMATW BY-EXP TAGS = "100"
WORKFORM FORMATW TAGS TFIX DINDS SUBFLDS SFIX DDATA ID-SUPP HEADING
"RF016 Auth Workform tag/default data Page'P'L'01-04-96 Your
Library Name 16:58:08'L' 'C' Workform: NAME Format: AU Tag: 100 'L'"
```

Example

RF016	Auth Workform tag/default data	Page 1
01-04-96	Your Library Name	16:58:08
	Workform: NAME Format: AU Tag: 100	
Work	Fix Def. Sub. Fix Default	
Form.....	Format.... Tags Tag Inds Fld. Sub Data.....	
NAME	AU 100 10 a	
	d	
One record listed.		

Authority Database Maintenance

To reach this screen, select Authority Database Maintenance from the CATALOGUE REPORTS MENU.

Authority Database Maintenance

OPT#	CODE	COL	DESCRIPTION
1.	172	80	Authority import load report
2.	175	80	Authorities with Similar Browse Heading
3.	257	132	Authority 4xx link report
4.	259	132	Authority Action Report
5.	261	132	Bibliographic Action Report

Options:
line Forward Backward Exit ? Help

<i>OPT#</i>	Line number to enter to display the long description of a report.
<i>CODE</i>	The RF number of the report, used as a short form to identify reports.
<i>COL</i>	Number of columns used for the report.
<i>DESCRIPTION</i>	Short description of the report.

RF172 — Authority Import Load Report

Description	Displays status, date, time, load key, duplicate LCN, titles, and message.
Restrictions	By date range, errors or non-errors only, duplicates or unmatched only, or a specific message or message pattern.
Width	80 columns

Prompts	1. Beginning Date : 03 MAR 1993
	2. Ending Date : 10 MAR 1993
	3. Output (1) Only errors or (2) only non-errors :
	4. Output (1) Only Duplicates or (2) Only No Matches :
	5. Message text :
	6. Route output to : S
	S - Screen A - Auxiliary printer
	Hxx - Hold file with key xx, defaults to assigned key
	Pn - system Printer n, n defaults to 0
	7. Print report description : N

Recall Statement	<pre>SORT CAT.AUTH.LOAD WITH ID AND WITH DATE >="03 MAR 1993" AND WITH DATE <="10 MAR 1993" BY MSG BY TITLE STATUS DATE.TIME LKEY BKEY TITLE MSG FILING.ACTION ID-SUPP HEADING "RF172 Authority import load report Page'P' 'L'05-08-96 Your Library Name 17:53:10'L' 'C' From: 07 MAY 1996 'L' " LPTR</pre>
------------------	---

Example

RF172	Authority import load report	Page 1
05-08-96	Your Library Name	17:53:10
	From: 07 MAY 1996	
Stat		
0=Ok	Date.... Load	Filing.....
1=Err	Time.... ID... Dup LCN. Matched Heading. Message.....	Action.....
0	MASTER	
0	05/07/96 21	1xx has no match Database record created
	02:55PM	
1	05/07/96 13 10005167 Arlen, Harold 1905-1995 Bloomer girl	1xx matches a Error: 1xx matches more than 1 1xx heading
	01:06PM 10005578 Arlen, Harold 1905-1995 Bloomer girl	1xx matches a 1xx
0	05/08/96 45 10005219 Jones, Xaviera	1xx matches a Database record replaced
	02:11PM 10005224 Jones, Doctor Xaviera	4xx matches a 1xx
	10005220 Wilson, Georgette	5xx matches a 4xx on multiple records

RF175 — Authorities with Similar Browse Heading

Description	Lists groups of authorities with headings that normalize identically (whether linked to bibs or not). The listed authorities may be duplicates and/or may be candidates for merging by authority cataloguing staff. Note that if a leading letter is not selected to limit the listing, the list will include all Authorities with similar browse headings.
Sorting	Largest groups first. Lists heading, Authority control number, and dcodes. Select a leading letter to make the list more manageable.
Width	80 columns
Prompts	<pre>1. Starting character : S 2. Route output to : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 3. Print report description: N</pre>
Recall Statement	<pre>SORT A.TREE WITH @ID = "S.]" BY-EXP-DSND ACOUNT GE "1" BY-EXP ADESC BREAK.SUP ACOUNT ADESC AKEY DCODE ID-SUPP HEADING "RF175 Authorities with Similar Browse Heading Page'P''L'02-06-96 Your Library Name 09:06:08'L' 'C' Initial letter: S 'L' "</pre>

Example

RF175	Authorities with Similar Browse Heading	Page 1
02-06-96	Your Library Name	09:06:08
	Initial letter: S	
Browse Heading..... ACN..... DCODES		
Stravinsky, Igor, 1882-1971 Sound works, pianos (2). Sound r	10004665 1M	
ecording		
Stravinsky, Igor, 1882-1971 Sound works, pianos (2). Sound r	10004668 1M	
ecording!		
Stravinsky, Igor, 1882-1971. Sound works, pianos (2). Sound	10004672 1MAX	
recording		
Sanford, John B., 1904-	10002819 1MS	
Sanford, John B., 1904-	10002821 1AM	
Scholder, Fritz, 1937-	10001291 1AM	
Scholder, Fritz, 1937-	10001295 1MS	
Schumann, Robert, 1810-1856	10004218 1M	
Schumann, Robert, 1810-1856	10004888 1MS	
Scully, Mairead 1993	10004953 1MA	
Scully, Mairead 1993-	10005077 1MA	
Seidel, Kenneth W.	10003987 1AM	
Seidel, Kenneth W.	10004906 1AM	
Singer, Isaac Bashevis, 1904- -- Criticism and interpretatio	10002128 1M	
n		
Singer, Isaac Bashevis, 1904- -- Criticism and interpretatio	10004925 1MS	
n		
Smithsonian Institution -- History	10000625 5MS	
Smithsonian Institution -- History	10001811 2MS	
Solzhenitsyn, Aleksandr Isaevich, 1918-	10000292 1MS	
Solzhenitsyn, Aleksandr Isaevich, 1918-	10003036 1AM	

RF257 — Authority 4xx Link Report

Description Date, time, cataloguing status, LCN, See ACN, ACN, tag, indicator, subfield, and data.

Width 132 columns

Prompts

1. Beginning Time (HH:MM) :
2. Ending Time (HH:MM) :
3. Date for time range :
4. Start Date (no time range) :
5. End Date (no time range) :
6. Status (0=Could Link, 1=Auto Linked) : 1
7. Sort Report by (D)ate or (H)eading : H
8. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
9. Print report description : N

Recall Statement

```

SORT CAT.AUTH.4XX WITH @ID NE "" AND WITH STATUS ="Linked" BY MHEAD
BY DATE BY TIME DATE TIME STATUS BKEY SKEY MDATA AKEY TAG INDS SUB
MHEAD ID-SUPP DBL-SPC HEADING "RF257 Authority 4xx link report
Page'P' 'L'07-31-98 Your Library Name 14:25:25'L' 'C' Status: 1=Auto
Linked 'L' " LPTR
  
```

Example

RF257		Authority 4xx link report								Page 1	
08-31-98		Your Library Name								16:58:11	
		Status: 1=Auto Linked									
Date....	Time....	Status	LCN No..	See ACN.	Data.....	ACN No..	Tag	Inds.	Subs	Authority	Heading.....
07/28/98	12:41pm	Linked	10030445		n acanncabn	n 10115764	8			960301	aca aaa
					aac d					ana d	n
					CaOAU		40		a	CaOAU	
					CaOAU				c	CaOAU	
					Jones, D. X.		100	10	a	Jones, Doctor Xaviera	
							400	10	a	Jones, D. X.	
							400	10	a	Jones, Betty X.	
07/23/93	03:27PM	Linked	10030321	10114131	Hoffelmeier, Hans	10114130	100	10	a	Hoffelmeyer, Hans	
05/06/96	01:16pm	Linked		10115844	Ceylon	10114078	151	0	a	Sri Lanka	
					aa						
05/15/91	04:42PM	Linked	10029822	10112542	Clemens, Sam,	10010078	100	10	a	Twain, Mark,	
					1835-1910				d	1835-1910	
05/15/91	04:46PM	Linked	10029823	10112542	Clemens, Sam,	10010078	100	10	a	Twain, Mark,	
					1835-1910				d	1835-1910	
05/02/96	02:01PM	Linked		10112498	Clemens, Samuel Langhorne,	10010078	100	10	a	Twain, Mark,	
					1835-1910				d	1835-1910	
6 records listed.											

RF259 — Authority Action Report

Description	Report of the provisional authorities which have been created based upon the content of authority records. Shows LCN, date, time, heading, cataloguer, LCN and conflict for any near matching authorities.
Restrictions	By date range, time range (within one day), and type (those with conflicts, or entirely new headings).
Sorting	By date or heading.
Width	132 columns

Prompts	1. Beginning Time (HH:MM) : 2. Ending Time (HH:MM) : 3. Date for time range : 4. Start Date (no time range) : 01 JAN 1992 5. End Date (no time range) : 31 DEC 1994 6. (A)ll, (C)onflicts or (N)ew : 7. Sort by (D)ate or (H)eading : D 8. Route output to : S - S - Screen - A - Auxiliary printer - Hxx - Hold file with key xx, defaults to assigned key - Pn - system Printer n, n defaults to 0 9. Print report description : N
---------	--

Recall Statement	<pre> SORT CAT.AUTH.ACTION WITH @ID NE "" AND WITH DISP.Heading NE "" AND WITH DATE >="01 JAN 1992" AND WITH DATE <="31 DEC 1994" BY DATE BY TIME LCN.DATE.TIME DISP.Heading CAT TEST.LCN TEST.CONFLICT ID-SUPP DBL-SPC Heading "RF259 Authority Action Report Page'P' 'L'07-31-98 Your Library Name 15:22:10'L' 'C' From: 01 JAN 1992 to: 31 DEC 1994 'L' " LPTR </pre>
------------------	--

Example

RF259	Authority Action Report		Page 17
07-31-98	Your Library Name		16:58:11
D			
LCN No.	Authority Heading	Cataloguer Tested	Conflict
Date		LCN No.	
Time			
10006690	Adams, Scott	MASTER	10005244 Conflict with 1XX indicator 1.
07/30/98			
13:02:48			
10006692	Efendic, S.	MASTER	10002462 Conflict with 008/9 (Kind of record).
07/30/98			
13:59:45			
10006692	Davis, Ethel	MASTER	
07/30/98			
13:59:45			
10006698	Oppen, William A.	MASTER	10000905 Conflict with 008/9 (Kind of record).
07/30/98			
14:20:11			
244 records listed.			

RF261 — Bibliographic Action Report - Detail

Description	Report of the provisional authorities which have been created based upon the content of bibliographic records. Shows LCN, date, time, heading, cataloguer, LCN and conflict for any near matching authorities.
Restrictions	By date range, time range (within one day), type (those with conflicts, entirely new headings).
Sorting	By date, or heading.
Width	132 columns

Prompts	1. Beginning Time (HH:MM) : 2. Ending Time (HH:MM) : 3. Date for time range : 4. Start Date (no time range) : 01 JUL 1995 5. End Date (no time range) : 30 AUG 1995 6. (A)ll, (C)onflicts or (N)ew : 7. Sort Report by (D)ate or (H)eading : H 8. Route output to : S - S - Screen A - Auxiliary printer - Hxx - Hold file with key xx, defaults to assigned key - Pn - system Printer n, n defaults to 0 9. Print report description : N
---------	--

Recall Statement	SORT CAT.BIB.ACTION WITH @ID NE "" AND WITH DISP.Heading NE "" AND WITH DATE >="01 JUL 1995" AND WITH DATE <="30 AUG 1995" AND WITH TEST.LCN = "" BY SORT.Heading BY DATE BY TIME LCN.DATE.TIME DISP.Heading CAT TEST.LCN TEST.CONFLICT ID-SUPP DBL-SPC Heading "RF261Bibliographic Action Report Page'P' 'L'07-31-98 Your Library Name 15:31:39'L' 'C' From: 01 JUL 1995 to: 30 AUG'L' " LPTR
------------------	---

Example

RF261	Bibliographic Action Report - detail		Page 1
07-31-98	Your Library Name		16:58:11
From: 01 JUL 1995 to: 30 AUG 1995			
LCN No.	Authority Heading	Cataloguer Tested	Conflict
Date		LCN No.	
Time			
10004254	Water-power -- United States	MASTER	
08/30/95			
09:32:48			
10003330	West (U.S.) in art	MASTER	
08/28/95			
13:59:15			
10000433	Women, Jewish -- United States -- Societies, etc.	MASTER	
07/30/95			
13:59:45			
10004256	World War, 1939-1945 -- Aerial operations, American	MASTER	
08/30/95			
09:49:23			
103 records listed.			

Authority Cataloguing Edit Logs

To reach this screen, select Authority Database Maintenance from the CATALOGUE REPORTS MENU.

Authority Cataloguing Edit Logs

OPT#	CODE	COL	DESCRIPTION
1.	253	80	Brief listing of authority edit log
2.	254	132	Authority edit log

Options:
line Forward Backward Exit ? help

- OPT#*Line number to enter to display the long description of a report.
- CODE*The RF number of the report, used as a short form to identify reports.
- COL*Number of columns used for the report.
- DESCRIPTION*Short description of the report.

RF253 — Brief Listing of Authority Edit Log

Description	LCN, date, time, cataloguer & type (add/change/delete/merge).
Restrictions	By date range, time range (within one day), and type.
Sorting	By date or cataloguer.
Width	80 columns

Prompts

```

1. Beginning Time (HH:MM)           :
2. Ending Time (HH:MM)             :
3. Date for time range              :
4. Start Date (no time range)       : 11 AUG 1993
5. End Date (no time range)         : 12 AUG 1995
6. Status (0=New, 1=Edit, 2=Delete) : 1
7. Sort Report by (D)ate or (C)ataloguer : C
8. Route output to                  : S
   S - Screen                      A - Auxiliary printer
   Hxx - Hold file with key xx, defaults to assigned key
   Pn - system Printer n, n defaults to 0
9. Print report description          : N

```

Recall Statement

```

SORT CAT.AUTH.LOG WITH @ID NE "" AND WITH DATE >="11 AUG 1993" AND
WITH DATE <="12 AUG 1995" AND WITH TYPE ="1" BY CAT BY DATE BY TIME
BREAK-ON CAT LCN DATE TIME TYPE.WORD MERGE.LCN ID-SUPP HEADING "RF253
Brief listing of authority edit log           Page 'P' 'L'08-04-98
Your Library Name 09:25:40'L' 'C' From: 11 AUG 1993 to: 12 AUG 1995
Type: 1=Change 'L' " LPTR

```

Example

RF253	Brief listing of authority edit log					Page 1
10-06-98	Your Library Name					09:56:23
	From: 11 AUG 1993 to: 12 AUG 1995					
Cataloguer	LCN No.	Date	Time	Type	Merged LCN No.	
MASTER	10001135	10/18/93	06:12:27	Change		
MASTER	10001137	10/18/93	06:16:06	Change		
MASTER	10001136	10/18/93	06:17:38	Change		
MASTER	10001135	10/18/93	06:24:04	Change		
MASTER	10001136	10/18/93	06:27:04	Change		
MASTER	10001137	10/18/93	06:29:31	Change		
MASTER	10001135	10/18/93	06:31:28	Change		
MASTER	10001136	10/18/93	06:32:22	Change		
MASTER	10001135	10/18/93	06:34:53	Change		
MASTER	10001135	10/18/93	06:38:23	Change		
MASTER	10001137	10/18/93	06:40:25	Change		
MASTER	10001137	10/18/93	06:42:02	Change		
MASTER	10001137	10/18/93	06:43:21	Change		
MASTER	10001135	10/18/93	06:44:04	Change		
MASTER	10001136	10/18/93	06:44:37	Change		
MASTER	10004558	10/19/93	12:03:48	Change		
MASTER	10004562	10/28/93	07:52:40	Add		

RF254 — Authority Edit Log

Description LCN, date, time, cataloguer, type (add/change/delete/merge), and new and old MARC data.

Restrictions By date range, time range (within one day), and type.

Sorting By date or cataloguer.

Width 132 columns

Prompts

```
1. Beginning Time (HH:MM) :
2. Ending Time (HH:MM) :
3. Date for time range :
4. Start Date (no time range) : 11 AUG 1993
5. End Date (no time range) : 12 AUG 1995
6. Type (0=Add,1=Change,2=Delete,3=Merge): 1
7. Sort Report by (D)ate or (C)ataloguer : C
8. Route output to : S
   S - Screen      A - Auxiliary printer
   Hxx - Hold file with key xx, defaults to assigned key
   Pn - system Printer n, n defaults to 0
9. Print report description : N
```

Recall Statement

```
SORT CAT.AUTH.LOG WITH @ID NE "" AND WITH DATE >="11 AUG 1993" AND
WITH DATE <="12 AUG 1995" AND WITH TYPE ="1" BY CAT BY DATE BY TIME
BREAK-ON CAT LCN DATE TIME TYPE.WORD MERGE.LCN ID-SUPP HEADING "RF253
Brief listing of authority edit log                               Page'P' 'L'08-04-98
Your Library Name 09:25:40'L' 'C' From: 11 AUG 1993 to: 12 AUG 1995
Type: 1=Change 'L' " LPTR
```

Example

RF254		Authority edit log										Page 1	
10-06-98		Your Library Name										10:19:19	
		From: 11 AUG 1993 to: 12 AUG 1995 Type: 1=Change:											
Cataloguer	LCN No.	Type	Merged	New	New	New	New	Old	Old	Old	Old		
	Date		LCN No.	Tag	Inds.	Subs	Data	Tag	Inds.	Subs	Data		
	Time												
MASTER	10001135	Change		40		a	DLC	40		a	DLC		
	10/18/93					c	DLC			c	DLC		
	06:24:04			450	0			550	0	a	Mathematics		
										x	Study and teaching		
				450	0			550	0	z	Sweden		
										a	Mathematics		
										x	Study and teaching		
				450	0					z	Tanzania		
				550	0								
				550	0								

Authority Cataloguing Statistics

To reach this screen, select Authority Cataloguing Statistics from the CATALOGUE REPORTS MENU.

Authority Cataloguing Statistics

OPT#	CODE	COL	DESCRIPTION
1.	061	80	Authority Cataloguing Statistical Summary
2.	062	80	Detailed Authority Status Counts by Cataloguer
3.	063	80	Detailed Authority Status Counts by date

Options:
line Forward Backward Exit ? help

<i>OPT#</i>	Line number to enter to display the long description of a report.
<i>CODE</i>	The RF number of the report, used as a short form to identify reports.
<i>COL</i>	Number of columns used for the report.
<i>DESCRIPTION</i>	Short description of the report.

RF061 — Authority Cataloguing Statistical Summary

Description

Contents	Totals for cataloguing activity.
Restrictions	By date range, status (edited/new/copied/deleted/brief edit), and any of date, month, cataloguer, format type, material type, record type, encoding level, cataloguing form, or transaction type. Counts are then calculated for one of date, month, cataloguer, format type, material type, record type, encoding level, cataloguing form, or transaction type.
Purpose	Used for management quarterly/annual reports on cataloguing activity.
Width	80 columns

Prompts

1. Cataloguing status code : 1
 - 0 Edited
 - 1 New
 - 2 Copied
 - 3 Deleted
 - 4 Brief Edit
2. Cataloguer ID :
3. Format type :
4. Material type :
5. Record type :
6. Encoding level :
7. Cataloguing form :
8. Transaction type in HEX :
9. ONE selection to display on output : 4
 - 1 Date
 - 2 Month
 - 3 Cataloguer ID
 - 4 Format type
 - 5 Material type
 - 6 Record type
 - 7 Encoding level
 - 8 Cataloguing form
 - 9 Transaction type in HEX
10. Beginning date : 01 JAN 1992
11. Ending date : 01 JAN 1993
12. Month (eg 07) :
13. Route output to : S

S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
14. Print report description : N

Recall Statement

```
SORT CAT.AUTH.STATS BY-EXP STATUS = "1" WITH @ID NE "" BY FMT BREAK-
ON STATUS.DESC "'UV'" BREAK-ON FMT "'VU'" BY-EXP DATE >= "01 JAN 1991"
BY-EXP DATE <= "01 JAN 1995" TOTAL COUNT DET-SUPP ID-SUPP HEADING
"RF061 Authority Cataloguing Statistical Summary Page 'P' 'L' 01-04-96
Your Library Name 16:58:09'L' 'C' Status: 0=Edited From: 01 JAN 92 to:
01 JAN 93 'L' "
```

Example

RF061	Authority Cataloguing Statistical Summary	Page 1
01-04-96	Your Library Name	16:58:09
Status: 0=Edited From: 01 JAN 92 to: 01 JAN 93		
Status. Cataloguer..... Total....		
JAY	46	
MASTER	56	
MC	81	
MEM	1	
SE	104	
JAY	7	

Edited	295	
JAY	7	
MASTER	23	
MC	30	

New	60	
JANICE	1	
JAY	4	
MASTER	1	
MC	4	

Copied	10	
JAY	11	
MASTER	18	
MC	35	
SE	56	
JAY	5	

Deleted	125	
***	490	
490 records listed.		

RF062 — Authority Status Counts by Cataloguer

Description Cataloguer, date, time, authority key, format, status (edited, new, copied, deleted, brief edit), and count.

Restrictions By cataloguer, date range, status, or format.

Width 80 columns

Prompts

1. Cataloguer ID :
2. Beginning date :
3. Ending date :
4. Cataloguing status code :
 0 Edited
 1 New
 2 Copied
 3 Deleted
 4 Brief Edit
5. Format type : AU
6. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
7. Print report description: N

Recall Statement

```
SORT CAT.AUTH.STATS BY-EXP CATALOGER BY-EXP TIME WITH FMT = "AU"
BREAK-ON CATALOGER "'UVL'" DATE TIME LCN FMT STATUS.DESC TOTAL COUNT
ID-SUPP HEADING "RF062 Authority Status Counts by Cataloguer Page
'P' 'L' 01-04-96 Your Library Name 16:58:09 'L'"
```

Example

RF062 Authority Status Counts by Cataloguer						Page 1
01-04-96		Your Library Name				16:58:09
Cataloguer..... Date.... Time.. Auth Key. Format Status. Total....						
MASTER	08/11/93	11:59	10096601	AU	Edited	1
MASTER	08/11/93	12:06	10012962	AU	Edited	1
MASTER	08/11/93	12:06	10096601	AU	Deleted	1
MASTER	08/11/93	12:27	10089599	AU	Edited	1
MASTER	08/11/93	12:06	10096601	AU	Deleted	1
MASTER	08/11/93	12:56	10019964	AU	Edited	1
MASTER	08/11/93	12:56	10029191	AU	Deleted	1
MASTER	08/11/93	13:16	10015466	AU	Edited	1
MASTER	08/11/93	13:16	10069905	AU	Deleted	1

MASTER						9
SE	07/28/93	08:54	10114182	AU	Copied	1
SE	07/28/93	09:06	10114182	AU	Edited	1
SE	07/28/93	09:06	10114185	AU	Deleted	1

SE						3

RF063 — Detailed Authority Status Counts by Date

Description Date, time, cataloguer, authority key, format, status (edited, new, copied, deleted, brief edit), and count.

Restrictions By cataloguer, date range, status, or format.

Width 80 columns

Prompts

1. Cataloguer ID :
2. Beginning date :
3. Ending date :
4. Cataloguing status code :
 0 Edited
 1 New
 2 Copied
 3 Deleted
 4 Brief Edit
5. Format type : AU
6. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
7. Print report description: N

Recall Statement

```
SORT CAT.AUTH.STATS BY-EXP TIME BY-EXP CATALOGER BY-EXP STATUS BREAK-
ON DATE "'UVL'" TIME CATALOGER LCN STATUS.DESC FMT TOTAL COUNT ID-
SUPP HEADING "RF063 Authority Status Counts by date Page 'P'L'01-
04-96 Your Library Name 16:58:09'L"
```

Example

RF063	Authority Status Counts by date	Page 1
01-04-96	Your Library Name	16:58:09
Date.... Time.. Cataloguer..... Auth Key. Status. Format Total....		
01/16/92 11:36	MASTER	10003278 Deleted AU 1
01/16/92 11:38	MASTER	10003294 New AU 1
01/16/92 11:42	MASTER	10003294 Deleted AU 1
01/16/92		----- 4
01/20/92 13:32	MASTER	10003118 Edited AU 1
01/20/92		----- 1

Cataloguing Workfile Reports

To reach this screen, select Cataloguing Workfile Reports from the CATALOGUE REPORTS MENU.

Cataloguing Workfile Reports

OPT#	CODE	COL	DESCRIPTION
1.	076	80	Items in workfiles by workfile LCN - summary
2.	077	80	Workfiles - detail
3.	078	80	Workfiles by current cataloguer - detail
4.	079	80	Workfiles by cataloguer/workfile ID - summary
5.	080	80	Workfiles by cataloguer/workfile ID - detail

Options:
line Forward Backward Exit ? help

<i>OPT#</i>	Line number to enter to display the long description of a report.
<i>CODE</i>	The RF number of the report, used as a short form to identify reports.
<i>COL</i>	Number of columns used for the report.
<i>DESCRIPTION</i>	Short description of the report.

RF076 — Items in Workfiles by Workfile LCN - Summary

Description Summary listing of items in workfiles by workfile LCN. Shows cataloguer's workfile and workfile ID for a sorted list of workfile LCNs, last cataloguer, and last update date.

Sorting Workfile keys, original cataloguer, and last update date.

Width 80 columns

Prompts

1. Cataloguer ID :
2. Route output to : S
S - Screen
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
3. Print report description: N

Recall Statement

```

SORT CAT.WORK # "P.]" CUR.CATALOGER CUR.WORKFILE KEY CATA-
LOGER MARC.DATE ID-SUPP HEADING "RF076 Items in workfiles by
workfile LCN - summary Page 'P'L'01-04-96 Your Library Name
16:58:09'L"

```

Example

RF076		Items in workfiles by workfile LCN - summary		Page 1
01-04-96		Your Library Name		16:58:09
Current	Current			
Cataloguer	Workfile KEY.....	Cataloguer	Last Updated	
DEL	AD	10000001 MASTER	--	
MASTER	ACQ	10000003 MASTER	11-19-1993	
MASTER	ACQ	10000009 MASTER	11-19-1993	
ACQSYS	ACQ	10000010	08-26-1993	
MASTER	ACQ	10000012 MASTER	11-09-1993	
ACQSYS	ACQ	10000013	08-26-1993	
ACQSYS	ACQ	10000014	08-27-1993	
ACQSYS	ACQ	10000015	08-27-1993	
MASTER	DCA	10000017 MASTER	08-30-1993	
DEL	BD	10000018 KS	08-03-1993	
MASTER	B	10000020 MASTER	09-27-1993	
ACQSYS	ACQ	10000021	09-29-1993	
ACQSYS	ACQ	10000022	09-29-1993	
ACQSYS	ACQ	10000023	09-29-1993	
ACQSYS	ACQ	10000024	09-29-1993	
MASTER	ACQ	10000025 MASTER	CT-13-1993	
MASTER	ACQ	10000027 MASTER	11-05-1993	
DEL	BD	10000030 MASTER	08-03-1993	
. . .				

RF077 — Workfiles - Detail

Description Detailed listing of workfiles (select workfile, cataloguer). Shows cataloguer, workfile, workfile LCN, tag, indicator, subfield, and data sorted by Local Control Number.

Restrictions By workfile or cataloguer.

Purpose For the cataloguing supervisor to check or mark up.

Width 80 columns

Prompts

1. Workfile Code :
2. Cataloguer ID :
3. Route output to : S
S - Screen
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```

SORT CAT.WORK # "P.]" WITH KEY CAT.WKF BREAK-ON KEY TAGS INDS
SUBS MARC.DATA ID-SUPP HEADING "RF077 Workfiles - detail
Page 'P''L'01-04-96 Your Library Name 16:58:09'L'"
  
```

Example

RF077		Workfiles - detail		Page 1	
01-04-96		Your Library Name		16:58:09	
Catalog.					
Workfile. KEY..... Tags Inds Subs Data.....					
MASTER	10000009	8		900211s1904	nyu 00010 eng
ACQ		10	a	04013292	//r46
		35	a	AUb10018760	
			z	AUb10208769	
		40	a	DLC	
			c	CLE	
			d	ORE	
		49	a	OREU	
		50	a	TP936	
			.	.	.

RF078 — Workfiles by Current Cataloguer - Detail

Description Detailed listing of workfiles by current cataloguer. Shows cataloguer, workfile LCN, tag, indicator, subfield, and data.

Restrictions By workfile or cataloguer.

Purpose For the cataloguing supervisor to check or mark up.

Width 80 columns

Prompts

1. Workfile code :
2. Cataloguer ID :
3. Route output to : S
S - Screen
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```

SORT CAT.WORK # "P.]" WITH KEY BY CUR.CATALOGER BY KEY BREAK-
ON CUR.CATALOGER BREAK-ON KEY TAGS INDS SUBS MARC.DATA ID-
SUPP HEADING "RF078 Workfiles by current cataloguer - detail
Page 'P'L'01-04-96 Your Library Name 16:58:09'L'
  
```

Example

```

RF078                      Workfiles by current cataloguer - detail          Page 1
01-04-96                    Your Library Name                               16:58:09

Current
Cataloguer KEY..... Tags Inds Subs Data.....
      10000019      8              s1993   nyu      0 000 eng
              110 10
              245 10   a
                      b
              260 0B   a   Markham:
                      a   Paris:
                      b   GEAC
                      c   1993

      . . .
  
```


RF079 — Workfiles by Cataloguer/Workfile ID - Summary

Description Summary listing of workfiles by cataloguer/workfile ID. Shows cataloguer's workfile, workfile ID, workfile LCN, last cataloguer, and last update date, sorted by current cataloguer.

Sorting By current cataloguer.

Width 80 columns

Prompts

1. Route output to : S
S - Screen
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
2. Print report description: N

Recall Statement

```

SORT CAT.WORK # "P.]" BY CUR.CATALOGER BREAK-ON CUR.CATA-
LOGER CUR.WORKFILE KEY CATALOGER MARC.DATE ID-SUPP HEADING
"RF079 Workfiles by cataloguer/workfile ID - summary Page
'P'L'01-04-96 Your Library Name 16:58:09'L'

```

Example

RF079		Workfiles by cataloguer/workfile ID - summary		Page 1
01-04-96		Your Library Name		16:58:09
Current	Current			
Cataloguer	Workfile KEY.....	Cataloguer	Last Updated	
	10000019 MASTER		08-29-1993	
	MR.ROSS		--	

DEL	AD 10000001 MASTER		--	
DEL	BD 10000018 KS		08-03-1993	
DEL	BD 10000030 MASTER		08-03-1993	
DEL	BD 10000112 MASTER		01-26-1994	
DEL	BD 10000113 MASTER		01-26-1994	
DEL	BD 10000114 MASTER		02-02-1994	
DEL	AD 10000199 MASTER		06-28-1994	
DEL	BD 10000246 MASTER		09-15-1994	

ACQSYS	ACQ 10000010		08-26-1993	
ACQSYS	ACQ 10000013		08-26-1993	
ACQSYS	ACQ 10000014		08-27-1993	
ACQSYS	ACQ 10000015		08-27-1993	
ACQSYS	ACQ 10000021		09-29-1993	
ACQSYS	ACQ 10000022		09-29-1993	
ACQSYS	ACQ 10000023		09-29-1993	

RF080 — Workfiles by Cataloguer/Workfile ID - Detail

Description	Detailed listing of workfiles by cataloguer/workfile ID. Shows cataloguer's workfile, workfile ID, workfile LCN, tags, indicators, subfields, and data, sorted by cataloguer's workfile.
Sorting	By current cataloguer.
Width	80 columns
Prompts	1. Route output to : S S - Screen Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 2. Print report description: N
Recall Statement	<pre>SORT CAT.WORK # "P.]" BY CUR.CATALOGER BY KEY BREAK-ON CAT.WKF BREAK-ON KEY TAGS INDS SUBS MARC.DATA ID-SUPP HEADING "RF080 Workfiles by cataloguer/workfile ID - detail Page 'P''L'01-04-96 Your Library Name 16:58:09'L'"</pre>

Example

RF080	Workfiles by cataloguer/workfile ID - detail					Page 1
01-04-96	Your Library Name					16:58:09
Catalog.						
Workfile. KEY..... Tags Inds Subs Data.....						
DEL	10000030	8		900212s1870	nyuaf	00000 eng d
BD		35	a	AUB10024175		
			z	AUB10214194		
		40	a	CLE		
			c	CLE		
			d	ORE		
		49	a	OREU		
		92	a	526.95		
			b	823		
		90	a	TA606		
			b	.S59 1870		
	100 10	a	Simms, Frederic Walter,			
		d	1803-1865.			
	245 02	a	A treatise on the principles and			
			practice of levelling,			
		b	showing its application to purposes of			
			railway engineering and the construction			
			of roads, &c.			
	250	a	5th ed., rev. and corr.			
		b	with the addition of Mr. Law's practical			
			Examples for setting out railway curves.			
	260 0	a	New York,			
		b	Van Nostrand,			
		c	1870.			
	300	a	157 p.			
		b	illus., plates.			
		c	24 cm.			
	690	a	Leveling.			
	690	a	Roads.			
	700 12	a	Law, Henry,			
		d	1824-1900.			

Bibliographic Cataloguing Setup

To reach this screen, select Bibliographic Cataloguing Setup from the CATALOGUE REPORTS MENU.

Bibliographic Cataloguing Setup

OPT#	CODE	COL	DESCRIPTION
1.	035	80	Bibliographic indexing profile
2.	036	80	Bibliographic indexing profile - detail
3.	037	80	Format types and description by format
4.	038	132	Bib Edit Checks sorted by Tag Description
5.	039	132	Bib Edit Checks by Tag - wide
6.	040	80	Bib Edit Checks by Tag
7.	041	80	Bib Workforms by format
8.	045	80	Bib Subfield descriptions
9.	049	132	Bib Workform tag/default data - wide
10.	050	80	Bib Workform tag/default data

Options:
line Forward Backward Exit ? help

<i>OPT#</i>	Line number to enter to display the long description of a report.
<i>CODE</i>	The RF number of the report, used as a short form to identify reports.
<i>COL</i>	Number of columns used for the report.
<i>DESCRIPTION</i>	Short description of the report.

RF035 — Bibliographic Indexing Profile

Description Indexed bibliographic tags and subfields by tag showing valid and invalid subfields, tag and subfield mapping and name dcode.

Purpose For database definition prior to loading data.

Width 80 columns

Prompts

1. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
2. Print report description: N

Recall Statement

```
SORT B.INDEX BY TAG TAG BSUB BPASS ATAG ASUB DCODE ID-SUPP HEADING
"RF035 Bibliographic indexing profile Page 'P'L'01-04-96 Your
Library Name 16:58:09'L'"
```

Example

RF035		Bibliographic indexing profile		Page 1
01-04-96		Your Library Name		16:58:09
Valid In-				
Tag. subs. vld. Atag Asub. Code				
100	a	100	a	1AM
	b		b	
	c		c	
	d		d	
	e		e	
	q		q	

RF036 — Bibliographic Indexing Profile - Detail

Description Indexed bibliographic tags and subfields by tag showing valid and invalid subfields, tag and subfield mapping, index file, special index conversions, additional display, name dcodes, and flags to denote authority, deletion, and inverted index type.

Purpose For database definition prior to loading data.

Width 80 columns

Prompts

1. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
2. Print report description: N

Recall Statement

```
SORT B.INDEX TAG BSUB BPASS INDS PREP ATAG ASUB FILES XCONV DISP DCODE
AUTH DEL INVT ID-SUPP HEADING "RF036 Bibliographic indexing profile
- detail Page 'P'L'01-04-96 Your Library Name 16:58:09'L"
```

Example

RF036 Bibliographic indexing profile - detail										Page 1			
01-04-96 Your Library Name										16:58:09			
Valid In-					Spec Dis-		Auth Delete Invt						
Tag.	subs.	vld.	Binds	Prep.	Atag	Asub.	Files..	conv	play	Code	flag	tag..	Flag
001	a						LCCN	LCCN					2
	z						LCCN	LCCN					2
022	a						ISNO	ISNO					
	y						ISNO	ISNO					
	z						ISNO	ISNO					
028	a			028			PUBNUM						
	b												
	b			NOTE			WORDS			N			
030	a						CODEN	CODE					
								N					
	z						CODEN	CODE					
								N					
035	a						CN						
100	a		#1	JOIN	100	a	A.TREE			1AM		1	
	b		@, IIS	240		b							
	c					c							
	d					d							
	e					e							
	q					q							

RF037 — Format Types and Description by Format

Description	List of bibliographic formats.
Purpose	For database definition prior to loading data.
Width	80 columns
Prompts	1. Route output to : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 2. Print report description: N
Recall Statement	SORT B.MARC.TAGS WITH @ID MATCHING "2A" BY FORMATT FORMATT FORMATT.DESC ID-SUPP HEADING "RF037 Format types and description by format Page 'P'L'01-04-96 Your Library Name 16:58:09'L'"

Example

```

RF037                      Format types and description by format          Page 1
01-04-96                      Your Library Name                          16:58:09

Fmt Formt.....

AM  Archival and manuscripts control
BK  Book & monographs
CF  Computer files
EQ  FMT-EQ
MP  Maps
MR  MARC Request
MU  Music and Sound recordings
PB  Paperbacks
SE  Serials
VF  Vertical Files
VM  Visual material

11 records listed.
```

RF038 — Bib Edit Checks Sorted by Tag Description

Description Table of MARC Bibliographic tag information from BTSE (Bibliographic tag and subfield edit checks in CAT module). Within format, lists tags, descriptions, flags for repeatable, required, and fixed length, primary and secondary indicators, and allowable subfields with flags for repeatable, required, and fixed length.

Width 132 columns

Prompts

1. For format ([CR] = all): BK
2. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
3. Print report description: N

Recall Statement

```

SORT B.MARC.TAGS WITH @ID MATCHING "2A*1N0N" AND WITH
FORMAT = "BK" BY FORMAT BY FTAG.DESC FORMAT FTAG FTAG.DESC
TAGREP TAGREQ IND1 IND2 TFIX SUBFLDS REP REQ SFIX ID-SUPP
HEADING "RF038 Bib Edit Checks sorted by Tag Description
Page 'P''L'01-04-96 Your Library Name 16:58:09'L' 'C' Format:
BK'L'"
  
```

Example

RF038		Bib Edit Checks sorted by Tag Description				Page 1			
01-04-96		Your Library Name				16:58:09			
		Format: BK							
Fmt		Rep Req Primary		Secondary		Fix Sub. Rep Req Fix			
Format	Tag.. Tag Description.....	tag	Tag	Indicators..	Indicators..	Tag	Fld.	Sub	Sub
BK	241				01	0123456789			
BK	501 "WITH" NOTE	1			B	B			1
BK	583 ACTIONS	1			B	B			
							a		1
							b	1	
							c	1	
							d	1	
							e	1	
							f	1	
							h	1	
							i	1	
							j	1	
							k	1	
							l	1	
							n	1	

RF039 — Bib Edit Checks by Tag - Wide

Description	Table of MARC Bibliographic tag information from BTSE (Bibliographic tag and subfield edit checks in CAT module). Within format, lists tags, descriptions, flags for repeatable, required, and fixed length, primary and secondary indicators, and allowable subfields with flags for repeatable, required, and fixed length.
Width	132 columns
Prompts	1. For format ([CR] = all) :BK 2. For tag ([CR] = all) : 3. For subfield ([CR] = all) :m 4. Route output to : S - S - Screen - A - Auxiliary printer - Hxx - Hold file with key xx, defaults to assigned key - Pn - system Printer n, n defaults to 0 5. Print report description: N
Recall Statement	<pre> SORT B.MARC.TAGS WITH @ID MATCHING "2A*1N0N" AND WITH FORMATT = "BK" BY FORMATT BY FTAG BY-EXP SUBFLDS = "m" BREAK-ON FORMAT FTAG FTAG.DESC TAGREP TAGREQ IND1 IND2 TFIX SUBFLDS REP REQ SFIX ID-SUPP HEADING "RF039 Bib Edit Checks by Tag - wide Page 'P'L'01-04-96 Your Library Name 16:58:09'L'C' Format: BK Subfield: m Subfield: m'L' </pre>

Example

B039

01-04-96

Bib Edit Checks by Tag - wide

Your Library Name

Page 1

16:58:09

Format: BK Subfield: m Subfield: m

Fmt	Rep	Req	Primary	Secondary	Fix	Sub.	Rep	Req	Fix
Formt Tag.. Tag Description.....	tag	Tag	Indicators..	Indicators..	Tag	Fld.	Sub	Sub	Sub
BK 34 CODED MATHEMATICAL DATA	1		0123		B		m		
BK 240 UNIFORM TITLE			01	0123456789			m		1
BK 243 COLLECTIVE UNIFORM TITLE (PREFER 240)			01	0123456789			m		
BK 534 ORIGINAL VERSION NOTE	1		B		B		m		
BK 600 SUBJECT ADDED ENTRY, PERSONAL NAME	1		0123	012345678			m		1
BK 610 SUBJECT ADDED ENTRY, CORPORATE NAME	1		012	01234567			m		1
BK 630 SUBJECT ADDED ENTRY, UNIFORM TITLE	1		0123456789	01234567			m		1
BK 692 LOCAL SUBJ ADD ENTRY, PERSONAL NAME (FOR SE ONLY)	1		B		B		m		1
BK 693 LOCAL SUBJ ADD ENTRY, CORP NAME (SE ONLY)	1		B		B		m		1
BK 695 LOCAL SUBJ ADD ENTRY, UNIFORM TITLE (SE ONLY)	1		B		B		m		1
BK 700 ADDED ENTRY, PERSONAL NAME	1		0123	012			m		1
BK 710 ADDED ENTRY, CORPORATE NAME	1		012	012			m		1
BK 730 ADDED ENTRY, UNIFORM TITLE	1		0123456789	012			m		1
BK 800 SERIES ADDED ENTRY, PERSONAL NAME/ TITLE	1		0123		B		m		1
BK 810 SERIES ADDED ENTRY, CORPORATE/NAME/TITLE	1		012		B		m		1
BK 830 SERIES ADDED ENTRY, UNIFORM TITLE	1		B	0123456789			m		1
BK 853 DEF'N OF ENUMERATION & CHRONOLOGY/PUBLICATION PATTERN--BASIC BIB. UNIT	1		0123	0123			m		
BK 854 DEF'N OF ENUMERATION & CHRONOLOGY/PUBLICATION PATTERN--SUPPL./ACCOMP. MAT.	1		0123	0123			m		
BK 855 DEF'N OF ENUMERATION & CHRONOLOGY/PUBLICATION PATTERN--INDEXES	1		B		B		m		
BK 863 ENUMERATION & CHRONOLOGY--BASIC BIB. UNIT	1		B345	B01234			m		
BK 864 ENUMERATION & CHRONOLOGY---SUPPL./ACCOMP. MATERIAL	1		B345	B01234			m		
BK 865 ENUMERATION & CHRONOLOGY--INDEXES	1		B45	B13			m		
BK 906 LC NOTE	1		B0123456789	B0123456789			m		
BK 966 LOCALLY ASSIGNED HOLDINGS TAG	1		B0123456789	B0123456789			m		

24 records listed.

RF040 — Bib Edit Checks by Tag

Description	Table of MARC Bibliographic tag information from BTSE (Bibliographic tag and subfield edit checks in CAT module). Within format, lists tags, flags for repeatable, required, and fixed length, primary and secondary indicators, and allowable subfields with flags for repeatable, required, and fixed length.
Width	80 columns
Prompts	1. For format ([CR] = all) :BK 2. For tag ([CR] = all) : 3. For subfield ([CR] = all) :m 4. Route output to : S - S - Screen A - Auxiliary printer - Hxx - Hold file with key xx, defaults to assigned key - Pn - system Printer n, n defaults to 0 5. Print report description: N
Recall Statement	<pre> SORT B.MARC.TAGS WITH @ID MATCHING "2A*1N0N" AND WITH FORMATT = "BK" BY FORMATT BY FTAG BY-EXP SUBFLDS = "m" BREAK-ON FORMAT FTAG TAGREP TAGREQ IND1 IND2 TFIX SUBFLDS REP REQ SFIX ID-SUPP HEADING "RF040 Bib Edit Checks by Tag Page 'P'L'01-04-96 Your Library Name 16:58:09'L'C' Format: BK Subfield: m'L'" </pre>

Example

RF040			Bib Edit Checks by Tag					Page 1		
01-04-96			Your Library Name					16:58:09		
			Format: BK Subfield: m							
Fmt	Rep	Req	Primary	Secondary	Fix	Sub.	Rep	Req	Fix	
Formt	Tag..	tag	Tag	Indicators..	Indicators..	Tag	Fld.	Sub	Sub	Sub
BK	34	1		0123	B	m				
BK	240			01	0123456789	m		1		
BK	243			01	0123456789	m				
BK	534	1		B	B	m				
BK	600	1		0123	012345678	m		1		
BK	610	1		012	01234567	m		1		
BK	630	1		0123456789	01234567	m		1		
BK	692	1		B	B	m		1		
BK	693	1		B	B	m		1		
BK	695	1		B	B	m		1		
BK	700	1		0123	012	m		1		
BK	710	1		012	012	m		1		
BK	730	1		0123456789	012	m		1		
BK	800	1		0123	B	m		1		
BK	810	1		012	B	m		1		
BK	830	1		B	0123456789	m		1		
BK	853	1		0123	0123	m				
BK	854	1		0123	0123	m				
BK	855	1		B	B	m				
BK	863	1		B345	B01234	m				
BK	864	1		B345	B01234	m				
BK	865	1		B45	B13	m				
BK	906	1		B0123456789	B0123456789	m				

RF041 — Bib Workforms by Format

Description Lists of workforms available for bibliographic cataloguing by format type.

Width 80 columns

Prompts

1. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
2. Print report description: N

Recall Statement

```
SORT B.MARC.TAGS WITH @ID MATCHING "0X.2A" BY FORMATW BY
WORKFORM FORMATW FORMATW.DESC WORKFORM ID-SUPP HEADING
"RF041 Bib Workforms by format Page 'P'L'01-04-96 Your
Library Name 16:58:09'L"
```

Example

RF041		Bib Workforms by format	Page 1
01-04-96		Your Library Name	16:58:09
Format	Description	Work	
AM	Archival and manuscripts control	AM	
BK	Book & monographs	ANALYTIC	
BK	Book & monographs	BK	
BK	Book & monographs	GOVPUB	
BK	Book & monographs	MICROFORM	
BK	Book & monographs	SHORT	
CF	Computer files	CF	
MP	Maps	GLOBE	
MP	Maps	MAP	
MP	Maps	MAPMICRO	
MR	MARC Request	BOOK	
MR	MARC Request	SERIAL	
MU	Music and Sound recordings	ANALYTIC	
MU	Music and Sound recordings	MU/MICRO	
MU	Music and Sound recordings	RECORD	
MU	Music and Sound recordings	SCORE	
PB	Paperbacks	PROJ	
SE	Serials	SE	
SE	Serials	SEMICRO	
VF	Vertical Files	VF	
VM	Visual material	FILM	
VM	Visual material	KIT	
VM	Visual material	PROJ/GRAPH	
		IC	
VM	Visual material	REALIA	
VM	Visual material	VIDEO	
VM	Visual material	VM/MICRO	
27 records listed.			

RF045 — Bib Subfield Descriptions

Description Lists Bibliographic MARC Tag, Tag description, Subfield, Subfield description.

Width 80 columns

Prompts

1. Tag :
2. Subfield : m
3. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

`SORT B.MARC.TAGS WITH @ID MATCHING "1N0N" BY TAG BY-EXP VSUB
= "m" TAG TDESC VSUB SDESC ID-SUPP HEADING "RF045 Bib
Subfield descriptions Page 'P'L'01-04-96 Your Library Name
16:58:09'L'"`

Example

RF045	Bib Subfield descriptions	Page 1
01-04-96	Your Library Name	16:58:09
Valid Subfield		
Tags. Tag Description.....	Subs. Description.....	
34 CODED MATHEMATICAL DATA	m	Right ascension--eastern limit
130 MAIN ENTRY HEADING - UNIFORM TITLE	m	Medium of performance (music)
240 UNIFORM TITLE	m	Medium of performance (music)
243 COLLECTIVE UNIFORM TITLE (PREFER 240)	m	Medium of performance (music)
305 PHYSICAL DESCR, SOUND RECORDINGS (PRE-AACR2 ONLY)	m	Serial identification
534 ORIGINAL VERSION NOTE	m	Material specific details
600 SUBJECT ADDED ENTRY, PERSONAL NAME	m	Medium of performance (music)
610 SUBJECT ADDED ENTRY, CORPORATE NAME	m	Medium of performance (music)
630 SUBJECT ADDED ENTRY, UNIFORM TITLE	m	Medium of performance (music)
692 LOCAL SUBJ ADD ENTRY, PERSONAL NAME (FOR SE ONLY)	m	Medium of performance (music)
693 LOCAL SUBJ ADD ENTRY, CORP NAME (SE ONLY)	m	Medium of performance (music)
695 LOCAL SUBJ ADD ENTRY, UNIFORM TITLE (SE ONLY)	m	Medium of performance (music)
700 ADDED ENTRY, PERSONAL NAME	m	Medium of performance (music)

RF049 — Bib Workform Tag/Default Data - Wide

Description For each bibliographic workform and format, lists defined tags and descriptions. For each tag, the fixed tag flag, default indicators and defined subfields are listed. For each subfield, the fixed subfield flag and any Default data are listed.

Width 132 columns

Prompts

1. Workform name :
2. Format code : BK
3. Tag : 100
4. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
5. Print report description: N

Recall Statement

```
SORT B.MARC.TAGS WITH @ID MATCHING "0X.2A" AND WITH FORMATW
= "BK" BY WORKFORM BY FORMATW BY-EXP TAGS = "100" WORK-
FORM FORMATW TAGS TAGS.DESC TFIX DINDS SUBFLDS SFIX DDATA ID-
SUPP HEADING "RF049 Bib Workform tag/default data - wide
Page 'P'L'01-04-96 Your Library Name 16:58:09 'L' Format:
BK Tag: 100'L'"
```

Example

```
RF049                               Bib Workform tag/default data - wide           Page 1
01-04-96                           Your Library Name                          16:58:09
                                   Format: BK Tag: 100

Work                               Fix Def. Sub. Fix Def.
Form..... Format.... Tags Tags..... Tag Inds Fld. Sub Data

ANALYTIC  BK          100 PERSONAL NAME                1  a
                                                d
BK        BK          100 PERSONAL NAME                1  a
                                                d
MICROFORM BK          100 PERSONAL NAME                1  a
                                                d
SHORT     BK          100 PERSONAL NAME                1  a
                                                d

4 records listed.
```

RF050 — Bib Workform Tag/Default Data

Description For each bibliographic workform and format, lists defined tags. For each tag, the fixed tag flag, default indicators and defined subfields are listed. For each subfield, the fixed subfield flag and any Default data are listed.

Width 80 columns

Prompts

1. Workform name :
2. Format code : BK
3. Tag : 100
4. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
5. Print report description: N

Recall Statement

```
SORT B.MARC.TAGS WITH @ID MATCHING "0X.2A" AND WITH FORMATW
= "BK" BY WORKFORM BY FORMATW BY-EXP TAGS = "100" WORK-
FORM FORMATW TAGS TFIX DINDS SUBFLDS SFIX DDATA ID-SUPP
HEADING "RF050 Bib Workform tag/default data Page 'P'L'01-
04-96 Your Library Name 16:58:09'L'C' Format: BK Tag:
100'L"
```

Example

RF050		Bib Workform tag/default data			Page 1
01-04-96		Your Library Name			16:58:09
		Format: BK Tag: 100			
Work		Fix	Def.	Sub.	Fix
Form.....	Format....	Tags	Tag	Inds	Fld. Sub Data
ANALYTIC	BK	100	1	a	d
BK	BK	100	1	a	d
MICROFORM	BK	100	1	a	d
SHORT	BK	100	1	a	d
4 records listed.					

Bibliographic Database Maintenance

To reach this screen, select Bibliographic Database Maintenance from the CATALOGUE REPORTS MENU.

Bibliographic Database Maintenance

OPT#	CODE	COL	DESCRIPTION
1.	173	80	Bibliographic Import Load Report
2.	257	132	Authority 4xx link report

Options:
line Forward Backward Exit ? help

<i>OPT#</i>	Line number to enter to display the long description of a report.
<i>CODE</i>	The RF number of the report, used as a short form to identify reports.
<i>COL</i>	Number of columns used for the report.
<i>DESCRIPTION</i>	Short description of the report.

RF173 — Bibliographic Import Load Report

Description	Status, date, time, load key, duplicate LCN, titles, and message.
Restrictions	By date range, errors or non-errors only, duplicates or unmatched only, or a specific message or message pattern.
Width	80 columns

Prompts	1. Beginning Date :
	2. Ending Date :
	3. Output (1) Only errors or (2) only non-errors :1
	4. Output (1) Only Duplicates or (2) Only No Matches :1
	5. Message :
	6. Route output to : S
	S - Screen A - Auxiliary printer
	Hxx - Hold file with key xx, defaults to assigned key
	Pn - system Printer n, n defaults to 0
	7. Print report description : N

Recall Statement

```
SORT CAT.BIB.LOAD WITH ID AND WITH STATUS = "1" AND WITH MSG
= "*" ] BY MSG BY TITLE STATUS DATE TIME LKEY BKEY TITLE MSG
ID-SUPP HEADING "RF173 Bibliographic Import Load Report Page
'P'L'01-04-96 Your Library Name 16:58:09'L"
```

Example

RF173	Bibliographic Import Load Report	Page 1
01-04-96	Your Library Name	16:58:09
Stat		
0=Ok	Title	
1=Err Date.... Time.... Load ID. Dup LCN. Dup Title..... Message.....		
1	9999 99993424 Nine testing	Test
One record listed.		

RF257 — Authority 4xx Link Report

Description	Date, time, cataloguing status, LCN, See ACN, ACN, tag, indicator, subfield, and data.
Purpose	Used for bib database/authorities management to verify that the correct link occurred and that the heading in the bib record matched the 4xx.
Width	132 columns

Prompts	1. Beginning Time (HH:MM) : 2. Ending Time (HH:MM) : 3. Date for time range : 4. Start Date (no time range) : 5. End Date (no time range) : 6. Status (0=Could Link, 1=Auto Linked) : 1 7. Sort Report by (D)ate or (H)eading : H 8. Route output to : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 9. Print report description : N
---------	---

Recall Statement	SORT CAT.AUTH.4XX WITH @ID NE "" AND WITH STATUS ="Linked" BY MHEAD BY DATE BY TIME DATE TIME STATUS BKEY SKEY MDATA AKEY TAG INDS SUB MHEAD ID-SUPP DBL-SPC HEADING "RF257 Authority 4xx link report Page'P' 'L'08-04-98 Your Library Name 12:11:20'L' 'C' Status: 1=Auto Linked 'L' " LPTR
------------------	--

Example

RF257 01-04-96	Authority 4xx link report Your Library Name										Page 1 16:58:11
Date....	Time....	Status	LCN No..	See ACN.	Data.....	ACN No..	Tag	Inds.	Subs	Authority	Heading
07/23/93	03:27PM	Linked	10030321	10114131	Hoffelmeier, Hans	10114130	100	10	a	Hoffelmeyer, Hans	
05/15/91	04:42PM	Linked	10029822	10112542	Clemens, Sam, 1835-1910	10010078	100	10	a	Twain, Mark, 1835-1910	
05/15/91	04:46PM	Linked	10029823	10112542	Clemens, Sam, 1835-1910	10010078	100	10	a	Twain, Mark, 1835-1910	
3 records listed.											

Bibliographic Cataloguing Edit Logs

To reach this screen, select Bibliographic Workfile/Edit Logs from the CATALOGUE REPORTS MENU.

Bibliographic Cataloguing Edit Logs

OPT#	CODE	COL	DESCRIPTION
1.	255	80	Brief listing of bib. edit log
2.	256	132	Bib. edit log

Options:
line Forward Backward Exit ? help

<i>OPT#</i>	Line number to enter to display the long description of a report.
<i>CODE</i>	The RF number of the report, used as a short form to identify reports.
<i>COL</i>	Number of columns used for the report.
<i>DESCRIPTION</i>	Short description of the report.

RF255 — Brief Listing of Bib Edit Log

Description LCN, date, time, status (new/edit/delete), new cataloguer, old and new data.

Restrictions By date range, time range (within one day), and status.

Sorting By date or cataloguer.

Width 80 columns

Prompts

```

1. Beginning Time (HH:MM)           :
2. Ending Time (HH:MM)             :
3. Date for time range              :
4. Start Date (no time range)       :01 JAN 95
5. End Date (no time range)         :31 DEC 95
6. Enter Status (0=New, 1=Edit, 2=Delete):1
7. Sort Report by (D)ate or (C)ataloguer :D
8. Route output to                  : S
   S - Screen                      A - Auxilary printer
   Hxx - Hold file with key xx, defaults to assigned key
   Pn - system Printer n, n defaults to 0
9. Print report description          : N

```

Recall Statement

```

SORT CAT.BIB.LOG WITH @ID NE "" AND WITH DATE >="01 JAN 1995" AND WITH
DATE <="31 DEC 1995" AND WITH TYPE ="1" BY DATE BY TIME LCN DATE TIME
CAT TYPE.WORD MERGE.LCN ID-SUPP HEADING "RF255 Brief listing of bib.
edit log Page'P' 'L'10-06-98 Your Library Name 11:07:27'L' 'C' From:
01 JAN 1995 to: 31 DEC 1995 Type: 1=Change 'L' " LPTR

```

Example

RF255		Brief listing of bib. edit log			Page 1
10-06-98		Your Library Name			11:07:27
		From: 01 JAN 1995 to: 31 DEC 1995			
LCN No.	Date	Time	Cataloguer	Type	Merged LCN No.
10025515	02/28/95	11:26:41	MASTER	Change	
10025518	03/02/95	16:44:54		Change	
10025519	03/02/95	16:45:01	MASTER	Change	
10025450	03/15/95	13:30:55	MASTER	Change	
10025528	03/15/95	15:39:13	MASTER	Change	
10025529	03/15/95	15:48:32	MASTER	Change	
10023738	03/29/95	10:38:02	MASTER	Change	
10023738	03/29/95	10:39:57	MASTER	Change	
10025420	04/04/95	10:21:39		Change	
10025475	04/10/95	14:19:54	MASTER	Change	
10018787	05/26/95	09:06:21		Change	
10024172	05/26/95	09:06:29		Change	
10008204	06/27/95	13:43:38	MASTER	Change	
10023788	07/26/95	14:06:49	MASTER	Change	

RF256 — Bib Edit Log

Description LCN, date, time, status (new/edit/delete), new cataloguer, and old and new tag, subfields, and data.

Restrictions By date range, time range (within one day), and status.

Sorting By date or cataloguer.

Width 132 columns

Prompts

1. Beginning Time (HH:MM) :
2. Ending Time (HH:MM) :
3. Date for time range :
4. Start Date (no time range) :01 JAN 95
5. End Date (no time range) :31 DEC 95
6. Enter Status (0=New, 1=Edit, 2=Delete):1
7. Sort Report by (D)ate or (C)ataloguer :D
8. Route output to : S
 - S - Screen A - Auxiliary printer
 - Hxx - Hold file with key xx, defaults to assigned key
 - Pn - system Printer n, n defaults to 0
9. Print report description : N

Recall Statement

```

SORT CAT.BIB.LOG WITH @ID NE "" AND WITH DATE >="01 JAN 1995" AND WITH
DATE <="31 DEC 1995" AND WITH TYPE ="1" BY DATE BY TIME LCN.DATE.TIME
CAT TYPE.WORD MERGE.LCN NEW.TAG NEW.IND NEW.SUB NEW.DATA OLD.TAG
OLD.IND OLD.SUB OLD.DATA ID-SUPP DBL-SPC HEADING "RF256 Bib. edit log
Page'P' 'L'10-06-98 Your Library Name 11:28:46'L' 'C' From: 01 JAN
1995 to: 31 DEC 1995 Type: 1=Change: 'L' " LPTR
  
```

Example

RF256		Bib. edit log										Page 1	
10-06-98		Your Library Name										11:28:46	
From: 01 JAN 1995 to: 31 DEC 1995 Type: 1=Change:													
LCN No.	Cataloguer	Type	Merged LCN No.	New Tag	New Inds.	New Subs	New Data	Old Tag	Old Inds.	Old Subs	Old Data		
10024172		Change		8			930803r19741932pau	b	8		900212r19741932pau		b
05/26/95							00000 eng d				00000 eng d		
09:06:29				35		a	AUb10024172	35		a	AUb10024172		
						z	AUb10214191			z	AUb10214191		
				40		a	TXA	40		a	TXA		
						c	TXA			c	TXA		
						d	m.c.			d	m.c.		
						d	ORE			d	ORE		
				49		a	OREU	49		a	OREU		
				90		a	PR5341	90		a	PR5341		
						b	.G85 1974			b	.G85 1974		
				100	10			100	10	a	Grierson, Herbert John		
										c	Sir, bart.,		
										d	1771-1832		

Bibliographic Cataloguing Statistics

To reach this screen, select Bibliographic Cataloguing Statistics from the CATALOGUE REPORTS MENU.

Bibliographic Cataloguing Statistics			
OPT#	CODE	COL	DESCRIPTION
1.	068	80	Bibliographic Cataloguing Statistical Summary
2.	069	80	Bibliographic Status Counts by Cataloguer
3.	070	80	Bibliographic status counts by call# class - summary
4.	071	80	Bibliographic Status Counts by Date
5.	072	80	Bibliographic status counts by Location - summary
6.	075	80	Workfile Stats
7.	081	80	Workfile totals by cataloguer - summary
Options:			
# line	Forward	Backward	Exit ? help

- OPT#

Line number to enter to display the long description of a report.
- CODE

The RF number of the report, used as a short form to identify reports.
- COL

Number of columns used for the report.
- DESCRIPTION

Short description of the report.

RF068 — Bibliographic Cataloguing Statistical Summary

Description	Totals for cataloguing activity.
Restrictions	By date range, status (edited/new/copied/deleted/brief edit), and any of date, month, cataloguer, format type, material type, record type, encoding level, cataloguing form, or transaction type. Counts are then calculated for one of date, month, cataloguer, format type, material type, record type, encoding level, cataloguing form, or transaction type.
Purpose	Used by management for quarterly/annual reports on cataloguing activity.
Width	80 columns

Prompts	<pre>1. Cataloguing status code : 0 0 Edited 1 New 2 Copied 3 Deleted 4 Brief Edit 2. (I)tem or (B)ibliographic stats : 3. Cataloguer ID : 4. Format type : 5. Material type : 6. Record type : 7. Encoding level : 8. Cataloguing form : 9. Transaction type in HEX : 10. ONE selection to display on output : 1 Date 2 Month 3 Cataloguer ID 4 Format type 5 Material type 6 Record type 7 Encoding level 8 Cataloguing form 9 Transaction type in HEX 11. Beginning date : 01 JAN 92 12. Ending date : 31 DEC 94 13. Month (eg 07) : 14. Route output to : S - Screen A - Auxilary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 15. Print report description : N</pre>
---------	---

Recall Statement

```

SORT CAT.BIB.STATS BY-EXP STATUS ="0" WITH @ID NE "" BREAK-ON
STATUS.DESC "'UV'" BY-EXP DATE >="01 JAN 1992" BY-EXP DATE <="31 DEC
1994" TOTAL COUNT DET-SUPP ID-SUPP HEADING "RF068 Bibliographic Cata-
loguing Statistical Summary Page'P' 'L'01-04-96 Your Library Name
16:58:09'L' 'C' Status: 0=Edited From: 01 JAN 1992 to: 31 DEC 1994
'L' " LPTR

```

Example

RF068	Bibliographic Cataloguing Statistical Summary	Page 1
01-04-96	Your Library Name	16:58:09
	Status: 0=Edited From: 01/01/92 to: 12/31/94	
Status Cataloguer Total....		
GORD	6	
KS	27	

Edited	33	
***	33	

RF069 — Bibliographic Status Counts by Cataloguer

Description Cataloguer, date, time, bibliographic key, format, status (edited, new, copied, deleted, brief edit), and count.

Restrictions By cataloguer, date range, status, or format.

Width 80 columns

Prompts

1. Cataloguer ID :
2. Beginning Date : 01 JAN 92
3. Ending Date : 31 DEC 92
4. Cataloguing status code : 0
 - 0 Edited
 - 1 New
 - 2 Copied
 - 3 Deleted
 - 4 Brief Edit
5. Format type :
6. (I)tem or (B)ibliographic stats :
7. Route output to : S
 - S - Screen A - Auxiliary printer
 - Hxx - Hold file with key xx, defaults to assigned key
 - Pn - system Printer n, n defaults to 0
8. Print report description : N

Recall Statement

```
SORT CAT.BIB.STATS BY-EXP DATE ="01 JAN 1992" BY-EXP DATE <="31 DEC
1992" BY-EXP TIME BY-EXP STATUS ="0" BREAK-ON CATALOGER "'UVL'" DATE
TIME LCN IKEY FMT STATUS.DESC TOTAL COUNT ID-SUPP HEADING "RF069
Bibliographic Status Counts by Cataloguer Page'P' 'L'01-04-96 Your
Library Name 16:58:09'L' 'C' From: 01 JAN 1992 to: 31 DEC 1992 Status:
0=Edited 'L' " LPTR
```

Example

RF069	Bibliographic Status Counts by Cataloguer					Page 1
01-04-96	Your Library Name					16:58:09
For: KS From: 01/01/92 to: 12/31/94 Status: 0=Edited Format: BK						
Item						
Cataloguer	Date....	Time..	Bib Key..	Key.....	Format Status Total....	
KS	08/11/93	11:31	10013502		BK Edited 1	
KS	08/13/93	09:27	10018776		BK Edited 1	
KS	09/01/93	13:59	10025323		BK Edited 1	
KS	09/02/93	15:34	10019984		BK Edited 1	
KS	01/26/94	17:44	10025412		BK Edited 1	

KS					5	
***					5	
5 records listed.						

RF070 — Bibliographic Status Counts by Call# Class - Summary

Description	Status, call number classification, and totals.
Restrictions	By status, cataloguer, format type, institution code, sublocation code, collection code, call number prefix, date range or month.
Width	80 columns

Prompts	1. Cataloguing status code : 0
	0 Edited
	1 New
	2 Copied
	3 Deleted
	4 Brief Edit
	2. Cataloguer ID : KS
	3. Format type :
	4. Institution code :
	5. Sublocation code :
	6. Collection code :
	7. Callnumber prefix :
	8. Beginning Date : 01 JAN 92
	9. Ending Date : 31 DEC 94
	10. Month (eg 07) :
	11. Route output to : S
	S - Screen A - Auxilary printer
	Hxx - Hold file with key xx, defaults to assigned key
	Pn - system Printer n, n defaults to 0
	12. Print report description : N

Recall Statement

SORT CAT.BIB.STATS BY-EXP STATUS ="0" BY-EXP CATALOGER ="KS" BY-EXP CALLNO.CLASS BY-EXP DATE >="01 JAN 1992" BY-EXP DATE <="31 DEC 1994" BY-EXP IKEY # "" BREAK-ON STATUS.DESC "'UVL'" BREAK-ON CALLNO.CLASS "'UVL'" TOTAL COUNT DET-SUPP ID-SUPP HEADING "RF070 Bibliographic status counts by call# class - summary Page'P' 'L'08-04-98 Your Library Name 13:12:04'L' 'C'For: KS Status: 0=Edited From: 01 JAN 1992 to: 31 DEC 1994 'L' " LPTR

Example

RF070	Bibliographic status counts by call# class - summary	Page 1
01-04-96	Your Library Name	16:58:09
Status: 0=Edited	For: KS Format type: BK	From: 01/01/92 to: 12/31/94
Call#		
Status Class.....	Total....	

GC123	7	

Edited	7	
***	7	
7 records listed.		

RF071 — Bibliographic Status Counts by Date

Description Date, time, cataloguer, bibliographic key, item key, status (edited, new, copied, deleted, brief edit), format, and count.

Restrictions By cataloguer, date range, status, format, or to item or bibliographic statistics.

Width 80 columns

Prompts

1. Beginning Date : 01 JAN 92
2. Ending Date : 31 DEC 94
3. Cataloguer ID : KS
4. Cataloguing status code : 0
 - 0 Edited
 - 1 New
 - 2 Copied
 - 3 Deleted
 - 4 Brief Edit
5. Format type :
6. (I)tem or (B)ibliographic stats: :
7. Route output to : S
 - S - Screen A - Auxilary printer
 - Hxx - Hold file with key xx, defaults to assigned key
 - Pn - system Printer n, n defaults to 0
8. Print report description : N

Recall Statement

```
SORT CAT.BIB.STATS BY-EXP DATE >="01 JAN 1992" BY-EXP DATE <="31 DEC
1994" BY-EXP TIME BY-EXP CATALOGER ="KS" BY-EXP STATUS ="0" BREAK-ON
DATE "'UVL'" TIME CATALOGER LCN IKEY STATUS.DESC FMT TOTAL COUNT ID-
SUPP HEADING "RF071 Bibliographic Status Counts by Date Page'P'
'L'01-04-96 Your Library Name 16:58:09'L' 'C'For: KS From: 01 JAN
1992 to: 31 DEC 1994 Status: 0=Edited 'L' " LPTR
```

Example

RF071	Bibliographic Status Counts by Date					Page 1
01-04-96	Your Library Name					16:58:09
For: KS From: 01/01/92 to: 12/31/94 Status: 0=Edited Format type: BK						
Item						
Date....	Time..	Cataloguer	Bib Key..	Key.....	Status Format Total....	
08/11/93	11:28	KS	10013502		Edited BK 1	
08/11/93	11:31	KS	10013502		Edited BK 1	

08/11/93					2	
08/13/93	09:27	KS	10018776		Edited BK 1	

08/13/93					1	
01/26/94	17:44	KS	10025412		Edited BK 1	

01/26/94					1	
***					6	
6 records listed.						

RF072 — Bibliographic Status Counts by Location - Summary

Description	Status, call number location, and totals.
Restrictions	By status (edited/new/copied/deleted/brief edit), cataloguer, format type, institution code, sublocation code, collection code, call number prefix, date range or month.
Width	80 columns

Prompts	1. Cataloguing status code : 0 0 Edited 1 New 2 Copied 3 Deleted 4 Brief Edit 2. Cataloguer ID : KS 3. Format type : BK 4. Institution code : 5. Sublocation code : 6. Collection code : 7. Callnumber prefix : 8. Beginning Date : 01 JAN 92 9. Ending Date : 31 DEC 94 10. Month (eg 07) 11. Route output to : S - S - Screen - A - Auxiliary printer - Hxx - Hold file with key xx, defaults to assigned key - Pn - system Printer n, n defaults to 0 12. Print report description : N
---------	---

Recall Statement	<pre> SORT CAT.BIB.STATS BY-EXP STATUS ="0" BY-EXP CATALOGER ="KS" WITH FMT ="BK" BY-EXP CALLNO.PART BY-EXP DATE >="01 JAN 1992" BY-EXP DATE <="31 DEC 1994" BY-EXP IKEY # "" BREAK-ON STATUS.DESC "'UVL'" BREAK- ON CALLNO.PART "'UVL'" TOTAL COUNT DET-SUPP ID-SUPP HEADING "RF072 Bibliographic status counts by Location - summary Page'P' 'L'01- 04-96 Your Library Name 16:58:09'L' 'C' Status: 0=Edited Cata- loguer: KS Format type:BK From: 01 JAN 1992 to: 31 DEC 1994 'L' " LPTR </pre>
------------------	---

Example

```
RF072          Bibliographic status counts by Location - summary          Page 1
01-04-96          Your Library Name          16:58:09
Status: 0=Edited Cataloguer: KS Format type: BK From: 01/01/92 to: 12/31/94

Callno
Status Part..... Total....

      AU CAM2          1
      RARE
      AU CAM2          3
      REF
      AU CAM2          3
      VIDEO
Edited          7
***          7

7 records listed.
```

RF075 — Workfile Stats

Description Cataloguer, format, last update date, and totals for: new workfile items, edited workfile items, new index items, edited index items, and deletions.

Width 80 columns

Prompts 1. Cataloguer ID :
2. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
3. Print report description : N

Recall Statement SORT CAT.WORK = "P.]" BREAK-ON CATALOGER.1 "'U'" FMT UPDATED
TOTAL NEW.WFILE TOTAL ED.WFILE TOTAL NEW.INDEX TOTAL
ED.INDEX TOTAL DELETES ID-SUPP GRAND-TOTAL "'U'" HEADING
"RF075 Workfile Stats Page 'P' 1'L'01-04-96 Your Library
Name 16:58:09'L"

Example

RF075		Workfile Stats				Page 1
01-04-96		Your Library Name				16:58:09
Cataloguer	Last Fmt	New Updated.	Work..	Edited New Work..	Edited Index. Index.	Deletes..
DEL	AU	06-28-94		2		
	BK	09-15-94		5		
	SE	09-02-93		1		
***			8	0	0	0
ACQSYS	BK	02-20-95	149	10		
	SE	10-17-94	9	17		
***			158	27	0	0
MASTER	AU				1	31
	BK	01-06-94	1	0		
	SE	11-19-93	1			
	BK	10-18-94	3	0	17	74
	CF				2	4
	MU				2	10
	SE				1	3
	BK	08-30-93		1		
	BK	02-17-95	145			
***			154	1	23	122
***			321	28	30	140
10 records listed.						

RF081 — Workfile Totals by Cataloguer - Summary

Description For each cataloguer, shows counts of new workfile items, edited workfile items, new index items, edited index items, and deleted items, with totals by cataloguer and category.

Width 80 columns

Prompts 1. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
2. Print report description: N

Recall Statement SORT CAT.WORK = "P.]" BREAK-ON CATALOGER.1 CATALOGER.1 TOTAL
SUM.NW TOTAL SUM.EW TOTAL SUM.NI TOTAL SUM.EI TOTAL SUM.DX
TOTAL SUM.CAT ID-SUPP DET-SUPP GRAND-TOTAL "U" HEADING
"RF081 Workfile totals by cataloguer - summary Page
'P'L'01-04-96 Your Library Name 16:58:09'L"

Example

RF081	Workfile totals by cataloguer - summary					Page 1
01-04-96	Your Library Name					16:58:09
	Sum	Sum	Sum	Sum	Sum	Catalog.
Cataloguer	WNEW..	WED...	INEW..	IED...	Del...	Totals..
	0	0	0	0	0	0
DEL	212	0	0	0	0	212
ACQSYS	53	16	0	0	0	69
ACQSTF	0	0	2	2	1	5
BK	0	0	0	0	0	0
CAF	0	0	1	2	2	5
CATSTF	0	0	0	0	0	0
CAT	1	0	0	0	0	1
CATSUP	4	1	5	0	0	10
DE	1	1	2	2	2	8
DIACAT	0	0	0	0	0	0
DOM	1	3	1	1	0	6
JOHN	1	3	12	42	10	68
KJH	5	5	86	112	33	241
MASTER	12	14	163	252	74	515
MC	4	0	104	141	40	289
MEM	0	0	0	1	0	1
MIKE	0	0	0	0	0	0
NAIT	0	0	0	1	0	1
OCLC	1	1	0	0	0	2
PAM	0	0	3	9	1	13
SE	0	1	9	128	60	198
STATE	0	0	0	0	0	0
JAY	0	0	0	10	5	15
=====						
***	295	45	392	703	228	1663
24 records listed.						

4

Circulation Reports

This chapter describes the following reports:

- Patron Registration
- Patron Accounting
- Patron Blocks
- Patron Notices Reports/Statistics
- Checkout Status/Action Exceptions
- Holds and Booking Picklists/Alerts
- Reserve Book Room
- Circulation Checkin Statistics
- Circulation Recall Statistics
- Circulation Renewal Statistics
- Circulation Hold Statistics
- Physical Inventory
- Circulation Backup Reports

Circulation Reports

Select System Reports (CCR) from the Circulation Reports Menu to display the CIRCULATION REPORTS MENU.

CIRCULATION REPORTS MENU

- | | |
|---------------------------------------|-------------------------------------|
| 1. Patron Registration Reports | 8. Circulation Checkin Statistics |
| 2. Patron Accounting Reports | 9. Circulation Recall Statistics |
| 3. Patron Blocks Reports | 10. Circulation Checkout Statistics |
| 4. Patron Notices Reports/Statistics | 11. Circulation Renewal Statistics |
| 5. Checkout Status/Action Exceptions | 12. Circulation Hold Statistics |
| 6. Holds and Booking Picklists/Alerts | 13. Physical Inventory Reports |
| 7. Reserve Book Room Reports | |

Enter your selection, or <ENTER> to exit:

Patron Registration Reports

To reach this screen, select Patron Registration Reports from the CIRCULATION REPORTS MENU.

Patron Registration Reports

OPT#	CODE	COL	DESCRIPTION
1.	137	132	Patron mailing addresses
2.	138	132	Patrons by patron type
3.	151	80	Count of patrons by patron type
4.	177	80	Detailed Patron information

Options:
line Forward Backward Exit ? help

OPT# Line number to enter to display the long description of a report.

CODE The RF number of the report, used as a short form to identify reports.

COL Number of columns used for the report.

DESCRIPTION Short description of the report.

Width 132 columns

Recall Statement

```
SORT PATRON WITH PAT.NAME # "" AND WITH PCOD # "" AND WITH SUBLOCATION
="CAM1" AND WITH PAT.NAME ="C"] BY PAT.NAME PAT.NAME ADDR CITY STATE
PAT.ZIP PAT.PHONE PAT.ADDR2 CITY2 STATE2 PAT.ZIP2 ID-SUPP HEADING
"RF137 Patron mailing addresses Page'P' 'L'08-06-98 Your Library Name
10:22:01'L' 'C' Sublocation code: CAM1 Patron: C] 'L' ' LPTR
```

Example

Reports Guide (September 2000)

RF138 — Patrons by Patron Type

Description	Patron type, name, barcode, other identification number, and registration and expiry dates.
Restrictions	By sublocation, type and date ranges for registration and expiry dates.
Sorting	By type and name.
Width	132 columns

Prompts	1. Sublocation code : C] 2. Patron Type Code : STF 3. Beginning registration date : 01 JAN 1992 4. Ending registration date : 01 JAN 1995 5. Beginning expiry date : 6. Ending expiry date : 7. Route output to : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 8. Print report description : N
---------	---

Recall Statement	SORT PATRON WITH PAT.NAME # "" AND WITH PCOD # "" AND WITH SUBLOCATION ="C]" AND WITH PCOD ="STF" AND WITH REG >="01 JAN 1992" AND WITH REG <="01 JAN 1995" BY PATRON.CODE.DESC BY PAT.NAME BREAK-ON PATRON.CODE.DESC PAT.NAME BARCODE PAT.ID REG EXP ID-SUPP HEADING "RF138 Patrons by patron type Page'P' 'L'08-06-98 Your Library Name 11:04:12'L' 'C' Sublocation code: C] Patron type: STF Registration from: 01 JAN 1992 to: 01 JAN 1995 'L' " LPTR
------------------	---

Example

RF138	Patrons by patron type	Page 1
08-06-98	Your Library Name	11:04:12
	Sublocation code: C	
Patron type: STF Registration from: 01 JAN 1992 to: 01 JAN 1995		
Type.....	NAME.....	BARCODE..... ID..... DATE REG EXPIRY..
Staff	APPLEBY-CLARK, YVONNE	29999000000055 11-26-93 05-31-94
Staff	SMITH, GEAC	-103113 987654 02-27-92 08-27-93

2 records listed.		

RF151 — Count of Patrons by Patron Type

Description Patron type code and description, and totals.

Restrictions By registration date range.

Sorting By patron code.

Width 80 columns

Prompts

1. Beginning registration date : 01 JAN 1992
2. Ending registration date : 01 JAN 1995
3. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
4. Print report description : N

Recall Statement

```
SORT PATRON WITH PAT.PCOD NE "" AND WITH REG >= "01 JAN 1992" AND
WITH REG <= "01 JAN 1995" BY PAT.PCOD BREAK-ON PAT.PCOD
PATRON.CODE.DESC TOTAL NUM.PTYPE GRAND-TOTAL "GRAND TOTAL : 'U'" DET-
SUPP ID-SUPP HEADING "RF151 Count of patrons by patron type Page
'P' 'L' 01-04-96 Your Library Name 16:58:09 'L' 'C' Registration from:
01 JAN 1992 to: 01 JAN 1995 'L' "
```

Example

RF151	Count of patrons by patron type	Page 1
01-04-96	Your Library Name	16:58:09
	Registration from: 01 JAN 92 to: 01 JAN 95	
Patron Type.....		
Code.	Description..	Total..
F	Faculty	2
G	Graduate Student	4
ILL	ILL Institution	1
R	Resident	5
S	Student	14
STF	Staff	3
HS	High School Stud	1
=====		
GRAND TOTAL :		30
30 records listed.		

RF177 — Patron Information

Description	All demographic information for patrons selected.
Purpose	Detailed report that would provide either manual backup or a record of patron information entered.
Restrictions	By sublocation, patron type, name, barcode or secondary identification number.
Sorting	By patron code and patron name.
Width	80 columns

Prompts	1. Sublocation code : C 2. Patron Type Code : STF 3. Patron Name : GEORZ] 4. Patron Barcode Number : 5. Patron ID : 6. Route output to : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 7. Print report description: N
---------	--

Recall Statement	SORT PATRON WITH PAT.NAME # "" AND WITH PCOD NE "" AND WITH SUBLOCA- TION = "C]" AND WITH PCOD ="STF" AND WITH PAT.NAME ="GOERZ]" BY PCOD BY PAT.NAME PA.NAME PA.ADDR PA.ZIP PA.PHONE PA.XCARD PA.GUARD PA.DEPEN REG PA.BDT PA.ID PA.IDTYP PA.RCOD PA.AGENCY PA.PCOD PA.STGRP PA.LANG PA.BLK EXP PA.UDT PA.TCNT PA.LTDT PA.BKEY PA.CMTS PA.NOTE PA.AKEY PA.ADDR2 PA.ZIP2 PA.CAMP PA.EDLVL PA.ORG PA.CURC PA.OBJ PA.DIV PA.BRNM PA.SEC PA.ORGCD PA.STATUS PA.TEN PA.APFR PA.APT0 PA.POS PA.GRP PA.WOC PA.CAMPUS HEADING "RF177 Patron information Page'P' 'L'08-06-98 Your Library Name 11:37:09'L' 'C' Sublocation code: C] Patron type: STF Patron: GOERZ] 'L' " LPTR
------------------	---

Example

RF177	Patron information	Page 1
10-06-98	Your Library Name	11:37:09
	Sublocation code: C	
	Patron type: STF Patron: GEORZ]	
PATRON.....	29999000399543	
NAME	. GOERZEN, CATHERINE	
STREET ADDRESS	. 41 ELIZABETH STREET #4	
ZIP/POSTAL	. 00 01	
PHONE NUMBER	. 988-5546	
EXTRA CARDS	.	
GUARD CODE	.	
DEPENDENTS	.	
DATE REG.....	. 07-19-91	
BIRTHDATE	.	
IDENTIFICATION NUMBER	. 0005560930	
IDENTIFICATION TYPE	. UNKNOWN	
RESIDENCE	.	
REGULAR BRANCH	.	
PATRON DESCRIPTION	. Patron Type -	
.	.	
.	.	
.	.	
.	.	
.	. Student	
.	. Staff	
.	.	
STATISTICS GROUP	.	
LANGUAGE	.	
BLOCKS	.	
EXPIRY.....	. 12-31-99	
LAST UPDATED	. 05-03-95	
TRANSACTION COUNT	.	
LAST TRANSACTION DATE	.	
BIB KEY	.	
COMMENTS	.	
NOTICE KEYS	.	
MBOOK KEYS	.	
SECOND ADDRESS	. 41 ELIZABETH STREET	
	. #4	
ZIP/POSTAL 2	. 02 03	
CAMPUS	.	
EDUCATION LEVEL	.	
ORGANIZATION STRUCTURE	.	
CURRICULUM	.	
EDUCATION STRUCTURE	.	
DIVISION NAME	.	
BRANCH NAME	.	
SECTION NAME	.	
ORGANIZATION CODE	.	
STATUS CODE	.	
TENURE	.	
APPOINTED FROM	.	
APPOINTED TO	.	
POSITION TITLE	.	
GROUP CODE	.	
WOC	.	
CAMPUS FOR FACULTY CODE.	.	
One record listed.		

Patron Accounting Reports

To reach this screen, select Patron Accounting Reports from the CIRCULATION REPORTS MENU.

Patron Accounting Reports

OPT#	CODE	COL	DESCRIPTION
1.	020	132	Patron accounting history
2.	021	80	Amounts charged and owing by patron type
3.	027	132	Added borrower transactions
4.	028	132	Patron Billing History
5.	029	132	Amounts paid on invoice line items
6.	030	132	Patron billing status
7.	031	132	Full Billing Report
8.	033	80	AR Summary by A/R bill sequence
9.	034	80	AR Summary by Patron
10.	124	132	Billing cross-reference, titles, etc.
11.	176	80	Billing by patron

Options:
line Forward Backward Exit ? help

OPT# Line number to enter to display the long description of a report.

CODE The RF number of the report, used as a short form to identify reports.

COL Number of columns used for the report.

DESCRIPTION Short description of the report.

Example

RF020
01-04-96Patron accounting history
Your Library Name
From: 01 JAN 92 to: 01 JAN 95 Status: CPage 1
16:58:08

St. Patron.....	Patron.....	Tran	Date....	Copies.....	Description.....	Charge	Amount....	Amount....	Balance...
Name.....	Barcode.....	Num.	Charged. Key.....			Code..	Charged...	Paid.....	Due.....
C LEE, ANN	200000000088	1	08/10/93	39999000108068		LB	\$ 75.00	\$ 75.00	\$ 0.00
C LEE, ANN	200000000088	2	08/23/93	39999000108113		RL	\$ 4.50	\$ 4.50	\$ 0.00
C LEE, ANN	200000000088	3	08/25/93		Notice Production	PRO	\$ 2.00	\$ 2.00	\$ 0.00
C LEE, ANN	200000000088	4	09/09/93		Notice Production	PRO	\$ 2.00	\$ 2.00	\$ 0.00
C LEE, ANN	200000000088	5	09/16/93	39999000120650		RL	\$ 3.00	\$ 3.00	\$ 0.00
C MORRIS, MICHAEL	200002001111	1	08/09/93	39999000103235		RL	\$ 15.00	\$ 15.00	\$ 0.00
C MORRIS, MICHAEL	200002001111	10	09/20/93		LVIS Production	FINE	\$ 1.00	\$ 1.00	\$ 0.00
C MORRIS, MICHAEL	200002001111	11	09/13/93		LVIS Production	FINE	\$ 1.00	\$ 1.00	\$ 0.00
C MORRIS, MICHAEL	200002001111	12	09/13/93		Notice Production	PRO	\$ 2.00	\$ 2.00	\$ 0.00
C MORRIS, MICHAEL	200002001111	13	09/14/93		Notice Production	PRO	\$ 2.00	\$ 2.00	\$ 0.00
C MORRIS, MICHAEL	200002001111	14	09/14/93		Notice Production	PRO	\$ 2.00	\$ 2.00	\$ 0.00
C MORRIS, MICHAEL	200002001111	15	09/14/93		LVIS Production	FINE	\$ 1.00	\$ 1.00	\$ 0.00
C MORRIS, MICHAEL	200002001111	16	09/14/93		Notice Production	PRO	\$ 2.00	\$ 2.00	\$ 0.00
C MORRIS, MICHAEL	200002001111	17	09/14/93		Notice Production	PRO	\$ 2.00	\$ 2.00	\$ 0.00
C MORRIS, MICHAEL	200002001111	18	09/14/93		LVIS Production	FINE	\$ 1.00	\$ 1.00	\$ 0.00
C MORRIS, MICHAEL	200002001111	19	09/14/93		Notice Production	PRO	\$ 2.00	\$ 2.00	\$ 0.00
C MORRIS, MICHAEL	200002001111	2	08/09/93		Notice Production	PRO	\$ 2.00	\$ 2.00	\$ 0.00
C MORRIS, MICHAEL	200002001111	20	09/14/93		Notice Production	PRO	\$ 2.00	\$ 2.00	\$ 0.00
C MORRIS, MICHAEL	200002001111	21	09/14/93		Notice Production	PRO	\$ 2.00	\$ 2.00	\$ 0.00
C MORRIS, MICHAEL	200002001111	22	09/14/93		LVIS Production	FINE	\$ 1.00	\$ 1.00	\$ 0.00
C MORRIS, MICHAEL	200002001111	23	09/14/93		Notice Production	PRO	\$ 2.00	\$ 2.00	\$ 0.00
C MORRIS, MICHAEL	200002001111	24	09/21/93		LVIS Production	FINE	\$ 1.00	\$ 1.00	\$ 0.00
C MORRIS, MICHAEL	200002001111	25	09/21/93		LVIS Production	FINE	\$ 1.00	\$ 1.00	\$ 0.00

RF027 — Added Borrower Transactions

Description Accounts receivable details for patron or patrons with added borrowers
- displays patron name and barcode, added borrower, title, invoice number, and item barcode.

Restrictions By patron barcode and date range.

Sorting By patron name, patron barcode, added borrower, and item barcode.

Width 132 columns

Prompts

1. Patron Barcode :
2. Beginning Date : 01 JAN 1991
3. Ending Date : 01 JAN 1995
4. Route output to : S
 - S - Screen A - Auxiliary printer
 - Hxx - Hold file with key xx, defaults to assigned key
 - Pn - system Printer n, n defaults to 0
5. Print report description: N

Recall Statement

```
SORT AR.BILLS WITH BRW AND WITH PID ="2]" AND WITH BDT >="01 JAN 1991"
AND WITH BDT <="01 JAN 1998" BY PNAME BY BRW BY CKEY PNAME PID BRW
TITLE INV CKEY ID-SUPP HEADING "RF027 Added borrower transactions
Page'P' 'L'08-06-98 Your Library Name 14:18:22'L' 'C' Patron: 2]
From: 01 JAN 1991 to: 01JAN 1998 'L' " LPTR
```

Example

```
RF027                                     Added borrower transactions                Page 1
01-04-96                                Your Library Name                      16:58:09
                                      Patron: 2

Patron..... Patron..... Borrower..... TITLE..... Invoice #... Copies..
Name..... Barcode..... Borrower                                     Key.....

Lang, Margaret      -000043      Ackerman, Susan      The Japanese pottery handbook      093210000025 39999000121180
Lang, Margaret      -000043      Milligan, Janice     Las paredes oyen                    100850000015 39999000112334
Lang, Margaret      -000043      Milligan, Janice     Ancien regime                       093210000015 39999000113224

One record listed.
```


RF028 — Patron Billing History

Description For each accounts receivable bill entry, shows patron name, item barcode, billing status, transaction number, charge code, date charged, amount charged, payment date, amount paid, amount waived, receipt number, and balance due.

Restrictions By patron barcode, date range, transaction number, and status.

Sorting By patron barcode and transaction number.

Purpose Used primarily for backup in cases of patron-library conflict.

Width 132 columns

Prompts

1. Patron Barcode : 20000000121212
2. Beginning Date : 01 JAN 1992
3. Ending Date : 01 JAN 1995
4. Trans. Number :
5. Status (C/O/[CR] - closed, open, or both) :
6. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
7. Print report description : N

Recall Statement

```

SORT AR.BILLS WITH PID NE "" AND WITH PID = "20000000121212" AND WITH
BDT >= "01 JAN 1992" AND WITH BDT <= "01 JAN 1995" BY PID BY TRANS
PNAME CKEY ST TRANS BLK.CODE BDT TOTAL CHG DT TOTAL PD TOTAL WV RC
TOTAL DUE ID-SUPP GRAND-TOTAL "'U'" HEADING "RF028 Patron Billing
History Page 'P' 'L' 01-04-96 Your Library Name 16:58:09 'L' 'C' For
patron:20000000121212 From: 01 JAN 1992 to: 01 JAN 1995"
  
```

Example

RF028		Patron Billing History										Page 1	
01-04-96		Your Library Name										16:58:09	
For patron: 20000000121212													
From: 01 JAN 92 to 01 JAN 95													
Patron.....		Copies.....	St.	Tran	Charge	Date....	Amount....	Payment..	Amount...	Amount..	Receipt #.	Balance...	
Name.....		Key.....		Num.	Code..	Charged.	Charged...	Date.....	Paid.....	Waived..		Due.....	
MORRIS, MICHAEL		39999000103235	C	1	RL	08/09/93	\$ 15.00	09-13-93	\$ 15.00		1_CIRC0.3	\$ 0.00	
MORRIS, MICHAEL			C	2	PRO	08/09/93	\$ 2.00	09-13-93	\$ 2.00		1_CIRC0.3	\$ 0.00	
MORRIS, MICHAEL			C	3	PRO	08/23/93	\$ 2.00	09-13-93	\$ 2.00		1_CIRC0.3	\$ 0.00	
MORRIS, MICHAEL			C	4	PRO	08/23/93	\$ 2.00	09-13-93	\$ 2.00		1_CIRC0.3	\$ 0.00	
MORRIS, MICHAEL		39999000103142	C	5	LB	08/23/93	\$ 25.00	09-13-93	\$ 25.00		1_CIRC0.3	\$ 0.00	
MORRIS, MICHAEL			C	6	PRO	08/23/93	\$ 5.00	09-13-93	\$ 5.00		1_CIRC0.3	\$ 0.00	
MORRIS, MICHAEL		39999000103235	C	7	RL	08/27/93	\$ 45.00	09-13-93	\$ 45.00		1_CIRC0.3	\$ 0.00	
MORRIS, MICHAEL		39999000103235	C	8	RL	08/27/93	\$ 5.00	09-13-93	\$ 5.00		1_CIRC0.3	\$ 0.00	
MORRIS, MICHAEL		39999000103235	C	9	RL	09/10/93	\$ 45.00	09-13-93	\$ 45.00		1_CIRC0.3	\$ 0.00	

RF029 — Amounts Paid on Invoice Line Items

Description For a specified invoice, shows invoice number, item title, invoice date, charge description, patron name, and amount paid.

Restrictions By invoice number.

Sorting By patron name and invoice number.

Width 132 columns

Prompts

1. Invoice # : 093980000003
2. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
3. Print report description: N

Recall Statement

```

SORT AR.BILLS WITH INV = "093980000003" BY INV BY PNAME INV TITLE
INVDT BLK.DESC PNAME TOTAL PD ID-SUPP GRAND-TOTAL "'U'" HEADING
"RF029 Amounts paid on invoice line items Page 'P'L'01-04-96 Your
Library Name 16:58:09'L' 'C' Invoice: 093980000003 'L' "
```

Example

RF029	Amounts paid on invoice line items	Page 1
08-06-98	Your Library Name	14:59:50
	Invoice: 093980000003	

Invoice #...	TITLE.....	Inv. Date	Block.....	Patron.....	Amount...
			Desc.....	Name.....	Paid.....
093980000003	A system of practical medicine comprised in a series of original dissertations	09-23-93	Late Return Fines	SMITHE, BK	
093980000003	National historic mechanical engineering landmarks	09-23-93	Late Return Fines	SMITHE, BK	
093980000003	The crimson book of pirates	09-23-93	Late Return Fines	SMITHE, BK	
093980000003	Reflections on language	09-23-93	Late Return Fines	SMITHE, BK	
093980000003	New frontiers in organometallic and inorganic chemistry : proceedings of the second China-Japan-U.S.A. Trilateral Seminar on Organometallic Chemistry and Inorganic Chemistry held in Shanghai, The People's Republic of China, June, 1982	09-23-93	Lost Books	SMITHE, BK	

\$ 0.00

5 records listed.

RF030 — Patron Billing Status

Description Once a patron is selected, if the charge description or pattern is entered, the report lists charge description, patron name, patron barcode, date charged, amount charged, payment date, amount paid, amount waived, and amount due. If an item barcode is entered, the report lists item key, patron name and barcode, transaction code, transaction number, charge code, charge date, amount charged, date paid, amount paid, amount waived, and amount due.

Purpose Used to help resolve patron conflicts.

Restrictions By patron name and description or by item barcode.

Sorting By patron name and description or by item barcode.

Width 132 columns

Prompts

1. Patron Name : MORRIS, MICHAEL
2. Description :
3. Copies Key :
4. Route output to : S
 - S - Screen A - Auxiliary printer
 - Hxx - Hold file with key xx, defaults to assigned key
 - Pn - system Printer n, n defaults to 0
5. Print report description: N

Recall Statement

```
SORT AR.BILLS WITH PID AND WITH PNAME = "MORRIS, MICHAEL" BY DESC BY
PNAME DESC BREAK-ON PNAME PID BLK.CODE BDT TOTAL CHG DT TOTAL PD
TOTALWV TOTAL DUE ID-SUPP GRAND-TOTAL "'U'" HEADING "RF030 Patron
billing status Page 'P'L'01-04-96 Your Library Name 16:58:09'L'
'C' For Patron: MORRIS, MICHAEL 'L'"
```

Example

RF030
01-04-96

Patron billing status
Your Library Name
For Patron: MORRIS, MICHAEL

Page 1
16:58:09

Copies.....	Patron.....	Patron.....	Trans	Tran	Charge	Date....	Amount...	Payment..	Amount...	Amount..	Balance...
Key.....	Name.....	Barcode.....	Code.	Num.	Code..	Charged.	Charged...	Date.....	Paid.....	Waived..	Due.....
39999000112193	MORRIS, MICHAEL	200002001111	PRO		09/23/93	\$	2.00			\$	2.00
Notice Production											
Invoice Production	MORRIS, MICHAEL	200002001111	PRO		08/23/93	\$	5.00	09-13-93	\$	5.00	0.00
Charge											
Notice Production	MORRIS, MICHAEL	200002001111	PRO		09/21/93	\$	2.00	09-21-93	\$	2.00	0.00
Notice Production	MORRIS, MICHAEL	200002001111	PRO		08/23/93	\$	2.00	09-13-93	\$	2.00	0.00
Notice Production	MORRIS, MICHAEL	200002001111	PRO		09/21/93	\$	2.00	09-21-93	\$	2.00	0.00
Notice Production	MORRIS, MICHAEL	200002001111	PRO		09/21/93	\$	2.00	09-21-93	\$	2.00	0.00
Notice Production	MORRIS, MICHAEL	200002001111	PRO		09/21/93	\$	2.00	09-21-93	\$	2.00	0.00
Notice Production	MORRIS, MICHAEL	200002001111	PRO		09/21/93	\$	2.00	09-21-93	\$	2.00	0.00
Notice Production	MORRIS, MICHAEL	200002001111	PRO		09/21/93	\$	2.00	09-21-93	\$	2.00	0.00
***						\$	201.00		\$	188.00	13.00
***						=====			=====	=====	
						\$	201.00		\$	188.00	13.00

44 records listed.

RF031 — Full Billing Report

Description Lists status, patron name and barcode, transaction number, charge code, charge date, charge amount, date paid, amount paid, amount waived and amount due.

Restrictions By status, patron name, patron barcode, and date range.

Sorting By status and patron name.

Width 132 columns

Prompts

1. Status (C)losed or (O)pen : C
2. Patron Name :
3. Patron Barcode :
4. Beginning Date : 01 JAN 1992
5. Ending Date : 01 JAN 1995
6. Route output to : S
 - S - Screen A - Auxiliary printer
 - Hxx - Hold file with key xx, defaults to assigned key
 - Pn - system Printer n, n defaults to 0
7. Print report description : N

Recall Statement

```
SORT AR.BILLS WITH ST AND WITH ST = "0" AND WITH BDT >= "01 JAN 1992"
AND WITH BDT <= "01 JAN 1995" BY ST BY PNAME ST BREAK-ON PNAME PID
TRANS BLK.CODE BDT TOTAL CHG DT TOTAL PD TOTAL WV TOTAL DUE ID-SUPP
GRAND-TOTAL "'U'" HEADING "RF031 Full Billing Report Page 'P'L'01-
04-96 Your Library Name 16:58:09'L'C' From: 01 JAN 92 to: 01 JAN
95 'L'"
```

Example

RF031 01-04-96		Full Billing Report Your Library Name					Page 1 16:58:09	
		Status: CLOSED From: 01 JAN 92 to: 01 JAN 95						
St. Patron.....	Patron.....	Tran Charge	Date....	Amount...	Payment..Amount...	Amount..	Balance...	
Name.....	Barcode.....	Num. Code..	Charged. Charged...	Date.....	Paid.....	Waived..	Due.....	
C LEE, ANN	200000000088	1 LB	08/10/93 \$	75.00	08-23-93 \$	75.00	\$	0.00
C LEE, ANN	200000000088	2 RL	08/23/93 \$	4.50	09-23-93 \$	4.50	\$	0.00
C LEE, ANN	200000000088	3 PRO	08/25/93 \$	2.00	09-23-93 \$	2.00	\$	0.00
C LEE, ANN	200000000088	4 PRO	09/09/93 \$	2.00	09-23-93 \$	2.00	\$	0.00
C LEE, ANN	200000000088	5 RL	09/16/93 \$	3.00	09-23-93 \$	3.00	\$	0.00
***				\$	86.50	\$	86.50 \$	0.00 \$
C SMITHE, BK	29999000222222	1 LB	08/12/93 \$	30.00	08-16-93 \$	30.00	\$	0.00
C SMITHE, BK	29999000222222	2 PRO	08/12/93 \$	5.00	08-16-93 \$	5.00	\$	0.00
C SMITHE, BK	29999000222222	3 LB	08/16/93 \$	30.00	08-16-93 \$	30.00	\$	0.00
C SMITHE, BK	29999000222222	4 PRO	08/16/93 \$	5.00	08-16-93 \$	5.00	\$	0.00
***				\$	70.00	\$	70.00 \$	0.00 \$
C SMITHE, BK	29999888888888	1 RL	09/23/93 \$	25.00	09-27-93 \$	25.00	\$	0.00
C SMITHE, BK	29999888888888	2 LB	09/23/93 \$	30.00	09-27-93 \$	30.00	\$	0.00
***				\$	55.00	\$	55.00 \$	0.00 \$
O CARTER, BRIAN P.	29999000536631	1 PRO	09/08/93 \$	2.00			\$	2.00

RF033 — AR Summary by A/R Bill Sequence

Description For sequence numbers in the range entered, shows status (closed or open), patron barcode, sequence number, charge amount, amounts paid and waived, balance due, credit amount, and the record lock flag (if set, accounts receivable summary is currently being updated).

Restrictions By invoice sequence.

Sorting By invoice sequence and patron barcode.

Width 80 columns

Prompts

1. Beginning Sequence number : 2
2. Ending Sequence number : 50
3. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description : N

Recall Statement

```
SORT AR.SUMMARY WITH DUE AND WITH NESQ >= "2" AND WITH NESQ <= "50"
BY NESQ BY PID ST PID NESQ CHG WV PD DUE CR LOCK ID-SUPP HEADING
"RF033 AR Summary by A/R bill sequence Page 'P'L'01-04-96 Your
Library Name 16:58:09'L' 'C' From A/R seq: 2 to A/R seq: 50 'L'"
```

Example

RF033	AR Summary by A/R bill sequence				Page 1
01-04-96	Your Library Name				16:58:09
From A/R seq: 2 To A/R seq: 50					
Status	PatronID.....	Seq..	Full....	Waived	Paid.... Balance Credit Lock flg
	key..	Charge..			
0	-1234567	2	\$ 25.00		\$ 25.00
0	20000000121212	2	\$ 2.00		\$ 2.00
0	29999000000015	2	\$ 35.00	\$ 27.00	\$ 8.00
0	29999000040675	2	\$ 30.00		\$ 30.00
0	29999000052	2	\$ 2.00		\$ 2.00
0	299990000537357	2	\$ 2.00		\$ 2.00
0	29999222211193	2	\$ 6.00	\$ 3.00	\$ 3.00
0	299990000536631	3	\$ 4.00		\$ 4.00
0	29999000000018	4	\$ 35.00		\$ 35.00
0	29999888888888	4	\$ 65.00	\$ 55.00	\$ 10.00
0	200000000077	5	\$ 8.00		\$ 8.00
0	29999000000003	6	\$ 130.00		\$130.00
0	299990000222222	12	\$ 244.50	\$ 70.00	\$174.50
0	200000000088	16	\$ 106.50	\$ 86.50	\$ 20.00
0	13	45	\$ 201.00	\$ 188.00	\$ 13.00
15 records listed.					

RF034 — AR Summary by Patron

Description Shows status (closed or open), patron barcode, sequence number, charge amount, amounts paid and waived, balance due, credit amount, and the record lock flag (if set, AR summary is currently being updated).

Restrictions By status and sequence number.

Sorting By status and patron ID.

Width 80 columns

Prompts

1. Status (C)losed or (O)pen :
2. Beginning Sequence number :
3. Ending Sequence number :
4. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
5. Print report description : N

Recall Statement

```
SORT AR.SUMMARY WITH DUE AND WITH ST = "0" AND WITH NESQ >= "0" AND
WITH NESQ <= "100" BY ST BY PID ST PID NESQ CHG WV PD DUE CR LOCK ID-
SUPP HEADING " 'C' RF034 AR Summary by Patron Page 'P' 'L' 'C' 01-04-
96 Your Library Name 16:58:09 'L' 'C' Status: OPEN From A/R seq: 0
To A/R seq: 100 'L' "
```

Example

RF034	AR Summary by Patron				Page 1
01-04-96	Your Library Name				16:58:09
Status: OPEN From A/R seq: 0 To A/R seq: 100					
Status PatronID..... Seq.. Full.... Waived Paid.... Balance Credit Lock flg					
key.. Charge..					
0	-1234567	2	\$ 25.00		\$ 25.00
0	13	45	\$ 201.00	\$ 188.00	\$ 13.00
0	2000000000077	5	\$ 8.00		\$ 8.00
0	2000000000088	16	\$ 106.50	\$ 86.50	\$ 20.00
0	20000000121212	2	\$ 2.00		\$ 2.00
0	299990000000003	6	\$ 130.00		\$130.00
0	299990000000015	2	\$ 35.00	\$ 27.00	\$ 8.00
0	299990000000018	4	\$ 35.00		\$ 35.00
0	29999000040675	2	\$ 30.00		\$ 30.00
0	29999000222222	12	\$ 244.50	\$ 70.00	\$174.50
0	29999000052	2	\$ 2.00		\$ 2.00
0	29999000536631	3	\$ 4.00		\$ 4.00
0	29999000537357	2	\$ 2.00		\$ 2.00
0	29999222211193	2	\$ 6.00	\$ 3.00	\$ 3.00
0	29999888888888	4	\$ 65.00	\$ 55.00	\$ 10.00
15 records listed.					

RF124 — Billing Cross-Reference, Titles, etc.

Description For selected patron, within supplied date range, shows patron name, barcode, item title, invoice number, invoice date, item barcode, and notice key. Note: patron barcode must be supplied to run this report.

Restrictions By patron barcode and invoice date range.

Sorting By patron name and invoice date.

Width 132 columns

Prompts

1. Patron Barcode : 20000002001169
2. Beginning Date : 01 JAN 1992
3. Ending Date : 01 JAN 1995
4. Route output to : S
 S - Screen A - Auxilary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
5. Print report description: N

Recall Statement

```
SORT AR.BILLS WITH PID = "20000002001169" AND WITH BDT >= "01 JAN
1992" AND WITH BDT <= "01 JAN 1995" BY PNAME BY INVDT PNAME PID
TITLE INV INVDT CKEY NKEY ID-SUPP HEADING "RF124 Billing cross-
reference, titles, etc. Page 'P'L'01-04-96 Your Library Name
16:58:09'L' 'C' Patron: 20000002001169 From: 01 JAN 92 to: 01 JAN 1995
'L' "
```

Example

RF124	Billing cross-reference, titles, etc.	Page 1
01-04-96	Your Library Name	16:58:09
	Patron:20000002001169 From: 01 JAN 92 to: 01 JAN 95	

Patron.....	Patron.....	TITLE.....	Invoice #...	Inv. Date	Copies.....	Notice
Name.....	Barcode.....				Key.....	Key...
ACKER, STEVEN A	20000002001169	The Jews in Russia; a select	092290000023	04-07-93	39999000124704	
ACKER, STEVEN A	20000002001169	The last Africans	092290700023	04-07-93	39999000100894	
ACKER, STEVEN A	20000002001169	Holding on or letting go : men and career change at midlife	092290800001	04-07-93	39999000128795	

3 records listed.

RF176 — Billing by Patron

Description Patron barcode and name, transaction number, charge description and balance due.

Restrictions By invoice status and invoice date range.

Sorting By status and patron barcode.

Width 80 columns

Prompts

1. Status (C)losed or (O)pen : 0
2. Beginning Date : 01 JAN 1994
3. Ending Date : 01 JAN 1995
4. Route output to : S
 - S - Screen A - Auxiliary printer
 - Hxx - Hold file with key xx, defaults to assigned key
 - Pn - system Printer n, n defaults to 0
5. Print report description : N

Recall Statement

```

SORT AR.BILLS WITH ST AND WITH ST = "O" AND WITH BDT >= "01 JAN 1994"
AND WITH BDT <= "01 JAN 1995" BY ST BY PID BREAK-ON PID PNAME TRANS
BLK.DESC TOTAL DUEID-SUPP GRAND-TOTAL "'U'" HEADING "RF176 Billing
by patron Page P'L'01-04-96 Your Library Name 16:58:09'L' 'C'
Status: OPEN From: 01 JAN 1994 to:01 JAN 1995 'L' "
```

Example

RF176	Billing by patron	Page 1
01-04-96	Your Library Name	16:58:09
	Status: OPEN From: 01 JAN 94 to: 01 JAN 95	
Patron.....	Patron.....	Tran Block.....
Barcode.....	Name.....	Num. Desc.....
-000027	BODD, GINNIE	9 Production Charge
***		\$ 2.00
-000110	LEST, JOHN	1 Production Charge
***		\$ 2.00
2000002001169	ACKER, STEVEN A	1 Production Charge
***		\$ 2.00
2000002001674	ZIMMERMAN, LISA M	2 Lost Books
***		\$ 32.00
2000002001674	ZIMMERMAN, LISA M	3 Production Charge
***		\$ 1.00
		\$ 33.00
		=====
		\$ 39.00
5 records listed.		

Patron Blocks Reports

To reach this screen, select Patron Blocks Reports from the CIRCULATION REPORTS MENU.

Patron Blocks Reports

OPT#	CODE	COL	DESCRIPTION
1.	022	80	Total Charged/Balance by Transaction Code
2.	133	80	Patron blocks by patron, type
3.	135	80	Active patron blocks, by patron name

Options:
line Forward Backward Exit ? help

- OPT#*Line number to enter to display the long description of a report.
- CODE*The RF number of the report, used as a short form to identify reports.
- COL*Number of columns used for the report.
- DESCRIPTION*Short description of the report.

RF022 — Total Charged/Balance by Transaction Code

Description Transaction code, charge code, charge description, amounts charged, and balance due.

Restrictions By date range.

Sorting By block type.

Width 80 columns

Prompts

1. Beginning Date : 01 JAN 1992
2. Ending Date : 01 JAN 1995
3. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT AR.BILLS WITH PID AND WITH BDT >= "01 JAN 1992" AND WITH BDT <=
"01 JAN 1995" BY BLK BREAK-ON BLK BLK.CODE BLK.DESC TOTAL CHG TOTAL
DUE ID-SUPP DET-SUPPGRAND-TOTAL "TOTAL : 'U'" HEADING "RF022 Total
Charged/Balance by Transaction Code Page 'P' 'L' 01-04-96 Your
Library Name 16:58:09 'L' 'C' From: 01 JAN 1992 to: 01 JAN 1995 'L' "
```

Example

RF022		Total Charged/Balance by Transaction Code		Page 1	
01-04-96		Your Library Name		16:58:09	
		From: 01 JAN 92 to: 01 JAN 95			
Trans	Charge	Block.....	Amount....	Balance...	
Code.	Code..	Desc.....	Charged...	Due.....	
2	LB	Lost Books	\$ 395.00	\$ 205.00	
5	FINE	Charges (Future use)	\$ 21.00	\$ 6.00	
14	RL	Late Return Fines	\$ 372.00	\$ 202.50	
PRO	PRO	Production Charge	\$ 108.00	\$ 53.00	
			=====	=====	
TOTAL :			\$ 896.00	\$ 466.50	
94 records listed.					

RF133 — Patron Blocks by Patron, Type

Description	Patron name, block type and description, item barcode or block message, date due, and block count (~).
Restrictions	By patron barcode, item barcode, and block type.
Sorting	By patron barcode, item barcode, and block type.
Width	80 columns
Prompts	<pre>1. Patron ID :20002001111 2. Item : 3. Block Type : 4. Route output to : S S - Screen A - Auxilary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 5. Print report description: N</pre>
Recall Statement	<pre>SORT BLOCKS WITH TYP AND WITH PKEY="20002001111" BY PNAME.16 BY-EXP TYP = "2" BREAK-ON PNAME.16 BREAK-ON TYP CODE.DISP ITEM DT.OVERDUE CNT ID-SUPP HEADING "RF133 Patron blocks by patron, type Page 'P' 'L'01-04-96 Your Library Name 16:58:09'L' 'C' Patron:20002001111 'L' "</pre>

Example

RF133	Patron blocks by patron, type			Page 1
01-04-96	Your Library Name			16:58:09
Patron: 200002001111				
Patron Name.....	Block Blk.....	Item/Message	Date	Blk.
	Type. Desc.....		Due.....	Cnt.
MORRIS, MICHAEL	5 Charges (Future use)	1		

MORRIS, MICHAEL	6 Overdue Items	39999000103235	10-01-93	

MORRIS, MICHAEL	11 Item Waiting from Hold	39999000127125		

MORRIS, MICHAEL	PRO Production 1 Charge			

4 records listed.				

RF135 — Active Patron Blocks, by Patron Name

Description Patron barcode and name, block type, item barcode or block message, date block entered, and amount.

Restrictions By patron barcode or item barcode.

Sorting By patron barcode and date of block type.

Width 80 columns

Prompts

1. Patron ID : 200002001111
2. Item ID :
3. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT BLOCKS WITH PKEY="20002001111" BY PNAME.16 BY PKEY BY-EXP BLK.DT
PKEY BREAK-ON PNAME.16 TYP ITEM BLK.DT AMT ID-SUPP HEADING "RF135
Active patron blocks, by patron name Page 'P'L'01-04-96 Your
Library Name 16:58:09'L'"
```

Example

RF135	Active patron blocks, by patron name				Page 1
01-04-96	Your Library Name				16:58:09
	Patron: 200002001111				
Patron ID.....	Patron Name.....	Block	Item/Message	Date....	\$ Amount
		Type.		Entered.	
200002001111	MORRIS, MICHAEL	5	1	09-21-93	\$ 3.00
200002001111	MORRIS, MICHAEL	6	39999000103235	02-07-94	
200002001111	MORRIS, MICHAEL	11	39999000127125	09-10-93	
200002001111	MORRIS, MICHAEL	PRO	1	09-21-93	\$ 10.00

4 records listed.					

Patron Notices Reports/Statistics

To reach this screen, select Patron Notice Reports/Statistics from the CIRCULATION REPORTS MENU.

Patron Notices Reports/Statistics

OPT#	CODE	COL	DESCRIPTION
1.	054	80	Notices to be produced by notice type
2.	055	80	Notices to be produced by item call#
3.	056	80	Notices to be produced by patron ID
4.	121	80	Notices to be produced by date
5.	130	80	Notices sent or to be sent by patron
6.	131	80	Notices sent or to be sent by Notice type
7.	132	80	Notices sent or to be sent by notice date
8.	252	80	Notice counts (pieces, notices) by notice code

Options:
line Forward Backward Exit ? help

<i>OPT#</i>	Line number to enter to display the long description of a report.
<i>CODE</i>	The RF number of the report, used as a short form to identify reports.
<i>COL</i>	Number of columns used for the report.
<i>DESCRIPTION</i>	Short description of the report.

RF054 — Notices to be Produced by Notice Type

Description Next notice date and type, patron barcode, item barcode and call number, and due date. Ending notice date must be entered.

Restrictions By next notice date.

Sorting By notice code, due date, next notice date.

Width 80 columns

Prompts

1. Notice Ending Date : 01 JAN 1996
2. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
3. Print report description: N

Recall Statement

SORT CHECKOUT BY-EXP NOTICES BY DUE.DATE BY NEXT.NOTE.DATE WITH
 NEXT.NOTE.DATE # "" AND <= "01 JAN 96" NEXT.NOTE.DATE NEXT.NOTICE
 PID BARCODE.LONG BCALLNO DUE.DATE ID-SUPP HEADING "RF054 Notices to
 be produced by notice type Page 'P'L'01-04-96 Your Library Name
 16:58:09 'L'"

Example

RF054		Notices to be produced by notice type				Page 1
01-04-96		Your Library Name				16:58:09
Next....	Next..	Patron ID.....	Barcode.....	Callnumber.....	Due Date	
Notice..	Notice					
Date....						
08/16/93	CAN1	20000002022225	39999000126405	PR6011.I42 F5	08/11/93	
08/16/93	CAN1	20000002012123	39999000126749	QK1 .R26 V.1	08/11/93	
08/31/93	CAN1	20000003000960	39999000227004	DP402. H58 C75	08/27/93	
04/10/91	HNRB	20000002002238	39999000120932	LC1001 .W5	04/11/91	
02/21/92	HNRB	20000002000926	39999000124997	D1051 .L3 1972	02/22/92	
08/16/93	INV	20000002055550	39999000107554	PJ5129.S49 Z815	08/11/93	
08/16/93	INV	20000002022225	39999000126405	PR6011.I42 F5	08/11/93	
02/14/91	ODD1	20000002004403	39999000113567	TP325 .B457	01/28/91	
02/15/91	ODD1	29999000021980	39999000120141	QP88.2 .S53	01/29/91	
08/18/91	ODD1	29999000132454	39999000123512	QL737.U55 L68	12/18/91	
01/09/92	ODD1	29999000005082	39999000125856	QL737.P96 K38 1980	12/18/91	
01/02/93	ODD1	20000002001234	39999000109565	HV1461 .W5 1983a	12/22/92	
04/30/93	ODD1	20000002001234	39999000124934	TX551 .G2 1906	04/19/93	
05/03/93	ODD1	20000002005544	39999000445566	PT8895 .S53 1979	05/02/93	
14 records listed.						

RF055 — Notices to be Produced by Item Call#

Description Next notice date and type, patron barcode, item barcode and call number, and due date. Enter ending notice date.

Restrictions By next notice date.

Sorting By sort call number, due date, next notice date.

Width 80 columns

Prompts

1. Notice Ending Date : 01 JAN 1996
2. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
3. Print report description: N

Recall Statement

```
SORT CHECKOUT BY BCALLNO.SORT BY DUE.DATE BY NEXT.NOTE.DATE WITH
NEXT.NOTE.DATE# "" AND <= "01 JAN 1996" NEXT.NOTE.DATE NEXT.NOTICE
PID BARCODE.LONG BCALLNO DUE.DATE ID-SUPP HEADING "RF055 Notices to
be produced by item call# Page 'P'L'01-04-96 Your Library Name
16:58:09'L"
```

Example

RF055		Notices to be produced by item call#			Page 1
01-04-96		Your Library Name			16:58:09
Next....	Next..	Patron ID.....	Barcode.....	Callnumber.....	Due Date
Notice..	Notice				
Date....					
06/20/94	RND1	29999222211111	39999000122353	PJ7838.D7 C4	06/21/94
10/09/93	ODD	29999000040675	39999000120818	PQ4315 .L7 1961	09/29/93
08/25/94	ODD	29999000001628	39999000122193	QL622 .S5	08/19/94
08/17/93	ODD	20000000000088	39999000108068	QR115 .B2 1946	08/13/93
10/07/93	ODD		39999000107978	RA606 .A5	09/27/93
10/01/93	ODD	29999000222222	39999000120710	TT825 .N5	09/27/93
6 records listed.					

RF056 — Notices to be Produced by Patron ID

Description Next notice date and type, patron barcode, item barcode and call number, and due date. Enter ending notice date.

Restrictions By next notice date.

Sorting By patron barcode, next notice date.

Width 80 columns

Prompts

1. Notice Ending Date : 01 JAN 1996
2. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
3. Print report description: N

Recall Statement

```
SORT CHECKOUT BY PID BY NEXT.NOTE.DATE WITH NEXT.NOTE.DATE # "" AND
<= "01 JAN 1996" NEXT.NOTE.DATE NEXT.NOTICE PID BARCODE.LONG BCALLNO
DUE.DATE ID-SUPP HEADING "RF056 Notices to be produced by patron ID
Page 'P'L'01-04-96 Your Library Name 16:58:09'L"
```

Example

RF056	Notices to be produced by patron ID				Page 1
01-04-96	Your Library Name				16:58:09
Next.... Next.. Patron ID..... Barcode..... Callnumber..... Due Date					
Notice.. Notice					
Date....					
10/07/93	CND		39999000107978	RA606 .A5	09/27/93
08/17/93	CND	2000000000088	39999000108068	QR115 .B2 1946	08/13/93
08/25/94	CND	29999000001628	39999000122193	QL622 .S5	08/19/94
10/09/93	CND	29999000040675	39999000120818	PQ4315 .L7 1961	09/29/93
10/01/93	CND	29999000222222	39999000120710	TT825 .N5	09/27/93
06/20/94	RND1	29999222211111	39999000122353	PJ7838.D7 C4	06/21/94
6 records listed.					

RF121 — Notices to be Produced by Date

Description Patron notices to be produced for items still checked out, by production date. Shows next notice date and type, patron barcode, item barcode and call number, and due date.

Restrictions By next notice date.

Sorting By next notice date, due date.

Width 80 columns

Prompts

1. Notice Ending Date : 01 JAN 1996
2. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
3. Print report description: N

Recall Statement

```
SORT CHECKOUT WITH NEXT.NOTE.DATE <= "01 JAN 1996" AND # "" BY
NEXT.NOTE.DATE BY DUE.DATE NEXT.NOTE.DATE NEXT.NOTICE PID
BARCODE.LONG BCALLNO DUE.DATE ID-SUPPHEADING "RF121 Notices to be
produced by date Page 'P'L'01-04-96 Your Library Name 16:58:09'L"
```

Example

RF121	Notices to be produced by date				Page 1
01-04-96	Your Library Name				16:58:09
Next.... Next.. Patron ID..... Barcode..... Callnumber..... Due Date					
Notice.. Notice					
Date....					
08/17/93	CND	2000000000088	39999000108068	QR115 .B2 1946	08/13/93
10/01/93	CND	29999000222222	39999000120710	TT825 .N5	09/27/93
10/07/93	CND		39999000107978	RA606 .A5	09/27/93
10/09/93	CND	29999000040675	39999000120818	PQ4315 .L7 1961	09/29/93
06/20/94	RND1	29999222211111	39999000122353	PJ7838 .D7 C4	06/21/94
08/25/94	CND	29999000001628	39999000122193	QL622 .S5	08/19/94
6 records listed.					

RF130 — Notices Sent or to be Sent by Patron

Description	Shows notice code, date, and time, item barcode, patron barcode, patron name, and due date.
Restrictions	By institution, sublocation, patron barcode or name, and notice date range.
Sorting	By notice code, patron name, notice date.
Width	80 columns

Prompts	1. Institution Code : [2. Sublocation Code : [3. Patron ID : 4. Patron Name : 5. Notice Code : 6. Notice beginning date : 01 JAN 1992 7. Notice ending date : 01 JAN 1995 8. Route output to : S - S - Screen A - Auxiliary printer - Hxx - Hold file with key xx, defaults to assigned key - Pn - system Printer n, n defaults to 0 9. Print report description: N
---------	--

Recall Statement	<pre> SORT CHECKOUT WITH IKEY BY-EXP NOTICES BY PNAME BY-EXP NOTE.DATE >= "01 JAN 1992" BY-EXP NOTE.DATE <= "01 JAN 1995" BREAK-ON NOTICES NOTE.DATE NOTE.TIME BARCODE.LONG BREAK-ON PKEY.LONG PATRON DUE.DATE ID-SUPP HEADING "RF130 Notices sent or to be sent by patron Page 'P''L'01-04-96 Your Library Name 16:58:09'L' 'C' From: 01 JAN 1992 to: 01 JAN 1995 'L' "</pre>
------------------	--

Example

RF130	Notices sent or to be sent by patron					Page 1
01-04-96	Your Library Name					16:58:09
Institution: [Sublocation: [						
From: 01 JAN 92 to: 01 JAN 95						
Notice Code..	Notice Date...	Notice Time..	Barcode.....	Patron ID.....	Patron Name Due Date	
CAN1	08/05/93		39999000108089	29999000222222	SMITHE, BK 07/29/93	
CAN1	09/15/93		39999000117000	29999000222222	SMITHE, BK 09/07/93	

CAN1	09/15/93		39999000122181	29999000000003	SMITHE, BK 09/07/93	

CAN1	09/15/93		39999000128680	29999888888888	SMITHE, BK 09/07/93	

CND	10/07/93		39999000107978		09/27/93	

CND	08/31/93	15:35	39999000112434	29999000536631	CARTER, BR 08/23/93	
CND	09/21/93	12:22	39999000112422	29999000536631	CARTER, BR 09/06/93	

CND	09/07/93	14:59	N10002712	20000000121212	CARTER, BR 08/30/93	

CND	08/25/94	00:00	39999000122193	29999000001628	JONES, RON 08/19/94	

RF131 — Notices Sent or to be Sent by Notice Type

Description	Notice code and date, item barcode, patron barcode, patron name, and due date.
Restrictions	By institution, sublocation, patron barcode or name, notice date range or notice code.
Sorting	By notice code, notice date, patron name.
Width	80 columns

Prompts	1. Institution Code : 2. Sublocation Code : 3. Patron ID : 4. Patron Name : 5. Notice Code : 6. Notice beginning date : 01 JAN 1992 7. Notice ending date : 01 JAN 1995 8. Route output to : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 9. Print report description: N
---------	--

Recall Statement	SORT CHECKOUT WITH IKEY AND WITH SUBLOC ="[]" BY-EXP NOTICES # "" BY-EXP NOTE.DATE >="01 JAN 1992" BY-EXP NOTE.DATE <="01 JAN 1995" BY PNAME BREAK-ON NOTICES BREAK-ON NOTE.DATE BARCODE.LONG PKEY.LONG PNAME DUE.DATE ID-SUPP HEADING "RF131 Notices sent or to be sent by Notice type Page'P' 'L'01-04-96 Your Library Name 16:58:09'L' 'C' Sublocation: [] From: 01 JAN 1992 to: 01 JAN 1995 'L' " LPTR
------------------	--

Example

RF131	Notices sent or to be sent by Notice type				Page 1
01-04-96	Your Library Name				16:58:09
	From: 01 JAN 92 to: 01 JAN 95				
	Institution: [Sublocation: [				
Notice Code..	Notice..	Barcode.....	Patron ID.....	Patron Name.....	Due Date
	Date....				
CAN1	08/05/93	39999000108089	29999000222222	SMITHE, BK	07/29/93

CAN1	09/15/93	39999000117000	29999000222222	SMITHE, BK	09/07/93
CAN1	09/15/93	39999000122181	29999000000003	SMITHE, BK	09/07/93
CAN1	09/15/93	39999000128680	29999888888888	SMITHE, BK	09/07/93

CND	09/07/93	N10002712	20000000121212	CARTER, BRIAN	08/30/93
CND	09/07/93	39999000126838	29999000537357	COOPER, CLAIRE	08/24/93

RF132 — Notices Sent or to be Sent by Notice Date

Description	Notice code and date, item barcode, patron barcode, call number, numeration, and copy number.
Restrictions	By institution, sublocation, patron barcode or name, notice date range or notice code.
Sorting	By notice date, notice code, full call number.
Width	80 columns

Prompts

```
1. Institution Code      :
2. Sublocation Code     :
3. Patron ID            :
4. Patron Name          :
5. Notice beginning date : 01 JAN 1992
6. Notice ending date   : 01 JAN 1995
7. Notice Code          :
8. Route output to      : S
   S - Screen           A - Auxiliary printer
   Hxx - Hold file with key xx, defaults to assigned key
   Pn - system Printer n, n defaults to 0
9. Print report description: N
```

Recall Statement

```
SORT CHECKOUT WITH IKEY AND WITH SUBLOC ="[]" BY-EXP NOTE.DATE >="01
JAN 1992" BY-EXP NOTE.DATE <="01 JAN 1995" BY-EXP NOTICES BY
CALLNO.FULL BREAK-ON NOTICES BREAK-ON NOTE.DATE BARCODE.LONG
PKEY.LONG CALLNO.FULL VOL.LBL CPY ID-SUPP HEADING "RF132 Notices
sent or to be sent by notice date Page'P' 'L'01-04-96 Your Library
Name 16:58:09'L' 'C' Sublocation: [] From: 01 JAN 1992 to: 01 JAN
1995 'L' " LPTR
```


Example

RF132	Notices sent or to be sent by notice date				Page 1
01-04-96	Your Library Name				16:58:09
From: 01 JAN 92 to: 12 JAN 94					
Notice Notice..	Barcode.....	Patron ID.....	Callnumber.....	Volume /	
Label Cpy					
Code..	Date....				
CAN1	08/05/93	39999000108089	29999000222222	AU ALII	PS2039.H47
				T4	

CND	08/08/93	39999000108089	29999000222222	AU ALII	PS2039.H47
				T4	

ODD2	08/15/93	39999000108089	29999000222222	AU ALII	PS2039.H47
				T4	

INV1	08/16/93	39999000108089	29999000222222	AU ALII	PS2039.H47
				T4	

RF252 — Notice Counts (Pieces, Notices) by Notice Code

Description Notice type and description with pieces and notice totals for each.

Restrictions By date range or notice type code.

Sorting By notice code.

Width 80 columns

Prompts

1. Beginning Date : 01 JAN 1992
2. Ending Date : 01 JAN 1995
3. Notice Code :
4. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
5. Print report description: N

Recall Statement

```

SORT CIRC.NOTICE.STATS WITH NCODE # "" AND WITH NCODE # "INVOICE" AND
WITH DATE>= "01 JAN 1992" AND WITH DATE <= "01 JAN 1995" BY-EXP
NCODE BREAK-ON NCODE.DESC TOTAL ICOUNT TOTAL PCOUNT GRAND-TOTAL
"Total 'U'" DET-SUPP ID-SUPP HEADING "RF252 Notice counts (pieces,
notices) by notice code Page 'P''L'01-04-96 Your Library Name
16:58:11 'L' 'C' From: 01 JAN 1992 to: 01 JAN 1995 'L' "
```

Example

RF252		Notice counts (pieces, notices) by notice code		Page 1
01-04-96		Your Library Name		16:58:11
		From: 01 JAN 92 to: 01 JAN 95		
Notice Description.....		Pieces	Notice	
		Count.	Count.	
CAN1	Default Collection Agency Notice 1	5	4	
CND	Default Courtesy Notice	173	106	
CNF	Faculty Courtesy Notice	48	43	
HCND1	Default Hold Cancellation Notice 1	292	231	
HEND1	Expired Notice Code	11	11	
HLDN1		4	4	
HLND1	Lapsed Hold Notice Code	12	12	
HND1	Default Hold Notice 1	114	107	
HNF1	Faculty Hold Notice 1	1	1	
INV	Invoice	101	67	
INV1	Invoice 1	18	12	
INV2	Invoice 2	3	3	
INV3	Invoice 3	34	29	
ODD1	Default Overdue Notice 1	578	335	
ODD2	Default Overdue Notice 2	127	83	
ODF	Faculty Overdue Notice	17	16	
ODI1	IL/I Overdue Notice 1	3	3	
RND	Default Recall Notice 1	11	11	
Total		1552	1078	
519 records listed.				

Checkout Status/Action Reports

To reach this screen, select Checkout Status/Action Exceptions from the CIRCULATION REPORTS MENU.

Checkout and Status/Action Reports

OPT#	CODE	COL	DESCRIPTION
1.	057	80	Status/action changes
2.	126	132	Items checked out by user selected criteria
3.	129	80	Checkout status - general
4.	174	80	CHECKOUT items claimed returned
5.	203	132	Overdue item list for shelf search

Options:
line Forward Backward Exit ? help

<i>OPT#</i>	Line number to enter to display the long description of a report.
<i>CODE</i>	The RF number of the report, used as a short form to identify reports.
<i>COL</i>	Number of columns used for the report.
<i>DESCRIPTION</i>	Short description of the report.

RF057 — Status/Action Changes

Description Institution and sublocation, call number, production date, status/action code, and item barcode.

Restrictions By status or action, status or action code, production date.

Sorting By institution, sublocation, call number, item barcode, status/action code, production date.

Width 80 columns

Prompts

1. Beginning Date : 01 AUG 1993
2. Ending Date : 31 DEC 1993
3. (S)tatus or (A)ction code : S
4. Status/Action Code ([CR] for all) : 250
5. Route output to : S
 - S - Screen
 - Hxx - Hold file with key xx, defaults to assigned key
 - Pn - system Printer n, n defaults to 0
6. Print report description : N

Recall Statement

```

SORT CALENDAR.XREF.DATA WITH PROCESS = "SA" AND WITH SEQ UNLIKE "0"
AND WITH DATE >= "01 AUG 1993" AND WITH DATE <= "31 DEC 1993" BY-
EXP INS.CODE BY-EXP SUB.CODE BY-EXP SACALLNO NE "" BY-EXP SAITEM BY-
EXP CODE = "CS-250" BY DATE INS.CODE SUB.CODE SACALLNO DATE CODE
SAITEM ID-SUPP HEADING "RF057 Status/action changes Page'P' 'L'02-07-
96 Your Library Name 11:03:53'L' 'C' From: 01 AUG 1993 to: 31 DEC
1993 Status code: 250 'L' "
```

Example

RF057	Status/action changes				Page 1
02-07-96	Your Library Name				11:03:53
From: 01 AUG 93 to: 01 DEC 93 Status Code: 250					
Inst	Subl	Status/Action.....	Production	Code....	Status/Action..
Code	Code	Callnumber.....	Date.....		Item ID.....
AU	ALII	DS598.K3 W56 1985	09/24/93	CS-016	39999000112181
AU	ALII	G535 .N48	08/13/93	CS-016	39999000126849
AU	ALII	LB2331.62 .G68 1982	08/13/93	CS-016	39999000112339
AU	ALII	PG3476.P27 A15 1982	10/22/93	CS-140	39999000107542
AU	ALII	PR1119 .E5 no.66	09/24/93	CS-016	39999000103142
AU	ALII	PR1119 .E5 no.66	08/23/93	CS-050	39999000103142
AU	ALII	PR1119 .E5 no.66	09/13/93	CS-055	39999000103142
AU	ALII	PS2039.H47 T4	08/10/93	CS-016	39999000108089
AU	ALII	PS2039.H47 T4	08/10/93	CS-016	39999000108089
AU	ALII	PS2039.H47 T4	08/10/93	CS-016	39999000108089
AU	ALII	PS2039.H47 T4	08/10/93	CS-016	39999000108089
AU	ALII	PS2039.H47 T4	08/13/93	CS-016	39999000108089
AU	ALII	PS2039.H47 T4	08/18/93	CS-016	39999000108089
AU	ALII	PS2039.H47 T4	08/10/93	CS-050	39999000108089
AU	ALII	PS2039.H47 T4	08/12/93	CS-050	39999000108089

RF126 — Item Checked Out by User Selected Criteria

Description	Listing of items checked out by user selected criteria. This report can be restricted by, ordered by, and displayed by any of the following fields: checkout date range, checkout time, due date range, due time, institution, sublocation, patron barcode, patron name, circulation code, item barcode, call number (brief, full, or label/numeration/copy), or title.
Restrictions	Checkout date range, due date range, institution, sublocation, patron barcode, patron name, circulation code, item barcode and brief call number.
Sorting	By any combination of the following: checkout date, checkout time, due date, due time, institution, sublocation, patron barcode, patron name, item barcode, brief call number, full call number, label/numeration/copy call number, and title.
Width	132 columns

Prompts	1. Beginning Checkout Date : 01 JAN 1992 2. Ending Checkout Date : 01 JAN 1995 3. Beginning Due Date : 4. Ending Due Date : 5. Institution Code : AU 6. Sublocation Code : CAM1 7. Patron ID : 8. Patron name : CARTER] 9. Circulation Code : 10. Item ID : 11. Brief Callnumber : 12. Sort by fields (eg 2,4,5) : 1,8,11 1 Checkout Date 2 Checkout Time 3 Due Date 4 Time 5 Institution Code 6 Sublocation Code 7 Patron ID 8 Patron Name 9 Item ID 10 Brief Callnumber 11 Full Callnumber (w/coll. & pref) 12 Callnumber Label/Numeration/Copy 13 Title 13. List fields (eg 2,4,5) : 1,3,8,11,13 1 Checkout Date 2 Checkout Time 3 Due Date 4 Time 5 Institution Code 6 Sublocation Code 7 Patron ID
---------	---

8 Patron Name
9 Item ID
10 Brief Callnumber
11 Full Callnumber (w/coll. & pref)
12 Callnumber Label/Numeration/Copy
13 Title
14. Route output to : P
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
15. Print report description: N

Recall Statement

SORT CHECKOUT WITH IKEY AND WITH DATE >= "01 JAN 1992" AND WITH DATE
<= "01 JAN 1995" AND WITH INST = "AU" AND WITH SUBLOC = "CAM1" AND
WITH PATRON = "CARTER]" BY DATE BY PATRON BY FCALLNO.SORT ID-SUPP
DATE DUE.DATE PATRON FCALLNO TITLE HEADING "RF126 Items checked out
by user selected criteria Page'P' 'L'02-01-96 Your Library Name
08:15:24'L' 'C' From: 01 JAN 1992 to: 01 JAN 1995 Institution: AU
Sublocation: CAM1 Patron: CARTER] 'L' " LPTR

Example

RF126	Items checked out by user selected criteria	Page 1
02-01-96	Your Library Name	08:15:24
From: 01 JAN 1992 to: 01 JAN 1995 Institution: AU Sublocation: CAM1 Patron: CARTER]		
Time		
Date Out	Out.. Patron Name Callnumber..... Title.....	
04/15/93 09:28	CARTER, GA E99.A6 B83 1979	Childhood and f
06/10/93 07:49	CARTER, MA REF D506 .B9 no.103	History of the
2 records listed.		

RF129 — Checkout Status - General

Description	Barcode, call number, patron barcode and name, and date due.
Restrictions	By institution, sublocation, patron barcode, patron name, or status code. (80 columns)
Sorting	By status code and patron name.
Width	80 columns

Prompts	1. Institution Code : AU 2. Sublocation Code : CAM1 3. Patron ID : 4. Patron Name : 5. Status Code : 050 6. Route output to : S - S - Screen - A - Auxiliary printer - Hxx - Hold file with key xx, defaults to assigned key - Pn - system Printer n, n defaults to 0 7. Print report description: N
---------	--

Recall Statement	SORT CHECKOUT WITH TRANS.CODE AND WITH INST="AU" AND WITH SUBLOC="CAM1" BY-EXP TRANS.CODE="050" BY PATRON BREAK-ON TRANS.CODE BARCODE.LONG CALLNO.FULL PKEY.LONG PATRON DUE.DATE ID-SUPP HEADING "'C'Checkout status'L'RF129 Checkout status - general Page 'P'L'01-04-96 Your Library Name 16:58:09'L' 'C' Institution: AU Sublocation: CAM1 Checkout status:050 'L'"
------------------	---

Example

RF129	Checkout status - general	Page 1
01-04-96	Your Library Name	16:58:09
Institution: AU Sublocation: CAM1 Checkout status:050		
Chkout Barcode.....	Callnumber.....	Patron ID..... Patron Name Due Date
Status		
050 39999000120818	AU CAM1 M1004.C36	20000002012123 POWELL, PA 07/06/93
	E54	
050 39999000108089	AU CAM1 TN765 .W5	20000002001111 SMITHE, BK 05/25/93
050 39999000120710	AU CAM1 SPEC TT825	20000002001111 SMITHE, BK 09/27/93
050 39999000114894	AU CAM1 RBR QA222	20000002001505 WILLIAMS, K 09/27/93
050 39999066664444	AU CAM1	20000002004445 ZIMM, J 11/01/93
	QA1289.891.M34 C23	
	Juvenile Video	

5 records listed.		

RF174 — Checkout Items Claimed Returned

Description Barcode, call number, patron barcode and name, and date due.

Restrictions None.

Sorting By sort call number.

Width 80 columns

Prompts

1. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
2. Print report description : N

Recall Statement

```
SORT CHECKOUT WITH TRANS.CODE = "[150]" BY FCALLNO.SORT BARCODE.LONG
CALLNO.FULL PKEY.LONG PATRON DUE.DATE ID-SUPP HEADING "'C'CHECKOUT
items claimed returned'L'RF174 CHECKOUT items claimed returned Page
'P'L'01-04-96 Your Library Name 16:58:09'L"
```

Example

RF174	CHECKOUT items claimed returned				Page 1
01-04-96	Your Library Name				16:58:09
Barcode..... Callnumber..... Patron ID..... Patron Name Due Date					
39999000128987	AU CAMI F581 .L47 1973	20000002004444	BACH, MARK	03/08/93	
39999000112516	AU CAM1 HM132 .M5271	20000002000640	ZANDOLI, T	02/10/95	
39999000111117	AU CAM2 HQ1154 .W32 1977	20000002004172	ZAUNER, JO	04/28/95	
39999000102243	AU CAM1 HT167 .E83 1985	20000002000640	ZANDOLI, T	02/10/95	
39999000116228	AU CAM2 M178 .F79	20000002001611	ZEHR, OLIV	02/28/95	
39999000101034	AU CAM2 QP535.M4 W3	20000002000640	ZANDOLI, T	02/10/95	
39999000102677	AU CAM2 QR65 .E9 1930	20000002004444	BACH, MARK	03/08/93	
39999000107475	AU CAM1 A/V PT1100 .N41 V.26	20000002003254	ZENGER, LE	01/16/95	
39999000101287	AU CAM1 RA971 .Z82	20000002004444	BACH, MARK	05/10/93	
39999000113567	AU CAM1 SPEC TP325 .B457	20000002004403	GEORGE, J	01/28/91	
39999000117116	AU CAM2 SPEC PR2956 .L3 1908 REF	20000002003636	KARY, M	02/02/93	
11 records listed.*****					

RF203 — Overdue Item List for Shelf Search

Description Due date, grace date, item barcode, collection, call number, title, and author. Can use either grace or due date ranges.

Restrictions By items that have exceeded the grace date or the due date, beginning due date, beginning grace date.

Sorting By sort call number.

Width 132 columns

Prompts

1. Use (D)ue Date or (G)race Date : D
2. Beginning Due Date : 01 JAN 1993
3. Beginning Grace Date :
4. Callnumber string ([CR] for all) :
5. Route output to : S
S - Screen A - Auxilary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
6. Print report description : N

Recall Statement

```
SORT CHECKOUT WITH OVERDUE.DUE <= "0" AND WITH DUE.DATE >= "01 JAN
93" BY FCALLNO.SORT BREAK-ON COLL DUE.DATE GRACE.DATE BARCODE.LONG
COLL CALLNO.FULL TITLE.LONG AUTHOR.LONG ID-SUPP HEADING "RF203
Overdue item list for shelf search Page 'P'L'01-04-96 Your Library
Name 16:58:10'L'C' DUE DATES 'L'C' Due from: 01 JAN 1993 'L'"
```

Example

RF203		Overdue item list for shelf search				Page 1
01-04-96		Your Library Name				16:58:10
		DUE DATES				
Due from: 01 JAN 1993						
Grace						
Coll	Due Date	Date....	Barcode.....	Coll	Callnumber.....	Title..... Author.....
	02/10/95	02/11/95	39999000119532	AU CAM1 AS281.D223	Contributions to the	Wesenberg-Lund, Carl, 1867
				raekke 9, v.4, no.	development of the Trematoda	
				3	Digenea	
	02/10/95	02/11/95	39999000110094	AU CAM1 BD161 .S717	Studies in epistemology	French, Peter A.
	12/07/94	12/08/94	39999000112286	AU CAM1 BF575.13	Personality and sense of humor	Ziv, Avner
	02/10/95	02/11/95	39999000111828	AU CAM1 BL256 .I4	Images of man : studies in	Angell, J. William (John
				1984	religion and anthropology :	William)
					lectures by distinguished	
					visiting scholars at Wake	
					Forest University	
	04/28/95	05/29/95	39999000115673	AU CAM2 G161 .H22	A new voyage & description of	Wafer, Lionel, 1660?-1705?
				ser.2, v.73	the isthmus of America	
	08/31/93	09/30/93	39999000122473	AU CAM2 G246 .C7	The last voyage of Captain	Hough, Richard Alexander,
				H6168 1979	James Cook	1922-

Holds and Booking Picklists/Alerts

To reach this screen, select Holds and Booking Picklist/Alerts from the CIRCULATION REPORTS MENU.

Holds and Booking Picklists/Alerts

OPT#	CODE	COL	DESCRIPTION
1.	150	132	Holds not picked up by Location, Lapse Date
2.	198	132	Listing of active bookings
3.	199	132	Hold Pick List - active holds
4.	263	132	Holds not picked up
5.	290	80	Titles with high Holds : Copies ratio
6.	291	80	Titles with long supply times
7.	292	80	Titles with holds that cannot be filled

Options:
line Forward Backward Exit ? help

<i>OPT#</i>	Line number to enter to display the long description of a report.
<i>CODE</i>	The RF number of the report, used as a short form to identify reports.
<i>COL</i>	Number of columns used for the report.
<i>DESCRIPTION</i>	Short description of the report.

RF199 — Hold Pick List - Active Holds

Description	Call number, author, title, item location, pickup location, and item barcode.
Restrictions	By institution, sublocations.
Sorting	By item institution and sublocation (key formed by concatenating pieces institution and sublocation together separated by a hyphen), pickup location, call number.
Width	132 columns
Prompts	1. Institution Code : 2. Sublocation Code : 3. Route output to : S S - Screen A - Auxilary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 4. Print report description : N
Recall Statement	<pre> SORT PICKLIST WITH @ID LIKE "H..." AND WITH ITEM.SUBLOC ="[]" BY ITEM.LOC BREAK.SUP ITEM.LOC "'P'" BREAK.SUP ITEM.LOC "'B'" BY PICKUP BY PCK.SCALLNO PCK.AUTHOR PCK.TITLE PCK.CALLNO BREAK-ON PICKUP ITEMS ID-SUPP HEADING "RF199 Hold Pick List - active holds Page'P' 'L'01- 04-96 Your Library Name 16:58:10'L' 'C' Subloc: [] Location: 'B' 'L' " LPTR </pre>

Example

RF199 01-04-96		Hold Pick List - active holds Your Library Name			Page 1 16:58:10
Author.....	Title.....	Call No.....	Pickup Location....	Items.....	
Chandmal, Asit	One thousand moons : Krishnamurti at eighty-five	AU CAM1 B5134.K754 C48 1985	AU - CAM1	39999000113518	
De Zoete, Beryl, 1884-1962	Dance and drama in Bali	AU CAM1 GV1703.B3 D4 1973 master	AU - CAM1	39999000133212	
Ashton, Dudley	Dance facilities	AU CAM1 GV1735 .D2 1979	AU - CAM1	39999000122488	
Ashton, Dudley	Dance facilities	AU CAM1 GV1735 .D2 1979	AU - CAM1	N10001178	
Koenig, John, 1938-	Jews and Christians in dialogue : New Testament foundations	AU CAM A/V	AU - CAM1	N10001180	

Zuckerman, Howard S., 1939-	Multi-institutional hospital systems	AU CAM1 RA971 .Z82	PUB - BRA1	N10000264	

6 records listed.					

RF263 — Holds Not Picked Up

Description Pickup institution and sublocation, call number, title, author, patron, and active and expiry dates for hold items not picked up.

Restrictions By number of days and minutes outstanding.

Sorting By call number, outstanding number of days.

Width 132 columns

Prompts

1. Number of days available but not picked up : 4
2. Number of Minutes available but not picked up :
3. Route output to : S
 S - Screen A - Auxilary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description : N

Recall Statement

```

SORT HOLDS BY-EXP HLD.ST >= "2" BY-EXP HLD.SCALLNO BY-EXP OSET.DATE
>="4" PICKUP.LOC HLD.CALLNO TITLE HLD.AUTHOR HLD.PATRON HELD.AT
LAPSE.AT EXP.IND ID-SUPP HEADING "RF263 Holds not picked up Page'P'
'L'01-04-96 Your Library Name 16:58:11'L' 'C' Number of days not
picked up: 4 'L' "LPTR
  
```

Example

RF263	Holds not picked up				Page 1
01-04-96	Your Library Name				16:58:11
	Number of days not picked up: 4				
Pickup	Call Number.....	Title.....	Author.....	Patron.....	Held.... Lapses..
In/Sub					
PUB	PUB BRA1 001.243	Bayesian analysis in econometrics and statistics : essays in honor of Harold Jeffreys	Jeffreys, Harold, Sir, 1891-	REYNOLDS, KRISTY LAYNE	01/18/95 01/20/95 14:47 00:00
BRA1					
PUB	PUB BRA2 681	Multi-institutional hospital systems	Zuckerman, Howard S., 1939-	CRABTREE, CHRISTINE M	01/18/95 01/19/95 14:34 00:00
BRA1					
2 records listed.					

RF290 — Titles with High Holds: Copies Ratio

Description LCN, author, title, and ratio.

Restrictions None

Sorting None

Width 80 columns

Prompts

1. Route output : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
2. Print report description: N

Recall Statement

```
LIST HOLD.REPORTS ID-SUPP BIB.ID PURCH.AUTHOR PURCH.TITLE RATIO.SHOW  
REQUIRE.SELECT HEADING "RF290 Titles with high Holds : Copies ratio  
Page'P' 'L'01-04-96 Your Library Name 16:48:12'L'" LPTR
```

Example

RF290	Titles with high Holds : Copies ratio		Page 1
01-04-96	Your Library Name		16:58:12
LCN.....	Author.....	Title.....	Holds-Copies Ratio.....
20005164	Cooke, Edward, Captain	English Privateers at Cabo San Lucas: the descriptive accounts of Puerto Seguro	32.5
1 record listed.			

RF291 — Titles with Long Supply Times

Description LCN, author, title, and supply delay.

Restrictions None

Sorting None

Width 80 columns

Prompts

1. Route output : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
2. Print report description: N

Recall Statement

```
LIST HOLD.REPORTS ID-SUPP BIB.ID PURCH.AUTHOR PURCH.TITLE PURCH.DELAY
REQUIRE.SELECT HEADING "RF291 Titles with long supply times Page 'P'
'L'01-04-96 Your Library Name 16:58:12'L'"
```

Example

RF291	Titles with long supply times		Page 1
01-04-96	Your Library Name		16:58:12
LCN.....	Author.....	Title.....	Supply Delay.
20005164	Cooke, Edward, Captain	English Privateers at Cabo San Lucas: the descriptive accounts of Puerto Seguro	92
1 record listed.			

RF292 — Titles with Holds That Cannot be Filled

Description LCN, author, title, and patron.

Restrictions None

Sorting None

Width 80 columns

Prompts

1. Route output : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
2. Print report description: N

Recall Statement

```
LIST HOLD.REPORTS ID-SUPP BIB.ID PURCH.AUTHOR PURCH.TITLE
NOFILL.PATRON REQUIRE.SELECT HEADING "RF292 Titles with holds that
cannot be filled Page'P' 'L'01-04-96 Your Library Name
16:58:12'L'" LPTR
```

Example

RF292	Titles with holds that cannot be filled		Page 1
01-04-96	Your Library Name		16:58:12
LCN.....	Author.....	Title.....	Patron ID.....
20005164	Cooke, Edward, Captain	English Privateers at Cabo San Lucas: the descriptive accounts of Puerto Seguro	29999000527937
1 record listed.			

RF293 — Listing of Title Holds with Recalled Items

Description Lists items that have been automatically recalled because a sufficient number of holds have been placed on the title. Shows LCCN, title, author, item barcode, patron barcode and name, new due date and time, and date and time recalled.

Restrictions None.

Sorting By item barcode.

Width 132 columns

Prompts

1. Route output to : S
S - Screen
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
2. Print report description: N

Recall Statement

```
LIST HOLD.REPORTS ID-SUPP BIB.ID RECALL.TITLE RECALL.AUTH BY-EXP
RECALL.ITEM RECALL.ITEM RECALL.PATRON RECALL.PNAME RECALL.DUE DATE
RECALL.DUETIME RECALL.RCLDATE RECALL.RCLTIME WITH NO RECALL.REPORTED
AND WITH RECALL.ITEM # "" HEADING "RF293 Listing of Title Holds with
recalled items Page'P' 'L'06-09-00 Your Library Name 06:36:35'L'"
LPTR
```

Example

Listing of Title Holds with recalled items										Page 1
Your Library Name										06:56:59
LCN.....	Title.....	Author.....	Item.....	Patron ID.....	Patron Name	New Due date	New Due time	Date Recalled	Time Recalled	
10006625	A Catalogue of the special exhibition of paintings and books in honour of the birth centenary of Ananda K. Coomaraswamy	Akademiiia nauk SSSR. Okeanograficheskii a komissiiia	39999000107467	20000004446689	PATOS, BIL	12/28/99	03:17	06/02/00	07:18	
10015120	Tilapia : a guide to their biology and culture in Africa		39999000107894	20000004446689	PATOS, BIL	12/31/99	03:17	06/02/00	07:18	
10008218	The tuft of primroses, with other late poems for The recluse	Blake, Michael	39999000112217	29999000012345	BOSER, KAY	02/12/99	03:17	06/02/00	07:18	
10025367	Folk dances around the world : the United States and Mexico	Furon, Raymond, 1898-	39999000113847	29999000754312	CLARK, DIC	08/17/99	03:17	06/02/00	07:18	

Reserve Book Room Reports

To reach this screen, select Reserve Book Room Reports from the CIRCULATION REPORTS MENU.

Reserve Book Room Reports

OPT#	CODE	COL	DESCRIPTION
1.	002	132	RBR list - instructor
2.	003	132	RBR list - call number
3.	197	132	Picking List for RBR
4.	201	132	Reserve class materials list
5.	202	132	Reserve purge materials list

Options:
line Forward Backward Exit ? help

<i>OPT#</i>	Line number to enter to display the long description of a report.
<i>CODE</i>	The RF number of the report, used as a short form to identify reports.
<i>COL</i>	Number of columns used for the report.
<i>DESCRIPTION</i>	Short description of the report.

RF002 — RBR List - Instructor

Description Instructor code and name, RBR status, call number, and title.

Restrictions By instructor code and name, and to reserve items only.

Sorting By instructor name, call number.

Width 132 columns

Prompts

1. Instructor ID :
2. Instructor Name : SCOTT, JANE
3. Display only Item on reserve (Y/N) :
4. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
5. Print report description : N

Recall Statement

```
SORT RBR.COURSE WITH CODE AND WITH INSTR EQ "SCOTT, JANE" BY
INSTR.DESC BY-EXP SCALLNO INSTR INSTR.DESC ONRSV CALLNO.FULL TITLE
ID-SUPP HEADING "'C'Reserve collection materials list by call
number'L'RF002 RBR list - instructor Page 'P'L'01-04-96 Your
Library Name 16:58:08'L' 'C' Instructor: Scott, Jane 'L' "
```

Example

RF002	RBR list - instructor	Page 1
01-04-96	Instructor: Scott, Jane	16:58:08

Instr..... Instr.....	RBR...	Call no.....	Title.....
Code..... Name.....	Status		
25 SCOTT, JANE r			Equations differentielles et systemes de Pfaff dans le champ complexe
25 SCOTT, JANE r			World drama: an anthology
25 SCOTT, JANE r	2	AU ALII A/V VIDEO Z6203 .I5	International guide to medieval studies
25 SCOTT, JANE r	2	AU ALII DOCS RA778 .A78 1980	How to look ten years younger
25 SCOTT, JANE r	2	AU CAM2 HF5635 .G68 1979	Accounting, a management approach
25 SCOTT, JANE r	2	AU CAM2 QA76 .L4 no.168	Methods and tools for computer integrated manufacturing
. . .			

RF197 — Picking List for RBR

Description Start date and time, author, title, item barcodes, call number, reserve location, due date and time.

Restrictions By date range.

Sorting By location or call number.

Width 132 columns

Prompts

1. Beginning picking date :
2. Enter last picking date :
3. Sort by RBR location (Y/N) : Y
4. Sort by callnumber (Y/N) :
5. Route output : S
 - S - Screen A - Auxillary printer
 - Hxx - Hold file with key xx, defaults to assigned key
 - Pn - system Printer n, n defaults to 0
6. Print report description : N

Recall Statement

```
SORT PICKLIST WITH HOLD.TYPE EQ "R" BY RBR.LOC START.DATE START.TIME
AUTHOR TITLE ITEMS PCK.CALLNO RBR.LOC DUE.DATES DUE.TIMES ID-SUPP
HEADING "RF197 Picking List for RBR "Page 'P'""L'01-04-96 Your
Library Name 16:58:09'L"
```

Example

RF197	Picking List for RBR	Page 1
01-04-96	Your Library Name	16:58:09


```
Start Date... 12 JAN 1993
Start Time...
Author..... Cooke, Edward, Captain
Title..... English privateers at Cabo San Lucas : the descriptive accounts of Puerto Seguro
Items..... 3999900022223
Call No..... AU CAM1 RBR F1246 .B3 v.41
RBR Location. ACARBR
Due date..... 01/03/96
Due time.....
```

RF201 — Reserve Class Materials List

Description Course code and description, RBR status, call number, and title.

Restrictions By course code or description and to reserve items only.

Sorting By course description, call number.

Width 132 columns

Prompts

1. Course ID :
2. Course Description :
3. Display only Itemon reserve (Y/N) :
5. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
6. Print report description : N

Recall Statement

```
SORT RBR.COURSE WITH CODE BY DESC BY-EXP SCALLNO CODE DESC ONRSV
CALLNO.FULL TITLE ID-SUPP HEADING "RF201 Reserve class materials
list Page 'P'LL'01-04-96 Your Library Name 16:58:10'L"
```

Example

RF201		Reserve class materials list				Page 1
01-04-96		Your Library Name				16:58:10
Course.....	Description.....	RBR...	Call no.....	Title.....		
Code.....		Status				
ENG200	ENG 200	2	AU CAM1 P200.6 .C54 1975	Reflections on language		
ENG202	ENG 202	2	AU CAM1 P200.7 .C54 1975	Reflections on language		
ENG203	ENG 203	2	AU CAM1 P200.8 .C54 1975	Reflections on language		
ENG204	ENG 204	2	AU CAM1 P200.9 .C54 1975	Reflections on language		
ENG106	ENG106	2	AU CAM1 P200.6 .C54 1975	Reflections on language		
ENG106	ENG106	2	PUB BRA2	MOTORCYCLES		
ENG107	ENG107	2	AU CAM1 P200.7 .C54 1975	Reflections on language		
ENG108	ENG108	2	AU CAM1 P200.8 .C54 1975	Reflections on language		
ENG201	ENG201	2	AU CAM1 P200.5 .C54 1975	Reflections on language		
ENG201	ENG201	2	AU CAM1 FOLIO HQ1426 .F53 1985	The future of women		
ENG201	ENG201	2	1 AU CAM1 RBR F1246 .B3 v.41	English privateers at Cabo San Lucas : the descriptive accounts of Puerto Seguro		
ENGL103	English 103	2	AU CAM2 VIDEO GC123 REF ABD RARE 3.45	Reflections on language		
ENGL103	English 103	2	AU CAM2 VIDEO GC123 REF ABD RARE 3.45	Reflections on language		
ENGL103	English 103	2	AU CAM2 VIDEO GC123 REF ABD RARE 3.45	Reflections on language		
ENGL104	English 104	2	AU CAM1 P200.2 .C54 1975	Reflections on language		
ENGL105	English 105	2	AU CAM1 P200.5 .C54 1975	Reflections on language		

RF202 — Reserve Purge Materials List

Description Reserve location, call number, author, title, course and date off reserve.

Restrictions By weeding date.

Sorting By RBR location, call number, purge date.

Width 132 columns

Prompts

1. Date for items to be weeded :
2. Sort by RBR location (Y/N) :
3. Sort by callnumber (Y/N) :
4. Sort by purge date (Y/N) :
5. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
6. Print report description : N

Recall Statement

```

SORT PICKLIST WITH HOLD.TYPE EQ "W" RBR.LOC PCK.CALLNO RBR.AUTHOR
RBR.TITLE RBR.COURSE OFF.DATE ID-SUPP HEADING "RF202 Reserve purge
materials list Page'P' 'L'01-04-96 Your Library Name 16:58:10'L'"
LPTR

```

Example

RF202	Reserve purge materials list	Page 1
01-04-96	Your Library Name	16:58:10
RBR Location..... Call No..... Author..... Title..... RBR Course.... Date Off RBR		
ACARBR	AU CAM1 RBR F1246 .B3 v.41	Cooke, Edward, Captain English privateers at Cabo San Lucas : the descriptive accounts of Puerto Seguro

Circulation Checkin Statistics

To reach this screen, select Circulation Checkin Statistics from the CIRCULATION REPORTS MENU.

Circulation Checkin Statistics

OPT#	CODE	COL	DESCRIPTION
1.	156	80	Checkin counts by class
2.	157	80	Checkin counts by location, class
3.	158	80	Checkin counts by location, class, patron code
4.	159	80	Checkin counts by location, class, patron group & code
5.	160	80	Checkin counts by date/time
6.	161	80	Checkin counts year/month grid
7.	162	132	Checkin counts month or year/hour grid
8.	163	80	Checkin counts - general
9.	166	80	Checkin counts by format
10.	167	80	Checkin counts patron type/item format grid
11.	168	80	Checkin counts by patron code
12.	169	80	Checkin counts by location, patron group & code
13.	170	80	Checkin counts by location, patron code

Options:
line Forward Backward Exit ? help

<i>OPT#</i>	Line number to enter to display the long description of a report.
<i>CODE</i>	The RF number of the report, used as a short form to identify reports.
<i>COL</i>	Number of columns used for the report.
<i>DESCRIPTION</i>	Short description of the report.

RF156 — Checkin Counts by Class

Description Displays cataloguing classifications and totals.

Restrictions By date range of checkin date.

Sorting By class.

Width 80 columns

Prompts

1. Beginning Date : 01 JAN 92
2. Ending Date : 12 DEC 94
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.CHKIN.STATS WITH SEQ AND WITH DATE.FULL >= "01 JAN 92" AND
WITH DATE.FULL <= "12 DEC 94" BY CLASS ID-SUPP DET-SUPP BREAK-ON
CLASS TOTAL NUMB GRAND-TOTAL "Total : 'U'" HEADING "RF156 Checkin
counts by class Page 'P''L'01-04-96 Your Library Name
16:58:09'L''C' From: 01 JAN 92 to: 12 DEC 94'L''"
```

Example

RF156	Checkin counts by class	Page 1
01-04-96	Your Library Name	16:58:09
	From: 01 JAN 92 to: 12 DEC 94	
Class.... Total..		
	5	
ABC	3	
E	1	
HD	1	
HF	2	
HY	3	
JF	1	
M	4	
N	1	
PM	1	
PQ	2	
PR	1	
PS	4	
PZ	4	
QA	8	
QD	4	
QE	3	
QK	2	
QL	1	
QS	2	
S	1	
SD	1	
T	3	
TA	1	
Z	6	
	=====	
Total :	65	
65 records listed.		

RF157 — Checkin Counts by Location, Class

Description Institution code, sublocation code, collection code, classification, and totals.

Restrictions By date range on checkin date.

Sorting By institution, sublocation, collection and class.

Width 80 columns

Prompts 1. Beginning Date : 01 JAN 92
2. Ending Date : 12 DEC 94
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement SORT CIRC.CHKIN.STATS WITH SEQ AND WITH DATE >= "01 JAN 92" AND WITH
DATE <= "12 DEC 94" BY INST BY SUBLOC BY COLL BY CLASS ID-SUPP DET-
SUPP BREAK-ON INST.R "Total:'VUP'" BREAK-ON SUBLOC.R "Total:'VU'"
BREAK-ON COLL.R "Total:'VU'" BREAK-ON CLASS TOTAL NUMB GRAND-TOTAL
"Total Items Circulated : 'U'" HEADING "RF157 Checkin counts by loca-
tion, class Page 'P' 'L' 01-04-96 Your Library Name 16:58:09 'L' 'C'
From: 01 JAN 92 to: 12 DEC 94 'L' "

Example

RF157	Checkin counts by location, class	Page 1
01-04-96	Your Library Name	16:58:09
	From: 01 JAN 92 to: 12 DEC 94	
Instit Subloc Coll.. Class.... Total..		
		2
	QS	2

	Total:	4
	A/V	
		2

	Total:	2
	SPEC	

	Total:	20
	CAM1	
	HF	2
	PM	1
	QE	3
	SD	1
	TA	1

	Total:	11

	Total:	11
	LRC	

	Total:	65
	AU	
		=====
	Total Items Circulated :	65
65 records listed.		

RF158 — Checkin Counts by Location, Class, Patron Code

Description Institution code, sublocation code, collection code, classification, patron code, and totals.

Restrictions By date range on checkin date.

Sorting By institution, sublocation, collection, class, patron code.

Width 80 columns

Prompts

1. Beginning Date : 01 JAN 92
2. Ending Date : 12 DEC 94
3. Route output : S
 - S - Screen A - Auxiliary printer
 - Hxx - Hold file with key xx, defaults to assigned key
 - Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```

SORT CIRC.CHKIN.STATS WITH SEQ AND WITH DATE >= "01 JAN 92" AND WITH
DATE <= "31 DEC 94" BY INST BY SUBLOC BY COLL BY CLASS BY PCOD ID-
SUPP DET-SUPP BREAK-ON INST.R "Total:'VUP'" BREAK-ON SUBLOC.R
"Total:'VUP'" BREAK-ON COLL.R "Total:'VU'" BREAK-ON CLASS
"Total:'VU'" BREAK-ON PCOD TOTAL NUMB GRAND-TOTAL "Total Items Circu-
lated : 'U'" HEADING "RF158 Checkin counts by location, class, patron
code Page 'P'L'01-04-96 Your Library Name 16:58:09'L'C' From: 01
JAN 92 to: 31 DEC 94'L'"
  
```

Example

RF158	Checkin counts by location, class, patron code	Page 1
01-04-96	Your Library Name	16:58:09
	From: 01 JAN 92 to: 31 DEC 94	
Instit	Subloc	Coll.. Class.... Pat..... Total..
		Code..... Total..
		R 1
		STF 2

	Total:T	3
		STF 1

	Total:TA	1

	Total:	11

	Total:	11
	LRC	

Total:		65
AU		
		=====
Total Items Circulated :		65
65 records listed.		

RF159 — Checkin Counts by Location, Class, Patron Group & Code

Description Institution code, sublocation code, collection code, classification, patron group, patron code, and totals.

Restrictions By date range on checkin date.

Sorting By institution, sublocation, collection, class, patron code.

Width 80 columns

Prompts 1. Beginning Date : 01 JAN 92
 2. Ending Date : 31 DEC 94
 3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
 4. Print report description: N

Recall Statement SORT CIRC.CHKIN.STATS WITH SEQ AND WITH DATE >= "01 JAN 92" AND WITH
DATE <= "31 DEC 94" BY INST BY SUBLOC BY COLL BY CLASS BY PGCOD BY
PCOD ID-SUPP DET-SUPP BREAK-ON INST.R "Total:'VUP'" BREAK-ON SUBLOC.R
"Total:'VU'" BREAK-ON COLL.R "Total:'VU'" BREAK-ON CLASS "Total:'VU'"
BREAK-ON PGCOD "Total:'VU'" BREAK-ON PCOD TOTAL NUMB GRAND-TOTAL
"Total Items Circulated : 'U'" HEADING "RF159 Checkin counts by loca-
tion, class, patron group & code Page 'P'L'01-04-96 Your Library
Name 16:58:09'L'C' From: 01 JAN 92 to: 31 DEC 94'L'"

Example

RF159	Checkin counts by location, class, patron group & code					Page 1
01-04-96	Your Library Name					16:58:09
From: 01 JAN 92 to: 31 DEC 94						
Instit	Subloc	Coll..	Class....	Pat.....	Pat.....	Total..
				Group.....	Code.....	
				STF		2

			Total:P4			2
				R		1

			Total:P5			1

		Total:T				3
				STF		1

			Total:P4			1

		Total:TA				1

		Total:				11

		Total:				11
		LRC				-----
Total:						65
AU						
						=====
Total Items Circulated :						65
65 records listed.						

RF160 — Checkin Counts by Date/Time

Description Checkin counts within selected date range. Displayed in one of the following output formats: by year shows year, totals; by month, shows year, month, and totals; by date, shows year, month, day, and total; by hour, shows year, month, day, hour, and totals.

Restrictions By date range on checkin date.

Sorting By date, hour.

Width 80 columns

Prompts

1. Beginning Date : 01 JAN 92
2. Ending Date : 31 DEC 94
3. Output format (1) Year, (2) Month, (3) Date, (4) Hour : 1
4. Route output : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
5. Print report description : N

Example A

Recall Statement

```
SORT CIRC.CHKIN.STATS WITH NO SEQ AND WITH DATE.FULL >= "01 JAN 92"
AND WITH DATE.FULL <= "31 DEC 94" BY DATE BY HOUR BREAK-ON YEAR
" 'L' " TOTAL DAY.HOUR.NUM ID-SUPP GRAND-TOTAL "Total 'U' " DET-SUPP
HEADING "RF160 Checkin counts by date/time Page 'P' 'L' 01-04-96 Your
Library Name 16:58:09 'L' 'C' From: 01 JAN 92 to: 31 DEC 94 'L' "
```

Example

RF160	Checkin counts by date/time	Page 1
01-04-96	Your Library Name	16:58:09
	From: 01 JAN 92 to: 31 DEC 93	
YEAR. TOTAL.		
1992	18383	
1993	23213	
1994	31221	
	=====	
Total	72,817	
21009 records listed.		

Example B

Recall Statement

SORT CIRC.CHKIN.STATS WITH NO SEQ AND WITH DATE.FULL >= "01 JAN 92"
AND WITH DATE.FULL <= "31 DEC 93" BY DATE BY HOUR BREAK-ON YEAR
"U" BREAK-ON MONTH TOTAL DAY.HOUR.NUM ID-SUPP GRAND-TOTAL "Total
"U" DET-SUPP HEADING "RF160 Checkin counts by date/time Page
'P'L'01-04-96 Your Library Name 16:58:09'L'C' From: 01 JAN 92 to:
31 DEC 94'L'"

Example

RF160	Checkin counts by date/time	Page 1
01-04-96	Your Library Name	16:58:09
	From: 01 JAN 92 to: 31 DEC 93	
YEAR. MONTH TOTAL.		
	1	538
	2	1216
	12	763

1992		2517
	1	985
	5	750
	9	2671
	10	2358

1993		6764
	=====	
Total		9281
9281 records listed.		

Example C

Recall Statement

```
SORT CIRC.CHKIN.STATS WITH NO SEQ AND WITH DATE.FULL >= "01 JAN 93"
AND WITH DATE.FULL <= "31 DEC 93" BY DATE BY HOUR BREAK-ON YEAR
"U" BREAK-ON MONTH "U" BREAK-ON DAY TOTAL DAY.HOUR.NUM ID-SUPP
GRAND-TOTAL "Total U" DET-SUPP HEADING "RF160 Checkin counts by
date/time Page 'P'L'01-04-96 Your Library Name 16:58:09'L'C'
From: 01 JAN 93 to: 31 DEC 94'L'"
```

Example

RF160	Checkin counts by date/time	Page 1
01-04-96	Your Library Name	16:58:09
	From: 01 JAN 93 to: 31 DEC 93	
YEAR. MONTH DAY.. TOTAL.		
	07 37	

1	37	
	07 23	

5	23	
	24 85	

9	85	
	14 79	

10	79	

1993	224	
	=====	
Total	224	
224 records listed.		

Example D

Recall Statement

SORT CIRC.CHKIN.STATS WITH NO SEQ AND WITH DATE.FULL >= "01 JAN 93"
AND WITH DATE.FULL <= "31 DEC 93" BY DATE BY HOUR BREAK-ON YEAR
"U" BREAK-ON MONTH "U" BREAK-ON DAY "U" BREAK-ON HOUR TOTAL
DAY.HOUR.NUM ID-SUPP GRAND-TOTAL "Total U" DET-SUPP HEADING "RF160
Checkin counts by date/time Page 'P'L'01-04-96 Your Library Name
16:58:09'L'C' From: 01 JAN 92 to: 31 DEC 94'L"

Example

RF160	Checkin counts by date/time	Page 1
01-04-96	Your Library Name	16:58:09
	From: 01 JAN 93 to: 31 DEC 93	
YEAR. MONTH DAY.. HOUR..... TOTAL.		
	05	4
	15	10

	07	14

5		14
	09	1
	10	5
	11	5
	13	4

	24	15

9		15
	16	11

	14	11

10		11

1993		40
	=====	
Total		40
40 records listed.		

RF161 — Checkin Counts Year/Month Grid

Description For each year, lists checkin counts totals in twelve columns, one for each month.

Restrictions By date range on checkin date.

Sorting By checkout date.

Width 80 columns

Prompts

1. Beginning Date : 01 JAN 92
2. Ending Date : 31 DEC 93
3. Route output : S
 - S - Screen A - Auxiliary printer
 - Hxx - Hold file with key xx, defaults to assigned key
 - Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```

SORT CIRC.CHKIN.STATS WITH SEQ AND WITH DATE.FULL >= "01 JAN 92" AND
WITH DATE.FULL <= "31 DEC 93" BY DATE BREAK-ON YEAR TOTAL JAN TOTAL
FEB TOTAL MAR TOTAL APR TOTAL MAY TOTAL JUN TOTAL JUL TOTAL AUG TOTAL
SEP TOTAL OCT TOTAL NOV TOTAL DEC ID-SUPP GRAND-TOTAL "Total 'U'"
DET-SUPP HEADING "RF161 Checkin counts year/month grid Page 'P''L'01-
04-96 Your Library Name 16:58:09'L''C' From: 01 JAN 92 to: 31 DEC
93'L'"
  
```

Example

RF161	Checkin counts year/month grid											Page 1
01-04-96	Your Library Name											16:58:09
From: 01 JAN 92 to: 31 DEC 93												
YEAR.	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
1992	989	1438	1732	2111	1309	959	677	595	2759	2618	1673	1523
1993	1208	1999	2133	2567	2844	1111	872	429	3553	3422	1854	1221
=====												
Total	2197	3437	3865	4678	4153	2070	1549	1024	6312	6040	3527	2744
15003 records listed.												

RF162 — Checkin Counts Month or Year/Hour Grid

- Description

For each year, lists totals in 24 columns, one for each hour of the day.
- Restrictions

By date range on checkin date.
- Sorting

By date.
- Width

132 columns

- Prompts

1. Beginning Date : 01 JAN 92

2. Ending Date : 12 DEC 93

3. Break data down by Month (1) or Year (2) : 1

4. Route output : S

S - Screen A - Auxilary printer

Hxx - Hold file with key xx, defaults to assigned key

Pn - system Printer n, n defaults to 0

5. Print report description : N

Recall Statement

```
SORT CIRC.CHKIN.STATS WITH NO SEQ AND WITH DATE.FULL >= "01 JAN 92"
AND WITH DATE.FULL <= "12 DEC 93" BY DATE BREAK-ON MONTH.YEAR TOTAL
HOUR.00 TOTAL HOUR.01 TOTAL HOUR.02 TOTAL HOUR.03 TOTAL HOUR.04 TOTAL
HOUR.05 TOTAL HOUR.06 TOTAL HOUR.07 TOTAL HOUR.08 TOTAL HOUR.09 TOTAL
HOUR.10 TOTAL HOUR.11 TOTAL HOUR.12 TOTAL HOUR.13 TOTAL HOUR.14 TOTAL
HOUR.15 TOTAL HOUR.16 TOTAL HOUR.17 TOTAL HOUR.18 TOTAL HOUR.19 TOTAL
HOUR.20 TOTAL HOUR.21 TOTAL HOUR.22 TOTAL HOUR.23 ID-SUPP GRAND-TOTAL
"Total 'U'" DET-SUPP HEADING "RF162 Checkin counts month or year/
hour grid Page 'P'L'01-04-96 Your Library Name 16:58:09'L'C' From:
01 JAN 92 to: 31 DEC 93'L'"
```

Example

RF162	Checkin counts month or year/hour grid																							Page 1
01-04-96	Your Library Name																							16:58:09
From: 01 JAN 92 to: 31 DEC 93																								
MONTH...	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	22	22	23
YEAR....																								
JAN 1992	0	0	0	0	0	0	0	0	7	11	36	73	88	82	107	89	84	52	63	44	69	112	44	29
FEB 1992	0	0	0	0	0	0	0	0	23	44	94	157	169	123	117	125	80	91	72	97	140	56	33	17
DEC 1992	0	0	0	0	0	0	0	0	35	36	41	91	103	107	132	174	99	97	98	53	84	132	140	101
JAN 1993	0	0	0	0	0	0	0	0	13	22	28	82	163	138	60	47	57	43	31	93	64	146	150	71
MAY 1993	0	0	0	0	0	0	0	0	45	66	111	141	253	207	172	84	99	104	108	223	384	356	290	201
SEP 1993	0	0	0	0	0	0	0	0	34	78	122	286	298	202	267	249	102	112	223	268	429	401	335	147
OCT 1993	0	0	0	0	0	0	0	0	25	70	115	278	294	196	259	241	93	104	215	260	421	393	327	139
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
Total	0	0	0	0	0	0	0	0	182	327	547	1108	1368	1055	1114	1009	614	603	810	1038	1591	1596	1319	705
14986 records listed.																								

RF163 — Checkin Counts - General

Description	Checkin counts by specified date range.
Restrictions	Institution, sublocation, collection, format code (e.g., BK), classification, patron code, patron group code, date range on checkin date.
Sorting	By any combination of the following: institution, sublocation, collection, format code (e.g., BK), classification, patron code, patron group code, year, month, day. You may choose which of the previous field(s) to sub-total on. This is a separate list from the sort fields.
Width	80 columns

Prompts	<pre>1. Institution Code : 2. Sublocation Code : 3. Collection Code : 4. Format Code (eg. BK) : 5. Classification : 6. Patron Code : 7. Patron Group Code : 8. Beginning Date : 01 JAN 92 9. Ending Date : 31 DEC 94 10. Sort fields : 4 1 Institution Code 2 Sublocation Code 3 Collection Code 4 Format Code (eg. BK) 5 Classification 6 Patron Code 7 Patron Group Code 8 Year 9 Month 10 Day 11. Break fields (eg 2,4,5): 4 1 Institution Code 2 Sublocation Code 3 Collection Code 4 Format Code (eg. BK) 5 Classification 6 Patron Code 7 Patron Group Code 8 Year 9 Month 10 Day 12. Route output : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 13. Print report description: N</pre>
---------	---

Recall Statement

SORT CIRC.CHKIN.STATS WITH SEQ AND WITH SUBLOC ="[]" AND WITH
DATE.FULL >="01 JAN 1992" AND WITH DATE.FULL <="31 DEC 1994" BY ITYPE
ID-SUPP DET-SUPP BREAK-ON ITYPE TOTAL NUMB GRAND-TOTAL "Total: 'U'"
HEADING "RF163 Checkin counts - general Page'P' 'L'01-04-96 Your
Library Name 16:58:09'L' 'C' Sublocation: [] From: 01 JAN 1992 to: 31
DEC 1994 'L' " LPTR

Example

RF163	Checkin counts - general	Page 1
01-04-96	Your Library Name	16:58:09
	Sublocation: []	
	From: 01 JAN 92 to: 31 DEC 94	
Item.. Total..		
Format		
	48	
BK	16	
SE	1	
	=====	
Total C	65	
65 records listed.		

RF166 — Checkin Counts by Format

Description Checkin counts by format and totals.

Restrictions By date range on checkin date.

Sorting By format code (e.g., BK).

Width 80 columns

Prompts

1. Beginning Date : 01 JAN 92
2. Ending Date : 31 DEC 94
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.CHKIN.STATS WITH SEQ AND WITH DATE.FULL >= "01 JAN 92" AND
WITH DATE.FULL <= "31 DEC 94" BY ITYPE ID-SUPP DET-SUPP BREAK-ON
ITYPE TOTAL NUMB GRAND-TOTAL "Total : 'U'" HEADING "RF166 Checkin
counts by format Page 'P'L'01-04-96 Your Library Name
16:58:09'L'C' From: 01 JAN 92 to: 31 DEC 94'L''"
```

Example

```
RF166                      Checkin counts by format                      Page 1
01-04-96                    Your Library Name                          16:58:09
                               From: 01 JAN 92 to: 31 DEC 94

Item.. Total..
Format

                48
BK              16
SE              1
=====
Total          65

65 records listed.
```

RF167 — Checkin Counts Patron Type/Item Format Grid

Description For each patron type, lists counts in eight columns, one for each MARC format code, and one for other formats, with totals by patron type and MARC format.

Restrictions By date range on checkin date.

Sorting By patron code.

Width 80 columns

Prompts

1. Beginning Date : 01 JAN 92
2. Ending Date : 31 DEC 94
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.CHKIN.STATS WITH SEQ AND WITH DATE.FULL >= "01 JAN 92" AND
WITH DATE.FULL <= "31 DEC 94" BY PCOD ID-SUPP DET-SUPP BREAK-ON PCOD
TOTAL BK TOTAL AM TOTAL CF TOTAL MP TOTAL MU TOTAL VM TOTAL SE TOTAL
OTHER.FORMAT TOTAL NUMB GRAND-TOTAL "Total : 'U'" HEADING "RF167
Checkin counts patron type/item format grid Page 'P' 'L' 01-04-96 Your
Library Name 16:58:09 'L' 'C' From: 01 JAN 92 to: 31 DEC 94 'L' "
```

Example

RF167		Checkin counts patron type/item format grid								Page 1
01-04-96		Your Library Name								16:58:09
		From: 01 JAN 92 to: 31 DEC 94								
Pat.....	BK	AM	CF	MP	MU	VM	SE	Other	Total..	
Code.....										
G	0	0	0	0	0	0	0	9	9	
R	2	0	0	0	0	0	0	32	34	
S	8	0	0	0	0	0	0	1	9	
STF	3	0	0	0	0	0	0	6	9	
F	3	0	0	0	0	0	1	0	4	
=====										
Total :	16	0	0	0	0	0	1	48	65	
65 records listed.										

RF168 — Checkin Counts By Patron Code

Description Lists patron type code and totals.

Restrictions By date range on checkin date.

Sorting By patron code.

Width 80 columns

Prompts

1. Beginning Date : 01 JAN 92
2. Ending Date : 31 DEC 94
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.CHKIN.STATS WITH SEQ AND WITH DATE.FULL >= "01 JAN 92" AND
WITH DATE.FULL <= "31 DEC 94" BY PCOD ID-SUPP DET-SUPP BREAK-ON PCOD
TOTAL NUMB GRAND-TOTAL "Total : 'U'" HEADING "RF168 Checkin counts
by patron code Page 'P''L'01-04-96 Your Library Name 16:58:09'L'C'
From: 01 JAN 92 to: 31 DEC 94'L"
```

Example

```
RF168                      Checkin counts by patron code                      Page 1
01-04-96                    Your Library Name                               16:58:09
                               From: 01 JAN 92 to: 31 DEC 94

Pat..... Total..
Code.....

G              9
R             34
S              9
STF           9
F              4
              =====
Total :       65

65 records listed.
```

RF169 — Checkin Counts by Location, Patron Group & Code

Description	Institution code, sublocation code, collection code, patron group, patron code, and totals.
Restrictions	By date range on checkin date.
Sorting	By institution, sublocation, collection, patron group code, patron code.
Width	80 columns
Prompts	1. Beginning Date : 01 JAN 92 2. Ending Date : 31 DEC 94 3. Route output : S - S - Screen A - Auxiliary printer - Hxx - Hold file with key xx, defaults to assigned key - Pn - system Printer n, n defaults to 0 4. Print report description: N
Recall Statement	<pre> SORT CIRC.CHKIN.STATS WITH SEQ AND WITH DATE.FULL >= "01 JAN 92" AND WITH DATE.FULL <= "31 DEC 94" BY INST BY SUBLOC BY COLL BY PGCOD BY PCOD ID-SUPP DET-SUPP BREAK-ON INST.R "Total:'VUP'" BREAK-ON SUBLOC.R "Total:'VU'" BREAK-ON COLL.R "Total:'VU'" BREAK-ON PGCOD "Total:'VU'" BREAK-ON PCOD TOTAL NUMB GRAND-TOTAL "Total Items Circu- lated : 'U'" HEADING "RF169 Checkin counts by location, patron group & code Page 'P'L'01-04-96 Your Library Name 16:58:09'L'C' From: 01 JAN 92 to: 31 DEC 94'L'" </pre>

Example

RF169	Checkin counts by location, patron group & code			Page 1
01-04-96	Your Library Name			16:58:09
From: 01 JAN 92 to: 31 DEC 94				
Instit	Subloc	Coll..	Pat.....	Pat..... Total..
			Group.....	Code.....
			R	3

		Total:P5		3

		Total:		3
		SPEC		

		Total:		17
		CAM2		
			STF	4

		Total:P4		4
			R	7

		Total:P5		7

		Total:		11

		Total:		11
		LRC		

		Total:		65
		AU		
				=====
		Total Items Circulated :		65
65 records listed.				

RF170 — Checkin Counts by Location, Patron Code

Description	Institution code, sublocation code, collection code, patron code, and totals.
Restrictions	By date range on checkin date.
Sorting	By institution, sublocation, collection, patron code.
Width	80 columns
Prompts	1. Beginning Date : 01 JAN 92 2. Ending Date : 31 DEC 94 3. Route output : S - S - Screen A - Auxiliary printer - Hxx - Hold file with key xx, defaults to assigned key - Pn - system Printer n, n defaults to 0 4. Print report description: N
Recall Statement	<pre> SORT CIRC.CHKIN.STATS WITH SEQ AND WITH DATE.FULL >= "01 JAN 92" AND WITH DATE.FULL <= "31 DEC 94" BY INST BY SUBLOC BY COLL BY PCOD ID- SUPP DET-SUPP BREAK-ON INST.R "Total:'VUP'" BREAK-ON SUBLOC.R "Total:'VUP'" BREAK-ON COLL.R "Total:'VU'" BREAK-ON PCOD TOTAL NUMB GRAND-TOTAL "Total Items Circulated : 'U'" HEADING "RF170 Checkin counts by location, patron code Page 'P''L'01-04-96 Your Library Name 16:58:09'L'C' From: 01 JAN 92 to: 31 DEC 94'L'" </pre>

Example

RF170	Checkin counts by location, patron code	Page 1
01-04-96	Your Library Name	16:58:09
	From: 01 JAN 92 to: 31 DEC 94	
Instit Subloc Coll.. Pat.....	Total..	
Code.....		
	R	4

Total:		4
DOCS		
	STF	2

Total:		2
SPEC		

Total:		20
CAM1		
	R	7
	STF	4

Total:		11

Total:		11
LRC		

Total:		65
AU		
		=====
Total Items Circulated :		65
65 records listed.		

Circulation Recall Statistics

To reach this screen, select Circulation Recall Statistics from the CIRCULATION REPORTS MENU.

Circulation Recall Statistics

OPT#	CODE	COL	DESCRIPTION
1.	234	80	Recall counts by class
2.	235	80	Recall counts by location, class
3.	236	80	Recall counts by location, class, patron code
4.	237	80	Recall counts by location, class, patron group & code
5.	238	80	Recall counts by date/time
6.	239	80	Recall counts year/month grid
7.	241	80	Recall counts - general
8.	244	80	Recall counts by format
9.	245	80	Recall counts patron type/item format grid
10.	246	80	Recall counts by patron code
11.	247	80	Recall counts by location, patron group & code
12.	248	80	Recall count by Location, Patron Code

Options:
line Forward Backward Exit ? help

<i>OPT#</i>	Line number to enter to display the long description of a report.
<i>CODE</i>	The RF number of the report, used as a short form to identify reports.
<i>COL</i>	Number of columns used for the report.
<i>DESCRIPTION</i>	Short description of the report.

RF234 — Recall Counts by Class

Description Cataloguing classifications and totals.

Restrictions By date range on recall date.

Sorting By class.

Width 80 columns

Prompts

1. Beginning Date : 01 JAN 92
2. Ending Date : 31 DEC 94
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.RECALL.STATS WITH SEQ AND WITH DATE.FULL >= "01 JAN 92" AND
WITH DATE.FULL <= "31 DEC 94" BY CLASS ID-SUPP DET-SUPP BREAK-ON
CLASS TOTAL NUMB GRAND-TOTAL "Total : 'U'" HEADING "RF234 Recall
counts by class Page 'P''L'01-04-96 Your Library Name
16:58:11'L''C' From: 01 JAN 92 to: 31 DEC 94'L''"
```

Example

```
RF234                      Recall counts by class                      Page 1
01-04-96                    Your Library Name                        16:58:11
                               From: 01 JAN 92 to: 31 DEC 94

Class.... Total..

          1
PG          1
PJ          1
PZ          1
QA          1
=====
Total :      5

5 records listed.
```

RF235 — Recall Counts by Location, Class

Description Institution code, sublocation code, collection code, classification, and totals.

Restrictions By date range on recall date.

Sorting By institution, sublocation, collection, class.

Width 80 columns

Prompts

1. Beginning Date : 01 JAN 92
2. Ending Date : 31 DEC 94
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.RECALL.STATS WITH SEQ AND WITH DATE >= "01 JAN 92" AND WITH
DATE <= "31 DEC 94" BY INST BY SUBLOC BY COLL BY CLASS ID-SUPP DET-
SUPP BREAK-ON INST "Total:'VUP'" BREAK-ON SUBLOC "Total:'VU'" BREAK-
ON COLL "Total:'VU'" BREAK-ON CLASS TOTAL NUMB GRAND-TOTAL "Total
Items Recalled : 'U'" HEADING "RF235 Recall counts by location, class
Page 'P'L'01-04-96 Your Library Name 16:58:11'L'C' From: 01 JAN
92 to: 31 DEC 94'L"
```

Example

RF235	Recall counts by location, class	Page 1
01-04-96	Your Library Name	16:58:11
	From: 01 JAN 92 to: 31 DEC 94	
Instit...	Subloc....	Coll..... Class.... Total..
		PG 1

	Total:SPEC	1

Total:ALII		1
	PJ	1
	QA	1

Total:		2

Total:CAM1		2
		1

Total:		1
	PZ	1

Total:SPEC		1

Total:CAM2		2

Total:AU		5
		=====
Total Items Recalled :		5
5 records listed.		

RF236 — Recall Counts by Location, Class, Patron Code

Description Institution code, sublocation code, collection code, classification, patron code, and totals.

Restrictions By date range on recall date.

Sorting By institution, sublocation, collection, class, patron code.

Width 80 columns

Prompts

1. Beginning Date : 01 JAN 92
2. Ending Date : 31 DEC 94
3. Route output : S
 - S - Screen A - Auxiliary printer
 - Hxx - Hold file with key xx, defaults to assigned key
 - Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```

SORT CIRC.RECALL.STATS WITH SEQ AND WITH DATE >= "01 JAN 92" AND WITH
DATE <= "31 DEC 94" BY INST BY SUBLOC BY COLL BY CLASS BY PCOD ID-
SUPP DET-SUPP BREAK-ON INST "Total:'VUP'" BREAK-ON SUBLOC
"Total:'VUP'" BREAK-ON COLL "Total:'VU'" BREAK-ON CLASS "Total:'VU'"
BREAK-ON PCOD TOTAL NUMB GRAND-TOTAL "Total Items Recalled : 'U'"
HEADING "RF236 Recall counts by location, class, patron code Page
'P'L'01-04-96 Your Library Name 16:58:11'L'C' From: 01 JAN 92 to:
31 DEC 94'L'"
  
```

Example

RF236	Recall counts by location, class, patron code				Page 1
01-04-96	Your Library Name				16:58:11
From: 01 JAN 92 to: 31 DEC 94					
Instit...	Subloc....	Coll.....	Class....	Pat.....	Total..
				Code.....	
				STF	1

				Total:PJ	1
				S	1

				Total:QA	1

				Total:	2

				Total:CAM1	2
				STF	1

				Total:PZ	1

				Total:SPEC	1

				Total:CAM2	2

				Total:AU	5
					=====
Total Items Recalled :					5
5 records listed.					

RF237 — Recalls Counts by Location, Class, Patron Group & Code

Description	Institution code, sublocation code, collection code, classification, patron group, patron code, and totals.
Restrictions	By date range on recall date.
Sorting	By institution, sublocation, collection, class, patron group code, patron code.
Width	80 columns
Prompts	1. Beginning Date : 01 JAN 92 2. Ending Date : 31 DEC 94 3. Route output : S - S - Screen A - Auxiliary printer - Hxx - Hold file with key xx, defaults to assigned key - Pn - system Printer n, n defaults to 0 4. Print report description: N
Recall Statement	<pre> SORT CIRC.RECALL.STATS WITH SEQ AND WITH DATE >= "01 JAN 92" AND WITH DATE <= "31 DEC 94" BY INST BY SUBLOC BY COLL BY CLASS BY PGCOD BY PCOD ID-SUPP DET-SUPP BREAK-ON INST "Total:'VUP'" BREAK-ON SUBLOC "Total:'VU'" BREAK-ON COLL "Total:'VU'" BREAK-ON CLASS "Total:'VU'" BREAK-ON PGCOD "Total:'VU'" BREAK-ON PCOD TOTAL NUMB GRAND-TOTAL "Total Items Recalled : 'U'" HEADING "RF237 Recall counts by loca- tion, class, patron group & code Page 'P'L'01-04-96 Your Library Name 16:58:11'L'C' From: 01 JAN 92 to: 31 DEC 94'L'" </pre>

Example

RF237	Recall counts by location, class, patron group & code					Page 1
01-04-96	Your Library Name					16:58:11
From: 01 JAN 92 to: 31 DEC 94						
Instit...	Subloc....	Coll.....	Class....	Pat.....	Pat.....	Total..
				Group.....	Code.....	
				S		1

				Total:P1		1

				Total:QA		1

				Total:		2

				Total:CAM1		2

				STF		1

				Total:P4		1

				Total:PZ		1

				Total:SPEC		1

				Total:CAM2		2

				Total:AU		5
						=====
				Total Items Recalled :		5
				5 records listed.		

RF238 — Recall Counts by Date/Time

Description Recall counts within selected date range. Displays in one of the following formats: by year shows year, totals; by month, shows year, month, and totals; by date, shows year, month, day, and total; by hour, shows year, month, day, hour, and totals.

Restrictions By date range on recall date.

Sorting By date, hour.

Width 80 columns

Prompts

1. Beginning Date : 01 JAN 92
2. Ending Date : 31 DEC 94
3. Output format (1) Year, (2) Month, (3) Date, (4) Hour : 4
4. Route output : S
 - S - Screen A - Auxiliary printer
 - Hxx - Hold file with key xx, defaults to assigned key
 - Pn - system Printer n, n defaults to 0
5. Print report description : N

Example A

Recall Statement

```
SORT CIRC.RECALL.STATS WITH NO SEQ AND WITH DATE.FULL >= "01 JAN 92"
AND WITH DATE.FULL <= "31 DEC 94" BY DATE BY HOUR BREAK-ON YEAR
TOTAL DAY.HOUR.NUM ID-SUPP GRAND-TOTAL "Total 'U'" DET-SUPP HEADING
"RF238 Recall counts by date/time Page 'P'L'01-04-96 Your Library
Name 16:58:11'L'C' From: 01 JAN 92 to: 31 DEC 94'L"
```

Example

RF238	Recall counts by date/time	Page 1
01-04-96	Your Library Name	16:58:11
	From: 01 JAN 92 to: 31 DEC 94	
YEAR. TOTAL.		
1993	3	
1994	2	
=====		
Total	5	
5 records listed.		

Example B

Recall Statement

```
SORT CIRC.RECALL.STATS WITH NO SEQ AND WITH DATE.FULL >= "01 JAN 92"
AND WITH DATE.FULL <= "31 DEC 93" BY DATE BY HOUR BREAK-ON YEAR
"U" BREAK-ON MONTH TOTAL DAY.HOUR.NUM ID-SUPP GRAND-TOTAL "Total
U" DET-SUPP HEADING "RF238 Recall counts by date/time Page
P'L'01-04-96 Your Library Name 16:58:11'L'C' From: 01 JAN 92 to:
31 DEC 93'L'"
```

Example

RF238	Recall counts by date/time	Page 1
01-04-96	Your Library Name	16:58:11
	From: 01 JAN 92 to: 31 DEC 93	
YEAR. MONTH TOTAL.		
	1	8
	2	4
	12	6

1992		18
	1	1
	5	2
	9	9
	10	1

1993		13
	=====	
Total		31
19 records listed.		

Example C

Recall Statement

```

SORT CIRC.RECALL.STATS WITH NO SEQ AND WITH DATE.FULL >= "01 JAN 92"
AND WITH DATE.FULL <= "31 DEC 94" BY DATE BY HOUR BREAK-ON YEAR
"U" BREAK-ON MONTH "U" BREAK-ON DAY TOTAL DAY.HOUR.NUM ID-SUPP
GRAND-TOTAL "Total U" DET-SUPP HEADING "RF238 Recall counts by
date/time Page 'P'L'01-04-96 Your Library Name 16:58:11'L'C'
From: 01 JAN 92 to: 31 DEC 93'L'"

```

Example

RF238	Recall counts by date/time	Page 1
01-04-96	Your Library Name	16:58:11
	From: 01 JAN 92 to: 31 DEC 93	
YEAR. MONTH DAY.. TOTAL.		
	07	1

JAN		1
	07	2

MAY		2
	24	9

SEP		9
	14	1

OCT		1

1993		13
	=====	
Total		13
9 records listed.		

Example D

Recall Statement

```
SORT CIRC.RECALL.STATS WITH NO SEQ AND WITH DATE.FULL >= "01 JAN 92"
AND WITH DATE.FULL <= "31 DEC 93" BY DATE BY HOUR BREAK-ON YEAR
"U" BREAK-ON MONTH "U" BREAK-ON DAY "U" BREAK-ON HOUR TOTAL
DAY.HOUR.NUM ID-SUPP GRAND-TOTAL "Total 'U'" DET-SUPP HEADING "RF238
Recall counts by date/time Page 'P'L'01-04-96 Your Library Name
16:58:11'L'C' From: 01 JAN 92 to: 31 DEC 93'L''
```

Example

RF238	Recall counts by date/time	Page 1
01-04-96	Your Library Name	16:58:11
	From: 01 JAN 92 to: 31 DEC 93	
YEAR. MONTH DAY.. HOUR..... TOTAL.		
	05	1
	15	1

	07	2

MAY		2
	09	1
	10	2
	11	5
	13	1

	24	9

SEP		9
	16	1

	14	1

OCT		1

1993		13
	=====	
Total		13
9 records listed.		

RF239 — Recall Counts Year/Month Grid

Description For each year, lists totals in twelve columns, one for each month.

Restrictions By date range on recall date.

Sorting By date.

Width 80 columns

Prompts

1. Beginning Date : 01 JAN 92
2. Ending Date : 31 DEC 94
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.RECALL.STATS WITH NO SEQ AND WITH DATE.FULL >= "01 JAN 92"
AND WITH DATE.FULL <= "31 DEC 94" BY DATE BREAK-ON YEAR TOTAL JAN
TOTAL FEB TOTAL MAR TOTAL APR TOTAL MAY TOTAL JUN TOTAL JUL TOTAL AUG
TOTAL SEP TOTAL OCT TOTAL NOV TOTAL DEC ID-SUPP GRAND-TOTAL "Total
'U'" DET-SUPP HEADING "RF239 Recall counts year/month grid Page
'P/'L'01-04-96 Your Library Name 16:58:11'L'C' From: 01 JAN 92 to:
31 DEC 94'L'"
```

Example

RF239	Recall counts year/month grid											Page 1
01-04-96	Your Library Name											16:58:11
	From: 01 JAN 92 to: 31 DEC 94											
YEAR.	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
1993	21	17	33	40	15	34	27	35	22	31	42	12
1994	11	19	46	34	18	41	32	46	27	47	36	19
=====												
Total	32	36	79	74	33	75	59	81	49	78	78	31
705 records listed.												

RF241 — Recall Counts - General

Description	Recall counts within date range.
Restrictions	By institution code, sublocation code, collection code, format code (e.g. BK), classification, patron code, patron group code, recall date range.
Sorting	By any combination of: institution code, sublocation code, collection code, format code (e.g. BK), classification, patron code, patron group code, year, month, or day.
Width	80 columns

Prompts	<pre>1. Institution Code : 2. Sublocation Code : 3. Collection Code : 4. Format Code (eg. BK) : 5. Classification : 6. Patron Code : 7. Patron group Code : 8. Beginning Date : 9. Ending Date : 10. Sort/break fields (eg 2,4,5): 8, 6 1 Institution Code 2 Sublocation Code 3 Collection Code 4 Format Code (eg. BK) 5 Classification 6 Patron Code 7 Patron Group Code 8 Year 9 Month 10 Day 11. Route output : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 12. Print report description :N</pre>
---------	---

Recall Statement	<pre>SORT CIRC.RECALL.STATS WITH SEQ AND WITH SUBLOC ="[]" BY YEAR BREAK- ON YEAR "'UV'" BY PCOD BREAK-ON PCOD "'UV'" ID-SUPP DET-SUPP TOTAL NUMB GRAND-TOTAL "Total:'U'" HEADING "RF241 Recall counts - gener- alPage'P' 'L'01-04-96 Your Library Name 16:58:11'L' 'C' Sublocation: [] 'L' " LPTR</pre>
------------------	--

Example

RF241	Recall counts - general		Page 1
01-04-96	Your Library Name		16:58:11
Institution: AU			
YEAR.	Pat.....	Total..	
	Code.....		
	S	4	
	STF	1	
1991		5	
	AD	5	
	F	5	
	G	3	
	LSTF	1	
	S	28	
1993		42	
		=====	
Total		47	
47 records listed.			

RF244 — Recall Counts by Format

Description Total recall counts by format.

Restrictions By date range on recall date.

Sorting By format code (e.g., BK).

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement
Produced

```
SORT CIRC.RECALL.STATS WITH SEQ BY ITYPE ID-SUPP DET-SUPP BREAK-ON
ITYPE TOTAL NUMB GRAND-TOTAL "Total : 'U'" HEADING "RF244 Recall
counts by format Page 'P'L'01-04-96 Your Library Name 16:58:11'L'"
```

Example

```
RF244                      Recall counts by format                      Page 1
01-04-96                    Your Library Name                          16:58:11

Item.. Total..
Format

BK              5
=====
Total          5

5 records listed.
```


RF245 — Recall Counts Patron Type/Item Format Grid

Description For each patron type, lists counts in eight columns, one for each MARC format code, and one for other formats, with totals by patron type and MARC format.

Restrictions By date range on recall date.

Sorting By patron code.

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.RECALL.STATS WITH SEQ BY PCOD ID-SUPP DET-SUPP BREAK-ON
PCOD TOTAL BK TOTAL AM TOTAL CF TOTAL MP TOTAL MU TOTAL VM TOTAL SE
TOTAL OTHER.FORMAT TOTAL NUMB GRAND-TOTAL "Total : 'U'" HEADING
"RF245 Recall counts patron type/item format grid Page 'P'L'01-04-
96 Your Library Name 16:58:11'L"
```

Example

RF245		Recall counts patron type/item format grid								Page 1
01-04-96		Your Library Name								16:58:11
Pat.....	BK	AM	CF	MP	MU	VM	SE	Other	Total..	
Code.....										
S	18	2	2	0	11	18	23	9	83	
STF	46	11	8	5	63	25	88	1	247	
	=====	=====	=====	=====	=====	=====	=====	=====	=====	
Total :	64	13	10	5	74	43	111	10	330	
330 records listed.										

RF246 — Recall Counts by Patron Code

Description Lists patron type code and totals.

Restrictions By date range on recall date.

Sorting By patron code.

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.RECALL.STATS WITH SEQ BY PCOD ID-SUPP DET-SUPP BREAK-ON
PCOD TOTAL NUMB GRAND-TOTAL "Total : 'U'" HEADING "RF246 Recall
counts by patron code Page 'P'L'01-04-96 Your Library Name
16:58:11'L"
```

Example

RF246	Recall counts by patron code	Page 1
01-04-96	Your Library Name	16:58:11
Pat..... Total..		
Code.....		
S	3	
STF	2	
	=====	
Total :	5	
5 records listed.		

RF247 — Recall Counts by Location, Patron Group & Code

Description	Institution code, sublocation code, collection code, patron group, patron code, and totals.
Restrictions	By date range on recall date.
Sorting	By institution, sublocation, collection, patron group code, patron code.
Width	80 columns
Prompts	1. Beginning Date : 2. Ending Date : 3. Route output : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 4. Print report description: N
Recall Statement	<pre> SORT CIRC.RECALL.STATS WITH SEQ BY INST BY SUBLLOC BY COLL BY PGCD BY PCOD ID-SUPP DET-SUPP BREAK-ON INST "Total:'VUP'" BREAK-ON SUBLLOC "Total:'VU'" BREAK-ON COLL "Total:'VU'" BREAK-ON PGCD "Total:'VU'" BREAK-ON PCOD TOTAL NUMB GRAND-TOTAL "Total Items Recalled : 'U'" HEADING "RF247 Recall counts by location, patron group & code Page 'P'L'01-04-96 Your Library Name 16:58:11'L'" </pre>

Example

RF247	Recall counts by location, patron group & code				Page 1
01-04-96	Your Library Name				16:58:11
Instit...	Subloc....	Coll.....	Pat.....	Pat.....	Total..
			Group.....	Code.....	
			S		1
			Total:P1		1
			STF		1
			Total:STF		1
		Total:			2
		Total:CAM1			2
			S		1
			Total:P1		1
		Total:			1
			STF		1
			Total:P4		1
		Total:SPEC			1
		Total:CAM2			2
		Total:AU			5
					=====
		Total Items Recalled :			5
		5 records listed.			

RF248 — Recall Count by Location, Patron Code

Description	Institution code, sublocation code, collection code, patron code, and totals.
Restrictions	By date range on recall date.
Sorting	By institution, sublocation, collection, patron code.
Width	80 columns
Prompts	1. Beginning Date : 2. Ending Date : 3. Route output : S - S - Screen A - Auxiliary printer - Hxx - Hold file with key xx, defaults to assigned key - Pn - system Printer n, n defaults to 0 4. Print report description: N
Recall Statement	<pre> SORT CIRC.RECALL.STATS WITH SEQ BY INST BY SUBLOC BY COLL BY PCOD ID- SUPP DET-SUPP BREAK-ON INST "Total:'VUP'" BREAK-ON SUBLOC "Total:'VU'" BREAK-ON COLL "Total:'VU'" BREAK-ON PCOD TOTAL NUMB GRAND-TOTAL "Total Items Recalled : 'U'" HEADING "RF248 Recall count by Location, Patron Code Page 'P''L'01-04-96 Your Library Name 16:58:11'L" </pre>

Example

RF248	Recall count by Location, Patron Code			Page 1
01-04-96	Your Library Name			16:58:11
Instit...	Subloc....	Coll.....	Pat.....	Total..
			Code.....	
S	1			
		Total:SPEC		1
		Total:ALII		1
			S	1
			STF	1
		Total:		2
		Total:CAM1		2
			S	1
		Total:		1
			STF	1
		Total:SPEC		1
		Total:CAM2		2
		Total:AU		5
				=====
		Total Items Recalled :		5
5 records listed.				

Circulation Checkout Statistics

To reach this screen, select Circulation Checkout Statistics from the CIRCULATION REPORTS MENU.

Circulation Checkout Statistics

OPT#	CODE	COL	DESCRIPTION
1.	085	80	Checkout counts by class
2.	086	80	Checkout counts by location, class
3.	087	80	Checkout counts by location, class, patron code
4.	088	80	Checkout counts by location, class, patron group & code
5.	089	80	Checkout counts by date/time
6.	091	80	Checkout counts year/month grid
7.	092	80	Checkout counts - general
8.	095	80	Checkout counts by format
9.	096	80	Checkout counts patron type/item format grid
10.	097	80	Checkout counts by patron code
11.	098	80	Checkout counts by location, patron group & code
12.	099	80	Checkout count by patron code, location
13.	249	80	Checkout counts by Statistical Groups

Options:
line Forward Backward Exit ? help

- OPT#

Line number to enter to display the long description of a report.
- CODE

The RF number of the report, used as a short form to identify reports.
- COL

Number of columns used for the report.
- DESCRIPTION

Short description of the report.

RF085 — Checkout Counts by Class

Description Cataloguing classifications and totals.

Restrictions By date range on checkout date.

Sorting By class.

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.CHKOUT.STATS WITH SEQ BY CLASS ID-SUPP DET-SUPP BREAK-ON  
CLASS TOTAL NUMB GRAND-TOTAL "Total : 'U'" HEADING "RF085 Checkout  
counts by class Page 'P''L'01-04-96 Your Library Name 16:58:09'L'"
```

Example

RF085	Checkout counts by class	Page 1
01-04-96	Your Library Name	16:58:09
Class.... Total..		
B	9	
BF	4	
BL	16	
	=====	
Total :	29	
29 records listed.		

RF086 — Checkout Counts by Location, Class

Description	Institution code, sublocation code, collection code, classification, and totals.
Restrictions	By date range on checkout date range.
Sorting	By institution, sublocation, collection, class.
Width	80 columns
Prompts	1. Beginning Date : 2. Ending Date : 3. Route output : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 4. Print report description: N
Recall Statement	Sort CIRC.CHECKOUT.STATS WITH SEQ BY INST BY SUBLOC BY COLL BY CLASS ID-SUPP DET-SUPP BREAK-ON INST.R "Total:'VUP'" BREAK-ON SUBLOC.R "Total:'VU'" BREAK-ON COLL.R "Total:'VU'" BREAK-ON CLASS TOTAL NUMB GRAND-TOTAL "Total Items Circulated : 'U'" HEADING "RF086 Checkout counts by location, class Page 'P''L'01-04-96 Your Library Name 16:58:09'L"

Example

RF086	Checkout counts by location, class		Page 1
01-04-96	Your Library Name		16:58:09
Instit	Subloc	Coll.. Class....	Total..
		DG	1
		E	1
		GB	5
		HT	1
		LAW	1
		M	1
		Z	1

	Total:		11
	A/V		
		S	24
		TJ	1
		TK	20
		Z	37

	Total:		102
	DOCS		

	Total:		1062
	ALII		
		CALL	1

	Total:		1
	CAM1		

	Total:		1
	AU		

Total:			5739
AU			

RF087 — Checkout Counts by Location, Class, Patron Code

Description	Institution code, sublocation code, collection code, classification, patron code, and totals.
Restrictions	By date range on checkout date.
Sorting	By institution, sublocation, collection, class, patron code.
Width	80 columns
Prompts	1. Beginning Date : 2. Ending Date : 3. Route output : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 4. Print report description: N
Recall Statement	SORT CIRC.CHKOUT.STATS WITH SEQ BY INST BY SUBLLOC BY COLL BY CLASS BY PCOD ID-SUPP DET-SUPP BREAK-ON INST.R "Total:'VUP'" BREAK-ON SUBLLOC.R "Total:'VUP'" BREAK-ON COLL.R "Total:'VU'" BREAK-ON CLASS "Total:'VU'" BREAK-ON PCOD TOTAL NUMB GRAND-TOTAL "Total Items Circu- lated : 'U'" HEADING "RF087 Checkout counts by location, class, patron code Page 'P''L'01-04-96 Your Library Name 16:58:09'L'"

Example

RF087	Checkout counts by location, class, patron code				Page 1
01-04-96	Your Library Name				16:58:09
Instit	Subloc	Coll..	Class....	Pat.....	Total..
				Code.....	
			STF		3

		Total:D			3

		Total:			3
		DOCSPU			
		B			

	Total:				91
	BRA1				
			S		23

		Total:MS			23
			S		19

		Total:VM			19

	Total:				42

	Total:				42
	BRA2				

	Total:				139
	PUB				
				=====	
	Total Items Circulated :				5892
	5892 records listed.				

RF088 — Checkout Counts by Location, Class, Patron Group & Code

Description	Institution code, sublocation code, collection code, classification, patron group, patron code, and totals.
Restrictions	By date range on checkout date range.
Sorting	By institution, sublocation, collection, class, patron group code, patron code.
Width	80 columns
Prompts	1. Beginning Date : 2. Ending Date : 3. Route output : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 4. Print report description: N
Recall Statement	SORT CIRC.CHKOUT.STATS WITH SEQ BY INST BY SUBLOC BY COLL BY CLASS BY PGCOD BY PCOD ID-SUPP DET-SUPP BREAK-ON INST.R "Total:'VUP'" BREAK-ON SUBLOC.R "Total:'VU'" BREAK-ON COLL.R "Total:'VU'" BREAK-ON CLASS "Total:'VU'" BREAK-ON PGCOD "Total:'VU'" BREAK-ON PCOD TOTAL NUMB GRAND-TOTAL "Total Items Circulated : 'U'" HEADING "RF088 Checkout counts by location, class, patron group & code Page 'P'L'01-04-96 Your Library Name 16:58:09'L"

Example

RF088	Checkout counts by location, class, patron group & code					Page 1
01-04-96	Your Library Name					16:58:09
Instit	Subloc	Coll..	Class....	Pat.....	Pat.....	Total..
				Group.....	Code.....	
				G		4

				Total:P4		4

				Total:PR		6

				Total:		6

				Total:		6
				BRA1		

				G		1

				Total:P4		1

				Total:DS		1

				Total:		1

				Total:		1
				MAIN		

				Total:		7
				APL		

RF089 — Checkout Counts by Date/Time

Description	Checkout counts within selected date range. Displays one of the following formats: by year shows year, totals; by month, shows year, month, and totals; by date, shows year, month, day, and total; by hour, shows year, month, day, hour, and totals.		
Restrictions	By checkout date range.		
Sorting	By date, hour.		
Width	80 columns		
Prompts	1. Beginning Date : 01 JAN 92 2. Ending Date : 31 DEC 93 3. Output format (1) Year, (2) Month, (3) Date, (4) Hour : 2 4. Route output : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 5. Print report description : N		
Recall Statement	SORT CIRC.CHKOUT.STATS WITH NO SEQ AND WITH DATE.FULL >="01 JAN 1992" AND WITH DATE.FULL <="31 DEC 1994" BY DATE BY HOUR BREAK-ON YEAR TOTAL DAY.HOUR.NUM ID-SUPP GRAND-TOTAL "Total 'U'" DET-SUPP HEADING "RF089 Checkout counts by date/time Page'P' 'L'08-10-98 Your Library Name 14:18:12'L' 'C' From: 01 JAN 1992 to: 31 DEC 1994 'L' " LPTR		

Example A

RF089	Checkout counts by date/time	Page 1
08-10-98	Your Library Name	14:18:12
	From: 01 JAN 92 to: 31 DEC 98	
YEAR. TOTAL.		
1992	63	
1993	414	
1994	5	
1995	89	
1996	114	
1997	130	
1998	46	

Recall Statement

```
SORT CIRC.CHKOUT.STATS WITH NO SEQ AND WITH DATE.FULL >="01 JAN 1992"
AND WITH DATE.FULL <="31 DEC 1994" BY DATE BY HOUR BREAK-ON YEAR "'U'"
BREAK-ON MONTH TOTAL DAY.HOUR.NUM ID-SUPP GRAND-TOTAL "Total 'U'"
DET-SUPP HEADING "RF089 Checkout counts by date/time Page'P' 'L'10-
07-98 Your Library Name 17:31:41'L' 'C' From: 01 JAN 1992 to: 31 DEC
1994 'L' " LPTR
```

Example B

RF089	Checkout counts by date/time	Page 1
10-07-98	Your Library Name	17:31:41
	From: 01 JAN 92 to: 31 DEC 98	
YEAR. MONTH TOTAL.		
	3	8
	4	30
	5	4
	6	4
	7	35
	8	1
	9	5
	10	20
	11	13
	12	7

1997	130	

Recall Statement

SORT CIRC.CHKOUT.STATS WITH NO SEQ AND WITH DATE.FULL >="01 JAN 1992"
AND WITH DATE.FULL <="31 DEC 1994" BY DATE BY HOUR BREAK-ON YEAR "'U'"
BREAK-ON MONTH "'U'" BREAK-ON DAY TOTAL DAY.HOUR.NUM ID-SUPP GRAND-
TOTAL "Total 'U'" DET-SUPP HEADING "RF089 Checkout counts by date/
time Page'P' 'L'08-10-98 Your Library Name 14:26:51'L' 'C' From: 01
JAN 1992 to: 31 DEC 1994 'L' " LPTR

Example C

RF089	Checkout counts by date/time	Page 1
08-10-98	Your Library Name	14:28:55
	From: 01 JAN 1992 to: 31 DEC 1994	
YEAR. MONTH DAY.. TOTAL.		
	01	6
	02	12
	03	3
	18	3
	22	1
	30	6

9	31	

Recall Statement

```
SORT CIRC.CHKOUT.STATS WITH NO SEQ AND WITH DATE.FULL >="01 JAN 1992"
AND WITH DATE.FULL <="31 DEC 1994" BY DATE BY HOUR BREAK-ON YEAR "'U'"
BREAK-ON MONTH TOTAL DAY.HOUR.NUM ID-SUPP GRAND-TOTAL "Total 'U'"
DET-SUPP HEADING "RF089 Checkout counts by date/time Page'P' 'L'08-
10-98 Your Library Name 14:23:50'L' 'C' From: 01 JAN 1992 to: 31 DEC
1994 'L' " LPTR
```

Example D

RF089	Checkout counts by date/time	Page 1
08-10-98	Your Library Name	14:33:53
	From: 01 JAN 1992 to: 31 DEC 1994	
YEAR. MONTH DAY.. HOUR..... TOTAL.		
	10	2
	15	1
	16	3

01		6
	14	5
	15	7

02		12
	09	3

03		3

RF091 — Checkout Counts Year/Month Grid

- Description

For each year, lists totals in twelve columns, one for each month.
- Restrictions

By checkout date range.
- Sorting

By date.
- Width

80 columns

- Prompts

1. Beginning Date : 01 JAN 1992

2. Ending Date : 31 DEC 1994

3. Route output to : S

S - Screen A - Auxiliary printer

Hxx - Hold file with key xx, defaults to assigned key

Pn - system Printer n, n defaults to 0

4. Print report description: Y

Recall Statement

```
SORT CIRC.CHKOUT.STATS WITH SEQ AND WITH DATE.FULL >="01 JAN 1992"
AND WITH DATE.FULL <="31 DEC 1994" BY DATE BREAK-ON YEAR TOTAL JAN
TOTAL FEB TOTAL MAR TOTALAPR TOTAL MAY TOTAL JUN TOTAL JUL TOTAL AUG
TOTAL SEP TOTAL OCT TOTAL NOV TOTALDEC ID-SUPP GRAND-TOTAL "Total
'U'" DET-SUPP HEADING "RF091 Checkout counts year/month grid Page'P'
'L'08-10-98 Your Library Name 14:42:56'L' 'C' From: 01 JAN 1992 to:
31 DEC 1994 'L' " LPTR
```

Example

RF091	Checkout counts year/month grid											Page 1
08-10-98	Your Library Name											14:45:53
From: 01 JAN 1992 to: 31 DEC 1994												
YEAR.	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
1992	0	0	0	0	0	0	0	0	31	6	0	26
1993	46	23	19	28	39	85	39	87	42	2	3	1
1994	1	0	0	0	0	3	1	0	0	0	0	0
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
Total	47	23	19	28	39	88	40	87	73	8	3	27
482 records listed.												

RF092 — Checkout Counts - General

Description	Checkout counts within date range.
Restrictions	By institution code, sublocation code, collection code, format code (e.g. BK), classification, patron code, patron group code, checkout date range.
Sorting	By any combination of: institution code, sublocation code, collection code, format code (e.g. BK), classification, patron code, patron group code, year, month, or day. You can subtotal any combination of these fields.
Width	80 columns

Prompts	<pre>1. Institution Code : 2. Sublocation Code : 3. Collection Code : 4. Format Code (eg. BK) : 5. Classification : 6. Patron Code : 7. Patron Group Code : 8. Beginning Date : 9. Ending Date : 10. Sort fields (eg 2,4,5) : 1,2 1 Institution Code 2 Sublocation Code 3 Collection Code 4 Format Code (eg. BK) 5 Classification 6 Patron Code 7 Patron Group Code 8 Year 9 Month 10 Day 11. Break fields (eg 2,4,5) : 1,2 1 Institution Code 2 Sublocation Code 3 Collection Code 4 Format Code (eg. BK) 5 Classification 6 Patron Code 7 Patron Group Code 8 Year 9 Month 10 Day 12. Route output : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 13. Print report description :N</pre>
---------	---

Recall Statement	<pre>SORT CIRC.CHKOUT.STATS WITH SEQ BY INST BY SUBLOC ID-SUPP DET-SUPP BREAK-ON INST.R "'UV'" BREAK-ON SUBLOC.R TOTAL NUMB GRAND-TOTAL "Total Circulated : 'U'" HEADING "RF092 Checkout counts - general Page 'P''L'01-04-96 Your Library Name 16:58:09'L"</pre>
------------------	---

Example

RF092	Checkout counts - general	Page 1
01-04-96	Your Library Name	16:58:09
Instit Subloc Total..		
COM1	6	
MAIN	1	

APL	7	
BRA1	91	
BRA2	42	

PUB	139	
	=====	
Total Circulat	5892	

RF095 — Checkout Counts by Format

Description Checkout counts by format and totals.

Restrictions By checkout date range.

Sorting By format code (e.g., BK)

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.CHKOUT.STATS WITH SEQ BY ITYPE ID-SUPP DET-SUPP BREAK-ON
ITYPE TOTAL NUMB GRAND-TOTAL "Total : 'U'" HEADING "RF095 Checkout
counts by format Page 'P'L'01-04-96 Your Library Name 16:58:09'L'"
```

Example

RF095	Checkout counts by format	Page 1
01-04-96	Your Library Name	16:58:09
Item.. Total..		
Format		
	564	
BK	439	
MU	1	
SE	27	
=====		
Total :	1031	

RF096 — Checkout Counts Patron Type/Item Format Grid

Description For each patron type, lists counts in eight columns, one for each MARC format code, and one for other formats, with totals by patron type and MARC format.

Restrictions By checkout date range.

Sorting By patron code.

Width 80 columns

Prompts

- 1. Beginning Date :
- 2. Ending Date :
- 3. Route output : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
- 4. Print report description: N

Recall Statement

```
SORT CIRC.CHECKOUT.STATS WITH SEQ BY PCOD ID-SUPP DET-SUPP BREAK-ON  
PCOD TOTAL BK TOTAL AM TOTAL CF TOTAL MP TOTAL MU TOTAL VM TOTAL SE  
TOTAL OTHER.FORMAT TOTAL NUMB GRAND-TOTAL "Total : 'U'" HEADING  
"RF096 Checkout counts patron type/item format grid Page 'P' 'L'01-  
04-96 Your Library Name 16:58:09'L"
```

Example

RF096	Checkout counts patron type/item format grid								Page 1
01-04-96	Your Library Name								16:58:09
Pat.....	BK	AM	CF	MP	MU	VM	SE	Other	Total..
Code.....									
	0	0	0	0	0	0	0	2	2
F	28	0	0	0	0	0	0	12	40
G	4	0	0	0	0	0	0	193	197

RF097 — Checkout Counts by Patron Code

Description Patron type codes and totals.

Restrictions By checkout date range.

Sorting By patron code.

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.CHKOUT.STATS WITH SEQ BY PCOD ID-SUPP DET-SUPP BREAK-ON
PCOD TOTAL NUMB GRAND-TOTAL "Total : 'U'" HEADING "RF097 Checkout
counts by patron code Page 'P'L'01-04-96 Your Library Name
16:58:09'L"
```

Example

RF097	Checkout counts by patron code	Page 1
01-04-96	Your Library Name	16:58:09
Pat.....	Total..	
Code.....		
	2	
F	40	
G	197	
ILL	6	
NR	15	
O	7	

RF098 — Checkout Counts by Location, Patron Group, & Code

Description	Institution code, sublocation code, collection code, patron group, patron code, and totals.
Restrictions	By checkout date range.
Sorting	By institution, sublocation, collection, patron group code, patron code.
Width	80 columns

Prompts	1. Beginning Date : 2. Ending Date : 3. Route output : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 4. Print report description: N
---------	---

Recall Statement	<pre>SORT CIRC.CHKOUT.STATS WITH SEQ BY INST BY SUBLLOC BY COLL BY PGCD BY PCOD ID-SUPP DET-SUPP BREAK-ON INST "Total:'VUP'" BREAK-ON SUBLLOC "Total:'VU'" BREAK-ON COLL "Total:'VU'" BREAK-ON PGCD "Total:'VU'" BREAK-ON PCOD TOTAL NUMB GRAND-TOTAL "Total Items Circulated : 'U'" HEADING "RF098 Checkout counts by location, patron group & code Page 'P'L'01-04-96 Your Library Name 16:58:09'L"</pre>
------------------	---

Example

RF098	Checkout counts by location, patron group & code	Page 1
01-04-96	Your Library Name	16:58:09
Instit...	Subloc.... Coll..... Pat. Pat..... Total..	
	Group..... Code..... Total..	
		S 2

	Total:P3	2
		G 4

	Total:P4	4

	Total:	6

	Total:BRA1	6
		G 1

	Total:P4	1

	Total:	1

	Total:MAIN	1

	Total:APL	7

RF099 — Checkout Count by Patron Code, Location

Description Institution code, sublocation code, collection code, patron code, and totals.

Restrictions By checkout date range.

Sorting By institution, sublocation, collection, patron code.

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.CHKOUT.STATS WITH SEQ BY INST BY SUBLOC BY COLL BY PCOD ID-
SUPP DET-SUPP BREAK-ON INST "Total:'VUP'" BREAK-ON SUBLOC
"Total:'VU'" BREAK-ON COLL "Total:'VU'" BREAK-ON PCOD TOTAL NUMB
GRAND-TOTAL "Total Items Circulated : 'U'" HEADING "RF099 Checkout
count by patron code, location Page 'P'L'01-04-96 Your Library Name
16:58:09'L"
```

Example

RF099	Checkout count by patron code, location	Page 1
01-04-96	Your Library Name	16:58:09
Instit...	Subloc.... Coll..... Pat..... Total..	
	Code.....	
		1

	Total:	1

	Total:	1

Total:		1

RF249 — Checkout Counts by Statistical Groups

Description	Checkout counts within date range.
Restrictions	By institution code, sublocation code, collection code, format code (e.g. BK), classification, patron code, patron group code, checkout date range.
Sorting	By any combination of: institution code, sublocation code, collection code, format code (e.g. BK), classification, patron code, patron group code, year, month, or day. You can subtotal any combination of these fields.
Width	80 columns

Prompts	<pre> 1. Institution Code : 2. Sublocation Code : 3. Collection Code : 4. Classification : 5. Patron Statistical Group : 6. Item Statistical Group : 7. Beginning Date : 8. Ending Date : 9. Sort fields (eg 2,4,5): 1 Institution Code 2 Sublocation Code 3 Collection Code 4 Classification 5 Patron Statistical Group 6 Item Statistical Group 7 Year 8 Month 9 Day 11. Break fields (eg 2,4,5) : 7,1 1 Institution Code 2 Sublocation Code 3 Collection Code 4 Classification 5 Patron Statistical Group 6 Item Statistical Group 7 Year 8 Month 9 Day 12. Route output : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 13. Print report description :N </pre>
---------	---

Recall Statement	<pre> SORT CIRC.CHKOUT.STATS WITH SEQ AND WITH SUBLOC ="[]" ID-SUPP DET- SUPP BREAK-ON YEAR "'UV'" BREAK-ON INST.R TOTAL NUMB GRAND-TOTAL "Total 'U'" HEADING "RF249 Checkout counts by Statistical Groups Page'P' 'L'01-04-96 Your Library Name 16:58:11'L' 'C' Sublocation: [] 'L' " LPTR </pre>
------------------	--

Example

RF249	Checkout counts by Statistical Groups	Page 1
01-04-96	Your Library Name	16:58:11
	Sublocation: [	
YEAR. Instit Total..		
	AU	7

1990		7
	AU	110
	PUB	2

1991		112
	AU	312
	PUB	10
1992		322
	AU	1868
	NLOC	2
	PUB	62
	BRA1	4

1993		1936
	AU	471
1994		471
	AU	135
	PUB	8

1995		143
	=====	
Total		2991
2991 records listed.		

Circulation Renewal Statistics

To reach this screen, select Circulation Renewal Statistics from the CIRCULATION REPORTS MENU.

Circulation Renewal Statistics

OPT#	CODE	COL	DESCRIPTION
1.	219	80	Renewal counts by class
2.	220	80	Renewal counts by location, class
3.	221	80	Renewal counts by location, class, patron code
4.	222	80	Renewal counts by location, class, patron group & code
5.	223	80	Renewal counts by date/time
6.	224	80	Renewal counts year/month grid
7.	226	80	Renewal counts - general
8.	229	80	Renewal counts by format
9.	230	80	Renewal counts patron type/item format grid
10.	231	80	Renewal counts by patron code
11.	232	80	Renewal counts by location, patron group & code
12.	233	80	Renewal counts by pat code, colln, subloc, inst

Options:
line Forward Backward Exit ? help

<i>OPT#</i>	Line number to enter to display the long description of a report.
<i>CODE</i>	The RF number of the report, used as a short form to identify reports.
<i>COL</i>	Number of columns used for the report.
<i>DESCRIPTION</i>	Short description of the report.

RF219 — Renewal Counts by Class

Description Cataloguing classifications and totals.

Restrictions By renewal date range.

Sorting By classification.

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.CHKOUT.STATS WITH SEQ AND WITH RENEW.FLG = "1" BY CLASS ID-
SUPP DET-SUPP BREAK-ON CLASS TOTAL NUMB GRAND-TOTAL "Total : 'U'"
HEADING "RF219 Renewal counts by class Page 'P'L'01-04-96 Your
Library Name 16:58:10'L'"
```

Example

RF219	Renewal counts by class	Page 1
01-04-96	Your Library Name	16:58:10
Class.... Total..		
	35	
A	10	
B	2	
BL	2	
BM	14	
BR	8	
BX	6	
CB	2	
D	2	
DA	2	
DC	3	
DF	5	
DG	5	
DK	175	
DR	9	
E	1	
F	16	
...		

RF220 — Renewal Counts by Location, Class

Description Institution code, sublocation code, collection code, classification, and totals.

Restrictions By renewal date range.

Sorting By institution, sublocation, collection, classification.

Width 80 columns

Prompts 1. Beginning Date :
 2. Ending Date :
 3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
 4. Print report description: N

Recall Statement SORT CIRC.CHKOUT.STATS WITH SEQ AND WITH RENEW.FLG = "1" AND WITH
 RENEW.FLG = "1" BY INST BY SUBLOC BY COLL BY CLASS ID-SUPP DET-SUPP
 BREAK-ON INST "Total:'VUP'" BREAK-ON SUBLOC "Total:'VU'" BREAK-ON
 COLL "Total:'VU'" BREAK-ON CLASS TOTAL NUMB GRAND-TOTAL "Total Items
 Renewed : 'U'" HEADING "RF220 Renewal counts by location, class Page
 'P' 'L' 01-04-96 Your Library Name 16:58:10 'L' "

Example

RF220		Renewal counts by location, class		Page 1
01-04-96		Your Library Name		16:58:10
Instit...	Subloc....	Coll.....	Class....	Total..
				4
			HD	2
			QA	6

		Total:A/V		12
			QA	2
			TR	9

		Total:DOCS		11
			GB	13

		Total:RBR		13
				2
			BM	8
			BR	1
			D	1
			HM	4
			LC	1
			M	1
			PL	1

		Total:SPEC		19

		Total:CAM1		752

		Total:AU		1619

RF221 — Renewal Counts by Location, Class, Patron Code

Description	Institution code, sublocation code, collection code, classification, patron code, and totals.
Restrictions	By renewal date range.
Sorting	By institution, sublocation, collection, classification, patron code.
Width	80 columns
Prompts	1. Beginning Date : 2. Ending Date : 3. Route output : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 4. Print report description: N
Recall Statement	<pre> SORT CIRC.CHKOUT.STATS WITH SEQ AND WITH RENEW.FLG = "1" BY INST BY SUBLOC BY COLL BY CLASS BY PCOD ID-SUPP DET-SUPP BREAK-ON INST.R "Total:'VUP'" BREAK-ON SUBLOC.R "Total:'VUP'" BREAK-ON COLL.R "Total:'VU'" BREAK-ON CLASS "Total:'VU'" BREAK-ON PCOD TOTAL NUMB GRAND-TOTAL "Total Items Renewed : 'U'" HEADING "RF221 Renewal counts by location, class, patron code Page 'P'L'01-04-96 Your Library Name 16:58:10'L" </pre>

Example

RF221	Renewal counts by location, class, patron code				Page 1
01-04-96	Your Library Name				16:58:10
Instit	Subloc	Coll..	Class....	Pat.....	Total..
				Code.....	
			S		4

		Total:GB			4

		Total:			4
		A/V			
			S		22

		Total:S			22
			S		1

		Total:TK			1
			F		1
			S		2

		Total:Z			3

		Total:			26
		DOCS			

		Total:			174
		ALII			

RF222 — Renewal Counts by Location, Class, Patron Group & Code

Description	Institution code, sublocation code, collection code, classification, patron group, patron code, and totals.
Restrictions	By renewal date range.
Sorting	By institution, sublocation, collection, classification, patron group code, patron code.
Width	80 columns
Prompts	1. Beginning Date : 2. Ending Date : 3. Route output : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 4. Print report description: N
Recall Statement	<pre> SORT CIRC.CHECKOUT.STATS WITH SEQ AND WITH RENEW.FLG = "1" AND WITH RENEW.FLG = "1" BY INST BY SUBLOC BY COLL BY CLASS BY PGCD BY PCOD ID-SUPP DET-SUPP BREAK-ON INST "Total:'VUP'" BREAK-ON SUBLOC "Total:'VU'" BREAK-ON COLL "Total:'VU'" BREAK-ON CLASS "Total:'VU'" BREAK-ON PGCD "Total:'VU'" BREAK-ON PCOD TOTAL NUMB GRAND-TOTAL "Total Items Renewed : 'U'" HEADING "RF222 Renewal counts by loca- tion, class, patron group & code Page 'P'L'01-04-96 Your Library Name 16:58:10'L" </pre>

Example

RF222	Renewal counts by location, class, patron group & code					Page 1
01-04-96	Your Library Name					16:58:10
Instit...	Subloc....	Coll.....	Class....	Pat..... Group.....	Pat..... Code.....	Total..
				S		1

			Total:P3			1

			Total:D			1
				S		4

			Total:P1			4
				F		1

			Total:P2			1

			Total:DF			5
				S		7

			Total:P1			7

			Total:DR			7
				S		3

			Total:P1			3

			Total:F			3

RF223 — Renewal Counts by Date/Time

Description Renewal counts within selected date range. Displays one of the following formats: by year shows year, totals; by month, shows year, month, and totals; by date, shows year, month, day, and total; by hour, shows year, month, day, hour, and totals.

Restrictions By renewal date range.

Sorting By date, hour.

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Output format (1) Year, (2) Month, (3) Date, (4) Hour : 1
4. Route output : S
 - S - Screen A - Auxiliary printer
 - Hxx - Hold file with key xx, defaults to assigned key
 - Pn - system Printer n, n defaults to 0
5. Print report description : N

Example A

Recall Statement

```
SORT CIRC.CHKOUT.STATS WITH SEQ AND WITH RENEW.FLG = "1" BY DATE BY
HOUR BREAK-ON YEAR TOTAL DAY.HOUR.NUM ID-SUPP GRAND-TOTAL "Total
'U'" DET-SUPP HEADING "RF223 Renewal counts by date/time Page
'P'L'01-04-96 Your Library Name 16:58:10'L"
```

Example

RF223		Renewal counts by date/time	Page 1
01-04-96		Your Library Name	16:58:10
YEAR. TOTAL.			
1989	2378		
1990	3283		
1991	3654		
1992	3987		
1993	4588		
=====			
Total	17890		
17890 records listed.			

Example B

Recall Statement

```
SORT CIRC.CHKOUT.STATS WITH NO SEQ AND WITH DATE.FULL >= "01 JAN 92"
AND WITH DATE.FULL <= "31 DEC 93" BY DATE BY HOUR BREAK-ON YEAR
"'U'" BREAK-ON MONTH TOTAL DAY.HOUR.NUM ID-SUPP GRAND-TOTAL "Total
'U'" DET-SUPP HEADING "RF223 Renewal counts by date/time Page
'P'L'01-04-96 Your Library Name 16:58:10'L'C' From: 01 JAN 92 to:
31 DEC 93'L'L"
```

Example

RF223	Renewal counts by date/time	Page 1
01-04-96	Your Library Name	16:58:10
	From: 01 JAN 92 to: 31 DEC 93	
YEAR. MONTH TOTAL.		
	1	810
	2	766
	12	633

1992		2209
	1	453
	5	278
	9	339
	10	567

1993		1637
	=====	
Total		3846
3846 records listed.		

Example C

Recall Statement

```
SORT CIRC.CHKIN.STATS WITH NO SEQ AND WITH DATE.FULL >= "01 JAN 92"
AND WITH DATE.FULL <= "31 DEC 94" BY DATE BY HOUR BREAK-ON YEAR
"U" BREAK-ON MONTH "U" BREAK-ON DAY TOTAL DAY.HOUR.NUM ID-SUPP
GRAND-TOTAL "Total 'U'" DET-SUPP HEADING "RF223 Renewal counts by
date/time Page 'P'L'01-04-96 Your Library Name 16:58:10'L' From:
01 JAN 92 to: 31 DEC 94 'L'"
```

Example

RF223	Renewal counts by date/time	Page 1
01-04-96	Your Library Name	16:58:10
	From: 01 JAN 92 to: 31 DEC 93	
YEAR. MONTH DAY.. TOTAL.		
	07	1

1	07	1

	07	2

5	24	2

	24	9

9	14	9

	14	1

10	10	1

1993	13	
	=====	
Total	13	
13 records listed.		

Example D

Recall Statement

```

SORT CIRC.CHKOUT.STATS WITH NO SEQ AND WITH DATE.FULL >= "01 JAN 92"
AND WITH DATE.FULL <= "31 DEC 93" BY DATE BY HOUR BREAK-ON YEAR
"U" BREAK-ON MONTH "U" BREAK-ON DAY "U" BREAK-ON HOUR TOTAL
DAY.HOUR.NUM ID-SUPP GRAND-TOTAL "Total U" DET-SUPP HEADING "RF223
Renewal counts by date/time Page 'P'L'01-04-96 Your Library Name
16:58:10'L' From: 01 JAN 92 to: 31 DEC 93'L'

```

Example

RF223	Renewal counts by date/time	Page 1
01-04-96	Your Library Name	16:58:10
	From: 01 JAN 92 to: 31 DEC 93	
YEAR. MONTH DAY.. HOUR..... TOTAL.		
	05	1
	15	1

	07	2

5		2
	09	1
	10	2
	11	5
	13	1

	24	9

9		9
	16	1

	14	1

10		1

1993		13
	=====	
Total		13
9 records listed.		

RF224 — Renewal Counts Year/Month Grid

Description For each year, lists totals in twelve columns, one for each month.

Restrictions By renewal date range.

Sorting By date.

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```

SORT CIRC.HOLD.STATS WITH NO SEQ BY DATE BREAK-ON YEAR TOTAL JAN TOTAL
FEB TOTAL MAR TOTAL APR TOTAL MAY TOTAL JUN TOTAL JUL TOTAL AUG TOTAL
SEP TOTAL OCT TOTAL NOV TOTAL DEC ID-SUPP GRAND-TOTAL "Total 'U'"
DET-SUPP HEADING "RF224 Renewal counts year/month grid Page
'P'L'01-04-96 Your Library Name 16:58:10'L"
  
```

Example

RF224	Renewal counts year/month grid											Page 1
01-04-96	Your Library Name											16:58:10
YEAR.	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
1993	0	0	0	0	0	0	0	13	19	0	2	4
1994	0	2	0	0	0	1	0	0	0	0	0	0
=====												
Total	0	2	0	0	0	1	0	13	19	0	2	4
41 records listed.												

RF226 — Renewal Counts - General

Description	Renewal counts within date range.
Restrictions	By institution code, sublocation code, collection code, format code (e.g. BK), classification, patron code, patron group code, renewal date range.
Sorting	By any combination of institution code, sublocation code, collection code, format code (e.g. BK), classification, patron code, patron group code, year, month, or day. You can subtotal any combination of these fields.
Width	80 columns

Prompts	<pre>1. Institution Code : 2. Sublocation Code : 3. Collection Code : 4. Format Code (eg. BK) : 5. Classification : 6. Patron Code : 7. Patron Group Code : 8. Beginning Date : 9. Ending Date : 10. Sort/break fields (eg 2,4,5): 1 1 Institution Code 2 Sublocation Code 3 Collection Code 4 Format Code (eg. BK) 5 Classification 6 Patron Code 7 Patron Group Code 8 Year 9 Month 10 Day 11. Route output : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 12. Print report description :N</pre>
---------	--

Recall Statement	<pre>SORT CIRC.CHKOUT.STATS WITH SEQ AND WITH RENEW.FLG = "1" AND WITH SUBLOC = "[]" BY INST BREAK-ON INST "'UV'" ID-SUPP DET-SUPP TOTAL NUMB GRAND-TOTAL "Total: 'U'" HEADING "RF226 Renewal counts - general Page'P' 'L'08-10-98 Your Library Name 16:22:39'L' 'C' Sublocation: [] 'L' " LPTR</pre>
------------------	---

Example

RF226	Renewal counts - general	Page 1
08-10-98	Your Library Name	16:24:06
	Sublocation: [	
Instit... Total..		

AU	148	

ILL	9	

PUB	1	
	=====	
Total:	158	
158 records listed.		

RF229 — Renewal Counts by Format

Description Renewal counts by format and totals.

Restrictions By renewal date range.

Sorting By format code (e.g. BK).

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.CHKOUT.STATS WITH SEQ AND WITH RENEW.FLG = "1" AND WITH
RENEW.FLG = "1" BY ITYPE ID-SUPP DET-SUPP BREAK-ON ITYPE TOTAL NUMB
GRAND-TOTAL "Total : 'U'" HEADING "RF229 Renewal counts by format
Page 'P''L'01-04-96 Your Library Name 16:58:10'L"
```

Example

RF229	Renewal counts by format	Page 1
08-10-98	Your Library Name	16:28:25
Item.. Total..		
Format		
	43	
BK	115	
=====		
Total :	158	
158 records listed.		

RF230 — Renewal Counts Patron Type/Item Format Grid

Description For each patron type, lists counts in eight columns, one for each MARC format code, and one for other formats, with totals by patron type and MARC format.

Restrictions By renewal date range.

Sorting By patron code.

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.CHKOUT.STATS WITH SEQ AND WITH RENEW.FLG = "1" BY PCOD ID-
SUPP DET-SUPP BREAK-ON PCOD TOTAL BK TOTAL AM TOTAL CF TOTAL MP TOTAL
MU TOTAL VM TOTAL SE TOTAL OTHER.FORMAT TOTAL NUMB GRAND-TOTAL "Total
: 'U'" HEADING "RF230 Renewal counts patron type/item format grid
Page 'P''L'01-04-96 Your Library Name 16:58:10'L"
```

Example

RF230		Renewal counts patron type/item format grid								Page 1
08-10-98		Your Library Name								16:30:59
Pat.....	BK	AM	CF	MP	MU	VM	SE	Other	Total..	
Code.....										
F	3	0	0	0	0	0	0	0	3	
G	0	0	0	0	0	0	0	5	5	
ILL	0	0	0	0	0	0	0	1	1	
R	18	0	0	0	0	0	0	8	26	
S	77	0	0	0	0	0	0	22	99	
STF	6	0	0	0	0	0	0	7	13	
VOICE	11	0	0	0	0	0	0	0	11	
	=====	=====	=====	=====	=====	=====	=====	=====	=====	
Total :	115	0	0	0	0	0	0	43	158	
158 records listed.										

RF231 — Renewal Counts by Patron Code

Description Lists patron type code and totals.

Restrictions By renewal date range.

Sorting By patron code.

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.CHKOUT.STATS WITH SEQ AND WITH RENEW.FLG = "1" AND WITH
RENEW.FLG = "1" BY PCOD ID-SUPP DET-SUPP BREAK-ON PCOD TOTAL NUMB
GRAND-TOTAL "Total : 'U'" HEADING "RF231 Renewal counts by patron
code Page 'P''L'01-04-96 Your Library Name 16:58:10'L"
```

Example

RF231	Renewal counts by patron code	Page 1
01-04-96	Your Library Name	16:58:10
Pat.....	Total..	
Code.....		
F	21	
G	8	
ILL	1	
NR	2	
R	100	
S	1442	
STF	59	
TEST1	2	
VOICE	11	
	=====	
Total :	1646	
1646 records listed.		

RF232 — Renewal Counts by Location, Patron Group, & Code

Description	Institution code, sublocation code, collection code, patron group, patron code, and totals.
Restrictions	By renewal date range.
Sorting	By institution, sublocation, collection, patron group code, patron code.
Width	80 columns

Prompts	1. Beginning Date : 2. Ending Date : 3. Route output : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 4. Print report description: N
---------	---

Recall Statement	<pre> SORT CIRC.CHKOUT.STATS WITH SEQ BY INST BY SUBLLOC BY COLL BY PGCODE BY PCOD ID-SUPP DET-SUPP BREAK-ON INST "Total:'VUP'" BREAK-ON SUBLLOC "Total:'VU'" BREAK-ON COLL "Total:'VU'" BREAK-ON PGCODE "Total:'VU'" BREAK-ON PCOD TOTAL NUMB GRAND-TOTAL "Total Items Renewed : 'U'" HEADING "RF232 Renewal counts by location, patron group & code Page 'P/'L'01-04-96 Your Library Name 16:58:10'L'" </pre>
------------------	---

Example

RF232	Renewal counts by location, patron group & code	Page 1
01-04-96	Your Library Name	16:58:10
Instit...	Subloc.... Coll..... Pat..... Pat..... Total..	
	Group..... Code.....	
	S	4
	Total:P1	4
	Total:A/V	4
	F	25
	Total:P2	25
	S	40
	Total:P1	40
	Total:Docs	65

RF233 — Renewal Counts By Pat Code, Coll, Subloc, Inst

Description Institution code, sublocation code, collection code, patron code, and totals.

Restrictions By renewal date range.

Sorting By institution, sublocation, collection, patron code.

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement
Produced

```

SORT CIRC.CHKOUT.STATS WITH SEQ AND WITH RENEW.FLG = "1" BY INST BY
SUBLOC BY COLL BY PCOD ID-SUPP DET-SUPP BREAK-ON INST "Total:'VUP'"
BREAK-ON SUBLOC "Total:'VU'" BREAK-ON COLL "Total:'VU'" BREAK-ON PCOD
TOTAL NUMB GRAND-TOTAL "Total Items Renewed : 'U'" HEADING "RF233
Renewal counts by pat code, colln, subloc, inst Page 'P'L'01-04-96
Your Library Name 16:58:11'L"

```

Example

RF233	Renewal counts by pat code, colln, subloc, inst				Page 1
01-04-96	Your Library Name				16:58:11
Instit...	Subloc....	Coll.....	Pat.....	Total..	
			Code.....		
			S	4	

	Total:A/V			4	
			F	1	
			S	25	

Circulation Hold Statistics

To reach this screen, select Circulation Hold Statistics from the CIRCULATION REPORTS MENU.

Circulation Hold Statistics

OPT#	CODE	COL	DESCRIPTION
1.	204	80	Hold counts by class
2.	205	80	Hold counts by location, class
3.	206	80	Hold counts by location, class, patron code
4.	207	80	Hold counts by location, class, patron group & code
5.	208	80	Hold counts by date/time
6.	209	80	Hold counts year/month grid
7.	211	80	Hold counts - general
8.	214	80	Hold counts by format
9.	215	80	Hold counts patron type/item format grid
10.	216	80	Hold counts by patron code
11.	217	80	Hold counts by location, patron group & code
12.	218	80	Hold counts by location, patron code

Options

line Forward Backward Exit ? help

OPT# Line number to enter to display the long description of a report.

CODE The RF number of the report, used as a short form to identify reports.

COL Number of columns used for the report.

DESCRIPTION Short description of the report.

RF204 — Hold Counts by Class

Description Cataloguing classifications and totals.

Restrictions By the date range when the hold was placed.

Sorting By classification.

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.HOLD.STATS WITH SEQ BY CLASS ID-SUPP DET-SUPP BREAK-ON  
CLASS TOTAL NUMB GRAND-TOTAL "Total : 'U'" HEADING "RF204 Hold counts  
by class Page 'P''L'01-04-96 Your Library Name 16:58:10'L'"
```

Example

RF204	Hold counts by class	Page 1
01-04-96	Your Library Name	16:58:10
Class....	Total	
F	1	
HB	1	
HF	2	
HQ	1	
HV	1	
JF	1	
P	1	
PJ	1	
PZ	21	
Q	1	
QA	1	
RA	1	
RJ	1	
TC	1	
TL	1	
TX	2	
Z	1	
=====		
Total :	64	
64 records listed.		

RF205 — Hold Counts by Location, Class

Description	Institution code, sublocation code, collection code, classification, and totals.
Restrictions	By the date range when the hold was placed.
Sorting	By institution, sublocation, collection, classification.
Width	80 columns
Prompts	1. Beginning Date : 2. Ending Date : 3. Route output : S - S - Screen A - Auxiliary printer - Hxx - Hold file with key xx, defaults to assigned key - Pn - system Printer n, n defaults to 0 4. Print report description: N
Recall Statement	<pre> SORT CIRC.HOLD.STATS WITH SEQ BY INST BY SUBLOC BY COLL BY CLASS ID- SUPP DET-SUPP BREAK-ON INST "Total:'VUP'" BREAK-ON SUBLOC "Total:'VU'" BREAK-ON COLL "Total:'VU'" BREAK-ON CLASS TOTAL NUMB GRAND-TOTAL "Total Items Held : 'U'" HEADING "RF205 Hold counts by location, class Page 'P' 'L'01-04-96 Your Library Name 16:58:10'L" </pre>

Example:

RF205		Hold counts by location, class		Page 1
01-04-96		Your Library Name		16:58:10
Instit...	Subloc....	Coll.....	Class....	Total
			HQ	1
			HV	1
			PJ	1

		Total:		3
			TC	1

		Total:DOCS		1
			F	1

		Total:RBR		1

		Total:CAM1		5
				1
			HF	1
			PZ	21
			QA	1

		Total:		26
			HF	1
			TL	1

		Total:SPEC		2

		Total:CAM2		28

		Total:AU		40
			=====	
		Total Items Held :		64

RF206 — Hold Counts by Location, Class, Patron Code

Description	Institution code, sublocation code, collection code, classification, patron code, and totals.
Restrictions	By the date range when the hold was placed.
Sorting	By institution, sublocation, collection, classification, patron code.
Width	80 columns
Prompts	1. Beginning Date : 2. Ending Date : 3. Route output : S - S - Screen A - Auxiliary printer - Hxx - Hold file with key xx, defaults to assigned key - Pn - system Printer n, n defaults to 0 4. Print report description: N
Recall Statement	<pre> SORT CIRC.HOLD.STATS WITH SEQ BY INST BY SUBLOC BY COLL BY CLASS BY PCOD ID-SUPP DET-SUPP BREAK-ON INST.R "Total:'VUP'" BREAK-ON SUBLOC.R "Total:'VUP'" BREAK-ON COLL.R "Total:'VU'" BREAK-ON CLASS "Total:'VU'" BREAK-ON PCOD TOTAL NUMB GRAND-TOTAL "Total Items Held : 'U'" HEADING "RF206 Hold counts by location, class, patron code Page 'P/'L'01-04-96 Your Library Name 16:58:10'L" </pre>

Example

RF206	Hold counts by location, class, patron code				Page 1
01-04-96	Your Library Name				16:58:10
Instit	Subloc	Coll..	Class....	Pat.....	Total
				Code.....	
				R	1
				S	3
				VOICE	17
			Total:PZ		21
			VOICE		2
			Total:TX		2
		Total:			26
			R		1
		Total:HF			1
			R		1
		Total:TL			1
		Total:			2
	Total:				28
	Total:				40
	Total Items Held :				64
	64 records listed.				

RF207 — Hold Counts by Location, Class, Patron Group & Code

Description	The count of the number of holds placed broken down into institution code, sublocation code, collection code, classification, patron group, patron code, and overall totals.
Restrictions	By the date range when the hold was placed.
Sorting	By institution, sublocation, collection, classification, patron group code, patron code
Width	80 columns
Prompts	1. Beginning Date : 2. Ending Date : 3. Route output : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 4. Print report description: N
Recall Statement	<pre> SORT CIRC.HOLD.STATS WITH SEQ BY INST BY SUBLOC BY COLL BY CLASS BY PGCOD BY PCOD ID-SUPP DET-SUPP BREAK-ON INST "Total:'VUP'" BREAK-ON SUBLOC "Total:'VU'" BREAK-ON COLL "Total:'VU'" BREAK-ON CLASS "Total:'VU'" BREAK-ON PGCOD "Total:'VU'" BREAK-ON PCOD TOTAL NUMB GRAND-TOTAL "Total Items Held : 'U'" HEADING "RF207 Hold counts by location, class, patron group & code Page 'P'L'01-04-96 Your Library Name 16:58:10'L" </pre>

Example

RF207	Hold counts by location, class, patron group & code					Page 1
01-04-96	Your Library Name					16:58:10
Instit...	Subloc....	Coll.....	Class....	Pat..... Group.....	Pat..... Code.....	Total
				S		1
				Total:P1		1
			Total:TC			1
		Total:DOCS				1
						1
	Total:CAM1					5
						1
				VOICE		2
				Total:P2		2
			Total:TX			2
		Total:SPEC				2
	Total:CAM2					28
Total:AU						40
Total Items Held :						64
64 records listed.						

RF208 — Hold Counts by Date/Time

Description Hold counts within selected date range. Displays one of the following formats: by year shows year, totals; by month, shows year, month, and totals; by date, shows year, month, day, and total; by hour, shows year, month, day, hour, and totals.

Restrictions By the date range when the hold was placed.

Sorting By date and hour.

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Output format (1) Year, (2) Month, (3) Date, (4) Hour : 1
4. Route output : S
 - S - Screen
 - A - Auxiliary printer
 - Hxx - Hold file with key xx, defaults to assigned key
 - Pn - system Printer n, n defaults to 0
5. Print report description : N

Example A

Recall Statement

```
SORT CIRC.HOLD.STATS WITH NO SEQ BY DATE BY HOUR BREAK-ON YEAR TOTAL
DAY.HOUR.NUM ID-SUPP GRAND-TOTAL "Total 'U'" DET-SUPP HEADING "RF208
Hold counts by date/time Page 'P'L'01-04-96 Your Library Name
16:58:10'L"
```

Example

RF208	Hold counts by date/time	Page 1
01-04-96	Your Library Name	16:58:10
YEAR. TOTAL.		
1993	60	
1994	4	
	=====	
Total	64	
64 records listed.		

Example B

Recall Statement

```
SORT CIRC.HOLD.STATS WITH NO SEQ BY DATE BY HOUR BREAK-ON YEAR "'U'"
BREAK-ON MONTH TOTAL DAY.HOUR.NUM ID-SUPP GRAND-TOTAL "Total 'U'"
DET-SUPP HEADING "RF208 Hold counts by date/time Page 'P'L'01-04-96
Your Library Name 16:58:10'L' "
```

Example

RF208	Hold counts by date/time	Page 1
01-04-96	Your Library Name	16:58:10
YEAR. MONTH TOTAL.		
	8	19
	9	30
	11	3
	12	8

1993		60
	2	2
	6	2

1994		4
	=====	
Total		64
64 records listed.		

Example C

Recall Statement

```

SORT CIRC.HOLD.STATS WITH NO SEQ AND WITH DATE.FULL >= "01 JAN 92"
AND WITH DATE.FULL <= "31 DEC 93" BY DATE BY HOUR BREAK-ON YEAR
"U" BREAK-ON MONTH "U" BREAK-ON DAY TOTAL DAY.HOUR.NUM ID-SUPP
GRAND-TOTAL "Total 'U'" DET-SUPP HEADING "RF208 Hold counts by date/
time Page 'P'L'01-04-96 Your Library Name 16:58:10'L' 'C' From: 01
JAN 92 to: 31 DEC 93 'L'"

```

Example

RF208	Hold counts by date/time	Page 1
01-04-96	Your Library Name	16:58:10
	From: 01 JAN 92 to: 31 DEC 93	
YEAR. MONTH DAY.. TOTAL.		
	07	1

1	07	1
	07	2

5		2
	24	9

9		9
	14	1

10		1

1993		13
	=====	
Total		13
9 records listed.		

Example D

Recall Statement

```
SORT CIRC.HOLD.STATS WITH NO SEQ AND WITH DATE.FULL >= "01 JAN 92"
AND WITH DATE.FULL <= "31 DEC 93" BY DATE BY HOUR BREAK-ON YEAR
"U" BREAK-ON MONTH "U" BREAK-ON DAY "U" BREAK-ON HOUR TOTAL
DAY.HOUR.NUM ID-SUPP GRAND-TOTAL "Total 'U'" DET-SUPP HEADING "RF208
Hold counts by date/time Page 'P'L'01-04-96 Your Library Name
16:58:10'L'C' From: 01 JAN 92 to: 31 DEC 93'L''
```

Example

RF208	Hold counts by date/time	Page 1
01-04-96	Your Library Name	16:58:10
	From: 01 JAN 92 to: 31 DEC 93	
YEAR. MONTH DAY.. HOUR..... TOTAL.		
	05	1
	15	1

	07	2

5		2
	09	1
	10	2
	11	5
	13	1

	24	9

9		9
	16	1

	14	1

10		1

1993		13
	=====	
Total		13
9 records listed.		

RF209 — Hold Counts Year/Month Grid

Description For each year, lists totals in twelve columns, one for each month.

Restrictions By the date range when the hold was placed.

Sorting By date.

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.HOLD.STATS WITH NO SEQ BY DATE BREAK-ON YEAR TOTAL JAN TOTAL
FEB TOTAL MAR TOTAL APR TOTAL MAY TOTAL JUN TOTAL JUL TOTAL AUG TOTAL
SEP TOTAL OCT TOTAL NOV TOTAL DEC ID-SUPP GRAND-TOTAL "Total 'U'"
DET-SUPP HEADING "RF209 Hold counts year/month grid Page 'P'L'01-
04-96 Your Library Name 16:58:10'L'"
```

Example

RF209	Hold counts year/month grid											Page 1
01-04-96	Your Library Name											16:58:10
YEAR.	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
1993	0	0	0	0	0	0	0	13	19	0	2	4
1994	0	2	0	0	0	1	0	0	0	0	0	0
=====												
Total	0	2	0	0	0	1	0	13	19	0	2	4
41 records listed.												

RF211 — Hold Counts - General

Description	Hold counts within date range.
Restrictions	By institution code, sublocation code, collection code, format code (e.g. BK), classification, patron code, patron group code, date range when the hold was placed.
Sorting	By any combination of institution code, sublocation code, collection code, format code (e.g. BK), classification, patron code, patron group code, year, month, or day. You can subtotal any combination of these fields.
Width	80 columns

Prompts	<pre> 1. Institution Code : 2. Sublocation Code : 3. Collection Code : 4. Format Code (eg. BK) : 5. Classification : 6. Patron Code : 7. Patron Group Code : 8. Beginning Date : 9. Ending Date : 10. Sort/break fields (eg 2,4,5): 1 1 Institution Code 2 Sublocation Code 3 Collection Code 4 Format Code (eg. BK) 5 Classification 6 Patron Code 7 Patron Group Code 8 Year 9 Month 10 Day 11. Route output : S S - Screen A - Auxilary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 12. Print report description :N </pre>
---------	---

Recall Statement	<pre> SORT CIRC.HOLD.STATS WITH SEQ AND WITH SUBLOC ="[]" BY INST BREAK-ON INST "'UV'" ID-SUPP DET-SUPP TOTAL NUMB GRAND-TOTAL "Total: 'U'" HEADING "RF211 Hold counts - general Page'P' 'L'01-04-96 Your Library Name 16:58:10'L' 'C' Sublocation: [] 'L' " LPTR </pre>
------------------	--

Example

RF211	Hold counts - general	Page 1
01-04-96	Your Library Name	16:58:10
Instit...	Total	

	23	

AU	40	

PUB	1	
	=====	
Total Held	64	
64 records listed.		

RF214 — Hold Counts by Format

Description Hold counts by format and totals.

Restrictions By date range when the hold was placed.

Sorting By format code (e.g., BK).

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.HOLD.STATS WITH SEQ BY ITYPE ID-SUPP DET-SUPP BREAK-ON
ITYPE TOTAL NUMB GRAND-TOTAL "Total : 'U'" HEADING "RF214 Hold
counts by format Page 'P'L'01-04-96 Your Library Name 16:58:10'L"
```

Example

RF214	Hold counts by format	Page 1
01-04-96	Your Library Name	16:58:10
Format	Total	
BK	60	
CF	1	
SE	3	
=====		
Total	64	
64 records listed.		

RF215 — Hold Counts Patron Type/Item Format Grid

Description For each patron type, lists counts in eight columns, one for each MARC format code, and one for other formats, with totals by patron type and MARC format.

Restrictions By date range when the hold was placed.

Sorting By patron code.

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.HOLD.STATS WITH SEQ BY PCOD ID-SUPP DET-SUPP BREAK-ON PCOD
TOTAL BK TOTAL AM TOTAL CF TOTAL MP TOTAL MU TOTAL SE TOTAL
OTHER.FORMAT TOTAL NUMB GRAND-TOTAL "Total : 'U'" HEADING "RF215
Hold counts patron type/item format grid Page 'P' 'L'01-04-96 Your
Library Name 16:58:10'L"
```

Example

RF215		Hold counts patron type/item format grid								Page 1
01-04-96		Your Library Name								16:58:10
Pat.....	BK	AM	CF	MP	MU	VM	SE	Other	Total	
Code.....										
F	9	0	1	0	0	0	1	2	13	
G	2	0	0	0	0	0	0	0	2	
R	14	0	0	0	0	0	0	0	14	
S	7	0	0	0	0	0	0	0	7	
STF	3	0	0	0	0	0	0	0	3	
VOICE	25	0	0	0	0	0	0	0	25	
=====										
Total :	60	0	1	0	0	0	1	2	64	
64 records listed.										

RF216 — Hold Counts by Patron Code

Description Lists patron type code and totals.

Restrictions By date range when the hold was placed.

Sorting By patron code.

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.HOLD.STATS WITH SEQ BY PCOD ID-SUPP DET-SUPP BREAK-ON PCOD
TOTAL NUMB GRAND-TOTAL "Total : 'U'" HEADING "RF216 Hold counts by
patron code Page 'P'L'01-04-96 Your Library Name 16:58:10'L'"
```

Example

RF216	Hold counts by patron code	Page 1
01-04-96	Your Library Name	16:58:10
Pat.....	Total	
Code.....		
F	13	
G	2	
R	14	
S	7	
STF	3	
VOICE	25	
	=====	
Total :	64	
64 records listed.		

RF217 — Hold Counts by Location, Patron Group & Code

Description Listing of hold statistics by institution, sublocation, collection, patron group codes, and patron code.

Restrictions By the date range when the hold was placed.

Sorting By institution, sublocation, collection, patron group code, patron code.

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```
SORT CIRC.HOLD.STATS WITH SEQ BY INST BY SUBLOC BY COLL BY PGCODE BY
PCOD ID-SUPP DET-SUPP BREAK-ON INST "Total:'VUP'" BREAK-ON SUBLOC
"Total:'VU'" BREAK-ON COLL "Total:'VU'" BREAK-ON PGCODE "Total:'VU'"
BREAK-ON PCOD TOTAL NUMB GRAND-TOTAL "Total Items Held : 'U'" HEADING
"RF217 Hold counts by location, patron group & code Page 'P''L'01-
04-96 Your Library Name 16:58:10'L"
```

Example

RF217	Hold counts by location, patron group & code					Page 1
01-04-96	Your Library Name					16:58:10
Instit...	Subloc....	Coll.....	Pat.....	Pat.....	Total	
			Group.....	Code.....		
					8	
				G	1	
				R	9	
			Total:		18	
				S	27	
			Total:P1		27	
				F	4	
			Total:P2		4	

RF218 — Hold Counts By Location, Patron Code

Description Shows institution code, sublocation code, collection code, patron code, and totals.

Restrictions By the date range when the hold was placed.

Sorting By institution, sublocation, collection, patron code

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Route output : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
4. Print report description: N

Recall Statement

```

SORT CIRC.HOLD.STATS WITH SEQ BY INST BY SUBLOC BY COLL BY PCOD ID-
SUPP DET-SUPP BREAK-ON INST "Total:'VUP'" BREAK-ON SUBLOC
"Total:'VU'" BREAK-ON COLL "Total:'VU'" BREAK-ON PCOD TOTAL NUMB
GRAND-TOTAL "Total Items Held : 'U'" HEADING "RF218 Hold counts by
location, patron code Page 'P''L'01-04-96 Your Library Name
16:58:10 'L'"

```

Example

RF218	Hold counts by location, patron code	Page 1
01-04-96	Your Library Name	16:58:10
Instit...	Subloc.... Coll..... Pat..... Total	
	Code.....	
		8
	F	4
	G	1
	R	9
	S	27

Physical Inventory Reports

To reach this screen, select Physical Inventory Reports from the CIRCULATION REPORTS MENU.

Physical Inventory Reports

OPT#	CODE	COL	DESCRIPTION
1.	901	132	Report of items on shelf that do not have status: In Library
2.	902	132	Report of items NOT on shelf that have status: In Library
3.	903	132	Report of items shelved at the wrong location
4.	904	132	Report of items on shelf that do not have database record

Options:
line Forward Backward Exit ? help

<i>OPT#</i>	Line number to enter to display the long description of a report.
<i>CODE</i>	The RF number of the report, used as a short form to identify reports.
<i>COL</i>	Number of columns used for the report.
<i>DESCRIPTION</i>	Short description of the report.

RF901 — Items on Shelf that Do Not Have Status: In Library

Description	Institution, sublocation, collection, call number, title, author, barcode, and item status.
Restrictions	By institution, sublocation, and collection.
Sorting	By institution, sublocation, collection, call number, title, author, barcode.
Width	132 columns
Prompts	1. Inventory Institution Code : 2. Inventory Sublocation Code : 3. Inventory Collection Code : 4. Route output : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 5. Print report description: :N
Recall Statement	<pre>SORT PHY.INV.WORK WITH EXIST.IN.PIECES = "Y" AND WITH STATUS # "" BY INSTITUTION BY SUBLOCATION BY COLLECTION BY SORT.CALLNO BY TITLE BY AUTHOR BY BARCODE INSTITUTION SUBLOCATION COLLECTION CALLNO TITLE AUTHOR BARCODE STATUS ID-SUPP HEADING "RF901 Items on shelf that do not have status: In Library Page 'P'L'01-04-96 Your Library Name 16:58:13'L"</pre>

Example

RF901
01-04-96Items on shelf that do not have status: In Library
Your Library Name
Sublocation: [Page 1
16:58:13INVENTORY.. INVENTORY.. INVENTORT. CALL.NO..... TITLE..... AUTHOR..... BARCODE..... STATUS.....
INSTITUTION SUBLOCATION COLLECTION

AU	CAM1	DOCS	BF21 .A7 no.228	Methods of recording action	Wendt, George Richard, 1906-	39999000126617	Checked Out
AU	CAM1	DOCS	PS3557.I343 C7 1983	The crush	Gildner, Gary	39999000118315	Checked Out
AU	CAM1	DOCS	QL813.D64 M54 1980	Miller's Guide to the dissection of the dog	Miller, Malcolm Eugene	39999000100640	Lost and Paid
AU	CAM1	DOCS	QP121 .W43 1974	Respiratory physiology--the essentials	West, John Burnard	39999000103706	Checked Out
AU	CAM1	DOCS	QR97.A1 R46 1984	Repairable lesions in microorganisms	Hurst, A. (Andre), 1918-	39999000112137	Being Repaired
AU	CAM1	DOCS	TK1005 .K83	How to make home electricity from wind, water & sunshine	Kuecken, John A.	39999000127667	Reorder Review
AU	CAM1	DOCS	TN270 .J6	Manual on geophysical prospecting with the magnetometer	Joyce, James Wallace, 1907-	39999000108095	Checked Out
AU	CAM1	DOCS	TX771 .R6 1925	A cake manual	Rogerson, Jessie B.	39999000100965	Checked Out

8 records listed.

RF902 — Items NOT on Shelf that have Status: In Library

Description	Institution, sublocation, collection, call number, title, author, barcode, and last inventory date. by institution, sublocation, and collection.
Restrictions	By institution, sublocation, and collection.
Sorting	By institution, sublocation, collection, call number, title, author, barcode.
Width	132 columns
Prompts	<pre>1. Institution Code : 2. Sublocation Code : 3. Collection Code : 4. Route output : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 5. Print report description: N</pre>
Recall Statement	<pre>SELECT PIECES WITH PHY.STATUS = "" AND WITH PHY.EXIST.IN.PHY.INV.WORK = "N" AND WITH PHY.CREATE.AFTER.INV = "N"~SORT PIECES BY PHY.INS.CODE BY PHY.SUB.CODE BY PHY.COLL.CODE BY PHY.SORT.CALLNO BY PHY.TITLE BY PHY.AUTHOR BY PHY.BARCODE PHY.INS.CODE PHY.SUB.CODE PHY.COLL.CODE PHY.CALLNO PHY.TITLE PHY.AUTHOR PHY.BARCODE PHY.LAST.INV.DATE ID-SUPP HEADING "RF902 Items NOT on shelf that have status: In Library Page 'P'L'01-04-96 Your Library Name 16:58:13'L'</pre>

Example

```
RF902                                Items NOT on shelf that have status: In Library                Page 1
01-04-96                                Your Library Name                                16:58:13

INSTITUTION SUBLOCATION COLLECTION. CALL.NO..... TITLE..... AUTHOR..... BARCODE..... LAST.....
                                                INVENTORY
                                                DATE.....

AU          CAM1          A/V          Nocturnes          Chopin          399990000000163 01/04/94
                                                N10003496      01/04/94
                                                N10003497      01/04/94
                                                N10003499      01/04/94
                                                N10003500      01/04/94
NRC          Flora de Filipinas Blanco, Manuel,  N10002703      01/04/94
                                                1778-1845

NRC          LS          DOC          654.5 7751      Studia hispanica in
                                                honour of Rodolfo
                                                Cardona

7 records listed.
```

RF903 — Items Shelved at the Wrong Location

Description	For each institution, sublocation, and collection selected, shows call number, title, author, barcode, range error, proper institution, sublocation, and collection, and status.
Restrictions	By institution, sublocation, and collection.
Sorting	By local call number, normalized call number, title, author, barcode.
Width	132 columns
Prompts	1. Inventory Institution Code : 2. Inventory Sublocation Code : 3. Inventory Collection Code : 4. Route output : S S - Screen A - Auxilary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 5. Print report description : N
Recall Statement	<pre>SORT PHY.INV.WORK WITH EXIST.IN.PIECES = "Y" AND WITH SUBLOCATION ="[]" AND WITH MATCH.LOCATION = "N" OR WITH EXIST.IN.PIECES = "Y" AND WITH CALLNO.IN.RANGE = "N" BY INV.LOC.CALLNO BY SORT.CALLNO BY TITLE BY AUTHOR BY BARCODE BREAK-ON INV.LOC.CALLNO " 'PB'" CALLNO TITLE AUTHOR BARCODE RANGE.ERR PRIOR.CALLNO PROPER.INSTITUTION PROPER.SUBLOCATION PROPER.COLLECTION STATUS DBL-SPC ID-SUPP HEADING "RF903 Items shelved at the wrong location Page'P' 'L'08-11-98 Your Library Name 11:40:02'L' 'C' Sublocation: [] 'L' " LPTR</pre>

Example

RF903
08-11-98Items shelved at the wrong location
Your Library Name
Sublocation: [Page 1
11:40:02

CALL.NO.....	TITLE.....	AUTHOR.....	BARCODE.....	PRIOR.....	PROPER	PROPER	PROPER	STATUS.....
CALL.NO.....	INST..	SUBL..	COLL..					
PS2039.H47	A Texas steer; a modern acting version of Charles H. Hoyt's famous comedy	Hoyt, Charles Hale, N10001939 1859-1900		*Range* *Error*		ALII		Billed as Lost

RF904 — Items on Shelf that do not have Database Record

Description For each institution, sublocation, and collection selected, shows barcode and inventory date.

Restrictions By institution, sublocation, and collection.

Sorting By local call number, item barcode.

Width 132 columns

Prompts

1. Inventory Institution Code :
2. Inventory Sublocation Code :
3. Inventory Collection Code :
4. Route output : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
5. Print report description : N

Recall Statement

```
SORT PHY.INV.WORK WITH @ID # "INV.DATE" AND WITH EXIST.IN.PIECES =  
"N" AND WITH SUBLOCATION ="[]" BY INV.LOC.CALLNO BY BARCODE BREAK-ON  
INV.LOC.CALLNO " 'BP'" BARCODE INVENTORY.DATE ID-SUPP HEADING "RF904  
Items on shelf that do not have database record Page'P' 'L'01-04-96  
Your Library Name 11:52:15'L' 'C' Sublocation: [] 'L' " LPTR
```

Example

RF904
01-04-96

Items on shelf that do not have database record
Your Library Name
Sublocation: [

Page 1
11:52:15

BARCODE..... INV.DATE.

39999000114997 27 NOV 95

1 record listed.

Circulation Backup Reports

To reach this screen select Circulation Backup Menu (CBM) from the CIRCULATION MASTER MENU.

DD MMM YYYY
HH:MM

Geac ADVANCE Library System (#.##)
Your Library Name

DEFAULT AL

CIRCULATION BACKUP SYSTEM

1. LBFCM Live to Backup File Creation Menu
2. CBLF Load TAPE files from backup
3. BLU Backup to Live Update
4. CBCT Circulation Backup Control Table
5. CCRB Reports Menu

Enter the number of your selection and press <ENTER>
or ? followed by <ENTER> for Help.
Press <ENTER> to return to previous level :

Select Reports Menu (CCRB). The CIRCULATION BACKUP REPORTS MENU displays.

CIRCULATION BACKUP REPORTS MENU

1. Circulation Backup Reports

Enter your selection, or <ENTER> to exit:

Select Circulation Backup Reports to display the list of reports.

Circulation Backup Reports

OPT#	CODE	COL	DESCRIPTION
1.	280	132	Brief Items by Barcode
2.	281	132	Brief Patrons by Barcode
3.	282	132	Checkouts by patron
4.	283	132	Checkins/Checkouts by Time Report
5.	284	132	Checkins/Checkouts by Location Report
6.	285	132	Checkin/Checkout Exceptions (Errors) Report
7.	286	132	Item Entry (Conv-on-fly) Exceptions (Errors) Report
8.	287	132	Patron Entry Exceptions (Errors) Report

Options:

line Forward Backward Exit ? help

RF280 — Brief Items by Barcode

Description Item barcode, call number, title, format, sublocation, collection, circulation code, and call number prefix.

Restrictions None.

Sorting By item barcode.

Width 132 columns

Prompts 1. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
 2. Print report description: N

Recall Statement SORT BRIEF.PIECES WITH UPLOAD.FLAG "1" BY IBARCODE IBARCODE ID-SUPP
 CALLNO TITLE FORMAT.TYPE SUBLOC COLLECT CIRC.CODE CALLNO.PREF HEADING
 "RF280 Brief Items by Barcode Page 'P''L'01-04-96 Your Library Name
 16:58:11'L''

Example

```
RF280                               Brief Items by Barcode                      Page 1
01-04-96                           Your Library Name                          16:58:11

ITEM BARCODE.... CALL NUMBER.... TITLE..... FORMAT.. SUBLOCATION... COLLECTION.. CIRC. CODE.. CALL # PREFIX...

1222             12324           Test for YK      ADD      CAM1         AV          7DAYS

One record listed.
```


RF281 — Brief Patrons by Barcode

Description Patron barcode, other identification, name, address, zip/postal code, and type.

Restrictions None.

Sorting By patron barcode.

Width 132 columns

Prompts

1. Route output to : P
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
2. Print report description: N

Recall Statement

```
SORT BRIEF.PATRON BY PBARCODE PBARCODE ID-SUPP PATRON.ID NAME ADDR
ZIP.POST PATRON.TYPE HEADING "RF281 Brief Patrons by Barcode Page
'P''L'01-04-96 Your Library Name 16:58:11'L'" LPTR
```

Example

```
RF281                                Brief Patrons by Barcode                Page 1
01-04-96                             Your Library Name                     16:58:11

PATRON BARCODE.. PATRON ID PATRON NAME..... PATRON ADDRESS..... ZIP/POSTAL CODE..... PATRON TYPE.
29999000537712      Test, Jack           123 Maple Street           M4M 3B3           S
One record listed.
```

RF282 — Checkouts by Patron

Description Patron and item barcode, status (in/out), date and time of transaction, date and time due, port, and location.

Restrictions None.

Sorting By patron barcode, item barcode.

Width 132 columns

Prompts

1. Route output to : P
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
2. Print report description: N

Recall Statement

```
SORT OUT.IN.TRANS WITH STATUS "OUT" BY PBARCODE BY IBARCODE PBARCODE
IBARCODE STATUS OUT.DATE OUT.TIME DUE.DATE DUE.TIME PORT LOCATION ID-
SUPP HEADING "RF282 Checkouts by patron Page 'P'L'01-04-96 Your
Library Name 16:58:11'L'" LPTR
```

Example

```
RF282                                Checkouts by patron                Page 1
01-04-96                             Your Library Name                16:58:11

PATRON BARCODE.. ITEM BARCODE.... STATUS.. OUT/IN DATE.... OUT/IN TIME... DUE DATE..... DUE TIME.. PORT.. LOCATION..
29999000536516   39999000112274   OUT      17 MAY 1995 02:46AM           05-17-95           02:46AM   c1     MAIN

One record listed.
```

RF283 — Checkins/Checkouts by Time Report

Description Key/counter, status (out/in), out/in date and time, patron and item barcode, date and time due, port, and location.

Restrictions None.

Sorting By time of transaction.

Width 132 columns

Prompts 1. Route output to : P
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
 2. Print report description: N

Recall Statement SORT OUT.IN.TRANS BY OUT.TIME KEY STATUS OUT.DATE OUT.TIME PBARCODE
 IBARCODE DUE.DATE DUE.TIME PORT LOCATION ID-SUPP HEADING "RF283
 Checkins/Checkouts by Time Report Page 'P'L'01-04-96 Your Library
 Name 16:58:12'L'" LPTR

Example

RF283	Checkins/Checkouts by Time Report	Page 1
01-04-96	Your Library Name	16:58:12

KEY/COUNTER STATUS..	OUT/IN DATE...	OUT/IN TIME...	PATRON BARCODE..	ITEM BARCODE...	DUE DATE.....	DUE TIME..	PORT..	LOCATION..
3456465 OUT	17 MAY 1995	02:46AM	29999000536516	39999000112274	05-17-95	02:46AM	c1	MAIN

One record listed.

RF284 — Checkins/Checkouts by Location Report

Description Location, port, status (in/out), date and time (in or out), patron and item barcode, and date and time due.

Restrictions None.

Sorting By location.

Width 132 columns

Prompts 1. Route output to : P
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
 2. Print report description: N

Recall Statement SORT OUT.IN.TRANS BY LOCATION BREAK-ON LOCATION PORT STATUS OUT.DATE
 OUT.TIME PBARCODE IBARCODE DUE.DATE DUE.TIME ID-SUPP HEADING "RF284
 Checkins/Checkouts by Location Report Page 'P'L'01-04-96 Your
 Library Name 16:58:12'L'" LPTR

Example

```
RF284                               Checkins/Checkouts by Location Report                Page 1
01-04-96                               Your Library Name                             16:58:12

LOCATION.. PORT.. STATUS.. OUT/IN DATE... OUT/IN TIME... PATRON BARCODE.. ITEM BARCODE.... DUE DATE..... DUE TIME..
MAIN      c1      OUT      17 MAY 1995 02:46AM      29999000536516   39999000112274   05-17-95        02:46AM
***
***
One record listed.
```

RF285 — Checkin/Checkout Exceptions (Errors) Report

Description Count (key), error number, status, item barcode, date in or out, port, location, date due, patron barcode, and error message.

Restrictions None.

Sorting By status.

Width 132 columns

Prompts

1. Route output to : P
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
2. Print report description: N

Recall Statement

```
SORT EXCEPTION WITH TYPE "IN" "OUT" BY STATUS KEY.COUNTER
KEY.ERROR.NO ID-SUPP STATUS IBARCODE PROC.DATE PORT LOCATION DUE.DATE
PBARCODE ERR.MESS HEADING "RF285 Checkin/Checkout Exceptions
(Errors) Report Page 'P'L'01-04-96 Your Library Name 16:58:12'L"
LPTR
```

Example

```
RF285                                Checkin/Checkout Exceptions (Errors) Report                Page 1
01-04-96                                Your Library Name                                16:58:12

COUNT ERROR STATUS ITEM BARCODE... OUT/IN.. PORT. LOCATION. DUE DATE PATRON BARCODE. ERROR MESSAGE.....
NO...                                DATE....

X          9999   39999001223415  05-17-95 9999  9999      05-17-95 29999114332110  9999

One record listed.
```

RF286 — Item Entry (Conv-on-Fly) Exceptions (Errors) Report

Description Item barcode, error number, format, sublocation, collection, circulation code, call number prefix, call number, title, and error message.

Restrictions None.

Sorting By format.

Width 132 columns

Prompts 1. Route output to : P
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
 2. Print report description: N

Recall Statement SORT EXCEPTION WITH TYPE "ITEM" BY FORMAT.CON KEY.BARCODE
 KEY.ERROR.NO ID-SUPP FORMAT.CON SUBLOC COLL.CODE CIRC.CODE CALL.PREF
 CALLNO TITLE ERR.MESS HEADING "RF286 Item Entry (Conv-on-fly) Excep-
 tions (Errors) Report Page 'P''L'01-04-96 Your Library Name
 16:58:12'L'" LPTR

Example

```
RF286                               Item Entry (Conv-on-fly) Exceptions (Errors) Report                               Page 1
01-04-96                               Your Library Name                               16:58:12

BARCODE..... ERROR FORMAT SUBLOC COLL.. CIRC.. CALLNO PREF CALLNO..... TITLE..... ERROR MESSAGE.....
NO...                               CODE..

1222          2      ADD    CAM1  AV      7DAYS          12324          Test for YK      Invalid item barcode

One record listed.
```

RF287 — Patron Entry Exceptions (Errors) Report

Description Patron barcode, error number, patron name, address, other identification, type and error message.

Restrictions None.

Sorting By patron name.

Width 132 columns

Prompts

1. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
2. Print report description: N

Recall Statement

```

SORT EXCEPTION WITH TYPE "PATRON" BY PAT.NAME KEY.BARCODE
KEY.ERROR.NO ID-SUPP PAT.NAME ADDRESS POST.ZIP PATRON.ID PTYPE
ERR.MESS HEADING "RF287 Patron Entry Exceptions (Errors) Report Page
'P''L'01-04-96 Your Library Name 16:58:12'L"

```

Example

RF287		Patron Entry Exceptions (Errors) Report				Page 1	
01-04-96		Your Library Name				16:58:12	
BARCODE.....	ERROR NO...	PATRON NAME....	ADDRESS.....	POST/ZIP.. CODE.....	PATRON ID.....	PATRON ERROR TYPE..	MESSAGE.....
29999114321	14	Brown, P	42 Jocelyn St.	9999	9999	Invalid Patron Code	

One record listed.

5

Acquisitions Reports

This chapter describes the reports:

- Acquisitions Fund Reports
- Acquisitions Transaction Reports
- Acquisitions Vendor Reports

Recall Statements

Have not been included with acquisitions and serials reports. Because these reports are created in the report writer all the report parameters are available on the Second Screen.

Library Codes

Some acquisitions reports may print a library code under the library name. Library codes are not always shown on the example reports.

Acquisitions Reports

To display the Acquisitions Reports Menu, select Reports Menu (ARM) from the ACQUISITIONS MAIN MENU.

```
DD MMM 19YY      Geac ADVANCE Library System (##)      DEFAULT  AU
15:18            ADVANCE Development ##.#

ACQUISITIONS REPORTS MENU

1. CCR  System Reports          5. ARIP  Report Input Parameters
2. RW   Report Writer           6. ARCP  Audit Archive & Purge Setup
3. ARGC Report Group Codes      7. ARCT  Time Period Archive Setup
4. RPC  Report Prompt Codes

Enter your selection :
```

To reach this screen, select System Reports (CCR) on the ACQUISITIONS REPORTS MENU.

```
ACQ REPORTS MENU

1. Acquisitions Fund Reports
2. Acquisitions Transaction Reports
3. Acquisitions Vendor Reports

Enter your selection, or <ENTER> to exit:
```

Acquisitions Fund Reports

To reach this screen, select Acquisitions Fund Reports on the ACQ REPORTS MENU.

Acquisitions Fund Reports

OPT#	CODE	COL	DESCRIPTION
1.	711	132	Active Fund Balance Report
2.	712	132	Fund Balance Report
3.	713	132	Fund Account Summary - Deposit
4.	714	132	Fund Account Summary - Gift
5.	715	80	Fund Mapping Review
6.	716	132	Fund Master Report
7.	717	132	Outstanding Order Report by Fund
8.	718	132	Fund Select Report
9.	719	132	Outstanding Order Report by Tracking Fund
10.	731	132	Active Claim Summary

Options:
line Forward Backward Exit ? help

- OPT#

Line number to enter to display the long description of a report.
- CODE

The RF number of the report, used as a short form to identify reports.
- COL

Number of columns used for the report.
- DESCRIPTION

Short description of the report.

RF711 — Active Fund Balance Report

Report Name ACQ*ACTIVE.FUND.BAL.RPT

Description Displays fund number, name, budget, encumbrance, and amount spent.

Restrictions By library code, number of records in the sample.

Sorting By library, fund number.

Width 132 columns

Prompts

1. Enter Library code
2. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
3. Print report description : N
4. Number in sample (empty=all):

Example

F711		Active Fund Balance Report						Page 1	
01-04-96		Your Library Name						16:58:12	
FUND NUMBER.....	FUND NAME.....	BUDGET	ENCUMBERED	SPENT	AUTHORIZED	CASH BALANCE	% SPENT		
0093-00-000-DEPOSIT	DEPOSIT FUND AU	1,018.88	0.00	0.00	0.00	1,018.88	0.00		
		1,018.88	0.00	0.00	0.00	1,018.88			
		1,018.88	0.00	0.00	0.00	1,018.88			
		1,018.88	0.00	0.00	0.00	1,018.88			
		1,018.88	0.00	0.00	0.00	1,018.88			
		1,018.88	0.00	0.00	0.00	1,018.88			
0093-01-000-GENSCI	GENERAL SCIENCE	2,532,920.66	1,782,954.45	78.87	0.00	2,532,841.79	0.00		
		2,532,920.66	1,782,954.45	78.87	0.00	2,532,841.79	0.00		
		2,532,920.66	1,782,954.45	78.87	0.00	2,532,841.79	0.00		
		2,532,920.66	1,782,954.45	78.87	0.00	2,532,841.79	0.00		
		2,532,920.66	1,782,954.45	78.87	0.00	2,532,841.79	0.00		
		2,532,920.66	1,782,954.45	78.87	0.00	2,532,841.79	0.00		
0093-02-001-HISTORY	HISTORY AU	1,962,767.36	452.76	128.62	0.00	1,962,638.74	0.01		
		1,962,767.36	452.76	128.62	0.00	1,962,638.74			
		1,962,767.36	452.76	128.62	0.00	1,962,638.74			
		1,962,767.36	452.76	128.62	0.00	1,962,638.74			
		1,962,767.36	452.76	128.62	0.00	1,962,638.74			
		1,962,767.36	452.76	128.62	0.00	1,962,638.74			
0093-02-003-DANCE	DANCE	0.00	0.00	0.00	0.00	0.00	0.00		

RF712 — Fund Balance Report

Report Name	ACQ*FUND.BALANCE.RPT
Description	Displays fund number and name, budget, encumbrance, amount spent, amount authorized, cash balance, and percentage spent.
Restrictions	By library code, number of records in the sample.
Sorting	By library, fund number.
Width	132 columns

Prompts	1. Enter Library code
	2. Route output to : S
	S - Screen A - Auxilary printer
	Hxx - Hold file with key xx, defaults to assigned key
	Pn - system Printer n, n defaults to 0
	3. Print report description : N
	4. Number in sample (empty=all):

Example

RF712	Fund Balance Report						Page 43
01-04-96	Your Library Name						16:58:12
FUND NUMBER.....	FUND NAME.....	BUDGET	ENCUMBERED	SPENT	AUTHORIZED	CASH BALANCE % SPENT	
SCI-00-001-	SCIENCE SUBSCRIP	5,689,697.28	2,565,546.66	2,198,508.72	1,245,478.75	3,491,188.56 38.64	
	TIONS						
REPORT TOTAL		1,079,826,750.06	4,940,751.05	2,698,116.92	1,245,478.95	1,079,330,270.09 7.00	
52 records listed.							

RF713 — Fund Account Summary - Deposit

Report Name	ACQ*FUND.DEPOSIT.ACCOUNT
Description	Displays fund number and name, deposit balance, replenishment, cash balance, and percentage spent.
Restrictions	By library code, number of records in the sample.
Sorting	By library, fund number.
Width	132 columns

Prompts

1. Enter Library code
2. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
3. Print report description : N
4. Number in sample (empty=all):

Example

RF713	Fund Account Summary - Deposit	Page 1
01-04-96	Your Library Name	16:58:12

FUND NUMBER.....	FUND NAME.....	BALANCE ..	REPLENISHMENT	BALANCE ...	CASH BALANCE	% SPENT
0093-00-000-DEPOSIT	DEPOSIT FUND AU	830.19	1999.99	1000.00	1,018.88	0.00
		830.19	1999.99	1000.00	1,018.88	0.00
		830.19	1999.99	1000.00	1,018.88	0.00
		830.19	1999.99	1000.00	1,018.88	0.00
		830.19	1999.99	1000.00	1,018.88	0.00
		830.19	1999.99	1000.00	1,018.88	0.00
		830.19	1999.99	1000.00	1,018.88	0.00

RF714 — Fund Account Summary - Gift

Report Name ACQ*FUND.GIFT.ACCOUNT

Description

Contents Displays fund number, name, budget, encumbrance, amount authorized, cash balance, and percentage spent.

Restrictions By library code, number of records in the sample.

Sorting By library, fund number.

Width 132 columns

Prompts

1. Enter Library code
2. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
3. Print report description : N
4. Number in sample (empty=all):

Example

RF714		Fund Account Summary - Gift						Page 1	
01-04-96		Your Library Name						16:58:12	
FUND NUMBER.....	FUND NAME.....	BUDGET	ENCUMBERED	SPENT	AUTHORIZED	CASH	BALANCE	%	SPENT
9994-00-000-gift	Donor (alumi)	999.00	936.90	0.00	0.00	999.00	0.00		
		999.00	936.90	0.00	0.00	999.00			
		999.00	936.90	0.00	0.00	999.00			
		999.00	936.90	0.00	0.00	999.00			
		999.00	936.90	0.00	0.00	999.00			
9994-00-010-gift	Donor (Comm/Ind)	8,888.00	0.00	0.00	1,004.93	8,888.00	0.00		
		8,888.00	0.00	0.00	1,004.93	8,888.00			
		8,888.00	0.00	0.00	1,004.93	8,888.00			
		8,888.00	0.00	0.00	1,004.93	8,888.00			
		8,888.00	0.00	0.00	1,004.93	8,888.00			
9994-00-010-gift	Donor (Faculty)	897.00	1,324.88	789.00	0.00	108.00	87.96		
		897.00	1,324.88	789.00	0.00	108.00			
		897.00	1,324.88	789.00	0.00	108.00			
		897.00	1,324.88	789.00	0.00	108.00			
		897.00	1,324.88	789.00	0.00	108.00			
		10,784.00	2,261.78	789.00	1,004.93	9,995.00			
		10,784.00	2,261.78	789.00	1,004.93	9,995.00			
		10,784.00	2,261.78	789.00	1,004.93	9,995.00			
REPORT TOTAL		10,784.00	2,261.78	789.00	1,004.93	9,995.00			
3 records listed.									

RF715 — Fund Mapping Review

Report Name ACQ*FUND.MAP.REVIEW

Description Displays corresponding old and new fund numbers.

Restrictions By number of records in the sample.

Sorting By old fund number.

Width 80 columns

Prompts

1. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
2. Print report description : N
3. Number in sample (empty=all):

Example

RF715	Fund Mapping Review	Page 1
01-04-96	Your Library Name	16:58:12
OLD FUND NUMBER	NEW FUND NUMBER	
0093-00-000-LIBRARY	0094-00-000-LIBRARY	
0093-00-000-NEWALL	0094-00-000-NEWALL	
Two records listed.		

RF716 — Fund Master Report

Report Name ACQ*FUND.MASTER.RPT

Description Displays fund number, fund name, type, status, fiscal period, encumbrance percentage, format codes, and selectors.

Restrictions By library code, number of records in the sample.

Sorting By library, fund number.

Width 132 columns

Prompts

1. Enter Library code
2. Route output to : S
S - Screen A - Auxilary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
3. Print report description : N
4. Number in sample (empty=all):

Example

RF716	Fund Master Report						Page 1
01-04-96	Your Library Name						16:58:12
FUND NUMBER.....	FUND NAME.....	TYPE..	STATUS..	FISCAL FUND.....	ENCUMBRANCE	FORMAT SELECTORS	
					%.	CODES.	
0093-00-000-DEPOSIT	DEPOSIT FUND AU	DEPO	ACTIVE	92/93	100	ACQ	
0093-00-000-NEWALL	NEW ALLOCATION FUND	REG	ACTIVE	95	100	ACQ	
0093-01-000-GENSCI	GENERAL SCIENCE	REG	ACTIVE	92/93	100	ACQ	
0093-02-001-HISTORY	HISTORY AU	REG	ACTIVE	92/93	100	ACQ	
0093-02-003-DANCE	DANCE	REG	ACTIVE	92/93	100	ACQ	
0093-02-003-MUSIC	MUSIC	REG	ACTIVE	92/93	100	ACQ	

RF717 — Outstanding Order Report by Fund

Report Name	ACQ*FUND.OUTSTAND.ORDER
Description	Displays fund number, order type, purchase order number or item number, order date, number of copies ordered, number of copies paid for, base price, allocation amount, and encumbrance amount by fund group for outstanding orders.
Restrictions	By order date range, library code, number of records in sample.
Sorting	By library, fund number, order type, order date, purchase order item number.
Width	132 columns

Prompts	1. Enter start date : 01 JAN 1992
	2. Enter end date : 31 DEC 1994
	3. Enter Library code
	4. Route output to : P1
	S - Screen
	Hxx - Hold file with key xx, defaults to assigned key
	Pn - system Printer n, n defaults to 0
	5. Print report description : N
	6. Number in sample (empty=all):

Example

RF717		Outstanding Order Report by Fund							Page 1
01-04-96		Your Library Name							16:58:12
		FROM: 01 JAN 92 TO: 31 DEC 94							
FUND NUMBER.....	ORDER TYPE..	PO NUMBER/ITEM.	ORDER... DATE....	ORDER. COPIES	PAID.. COPIES	UNIT PRICE	.FUND ALLOC	ENCUMBRANCE AMOUNT IN BASE	SPENT AMOUNT
0093-00-000-OTHER	REGULAR	9000000156/0001	02/11/93	3	1	10.00	%	0.00	1.63
0093-01-001-COMPUTER	REGULAR	9300000031/0001	08/29/93	1	1	1.00	1	5.06	0.00
0093-02-000-GENARTS	REGULAR	9000000999/0001	02/03/93	1		9.00	100%	23.03	0.00
0093-02-000-GENARTS	REGULAR	9000000154/0001	02/10/93	2	1	10.00	1	0.00	23.63
0093-02-000-GENARTS	REGULAR	9000000164/0001	02/12/93	1		10.00	1	2.50	0.00
0093-02-000-GENARTS	REGULAR	710065470/0001	05/04/95	1			1	0.00	0.00
0093-02-001-HISTORY	REGULAR	9000000124/0001	01/27/93	4		12.33	1	14.93	0.00

RF718 — Fund Select Report

Report Name	ACQ*FUND.SELECT.RPT
Description	For each selector, shows fund number, name, type, status, and fiscal fund number.
Restrictions	By library code, number of records in sample.
Sorting	By library selector.
Width	132 columns

Prompts

- 1. Enter Library code
- 2. Route output to : P1
S - Screen
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
- 3. Print report description : N
- 4. Number in sample (empty=all):

Example

RF718	Fund Select Report				Page 1
01-04-96	Your Library Name				16:58:12
SELECTORS FUND NUMBER..... FUND NAME..... TYPE.. STATUS.. FISCAL FUND.....					
MC	0000-000-11000112	WESTEND	REG	ACTIVE	1994-32
KS	5000-X12-34	KS-1	REG	ACTIVE	123402345-3456
. . .					

RF719 — Outstanding Order Report by Tracking Fund

Report Name ACQ*TRK.FUND.OUTSTAND.ORDER

Description Fund number, order type, purchase order number or item number, order date, number of copies ordered, number of copies paid for, base price, allocation amount, and encumbrance amount by fund group.

Restrictions By order date range, library code, number of records in sample.

Sorting By library, fund number, fund name, order type, order date.

Width 132 columns

Prompts

1. Enter start date : 01 JAN 1992
2. Enter end date : 31 DEC 1994
3. Enter Library code
4. Route output to : P1
S - Screen
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
5. Print report description : N
6. Number in sample (empty=all):

Example

RF719		Outstanding Order Report by Tracking Fund						Page 1	
01-04-96		Your Library Name						16:58:12	
		FROM: 01 JAN 92 TO: 31 DEC 94							
FUND NUMBER.....	ORDER TYPE..	PO NUMBER/ITEM.	ORDER... DATE....	ORDER. COPIES	PAID.. COPIES	UNIT PRICE	FUND ALLOC	ENCUMBRANCE AMOUNT IN BASE	SPENT AMOUNT
0093-00-000-LIBRARY	SUBSCRIPTION	9000000178/0001	03/23/93	1	0	200.00	50%	25.39	109.19
0093-01-000-GENSCI	REGULAR	890000730/0001	03/19/93	1		1183.00	50%	721.04	0.00
0093-01-000-GENSCI	SUBSCRIPTION	890000731/0001	03/19/93	1	0	50.00	10%	6.10	0.00
0093-01-000-GENSCI	SUBSCRIPTION	900000178/0001	03/23/93	1	0	200.00	50%	25.39	109.19
0093-02-000-GENARTS	REGULAR	890000730/0001	03/19/93	1		1183.00	10%	144.21	0.00
0093-02-000-HISTORY	REGULAR	890000730/0001	03/19/93	1		1183.00	10%	144.21	0.00
0093-02-000-HISTORY	SUBSCRIPTION	890000731/0001	03/19/93	1		50.00	10%	6.10	0.00

RF801 — Fund Audit Report

Report Name ACQ*FUND.AUDIT.RPT

Description Provides an audit trail listing the journal entries, orders and invoices that have affected the fund balances for the current fiscal year.

Restrictions By fund number, number of records in sample.

Sorting By fund number, fund key, audit date, audit type, audit control number.

Width 132 columns

Prompts

1. Fund number :
2. Route output to : P1
S - Screen
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
3. Print report description : N
4. Number in sample (empty=all):

Example

RF801	Fund Audit Report				Page 1
10-09-98	Your Library Name				10:52:23
					Audit Trail for Fund: 97-2X11-3402-0000-3100
TRANSACTION.....	DATE....	BUDGET.....	ENCUMBERED.....	SPENT.....	PERSON.....
Journal #: 97000001	01/08/98	30000.00			USER1
PO Number: 980000001/0001	01/08/98		1000.00		USER1
PO Number: 971000001/0001	01/09/98		300.00		USER1
PO Number: 971000002/0001	01/09/98		225.00		USER1
PO Number: 971000004/0001	01/09/98		250.00		USER1
PO Number: 971000005/0001	01/09/98		500.00		USER1
PO Number: 971000030/0001	07/13/98		500.00		MASTER
***		30000.00	2775.00		

Acquisitions Transaction Reports

To reach this screen, select Acquisitions Transaction Reports on the ACQ REPORTS MENU.

Acquisitions Transaction Reports

OPT#	CODE	COL	DESCRIPTION
1.	731	132	Active Claim Summary
2.	732	132	New Titles Report
3.	733	132	Open Invoice Report
4.	734	132	Receipt Summary Report
5.	735	132	Renewal Report
6.	736	132	Return Summary Report

Options:
line Forward Backward Exit ? help

- OPT#

Line number to enter to display the long description of a report.
- CODE

The RF number of the report, used as a short form to identify reports.
- COL

Number of columns used for the report.
- DESCRIPTION

Short description of the report.

RF731 — Active Claim Summary

Report Name ACQ*ACTIVE.CLAIM.SUMMARY

Description For each active claim transaction, displays claim number, title, ISBN or ISSN, date entered, location, number of copies, last submitted date, number of times claimed, action date, and vendor.

Restrictions By claim entry date range, library code, number of records in sample.

Sorting By library name.

Width 132 columns

Prompts

1. Enter start date : 01 JAN 1992
2. Enter end date : 31 DEC 1994
3. Enter Library code
4. Route output to : P1
- S - Screen
- Hxx - Hold file with key xx, defaults to assigned key
- Pn - system Printer n, n defaults to 0
5. Print report description : N
6. Number in sample (empty=all):

Example

```

RF731                                     ACTIVE CLAIM SUMMARY                      Page  1
12-13-95                                Your Library Name                      15:44:00
                                     FROM: 01 JAN 94 TO: 31 DEC 94

CLAIM #.. TITLE..... ISBN/ISSN..... DATE.... LOCATION COPIES LAST.... TIMES.. ACTION.. VENDOR..
                                     PRINTED. CLAIMED DATE....

900000019 CRC handbook of chemistry and          04/10/91 SCIJR          1 05/14/91 2          06/13/92 EBSCO
          physics.
900000020 Chemical business.                     04/10/91 SCIJR          1 03/20/92 4          06/19/92 FAX
900000021 Sediment characteristics and           04/10/91 SCIJR          1 01/20/93 5          06/19/92 FAX
          the trophic status of four
          Oregon lakes
900000085 Sediment characteristics and           01/20/93 SCIJR          1 01/20/93 1          07/19/92 FAX
          the trophic status of four
          Oregon lakes

***

155 records listed.

```

RF732 — New Titles Report

Report Name	ACQ*NEW.TITLE.REPORTS
Description	For each new title, displays subject code, author, title, ISBN or ISSN, institution, sublocation or building code, collection code, call number prefix, and number of copies.
Restrictions	By entry date range, library code, number of records in sample.
Sorting	By library name, subject, purchase order number, author, title, ISBN.
Width	132 columns

Prompts	1. Enter start date : 01 JAN 1992
	2. Enter end date : 31 DEC 1994
	3. Enter Library code
	4. Route output to : P1
	S - Screen
	Hxx - Hold file with key xx, defaults to assigned key
	Pn - system Printer n, n defaults to 0
	5. Print report description : N
	6. Number in sample (empty=all):

Example

RF732	New Titles Report							Page 1
01-04-96	Your Library Name							16:58:12
FROM: 01 JAN 92 TO: 31 DEC 94								
SUBJECT.....	AUTHOR.....	TITLE.....	ISBN/ISSN.....	INSTITUTN	SUBLOC/.	COLLECTN	CALL #	COPIES
CODE.....					BUILDING	CODE....	PREFIX	
Engl.	Shakespeare, W.	Henry II		AU	CAM1	A/V	RARE	1
Psych.	Schmidt, J.	Anxiety		AU	LRC	A/V		2
GRAND TOTAL								3
. . .								

RF733 — Open Invoice Report

Report Name ACQ*OPEN.INVOICE.RPT

Description For each open invoice, displays vendor, invoice number, type, net amount, currency, base amount, amount paid, document date, due date, received date, and production date.

Restrictions By library code, number of records in sample.

Sorting By library, vendor, invoice number.

Width 132 columns

Prompts

1. Enter start date : 01 JAN 1992
2. Enter end date : 31 DEC 1994
3. Enter Library code
4. Route output to : P1
S - Screen
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
5. Print report description : N
6. Number in sample (empty=all):

Example

RF733	Open Invoice Report							Page 1				
01-04-96	Your Library Name							16:58:12				
FROM: 01 JAN 92 TO: 31 DEC 94												
VENDOR..	INVOICE NUMBER..	TYPE	NET	AMOUNT	CURRENCY	...BASE	AMOUNT	...AMOUNT PAID	DOCUMENT	DUE.....	RECEIVED	PRODUCTION
									DATE....	DATE....	DATE....	DATE.....
B&T	300473	INV	0.00	CDN		0.00		0.00		01/01/93	10/12/93	10/01/93
FAXON	1503310LD3	CRE	785.15-	US		1,056.36-		0.00			10/21/93	
						1,056.36-		0.00				
***						1,056.36-		0.00				
		. . .										

RF734 — Receipt Summary Report

Report Name ACQ*RECEIPT.SUMMARY

Description For each receipt displays receipt number, title, ISBN or ISSN, date, location, number of copies, and vendor.

Restrictions By receipt entry date range, library code, number of records in sample.

Sorting By library, entry date.

Width 132 columns

Prompts

1. Enter start date : 01 JAN 1992
2. Enter end date : 31 DEC 1994
3. Enter Library code
4. Route output to : P1
S - Screen
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
5. Print report description : N
6. Number in sample (empty=all):

Example

RF734	Receipt Summary Report	Page 1
01-04-96	Your Library Name	16:58:12
	FROM: 01 JAN 92 TO: 31 DEC 94	

RECEIPT#.	TITLE.....	ISBN/ISSN.....	DATE....	LOCATION	COPIES	VENDOR..
900000018	Geac, a guide for librarians and system managers /	0566052156	03/07/91	LOC001	3	BT
900000031	Value-added benefits		04/15/91	LOC001	1	BT
900000032	Sir Walter Scott to-day		04/18/91	LOC001	1	BNA
900000036	Madeline goes to the zoo		05/15/91	LOC001	1	BT
900000038	No! No! No! says Barnaby Bingle		05/24/91	LOC001	1	BT
900000045	Sir Gawain and the Green Knight /		01/16/92	LOC001	1	BT
900000046	A text-book of horseshoeing for horseshoers and veterinarians		01/17/92	LOC001	1	EBSCO
920000017	Ginny's Book		03/20/92	LOC001	3	TRB
920000081	One Red Wagon		12/08/92	LOC001	2	BT

RF735 — Renewal Report

Report Name ACQ*RENEWAL.RPT

Description Displays purchase order or item number, title, renewal date, order date, vendor code, number of copies ordered, unit price, and currency code.

Restrictions By renewal entry date range, library code, number of records in sample.

Sorting By library, renewal date, title.

Width 132 columns

Prompts

1. Enter start date : 01 JAN 1992
2. Enter end date : 31 DEC 1994
3. Enter Library code
4. Route output to : P1

S - Screen
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0

5. Print report description : N
6. Number in sample (empty=all):

Example

RF735	Renewal Report	Page 1
01-04-96	Your Library Name	16:58:12
	FROM: 01/01/93 TO: 05/01/95	

PO NUMBER/ITEM TITLE.....	RENEWAL DATE...	ORDER DATE...	VENDOR CODE...	ORDER COPIES	UNIT PRICE	CURRENCY CODE....
890000731/0001 AMERICAN JOURNAL OF POLICE	04/24/95	03/19/93	CANEBSCO	1	0.00	CDN
890000730/0001 AMERICAN JOURNAL OF PHYSIOLOGY	04/24/95	03/19/93	CANEBSCO	1	1,442.08	CDN
890000909/0001 BALLET REVIEW	04/24/95	03/19/93	CANEBSCO	1	35.65	CDN
9000000169/001 DEPOSIT VENDOR PAYMENT - INFO	04/24/95	03/02/93	AUDEPINF	1	2,999.00	EUR

RF736 — Return Summary Report

Report Name	ACQ*RETURN.SUMMARY
Description	For each return transaction, shows receipt number, title, ISBN/ISSN, date, location, number of copies, and vendor.
Restrictions	By entry date range, library code, number of records in sample.
Sorting	By library name, entry date.
Width	132 columns

Prompts	1. Enter start date : 01 JAN 1992
	2. Enter end date : 31 DEC 1994
	3. Enter Library code
	4. Route output to : P1
	S - Screen
	Hxx - Hold file with key xx, defaults to assigned key
	Pn - system Printer n, n defaults to 0
	5. Print report description : N
	6. Number in sample (empty=all):

Example

RF736	Return Summary Report	Page 1
01-04-96	Your Library Name	16:58:12
	FROM: 01 JAN 92 TO: 31 DEC 94	

RECEIPT#.	TITLE.....	ISBN/ISSN.....	DATE....	LOCATION	COPIES	VENDOR..
900000002	Looking into the seeds of time	9023216911	06/20/90	LOC001	2	BNA
900000002	Looking into the seeds of time	9023216911	06/20/90	LOC001	2	BNA
920000037	Gone with the wind		05/04/92	LOC001	3	RENOUF
920000048	Brand new boys		06/09/92	LOC001	1	BT
920000049	Brand new boys		06/09/92	LOC002	1	BT
920000105	Looking into the seeds of time	9023216911	02/11/93	LOC001	1	BNA
920000176	Tzigani		04/05/93	LOC001	1	ALA

Acquisitions Vendor Reports

To reach this screen, select Acquisitions Vendor Reports on the ACQ REPORTS MENU.

First Screen

Acquisitions Vendor Reports			
OPT#	CODE	COL	DESCRIPTION

1.	751	132	Cancelled Order Report
2.	752	132	Cancelled Request Report
3.	753	80	Closed Order Report
4.	754	132	Under Consideration Request Report by Vendor
5.	755	132	Under Consideration Request Report
6.	756	132	Desiderata Request Report
7.	757	132	Gift Items Report
8.	758	132	Outstanding Order Report
9.	759	132	Vendor Activity Report
10.	760	132	Vendor Discount Detail Report
11.	761	132	Vendor Discount Summary Report
12.	762	132	Vendor Master Summary
13.	763	132	Vendor performance report by ELAPSED time
14.	764	132	Vendor Statistics Report
15.	799	132	Exchange Agreement Report
Options:			
# line	Forward	Backward	Exit ? help

Second Screen

Acquisitions Vendor Reports

OPT#	CODE	COL	DESCRIPTION
16.	800	132	Exchange Shipping Report
17.	801	132	Fund Audit Report

Options:
line Forward Backward Exit ? help

OPT# Line number to enter to display the long description of a report.

CODE The RF number of the report, used as a short form to identify reports.

COL Number of columns used for the report.

DESCRIPTION Short description of the report.

RF751 — Cancelled Order Report

Report Name ACQ*CANCEL.ORDER.RPT

Description Within supplied date range, displays purchase order number or item number, title, ISBN or ISSN, order date, date cancelled, cancellation code, total number of copies cancelled, and location.

Restrictions By cancellation date range, library code, number of records in sample.

Sorting By library, purchase order item number, purchase order item.

Width 132 columns

Prompts

1. Enter start date : 01 JAN 1992
2. Enter end date : 31 DEC 1994
3. Enter Library code
4. Route output to : P1
- S - Screen
- Hxx - Hold file with key xx, defaults to assigned key
- Pn - system Printer n, n defaults to 0
5. Print report description : N
6. Number in sample (empty=all):

Example

RF751	Cancelled Order Report	Page 1
01-04-96	Your Library Name	16:58:12
	FROM: 01 JAN 92 TO: 31 DEC 94	

PO NUMBER/ITEM TITLE.....	ISBN/ISSN.....	ORDER... CANCEL.. CANCEL TOTAL COPIES LOCATION
		DATE.... DATE.... CODE.. CANCELLED...
9000000032/0001 Geac, a guide for librarians and systems managers /	0566052156	03/07/91 08/10/92 2 LOC001
9000000035/0001 Keats, Poe, and the shaping of Cort azar's mythopoesis /	9027217181	04/10/91 04/10/91 LN0PUB 1 LOC001
9000000146/0001 Attracting able instructors of adults	091303122	05/24/91 08/17/93 1 LOC001
9300000008/0001 Music and human experience	0028710703	09/25/91 08/17/93 1 LOC001
9300000011/0001 Irish settlers in America	009987654	09/25/91 08/17/93 1 AU01

RF752 — Cancelled Request Report

Report Name	ACQ*CANCEL.REQUEST.RPT
Description	Within supplied date range, displays cancelled request number, title, ISBN or ISSN, date cancelled, number of copies, unit price, currency, requestor, and selector code.
Restrictions	By cancellation date range, library code, number of records in sample.
Sorting	By library, condition date.
Width	132 columns

Prompts	1. Enter start date	: 01 JAN 1992
	2. Enter end date	: 31 DEC 1994
	3. Enter Library code	
	4. Route output to	: P1
	S - Screen	
	Hxx - Hold file with key xx, defaults to assigned key	
	Pn - system Printer n, n defaults to 0	
	5. Print report description	: N
	6. Number in sample (empty=all):	

Example

```
RF752                                Cancelled Request Report                                Page 1
01-04-96                             Your Library Name                                16:58:12
                                      FROM: 01 JAN 92 TO: 31 DEC 94

REQUEST # TITLE..... ISBN/ISSN..... CANCEL.. COPIES .....UNIT CURRENCY REQUESTOR..... SEL CANCEL
          DATE....                                PRICE                                CODE..

930000074 The complete poetical          04/10/92      1      32.00 US          ACQ VND AVL
        works of Edgar Allen
        Poe, including essays
        on poetry;

***

One record listed.
```

RF753 — Closed Order Report

Report Name ACQ*CLOSED.ORDER.RPT

Description Within supplied date range, displays purchase orders that have been closed. Displayed information includes purchase order and item number, order date, number of copies, unit price, currency, number of copies received, number of copies paid for, and date the order was closed.

Report starts a new page when the orders library code change.

Restrictions By close date range, library code, number of records in sample.

Sorting By library, purchase order item number.

Width 80 columns

Prompts

1. Enter start date : 01 JAN 1992
2. Enter end date : 31 DEC 1994
3. Enter Library code
4. Route output to : P1
- S - Screen
- Hxx - Hold file with key xx, defaults to assigned key
- Pn - system Printer n, n defaults to 0
5. Print report description : N
6. Number in sample (empty=all):

Example

RF753	CLOSED ORDER REPORT				Page	1	
12-13-95	Your Library Name					15:29:11	
	LIBRARY CODE						
	FROM: 01 JAN 92 TO: 31 DEC 94						
PO NUMBER/ITEM	ORDER... DATE....	ORDER COPIES	UNIT PRICE	CURRENCY	RECV'D COPIES	PAID.. COPIES	CLOSE... DATE...
9000000057/0001	11/22/91	1	49.95	US	1	1	11/24/91
9000000061/0001	11/23/91	1	9.95	US	1	1	01/11/94
9000000066/0001	11/26/91	1	49.95	US	1	1	01/11/94
9000000070/0001	02/11/92	1	25.00	US	2	1	03/29/93
9000000072/0001	02/24/92	2	15.00	US	2	2	01/11/94
9000000074/0001	02/24/92	7	25.00	US	7	7	01/11/94

RF754 — Under Consideration Request Report by Vendor

Report Name ACQ*CONSID.REQ.BY.VEND.RPT

Description For each purchase order, by vendor, by date, by P.O. number, lists P.O. date, P.O. number, title, estimated price, status, number of copies, and price.

Restrictions By library code, number of records in sample.

Sorting By library, purchase order entry date, purchase order key.

Width 132 columns

Prompts

1. Enter Library code
2. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
3. Print report description : N
4. Number in sample (empty=all):

Example

RF754		Under Consideration Request Report by Vendor				Page 1	
01-04-96		Your Library Name				16:58:12	
VENDOR....	ENTRY...	REQUEST #	TITLE.....	UNIT	CURRENCY	COPIES	TOTAL
CODE.....	DATE....			PRICE			PRICE
HARR	02/24/95	950000115	Historisch-kritische Ausgabe: Werke - Briefwechsel. Vol. IX: Briefe I: 1839-1842: Text / Walter Gödden, Ilse-Marie Barth.	119.34	DM	2	238.68
HARR	02/24/95	950000117	Fallada Frühwerk in zwei Bänden / ed.by Günter Casper.	101.33	DM	2	202.66
***						4	441.34
INGRAM	11/30/94	940000106	Graphic arts manual		US	0	0.00
INGRAM	02/22/95	950000075	Decay in tops killed by Douglas-fir tussock moth in the Blue Mountains/		US	0	0.00
***						0	0.00

RF755 — Under Consideration Request Report

Report Name	ACQ*CONSID.REQUEST.RPT
Description	Within supplied date range, displays request number, title, ISBN or ISSN, date entered, number of copies, unit price, currency, requestor, and selector.
Restrictions	By library code, number of records in sample.
Sorting	By library, purchase order key.
Width	132 columns

Prompts	1. Enter Library code
	2. Route output to : S
	S - Screen A - Auxiliary printer
	Hxx - Hold file with key xx, defaults to assigned key
	Pn - system Printer n, n defaults to 0
	3. Print report description : N
	4. Number in sample (empty=all):

Example

RF755	Under Consideration Request Report							Page 1
01-04-96	Your Library Name							16:58:12
REQUEST #	TITLE.....	ISBN/ISSN.....	DATE....	COPIES	UNIT PRICE	CURRENCY	REQUESTOR.....	SEL
910000197	Babe Ruth; his life and legend.	0275199800	01/30/93	3	10.00	CDN	(ORDER1 GROUP)	ACQ
910000206	Babe Ruth; his life and legend.	0275199800	01/30/93	3	10.00	CDN	(ORDER2 GROUP)	ACQ
930000068	Murder and madness /		07/15/93	1	24.95	DM	Prof. Van Heusen History Dept	ACQ
930000074	Order in space and society	09063912198	08/06/93	1	12.00	CDN	Phil Turn	ACQ

RF756 — Desiderata Request Report

Report Name	ACQ*DESID.REQUEST.RPT
Description	Within supplied date range, displays request number, title, ISBN or ISSN, date entered, number of copies, unit price, currency, requestor, and selector.
Restrictions	By entry date range, library code, number of records in sample.
Sorting	By library, purchase order key.
Width	132 columns

Prompts	1. Enter start date : 01 JAN 1992
	2. Enter end date : 31 DEC 1994
	3. Enter Library code
	4. Route output to : P1
	S - Screen
	Hxx - Hold file with key xx, defaults to assigned key
	Pn - system Printer n, n defaults to 0
	5. Print report description : N
	6. Number in sample (empty=all):

Example

RF756	Desiderata Request Report					Page 1
01-04-96	Your Library Name					16:58:12
FROM: 01 JAN 92 TO: 31 DEC 94						
REQUEST #	TITLE.....	ISBN/ISSN.....	ENTRY... DATE....	COPIES UNIT PRICE	CURRENCY REQUESTOR..... SEL	
930000030	Travels throughout the Empire of the Damned		05/05/95	1 100.00 DM	ACQ	

RF757 — Gift Items Report

Report Name ACQ*GIFT.ITEMS.RPT

Description Within date range, displays request number, title, date, number of copies, unit price, currency, donor, and fund.

Restrictions By entry date range, library code, number of records in sample.

Sorting By library, purchase order key.

Width 132 columns

Prompts

1. Enter start date : 01 JAN 1992
2. Enter end date : 31 DEC 1994
3. Enter Library code
4. Route output to : P1
- S - Screen
- Hxx - Hold file with key xx, defaults to assigned key
- Pn - system Printer n, n defaults to 0
5. Print report description : N
6. Number in sample (empty=all):

Example

RF757	Gift Items Report	Page 1
01-04-96	Your Library Name	16:58:12
	FROM: 01 JAN 92 TO: 31 DEC 94	

REQUEST #	TITLE.....	DATE....	COPIES	UNIT	CURRENCY	DONOR.....	FUND.....
				PRICE			
930000170	R. G.Goodman, house husband	05/05/94	1	23.45	CDN	Archibald McCleff	0093-02-000-GENARTS

RF758 — Outstanding Order Report

Report Name	ACQ*OUTSTANDING.ORDER.RPT
Description	Within supplied date range, displays purchase order number or item number, order date, number of copies ordered, unit price, currency, number of copies received, invoiced, and paid, and outstanding encumbrance.
Restrictions	By order date range, library code, number of records in sample.
Sorting	By library, purchase order entry date, purchase order key.
Width	132 columns

Prompts	1. Enter start date : 01 JAN 1992
	2. Enter end date : 31 DEC 1994
	3. Enter Library code
	4. Route output to : P1
	S - Screen
	Hxx - Hold file with key xx, defaults to assigned key
	Pn - system Printer n, n defaults to 0
	5. Print report description : N
	6. Number in sample (empty=all):

Example

RF758		Outstanding Order Report						Page 1	
01-04-96		Your Library Name						16:58:12	
		FROM: 01 JAN 92 TO: 31 DEC 94							
PO NUMBER/ITEM	ORDER... .ORDER	UNIT	CURRENCY	RECV'D	INVC'D	PAID..	OUTSTANDING		
DATE....	COPIES	PRICE		COPIES	COPIES	COPIES	ENCUMBRANCE		
9000000069/0001 02/10/92	1	61.00 US			1	1	0.00		
9000000073/0001 02/24/92	2	15.00 US					24.08		
9000000075/0001 02/26/92	1	15.00 US		1	1		12.04		
9000000077/0001 02/26/92	2	5.00 CDN		2	2	2	0.00		
9000000078/0001 02/28/92	1	25.00 CDN					30.76		
9000000079/0001 02/28/92	1	315.00 US		1	0	0	337.05		
9000000080/0001 02/29/92	1	30.00 US					30.50		

RF759 — Vendor Activity Report

Report Name ACQ*VEND.ACTIVITY.RPT

Description Within date range, displays vendor code, purchase order or item number, order date, unit price, currency code, number of copies received, date received, number of claims outstanding, and order status.

Restrictions By order date range, library code, number of records in sample.

Sorting By library, vendor code, purchase order entry date.

Width 132 columns

Prompts

1. Enter start date : 01 JAN 1992

2. Enter end date : 31 DEC 1994

3. Enter Library code

4. Route output to : P1

S - Screen

Hxx - Hold file with key xx, defaults to assigned key

Pn - system Printer n, n defaults to 0

5. Print report description : N

6. Number in sample (empty=all):

Example

RF759		Vendor Activity Report					Page 1	
01-04-96		Your Library Name					16:58:12	
		FROM: 01 JAN 92 TO: 31 DEC 94						
VENDOR..	PO NUMBER/ITEM	ORDER...	ORDER.	UNIT	CURRENCY	RECV'D	RECV'D..	OUTSTANDING
CODE....		DATE....	COPIES	PRICE	CODE....	COPIES	DATE....	CLAIMS
ALA	9000000079/0001	02/28/92	1	315.00	US	1	07/20/92	OPEN
BNA	9000000001/0001	06/20/90	10	0.75	US	10	02/11/93	0 CLOSED
BNA	9000000027/0001	01/10/91	1	0.00	US			1 CANCEL
BNA	9000000096/0001	04/27/92	1	34.56	US	1	04/27/92	OPEN
BNA	9000000099/0001	05/04/92	2		US	2	05/04/92	OPEN
BT	9000000057/0001	11/22/91	1	49.95	US	1	11/23/91	CLOSED
BT	9000000058/0001	11/23/91	1	90.90	US	1		1 CANCEL
BT	9000000059/0001	11/23/91	1	90.90	US	1		1 CANCEL
BT	9000000060/0001	11/23/91	1	90.90	US	1		1 CANCEL
BT	9000000061/0001	11/23/91	1	9.95	US	1	11/23/91	CLOSED
BT	9000000062/0001	11/23/91	1	19.95	US			COMPL
BT	9000000063/0001	11/24/91	1	24.95	US			OPEN
BT	9000000064/0001	11/24/91	1	10.00	US	1	11/24/91	OPEN
BT	9000000066/0001	11/26/91	1	49.95	US	1	11/26/91	CLOSED
BT	9000000070/0001	02/11/92	1	25.00	US	2	02/11/92	CLOSED
BT	9000000074/0001	02/24/92	7	25.00	US	7	02/24/92	CLOSED
BT	9000000077/0001	02/26/92	2	5.00	CDN	2	02/26/92	OPEN
. . .								

RF760 — Vendor Discount Detail Report

Report Name ACQ*VEND.DISC.DETAIL.RPT

Description Within date range, displays vendor code, purchase order or item number, amount ordered and gross amount with percentage difference, discount amount and percentage, and amount paid.

Restrictions By order date range, library code, number of records in sample.

Sorting By library, vendor name, vendor code, order item number.

Width 132 columns

Prompts

1. Enter start date : 01 JAN 1992
2. Enter end date : 31 DEC 1994
3. Enter Library code
4. Route output to : P1
S - Screen
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
5. Print report description : N
6. Number in sample (empty=all):

Example

RF760		Vendor Discount Detail Report					Page 1
01-04-96		Your Library Name					16:58:12
		FROM: 01 JAN 92 TO: 31 DEC 94					
		ORDERED	GROSS	AMOUNT	DISCOUNT		AMOUNT
CODE....	PO NUMBER/ITEM	AMOUNT	INVOICED	% DIFF..	AMOUNT	% DISC..	PAID
BNA	9000000027/0001	0.00	0.00	0.000	0.00	0.000	0.00
BNA	9000000096/0001	41.47	41.47	0.000	12.43	29.977	35.04
BNA	9000000099/0001	0.00	0.00	0.000	0.00	0.000	0.00
		41.47	41.47		12.43		35.04
EBSCO	9000000097/0001	1.20	0.00	100.000	0.00	0.000	0.00
		1.20	0.00		0.00	0.000	0.00
XCHG	9000000078/0001	28.75	0.00	100.000	0.00	0.000	0.00
FAX	9000000067/0001	13.00	0.00	100.00	0.00	0.000	0.00
FAX	9000000069/0001	61.00	61.00	100.00	15.25	25.000	45.75
FAX	9000000072/0001	30.00	0.00	100.00	0.00	0.000	0.00
FAX	9000000073/0001	30.00	0.00	100.00	0.00	0.000	0.00
FAX	9000000075/0001	15.00	0.00	100.00	0.00	0.000	0.00
FAX	9000000093/0001	90.00	0.00	100.00	0.00	0.000	0.00
		239.00	61.00		15.25		45.75

RF761 — Vendor Discount Summary Report

Report Name ACQ*VEND.DISC.SUMMARY.RPT

Description For each vendor within the supplied date range, displays total amounts ordered, invoiced, discounted, and paid.

Restrictions By order date range, library code, number of records in sample.

Sorting By library, vendor name, vendor code.

Width 132 columns

Prompts

1. Enter start date : 01 JAN 1992
2. Enter end date : 31 DEC 1994
3. Enter Library code
4. Route output to : P1
S - Screen
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
5. Print report description : N
6. Number in sample (empty=all):

Example

RF761	Vendor Discount Summary Report			Page 1
01-04-96	Your Library Name			16:58:12
	FROM: 01 JAN 92 TO: 31 DEC 94			

NAME.....	TOTAL ..	GROSS AMOUNT ..	TOTAL ..	AMOUNT ..
	ORDERED	INVOICED	DISCOUNTED	PAID
American Library Association	315.00	732.00	32.34	699.66
Baker & Taylor Academic	138.00	69.00	24.15	44.85
Baker & Taylor Western Division	51.75	0.00	0.00	0.00
Baker & Taylor Books	2,065.18	1,131.80	5.41	1,129.78
Blackwell North America	41.47	41.47	12.43	35.04
EBSCO Subscription Services	1.20	0.00	0.00	0.00
Exchange Partner	28.75	0.00	0.00	0.00
F.W. Faxon Company, Inc.	239.00	61.00	15.25	45.75
John Coutts Library Services	115.00	115.00	46.00	69.00
Renouf Publishing Company Ltd.	261.05	138.00	20.70	117.30
Toronto Retail Bookstore	0.00	0.00	0.00	0.00
Yankee Book Publisher	30.00	0.00	0.00	0.00
	3,286.40	2,288.27	156.28	2,141.38

RF762 — Vendor Master Summary

Report Name	ACQ*VEND.MASTER.RPT
Description	For each vendor, in vendor code order, displays code, name and address, account ID, type, usage, discount percentage, payment type, order method, format codes applicable, and activity status.
Restrictions	By library code, number of records in sample.
Sorting	By library, vendor code.
Width	132 columns

Prompts	1. Enter Library code
	2. Route output to : S
	S - Screen A - Auxiliary printer
	Hxx - Hold file with key xx, defaults to assigned key
	Pn - system Printer n, n defaults to 0
	3. Print report description : N
	4. Number in sample (empty=all):

Example

RF762	Vendor Master Summary						Page 1
01-04-96	Your Library Name						16:58:12
CODE....	NAME/ADDRESS.....	ACCT ID.....	TYPE.	USAGE.	DISC % PAY...	ORDER. FORMAT STATUS..	
						TYPE.. METHOD CODES.	
DEP1	DEPOSIT VENDOR	41-431A	SUPP	ALL	DEP	ACTIVE	
SS	S. SMITH DONATIONS	92-41XA	DONR	ALL		ACTIVE	

RF763 — Vendor Performance Report by ELAPSED Time

Report Name	ACQ*VEND.PERFORM.RPT
Description	For each vendor, shows vendor name and code, then by format shows number of orders and age grouped in 0-30, 31-60, 61-90, 91-120, 121-150, 151-180, and over 180 day groups, and computes the average age.
Restrictions	By library code, number of records in sample, vendor code, format code.
Sorting	None.
Width	132 columns
Prompts	1. Enter Library code 2. Route output to : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 3. Print report description : N 4. Number in sample (empty=all):
Next Screen	Enter a Vendor Code or <ENTER> for ALL: Enter a Format Code or <ENTER> for ALL:

Example

RF763		Vendor performance report by ELAPSED time						Page 1
01-04-96		Your Library Name						16:58:12
VENDOR NAME: BAKER & TAYLOR								
VENDOR CODE: B&T								
FORMAT		<31	31-60	61-90	91-120	121-150	151-180	AVERAGE
CODE		DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	
BK	# ORDERS	7	9	4	1		2	82
	% AGE	30	39	17	4	0	9	
SE	# ORDERS	2	0	0	0	0	66	356
	% AGE	3	0	0	0	0	97	
VENDOR NAME TOTALS: # ORDERS		9	9	4	1	0	68	287
% AGE		10	10	4	1	0	75	

RF764 — Vendor Statistics Report

Report Description ACQ*VEND.STATS.RPT

Description Displays vendor statistics by vendor, code and year. For each year lists the date of the last order, and the number of open, cancelled, claimed and closed orders. Shows the outstanding commitment and the amount spent.

Restrictions By library code, number of records in sample.

Sorting By library, vendor name, vendor code, year.

Width 132 columns

Prompts

1. Enter Library code
2. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
3. Print report description : N
4. Number in sample (empty=all):

Example

RF764		Vendor Statistics Report							Page 1	
01-04-96		Your Library Name							16:58:12	
NAME.....	CODE....	YEAR LAST....	ORDER	OPEN	CANCEL	CLAIMED	CLOSED	OUTSTANDING	SPENT	
			ORDER... .COUNT	.ORDERS	.ORDERS	ORDERS	.ORDERS	...COMMITMENT	AMOUNT	
FLORIDA/TEXAS	F/T	1993 03/11/94	25	24	1			10,500.52	452.67	
DEPONDAY PUBS	DEP1	1994 03/11/94	0	3	1	3	0	75.53		
			25	27	2	3	0			
			25	27	2	3	0			
***			25	27	2	3	0			

RF799 - Exchange Agreement Report

Report Description ACQ*EXCHANGE.RPT

Description Within supplied date range, displays exchange agreement statistics for the chosen vendor(s).

Restrictions By vendor name, exchange date range, number of records in sample.

Sorting By exchange vendor code, exchange vendor name, exchange type, exchange order date, exchange order type, title.

Width 132 columns

Prompts

1. Enter start date : 01 JAN 1992
2. Enter end date : 31 DEC 1994
3. Vendor code :
4. Route output to : P1
- S - Screen
- Hxx - Hold file with key xx, defaults to assigned key
- Pn - system Printer n, n defaults to 0
5. Print report description : N
6. Number in sample (empty=all):

Example

RF799	Exchange Agreement Report				Page 1
10-09-98	Your Library Name				10:42:43
From: 01 JAN 1991 To: 12 DEC 1999					
EXCHANGE DATE... ORDER TYPE.. TITLE..... AUTHOR..... PARTS COPIES NET AMOUNT... PARTNER.					
UFGT	01/19/98	FIRMORDER	A full history of Freiburg	1	1 0.00
UFGT	01/20/98	EXCHG-REC	Bulletin of the University of Agric ultural Sci	1	1 0.00
ITEMS RECEIVED FROM: UFGT				2	2 0.00
UFGT	01/20/98	EXCHG-SEND	Library of Congress classification. /**/Library of Congress. N. Fine ar	1	1 0.00
UFGT	01/20/98	FIRMORDER	Doing research at the Library of Co Mann, Thomas, ngress :	1	1 0.00
ITEMS SENT TO: UFGT				2	2 0.00
***				4	4 0.00
				4	4 0.00
4 records listed.					

RF800 - Exchange Shipping Report

Report Description ACQ*SHIPPING.RPT

Description Within supplied date range, displays items shipped out to the specified exchange partner.

Restrictions By vendor, exchange order date range, library code, number of records in sample.

Sorting By exchange vendor code, exchange vendor name, exchange type, exchange order date, exchange order type, title.

Width 132 columns

Prompts

1. Enter start date : 01 JAN 1992
2. Enter end date : 31 DEC 1994
3. Vendor code :
4. Route output to : P1
S - Screen
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
5. Print report description : N
6. Number in sample (empty=all):

Example

RF800	Exchange Shipping Report	Page 1
10-09-98	Your Library Name	10:51:30
From: 01 JAN 1991 To: 12 DEC 1999		
EXCHANGE DATE.... ORDER TYPE.. TITLE..... AUTHOR..... PARTS COPIES NET AMOUNT...		
PARTNER.		
UFGT 01/20/98 EXCHG-SEND	Library of Congress classification. /*/Library of Congress.	1 1 0.00
UFGT 01/20/98 FIRMORDER	N. Fine ar Doing research at the Library of Co Mann, Thomas, ngress :	1 1 0.00
ITEMS SENT TO: UFGT		2 2 0.00
***		2 2 0.00
		2 2 0.00
2 records listed.		

6

Serials Reports

This chapter describes the reports:

- Serials
- Serials Routing.

Recall Statements

Have not been included with acquisitions and serials reports. Because these reports are created in the report writer all the report parameters are available on the Second Screen.

Library Codes

Some acquisitions reports may print a library code under the library name. Library codes are not always shown on the example reports.

Serials Reports

To display the SERIALS CONTROL REPORTS MENU, select Serials Report Menu (SRM) from the SERIALS CONTROL MAIN MENU.

```
DD MMM 19YY          Geac ADVANCE Library System (##)          DEFAULT AU
 16:19              ADVANCE Development ##.
```

SERIALS CONTROL REPORTS MENU (SRM)

1. CCR System Reports
2. RW Report Writer
3. ARGC Report Group Codes
4. RPC Report Prompt Codes

Enter the number of your selection and press <ENTER>
or ? followed by <ENTER> for Help.
Press <ENTER> to return to previous level :

To reach this screen, select System Reports (CCR) on the SERIALS CONTROL REPORTS MENU.

SER REPORTS MENU

1. Serial Reports
2. Serials Routing Reports

Enter your selection, or <ENTER> to exit:

To reach this screen, select Serials Reports on the SER REPORTS MENU.

Serial Reports

OPT#	CODE	COL	DESCRIPTION

1.	811	80	Active Claim Summary
2.	812	80	Active Serial Subscriptions Report
3.	813	132	In Bindery Issues Report
4.	814	132	Bound Issues Report
5.	815	132	Check In History Report
6.	816	132	First Claim Report
7.	817	132	Due Items Report
8.	818	132	Expected Issues Report
9.	819	80	Frequency Code Summary
10.	820	80	Frequency Type Summary
11.	821	80	Inactive Claim Summary
12.	822	80	Inactive Serial Subscriptions Report
13.	823	132	Missing Issues Report
14.	824	132	Received Issues Report
15.	825	132	Returned Issues Report

Options:

# line	Forward	Backward	Exit	? help
--------	---------	----------	------	--------

OPT# Line number to enter to display the long description of a report.

CODE The RF number of the report, used as a short form to identify reports.

COL Number of columns used for the report.

DESCRIPTION Short description of the report.

RF811 — Active Claim Summary

Report Name SER*ACTIVE.CLAIM.RPT

Description Displays claim number, claim date, number of times claimed, vendor code, and level.

Width 80 columns

Prompts 1. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
 2. Print report description : N
 3. Number in sample (empty=all):

Example

RF811	Active Claim Summary	Page 1
01-04-96	Your Library Name	16:58:12
CLAIM..... CLAIM... TIMES.. VENDOR.. LEVEL.....		
NUMBER.... DATE.... CLAIMED CODE ...		
9000013	12/21/90	1 BNA vol.41 no.1 pt.1
9000014	01/03/91	1 FAX vol.9 no.9
9000015	01/03/91	1 FAX vol.9 no.10
9100046	01/16/92	3 BT vol.90 iss.2 pt.2 / FEB 1990
9100093	01/16/92	3 FAX vol.1 iss.3 / 1990 SUMMER
9100113	01/16/92	2 bt VOL.90 ISS.10 PT.1 / OCT 1990

RF812 — Active Serial Subscriptions Reports

Report Name SER*ACTIVE.TITLE.RPT

Description Displays title, campus, library, copy number, and vendor.

Width 80 columns

Prompts

1. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
2. Print report description : N
3. Number in sample (empty=all)

Example

RF812	Active Serial Subscriptions Reports			Page 1
01-04-96	Your Library Name			16:58:12
TITLE.....	Campus....	LIBRARY...	Copy....	VENDOR..
			Number..	
AFTERMATH	Univ	CAM1	2	FAX
American Journal of Physiology	Univ	CAM1	1	CANEBSO
Bon Appetit	Univ	CAM1	1	BT
Computing in Canada	Univ	CAM1	2	FAX
Design News	Univ	CAM1	1	FAX
EC&I Electronic Composition & Imaging	Univ	CAM1	1	FAX
Fortune Magazine	Univ	CAM1	1	FAX
Intercom	Univ	CAM1	1	FAX
Macintosh News	Univ	CAM1	2	FAX
Mathematical systems theory	Univ	ALI1	1	AUVE
New Zealand, South Island, bathymetry	Univ	CAM1	1	BT
PickWorld	Univ	CAM1	2	FAX
Reference Quarterly	Univ	CAM1	3	ALA
Research on aging	Univ	CAM1	2	AUVE
Research on aging	Univ	CAM3	5	AUVE
The Weekly review	Univ	CAM1	1	AUVE
Time Magazine	Univ	CAM3	3	AUVE
Time Magazine	PUBLIC	BRA3	7	BVE
Yearbook on human rights	Univ	CAM1	1	AUVE
8 records listed.				

RF813 — In Bindery Issues Report

Report Name SER*BINDERY.RPT

Description Within supplied date range, displays date, title, campus, library, copy number, enumeration, chronology, and identifier.

Width 132 columns

Prompts

1. Enter start date :
2. Enter end date :
3. Route output to : P1
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description : N
5. Number in sample (empty=all):

Example

RF813	In Bindery Issues Report					Page 1	
01-04-96	Your Library Name					16:58:12	
FROM: 01 JAN 90 TO: 01 AUG 95							
COPY							
DATE....	TITLE.....	CAMPUS	LIBRARY	#...	ENUMERATION.....	CHRONOLOGY....	IDENT
06/24/91	BYTE	Univ	CAM1	1	vol.15 no.11	1990 OCTOBER	ISS
06/24/91	BYTE	Univ	CAM1	1	vol.15 no.2	1990 FEBRUARY	ISS
06/24/91	BYTE	Univ	CAM1	1	vol.15 no.1	1990 JANUARY	ISS
06/24/91	BYTE	Univ	CAM1	1	vol.15 no.13	1990 DECEMBER	ISS
06/24/91	BYTE	Univ	CAM1	1	vol.15 no.12	1990 NOVEMBER	ISS
06/24/91	BYTE	Univ	CAM1	1	vol.15 no.10	1990 OCTOBER	ISS
06/24/91	BYTE	Univ	CAM1	1	vol.15 no.9	1990 SEPTEMBER	ISS
06/24/91	BYTE	Univ	CAM1	1	vol.15 no.8	1990 AUGUST	ISS
06/24/91	BYTE	Univ	CAM1	1	vol.15 no.7	1990 JULY	ISS
06/24/91	BYTE	Univ	CAM1	1	vol.15 no.6	1990 JUNE	ISS
06/24/91	BYTE	Univ	CAM1	1	vol.15 no.5	1990 MAY	ISS
06/24/91	BYTE	Univ	CAM1	1	vol.15 no.4	1990 APRIL	ISS
06/24/91	BYTE	Univ	CAM1	1	vol.15 no.3	1990 MARCH	ISS
06/14/93	Ballet Review	Univ	CAM1		VOL.2 NO.1	1991 JAN	ISS
06/14/93	Ballet Review	Univ	CAM1		VOL.2 NO.6	1991 NOV	ISS
06/14/93	Ballet Review	Univ	CAM1		VOL.2 NO.5	1991 SEP	ISS
06/14/93	Ballet Review	Univ	CAM1		VOL.2 NO.4	1991 JUL	ISS
06/14/93	Ballet Review	Univ	CAM1		VOL.2 NO.3	1991 MAY	ISS
06/14/93	Ballet Review	Univ	CAM1		VOL.2 NO.2	1991 MAR	ISS

19 records listed.

RF814 — Bound Issues Report

Report Name SER*BOUND.RPT

Description Within supplied date range, displays date, title, campus, library, copy number, enumeration, chronology, and identifier.

Width 132 columns

Prompts

1. Enter start date : 01 JAN 90
2. Enter end date : 31 DEC 94
3. Route output to :
 S - Screen A - Auxiliary Printer
 Hxxx - Hold file with key xxx defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description :N
5. Number in sample (empty=all):

Example

```

RF814                               Bound Issues Report                               Page 1
01-04-96                           Your Library Name                             16:58:12
                                   FROM: 01 JAN 90 TO: 31 DEC 94

DATE.... TITLE....., CAMPUS LIBRARY COPY ENUMERATION..... CHRONOLOGY.... IDENT
                                   #...

01/03/91 PC Magazine                Univ  CAM1  1   vol.9 no.7                MAY 01 1990  ISS
01/03/91 PC Magazine                Univ  CAM1  1   vol.9 no.5                APR 01 1990  ISS
01/03/91 PC Magazine                Univ  CAM1  1   vol.9 no.3                FEB 01 1990  ISS
01/03/91 PC Magazine                Univ  CAM1  1   vol.9 no.1                JAN 01 1990  ISS
01/03/91 PC Magazine                Univ  CAM1  1   vol.9 no.9                JUN 01 1990  ISS
05/02/91 American libraries         Univ  CAM1  1   VOL.2 NO.7                1992 DEC     ISS
05/02/91 American libraries         Univ  CAM1  1   VOL.2 NO.6                1992 NOV     ISS
05/02/91 American libraries         Univ  CAM1  1   VOL.2 NO.5                1992 OCT     ISS
05/02/91 American libraries         Univ  CAM1  1   VOL.2 NO.4                1992 SEP     ISS
05/02/91 American libraries         Univ  CAM1  1   VOL.2 NO.3                1992 AUG     ISS
05/02/91 American libraries         Univ  CAM1  1   VOL.2 NO.2                1992 JUN     ISS
05/02/91 American libraries         Univ  CAM1  1   VOL.2 NO.9                1992 FEB     ISS

12 records listed.
```

RF815 — Check In History Report

Report Name SER*CHECKIN.HIST.RPT

Description Within supplied date range, displays title, campus, library, copy number, enumeration, chronology, and identifier.

Width 132 columns

Prompts

1. Enter start date : 01 JAN 95
2. Enter end date : 10 MAY 95
3. Route output to :
 S - Screen A - Auxiliary Printer
 Hxxx - Hold file with key xxx defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description :N
5. Number in sample (empty=all):

Example

```

RF815                               Check In History Report                      Page 1
01-04-96                           Your Library Name                          16:58:13
                                   FROM: 01 JAN 95 TO: 10 MAY 95

DATE.... TITLE..... CAMPUS LIBRARY COPY TYPE..... ENUMERATION..... CHRONOLOGY.... IDENT
#...

02/21/95 Time Magazine             PUBLIC BRA1    10   Received   Vol.137 No.17      1992 27 APR   ISS
02/21/95 Time Magazine             Univ  CAM2     2   Received   Vol.137 No.17      1992 27 APR   ISS
02/21/95 Time Magazine             Univ  CAM3     3   Received   Vol.137 No.17      1992 27 APR   ISS
02/21/95 Time Magazine             Univ  LRC      4   Received   Vol.137 No.17      1992 27 APR   ISS
02/21/95 Time Magazine             PUBLIC BRA1     5   Received   Vol.137 No.17      1992 27 APR   ISS
02/21/95 Time Magazine             PUBLIC BRA2     6   Received   Vol.137 No.17      1992 27 APR   ISS
02/21/95 Time Magazine             PUBLIC BRA3     7   Received   Vol.137 No.17      1992 27 APR   ISS
02/21/95 Time Magazine             PUBLIC ALI1     8   Received   Vol.137 No.17      1992 27 APR   ISS
02/21/95 Time Magazine             Univ  CAM2     2   Received   Vol.112 ISS..A     1990 JUN     IND
02/21/95 Time Magazine             Univ  CAM3     3   Received   Vol.112 ISS..A     1990 JUN     IND

10 records listed.

```

RF816 — First Claim Report

Report Name SER*CLAIM.RPT

Description Within supplied date range, displays date, title, campus, library, copy number, enumeration, chronology, and identifier.

Width 132 columns

Prompts

1. Enter start date : 01 JAN 94
2. Enter end date : 31 DEC 95
3. Route output to :
 S - Screen A - Auxiliary Printer
 Hxxx - Hold file with key xxx defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description :N
5. Number in sample (empty=all):

Example

RF816	First Claim Report	Page 1
01-04-96	Your Library Name	16:58:13
FROM: 01 JAN 94 TO: 31 DEC 95		

DATE....	TITLE.....	CAMPUS	LIBRARY	COPY	ENUMERATION.....	CHRONOLOGY....	IDENT
				#...			
02/20/95	Time Magazine	PUBLIC	BRA1	10	Vol.141 No.17	1995 27 FEB	ISS
04/17/95	Time Magazine	Univ	CAM2	2	Vol.137 No.25	1995 27 APR	ISS
12/20/95	Journal of anthropological archaeology	Univ	LRC	1	vol.96 no.2		ISS
02.22/95	PickWorld	Univ	CAM1	2	vol.9 no.2	MAR 1995	ISS
06/24/95	Personal Computing	Univ	CAM1	2	vol.18 no.12	1995 25 DEC	ISS

5 records listed.

RF817 — Due Items Report

Report Name	SER*DUE.ITEMS.RPT
Description	Within supplied date range, displays date, title, campus, library, copy number, enumeration, chronology, and identifier.
Width	132 columns
Prompts	1. Enter start date : 01 JAN 92 2. Enter end date : 31 DEC 94 3. Route output to : S - Screen A - Auxiliary Printer Hxxx - Hold file with key xxx defaults to assigned key Pn - system Printer n, n defaults to 0 4. Print report description :N 5. Number in sample (empty=all):

Example

RF817	Due Items Report					Page 1
01-04-96	Your Library Name				16:58:13	
FROM: 01 JAN 92 TO: 31 DEC 94						
DATE....	TITLE.....	CAMPUS	LIBRARY	COPY	ENUMERATION..... CHRONOLOGY.... IDENT	
#...						
12/19/90	International journal of the sociology of law	Univ	LRC	1	vol.40 no.8 pt.1 1990 AUG ISS	
12/19/90	International journal of the sociology of law	Univ	LRC	2	vol.40 no.8 pt.1 1990 AUG ISS	
12/19/90	International journal of the sociology of law	Univ	LRC	2	vol.40 no.6 pt.1 1990 JUN ISS	
12/20/90	Journal of anthropological archaeology	Univ	LRC	1	vol.91 no.2 ISS	
02.22/91	PickWorld	Univ	CAM1	2	vol.9 no.2 MAR 1992 ISS	
06/24/91	Personal Computing	Univ	CAM1	2	vol.14 no.12 1990 25 DEC ISS	
9 records listed.						

RF818 — Expected Issues Report

Report Name SER*EXPECTED.RPT

Description Within supplied date range, displays date, identifier, title, enumeration, chronology, and expected number of items.

Width 132 columns

Prompts

1. Enter start date :
2. Enter end date :
3. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description : N
5. Number in sample (empty=all):

Example

RF818	Expected Issues Report	page 1
01-04-96	Your Library Name	16:58:13
	FROM: 01 JAN 92 TO: 31 DEC 94	

DATE....	IDENT	TITLE.....	ENUMERATION.....	CHRONOLOGY....	# ITEMS EXPECTED
02/01/94	IND	Welfare clause in the light of the AAA decision		1994	2
02/02/94	ISS	The war against proslavery religion: abolitionism and the no rthern churches, 1830-1865	ISS4.1997		2
12/01/94	ISS	Byte Magazine	VOL.1994 ISS.12		2
02/01/94	IND	Welfare clause in the light of the AAA decision	VOL.17	1994	2

9 records listed.

RF819 — Frequency Code Summary

Report Name SER*FREQ.CODE.SUMMARY

Description For each frequency code, displays description, code, and number of titles.

Width 80 columns

Prompts

1. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
2. Print report description : N
3. Number in sample (empty=all):

Example

RF819	Frequency Code Summary	Page 1
01-04-96	Your Library Name	16:58:13
DESCRIPTION.....	Frequency	Number of
	Code	Titles
Annual	22	1
Biennial (every 2 years)	a	12
Bimonthly	g	10
Biweekly (every 2 weeks	e	3
Daily	d	3
Monthly	m	27
Quarterly	q	15
Semiannual	f	1
Semi-monthly	s	4
Triennial (every 3 years)	h	2
Weekly	w	2
	=====	
	81	
81 records listed.		

RF820 — Frequency Type Summary

- Report Name SER*FREQ.TYPE.SUMMARY
- Description For each frequency type, displays description, type code, and number of titles.
- Width 80 columns
- Prompts 1. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
 2. Print report description : N
 3. Number in sample (empty=all):

Example

RF820	Frequency Type Summary	Page 1
01-04-96	Your Library Name	16:58:13
Type Description.....	Type.	Number of Titles
Daily/Weekly	2	7
Erratic	3	2
Monthly	1	72
		=====
		81
81 records listed.		

RF821 — Inactive Claim Summary

Report Name SER*INACTIVE.CLAIM.RPT

Description Displays claim number, claim date, number of times claimed, vendor code and level.

Width 80 columns

Prompts

1. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
2. Print report description : N
3. Number in sample (empty=all):

Example

RF821	Inactive Claim Summary	Page 1
01-04-96	Your Library Name	16:58:13
CLAIM.... CLAIM... TIMES.. VENDOR.. LEVEL.....		
NUMBER.... DATE.... CLAIMED CODE ...		
9100200	01/16/92	1 FAX vol.123 no.9 / 1991 22 APR
9100201	01/16/92	1 FAX vol.123 no.9 / 1991 22 APR
9100368	01/16/92	1 FAX vol.124 no.9 / 1991 21 OCT
9100369	01/16/92	1 FAX vol.124 no.9 / 1991 21 OCT
9100388	01/16/92	1 FAX vol.124 no.10 / 1991 04 NOV
9100396	01/16/92	1 FAX vol.124 no.11 / 1991 18 NOV
9100397	01/16/92	1 FAX vol.124 no.11 / 1991 18 NOV
9100812	11/24/92	1 ALA vol.22 no.8 / 1992 SEP
8 records listed.		

RF822 — Inactive Serial Subscriptions Report

Report Name SER*INACTIVE.TITLE.RPT

Description Within supplied date range, displays title, campus, library, copy number, and vendor.

Width 80 columns

Prompts

1. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
2. Print report description : N
3. Number in sample (empty=all):

Example

RF822	Inactive Serial Subscriptions Report	Page 1
01-04-96	Your Library Name	16:58:13
TITLE.....	Campus....	LIBRARY... Copy.... VENDOR..
		Number..
American libraries	Univ	CAM1 2 ALA
BYTE	STATE	*AD 2 BT
Ballet Review	Univ	CAM3 3 FAX
Journal of algorithms	Univ	CAM1 1 AUVE
Library Newsweekly	Univ	CAM1 1 EBSCO
Minutes of the vestry of St. Helena's P	Univ	STACKS 1 FAX
arish, South Carolina, 1726-1812		
Serials for libraries	Univ	CAM1 1 AUVEN1
The Times	Univ	CAM1 3 BT
8 records listed.		

RF823 — Missing Issues Report

Report Name SER*MISSING.RPT

Description Within supplied date range, displays date, title, campus, library, copy number, enumeration, chronology, and identifier.

Width 132 columns

Prompts

1. Enter start date : 01 JAN 90
2. Enter end date : 31 DEC 91
3. Route output to :
 S - Screen A - Auxiliary Printer
 Hxxx - Hold file with key xxx defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description :N
5. Number in sample (empty=all):

Example

RF823	Missing Issues Report					Page 1
01-04-96	Your Library Name					16:58:13
FROM: 01 JAN 90 TO: 31 DEC 91						
DATE....	TITLE.....	CAMPUS	LIBRARY	COPY	ENUMERATION.....	CHRONOLOGY.... IDENT
				#...		
12/19/90	International journal of the sociology of law	Univ	LRC	1	vol.40 no.8 pt.1	1990 AUG ISS
12/19/90	International journal of the sociology of law	Univ	LRC	2	vol.40 no.8 pt.1	1990 AUG ISS
12/19/90	International journal of the sociology of law	Univ	LRC	2	vol.40 no.6 pt.1	1990 JUN ISS
12/20/90	Journal of anthropological archaeology	Univ	LRC	1	vol.91 no.2	ISS
01/25/91	Canadian journal of university continuing education. Journal canadien de l'education permanente universitaires	Univ	CAM1	1	vol.40 iss.4 pt.B	JUL 1990 ISS
01/25/91	Canadian journal of university continuing education. Journal canadien de l'education permanente universitaires	Univ	CAM1	2	vol.40 iss.4 pt.B	JUL 1990 ISS
02/22/91	PC : the independent guide to IBM personal computers	Univ	CAM1		vol.22 no.3	MAR 20 1991 ISS
02.22/91	PickWorld	Univ	CAM1	2	vol.9 no.2	MAR 1992 ISS
06/24/91	Personal Computing	Univ	CAM1	2	vol.14 no.12	1990 25 DEC ISS
9 records listed.						

RF824 — Received Issues Report

Report Name SER*RECEIVED.RPT

Description Within supplied date range, displays date, title, campus, library, copy number, enumeration, chronology, and identifier.

Width 132 columns

Prompts

1. Enter start date : 01 MAR 91
2. Enter end date : 01 APR 91
3. Route output to :
 S - Screen A - Auxiliary Printer
 Hxxx - Hold file with key xxx defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description :N
5. Number in sample (empty=all):

Example

```

RF824                                Received Issues Report                                Page 1
01-04-96                            Your Library Name                                16:58:13
                                   FROM: 01 MAR 91 TO: 01 APR 91

DATE.... TITLE....., CAMPUS LIBRARY COPY ENUMERATION..... CHRONOLOGY.... IDENT
                                   #...

01/03/91 Intercom                    Univ CAM1 2   vol.35 no.5                OCT 1989    ISS
01/03/91 PC Magazine                Univ CAM1 3   vol.9 no.9                 JUN 01 1990  ISS
01/04/91 Design News                 Univ CAM1 1   vol.46 no.18                SEP 18 1990  ISS
01/04/91 Design News                 Univ CAM1 1   vol.46 no.20                OCT 18 1990  ISS
01/04/91 EC&I Electronic Composition & Imaging Univ CAM1 1   vol.3 iss.5                 JAN 1990    ISS
01/04/91 PC Week                     Univ CAM1 1   vol.7 no.47                 NOV 16 1990  ISS
01/04/91 PC Week                     Univ CAM1 1   vol.8 no.52                 NOV 16 1990  ISS
One record listed.

```

RF825 — Returned Issues Report

Report Name SER*RETURN.RPT

Description Within supplied date range, displays date, title, campus, library, copy number, enumeration, chronology, and identifier.

Width 132 columns

Prompts 1. Enter start date : 01 JAN 92
 2. Enter end date : 31 DEC 94
 3. Route output to :
 S - Screen A - Auxiliary Printer
 Hxxx - Hold file with key xxx defaults to assigned key
 Pn - system Printer n, n defaults to 0
 4. Print report description :N
 5. Number in sample (empty=all):

Example

RF825	Returned Issues Report					Page 1
01-04-96	Your Library Name					16:58:13
FROM: 01 JAN 92 TO: 31 DEC 94						
DATE...	TITLE.....	CAMPUS	LIBRARY	COPY ENUMERATION.....	CHRONOLOGY...	IDENT
#...						
01/03/92	Intercom	Univ	CAM1	2 vol.35 no.5	DEC 1989	ISS
One record listed.						

RF826 — Subscription Summary

Report Name SER*SUBSCRIPTION.SUMMARY

Description For each active publication, displays title, publication type, frequency code, frequency description, and number of copies currently subscribed.

Width 132 columns

Prompts

1. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
2. Print report description : N
3. Number in sample (empty=all):

Example

RF826	Subscription Summary	Page 1
01-04-96	Your Library Name	16:58:13

Title.....	PUBLICATION TYPE.....	Frequency Code	DESCRIPTION.....	# ACTIVE COPIES..
Canadian Datasystems	ISS	m	Monthly	1
Design News	ISS	s	Semimonthly	3
European journal of combinatorics = Journal european de combinatorie	ISS	m	Monthly	1
= Europäische Zeitschrift fur Kombinatorik				
NEWS AND REWVIEW : THE MONTHLY NEWSPAPER for the PICK and PICK/UNIX	ISS	m	Monthly	3
COMPUTER SYSTEMS				
Reference Quarterly	IND	q	Quarterly	
Rodger's Quality Review	ISS	q	Quarterly	1
The Times	ISS	d	Daily	2
The Times	IND	q	Quarterly	2
Time Magazine	SUP	a	Annual	10

10 records listed.

RF827 — Vendor Claim Statistics

Report Name SER*VEND.CLAIM.REPONSE

Description From supplied starting date lists counts by vendor of first, second, third, and fourth claims with number missing.

Width 132 columns

Prompts

1. Enter start date : 01 JAN 1990
2. Route output to :
S - Screen A - Auxiliary Printer
Hxxx - Hold file with key xxx defaults to assigned key
Pn - system Printer n, n defaults to 0
3. Print report description :N
4. Number in sample (empty=all):

Example

RF827	Vendor claim statistics					Page 1
01-04-96	Your Library Name					16:58:13
	SINCE 01 JAN 90					
VENDOR.. CODE ...	FIRST CLAIM	SECOND CLAIM	THIRD CLAIM	FOURTH CLAIM	MISSING	TOTAL CLAIMED
ALA	5	9	0	0	0	14
AUDEPINE	4	0	0	0	0	4
BNA	12	8	16	0	0	36
BT	34	26	179	2	0	241
CANEBSO	2	0	0	0	0	2
EBSCO	14	15	27	0	0	56
FAX	155	88	193	24	0	460
=====						
GRAND TO	226	146	415	26	0	813
813 records listed.						

RF828 — Withdrawn Issues Report

Report Name SER*WITHDRAWN.RPT

Description Within supplied date range, displays date, title, campus, library, copy number, enumeration, chronology, and identifier.

Width 132 columns

Prompts

1. Enter start date : 01 JAN 92
2. Enter end date : 31 DEC 94
3. Route output to :
 S - Screen A - Auxiliary Printer
 Hxxx - Hold file with key xxx defaults to assigned key
 Pn - system Printer n, n defaults to 0
4. Print report description :N
5. Number in sample (empty=all):

Example

RF828	Withdrawn Issues Report	Page 1
01-04-96	Your Library Name	16:58:13
	FROM: 01 JAN 92 TO: 31 DEC 94	

DATE....	TITLE.....	CAMPUS	LIBRARY	COPY	ENUMERATION.....	CHRONOLOGY....	IDENT
				#...			
09/25/91	Library hi tech	Univ	ALI1		vol.91 no.1	SPRING 1991	ISS
09/28/94	The Times	Univ	CAM1	2	Index.92 No.2	1992 MAR	IND
09/28/94	The Times	Univ	CAM1	2	Index.91 No.4	1991 SEP	IND
09/28/94	The Times	Univ	CAM1	1	Index.91 No.3	1991 JUN	IND
09/28/94	The Times	Univ	CAM1	1	Index.92 No.4	1992 SEP	IND
09/28/94	The Times	Univ	CAM1	2	Index.91 No.3	1991 JUN	IND
09/28/94	The Times	Univ	CAM1	2	Index.92 No.4	1992 SEP	IND
09/28/94	The Times	Univ	CAM1	1	Index.92 No.3	1992 JUN	IND
09/28/94	The Times	Univ	CAM1	2	Index.92 No.3	1992 JUN	IND
09/28/94	The Times	Univ	CAM1	1	Index.92 No.2	1992 MAR	IND

10 records listed.

Serials Routing Reports

To reach this screen, select Serials Routing Reports on the SER REPORTS MENU.

Serials Routing Reports

OPT#	CODE	COL	DESCRIPTION
1.	841	132	Routed serials by Routing Id
2.	842	132	Routed serials by title
3.	843	132	Patrons by Standard Routing Id
4.	844	132	Routed serials by patron

Options:
line Forward Backward Exit ? help

<i>OPT#</i>	Line number to enter to display the long description of a report.
<i>CODE</i>	The RF number of the report, used as a short form to identify reports.
<i>COL</i>	Number of columns used for the report.
<i>DESCRIPTION</i>	Short description of the report.

RF841 — Routed Serials by Routing ID

Report Name SER*ROUTED.BY.ID

Description Routed serials by routing identification number.

 Width 132 columns

Prompts 1. Route output to : S
 S - Screen A - Auxiliary printer
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
 2. Print report description : N
 3. Number in sample (empty=all):

Example

RF841	Routed Serials by Routing Id			Page 1
01-04-96	Your Library Name			16:58:13
Routing. TITLE.....	CAMPUS..	LIBRARY...	COPY....	
Name....			NUMBER..	
LIBRARY	Library Newsweekly	Univ	CAM1	1
LIBRARY	BYTE	STATE	ZG	3
LIBRARY	Library Journal	Univ	CAM1	
LIBRARY	Time Magazine	Univ	ALII	9
MED/SCI	Nutrition Review	Univ	CAM3	1
P91000049	The New Yorker	Univ	CAM1	1
P91000060	Magazine Index	Univ	CAM1	1
7 records listed.				

RF842 — Routed Serials by Title

Report Name SER*ROUTED.BY.TITLE

Description Routed serials by title.

Width 132 columns

- Prompts
- 1. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
 - 2. Print report description : N
 - 3. Number in sample (empty=all):

Example

RF842	Routed Serials by Title				Page 1
01-04-96	Your Library Name				16:58:13
TITLE..... CAMPUS.. LIBRARY... COPY.... Routing.					
NUMBER.. Name....					
BYTE	STATE	ZG	3	LIBRARY	
Library Newsweekly	Univ	CAM1	1	LIBRARY	
Library Journal	Univ	CAM1	1	LIBRARY	
The New Yorker	Univ	CAM1	1	P91000049	
Time Magazine	Univ	ALII	9	LIBRARY	
5 records listed.					

RF843 — Patrons by Standard Routing ID

Report Name SER*ROUTING.IDS.RPT

Description Patrons by standard routing identification number.

Width 132 columns

Prompts

1. Route output to : S
S - Screen A - Auxiliary printer
Hxx - Hold file with key xx, defaults to assigned key
Pn - system Printer n, n defaults to 0
2. Print report description : N
3. Number in sample (empty=all):

Example

RF843	Patrons by Standard Routing Id		Page 1
01-04-96	Your Library Name		16:58:13

Routing.	ROUTING.....	PATRON	BARCODE	PATRON NAME....	LOCATION.....
Name....	DESCRIPTION....				

CHEM	Chemistry Journals	20000002000868	DESKINS, JOHN	MAIN FLOOR
		20000002001684	MASKAL, S.	3RD FLOOR
		20000002002400	LEE, E.G.	MAIN FLOOR
		20000002003156	CASE, DEBRA	MAIN FLOOR
		20000002004002	SMITH, AMY J.	MAIN FLOOR
		29999000005363	JACKSON, JOAN	2ND FLOOR
GENERAL	General Journals	20000002000868	DESKINS, JOHN	MAIN FLOOR
		20000002001684	MASKAL, MARIE	3RD FLOOR
		29999000005314	FRACK, LINDA	2ND FLOOR
LIBRARY	Library Journals	20000002001373	WACHTMAN, L.A.	3RD FLOOR
		20000002002357	MARICAL, JEFF	3RD FLOOR
		20000002002820	LOESCH, DARWIN	2ND FLOOR
		20000002003263	GABER, JUNE	1ST FLOOR
MED/SCI	MED-SCI JOURNALS	20000001011111	MILLER, MARY	ADMIN
		20000002011112	ZACY, DON	ADMIN
		20000002011114	EARTER, M.	LIBRARY

4 records listed.

RF844 — Routed Serials by Patron

Report Name SER*ROUTING.PATRON.RPT

Description Routed serials by patron.

Width 132 columns

Prompts 1. Route output to :S
 2. Print report description :N
 3. Number in sample (empty=all):

Example

```
RF844                                Routed Serials by Patron                                Page 1
01-04-96                            Your Library Name                                16:58:13

PATRON NAME..... BARCODE..... TITLE..... CAMPUS... LIBRARY... COPY.... ROUTING ID
                                   NUMBER..

DESKINS, JOHN RICHARD      20000002000868  Journal of anthropological archaeology      Univ   LRC      1      GENERAL
FRACK, LINDA LOUISE        29999000005314  Journal of anthropological archaeology      Univ   LRC      1      GENERAL
FRACK, LINDA LOUISE        29999000005314  The New Yorker                             Univ   CAM1     1      P91000049
GABER, JUNE EDNA           20000002003263  Library Newsweekly                         STATE  ZG       3      LIBRARY
GABER, JUNE EDNA           20000002003263  BYTE                                       Univ   CAM1     3      LIBRARY
GABER, JUNE EDNA           20000002003263  Time Magazine                             Univ   CAM1     3      LIBRARY
MARICAL, JEFF THOMAS       20000002002357  Time Magazine                             Univ   ALII     9      LIBRARY
MASKAL, STEPHANIE MARIE    20000002001684  Journal of anthropological archaeology      Univ   LRC      1      GENERAL
WACHTMAN, LAUREL ANN       20000002001373  Library Newsweekly                         Univ   CAM1     1      LIBRARY
WACHTMAN, LAUREL ANN       20000002001373  BYTE                                       STATE  ZG       1      LIBRARY

10 records listed.
```


7

OPAC Reports

This chapter describes the OPAC reports.

OPAC Reports

To display the OPAC REPORTS MENU, select Reports Menu (ORM) from the ONLINE CATALOGUE MASTER MENU.

```
21 DEC 1995      Geac ADVANCE Library System (#.#)      DEFAULT  AU
11:35           Your Library Name

                OPAC REPORTS MENU

                1. CCR   System Reports
                2. RW    Report Writer
                3. ORGC  Report Group Codes
                4. RPC   Report Prompt Codes

Enter the number of your selection and press <ENTER>
or ? followed by <ENTER> for Help.
Press <ENTER> to return to previous level :
```

Select System Reports (CCR). The OPAC REPORTS MENU appears.

```
                OPAC REPORTS MENU

                1. OPAC Online Public Access

Enter your selection, or <ENTER> to exit:
```

Select OPAC Online Public Access. A list of OPAC reports appears.

OPAC Online Public Access

OPT#	CODE	COL	DESCRIPTION
------	------	-----	-------------

1.	127	80	Multiple word listing of words not in the database.
2.	128	80	Words not in database
3.	264	132	Search Counts by statistics group
4.	265	80	Search counts by type of search, stats group
5.	266	80	Search Counts by index
6.	267	80	Search Counts by terminal
7.	268	80	Total number of searches
8.	269	132	Summary of searches by index
9.	270	80	Summary of OPAC activity by statistical group

Options:

line Forward Backward Exit ? help

OPT# Line number to enter to display the long description of a report.

CODE The RF number of the report, used as a short form to identify reports.

COL Number of columns used for the report.

DESCRIPTION Short description of the report.

RF127 — Multiple Word Listing of Words not in the Database

Report Name	SAVEDWORDS.SENTENCE
Description	Detailed listing of words not found in the database using word search (in descending no. of times searched sequence). This is the multiple word report. (Modifiers were used when searching.)
Restrictions	None.
Sorting	By reference count (in descending order), search sentence.
Width	80 columns.
Prompts	- Route output to : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 - Print report description: N
Recall Statement	SORT SAVEDWORDS WITH CODE = "S" BY-DSND COUNT BY SENTENCE ID-SUPP SENTENCE COUNT PORT DATE TIME HEADING "RF127 Multiple word listing of words not in the database. Page 'P'L'01-04-96 Your Library Name 16:58:09'L'"

Example

RF127	Multiple word listing of words not in the database.	Page 1
01-04-96	Your Library Name	16:58:09
Sentence..... Searched Port..... Date.... Time...		
SW=FISHING and SW=BASS	4 BRA1	06/15/95 02:46PM
	BRA1	06/15/95 02:44PM
	BRA1	06/15/95 02:33PM
	BRA1	06/15/95 02:20PM
SW=SMITH CORRESPONDENCE	3 012	08/06/95 03:00PM
	012	07/28/95 04:46PM
	012	07/28/95 09:58PM
AW=BROWN JERRY	2 DEFAULT	04/14/95 04:50PM
	DEFAULT	04/14/95 04:50PM
CREOLE OR CAJUN NOT ACADIAN	1 DEFAULT	03/04/95 10:02AM
34 records listed.		

RF128 — Words not in Database

Report Name	SAVEDWORDS.WORDS
Description	Detailed listing of words not found in the database using word search (in descending no. of times searched sequence). This is the single word only report. (No modifier used when searching).
Restrictions	None.
Sorting	By reference count (in descending order), search sentence.
Width	80 columns.
Prompts	1. Route output to : S S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 2. Print report description: N
Recall Statement	<code>SORT SAVEDWORDS WITH CODE = "W" BY-DSND COUNT ID-SUPP WORD COUNT PORT DATE TIME REPLACEMENTS HEADING "RF128 Words not in database Page 'P''L'01-04-96 Your Library Name 16:58:09'L'"</code>

Example

RF128	Words not in database	Page 1
01-04-96	Your Library Name	16:58:09
Word..... Searched Port..... Date.... Time... Selected Words.....		
NSAINT	39 DEFAULT1	06/02/98 10:01am
	DEFAULT1	06/02/98 10:01am
	DEFAULT1	06/02/98 10:01am
	DEFAULT1	06/02/98 10:01am
	DEFAULT1	06/02/98 10:01am
	DEFAULT1	06/02/98 10:01am
	DEFAULT1	06/02/98 10:01am

RF264 — Search Counts by Statistics Group

Report Name	OPAC.TERM.STATS.BY.TERM.BY.HOUR
Description	Number of searches by statistics group by date, by hour - shows group, date, and columns for each hour (1am to 5:59am consolidated) with totals.
Restrictions	By date range, statistics group, or database (e.g. MAIN).
Sorting	For report option 1 by statistical group, statistical date. For report option 2 by database, statistical group, statistical date. For report option 3 by statistical group, statistical date, database.
Width	132 columns
Prompts	<pre>1. Beginning Date : 01 JAN 1995 2. Ending Date : 3. Statistics Group, [CR] for all : 4. Database name, [CR] for all : 5. Database reporting option : 1 1 Combined statistics for all databases 2 Separate report (page break) for each database 3 Subgrouped by database 6. Route output to : S S - Screen Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 7. Print report description : N</pre>

Example A

SORT OPAC.TERM.STATS WITH TOT AND WITH STAT.DATE >="01 JAN 1995" BY
 STAT.GROUP BY STAT.DATE BREAK-ON STAT.GROUP "'U'" BREAK-ON STAT.DATE
 TOTAL HOUR.00 TOTAL HOUR.1.TO.5 TOTAL HOUR.06 TOTAL HOUR.07 TOTAL
 HOUR.08 TOTAL HOUR.09 TOTAL HOUR.10 TOTAL HOUR.11 TOTAL HOUR.12 TOTAL
 HOUR.13 TOTAL HOUR.14 TOTAL HOUR.15 TOTAL HOUR.16 TOTAL HOUR.17 TOTAL
 HOUR.18 TOTAL HOUR.19 TOTAL HOUR.20 TOTAL HOUR.21 TOTAL HOUR.22 TOTAL
 HOUR.23 TOTAL TOT DET-SUPP ID-SUPP GRAND-TOTAL "Report totals:'U'"
 HEADING "RF264 Search Counts by statistics group Page'P' 'L'01-04-
 96 Your Library Name 16:58:11'L' From: 01 JAN 1995'CL' " LPTR

RF264		Search Counts by statistics group																			Page 1	
01-04-96		Your Library Name																			16:58:11	
Stat...	Date...	Hour 1 to	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Total		
Group..		00 5:59	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	22	22	23		
OPAC																						
	02/17/95	0	0	0	0	16	14	18	20	56	29	25	10	12	8	4	0	0	0	212		
	02/18/95	0	0	0	0	3	5	11	6	22	12	18	30	47	0	0	0	0	0	154		
	02/20/95	0	0	0	0	2	10	8	5	11	17	14	5	2	1	4	2	0	0	81		

ORD1		0	0	0	0	21	29	37	89	58	57	45	61	9	8	2	2	0	0	447		
	02/17/95	0	0	0	0	1	3	5	3	2	1	1	2	2	1	0	0	0	0	12		
	02/18/95	0	0	0	0	2	1	4	2	7	1	0	0	0	0	0	0	0	0	0		
	02/18/95	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12		

		0	0	0	0	3	4	9	5	9	2	1	2	2	1	0	0	0	0	38		
STAFF																						
	02/17/95	0	0	0	0	26	44	12	29	86	29	21	19	11	9	0	0	0	0	286		
	02/18/95	0	0	0	0	2	2	10	1	51	33	28	0	47	0	0	0	0	0	174		
	02/20/95	0	0	0	0	2	22	5	5	14	14	14	2	2	1	0	2	0	0	83		

		0	0	0	0	30	68	27	35	151	76	63	21	60	10	0	2	0	0	543		
=====																						
Total all groups:		57	219	14	39	493	722	711	537	425	611	533	569	557	350	63	8	10	90	6185		
6185 records listed.																						

Example B

```

SORT OPAC.TERM.STATS WITH TOT AND WITH STAT.DATE >="01 JAN 1995" BY
OPAC.DB BY STAT.GROUP BY STAT.DATE BREAK.SUP OPAC.DB "'PBU'" BREAK-ON
STAT.GROUP "'U'" BREAK-ON STAT.DATE TOTAL HOUR.00 TOTAL HOUR.1.T0.5
TOTAL HOUR.06 TOTAL HOUR.07 TOTAL HOUR.08 TOTAL HOUR.09 TOTAL HOUR.10
TOTAL HOUR.11 TOTAL HOUR.12 TOTAL HOUR.13 TOTAL HOUR.14 TOTAL HOUR.15
TOTAL HOUR.16 TOTAL HOUR.17 TOTAL HOUR.18 TOTAL HOUR.19 TOTAL HOUR.20
TOTAL HOUR.21 TOTAL HOUR.22 TOTAL HOUR.23 TOTAL TOT DET-SUPP ID-SUPP
GRAND-TOTAL "Report totals:'U'" HEADING "RF264 Search Counts by
statistics group Page'P' 'L'08-13-98 Your Library Name
11:47:10'L' From: 01 JAN 1995'CL'Database: 'B''CL' " LPTR

```

RF264		Search Counts by statistics group																		Page 1	
08-13-98		Your Library Name																		11:51:42	
		From: 01 JAN 1995																			
		Database: ABI																			
Stat...	Date...	Hour 1 to	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Total
Group..		00 5:59	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	22	22	23	
	03/26/98	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1

JOHN		0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1

Example C

SORT OPAC.TERM.STATS WITH TOT AND WITH STAT.DATE >="01 JAN 1995" BY
STAT.GROUP BY STAT.DATE BY OPAC.DB BREAK-ON STAT.GROUP "'U'" BREAK-ON
STAT.DATE "'U'" BREAK-ON OPAC.DB TOTAL HOUR.00 TOTAL HOUR.1.T0.5
TOTAL HOUR.06 TOTAL HOUR.07 TOTAL HOUR.08 TOTAL HOUR.09 TOTAL HOUR.10
TOTAL HOUR.11 TOTAL HOUR.12 TOTAL HOUR.13 TOTAL HOUR.14 TOTAL HOUR.15
TOTAL HOUR.16 TOTAL HOUR.17 TOTAL HOUR.18 TOTAL HOUR.19 TOTAL HOUR.20
TOTAL HOUR.21 TOTAL HOUR.22 TOTAL HOUR.23 TOTAL TOT DET-SUPP ID-SUPP
GRAND-TOTAL "Report totals:'U'" HEADING "RF264 Search Counts by
statistics group Page'P' 'L'08-13-98 Your Library Name
11:57:22'L' From: 01 JAN 1995'CL' " LPTR

RF264		Search Counts by statistics group																		Page 1
08-13-98		Your Library Name																		11:59:25
		From: 01 JAN 1995																		
Stat...	Date...	Database	Hour 1 to	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Total
Group..			00 5:59	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	22	23
		MAIN	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1

	05/29/96		0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
		MAIN	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2

	06/06/96		0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2

RF265 — Search Counts by Type of Search, Stats Group

Report Name	OPAC.TERM.STATS.BY.TYPE.BY.INDEX
Description	Counts by type of search by terminal.
Restrictions	Date range, statistics group, database(e.g MAIN).
Sorting	For report option 1 by search type, statistical group. For report option 2 by database, search type, statistical group. For report option 3 by search type, statistical group, database.
Width	80 columns
Prompts	1. Beginning Date : 01 JAN 1995 2. Ending Date : 3. Statistics Group, [CR] for all : 4. Database name, [CR] for all : 5. Database reporting option : 1 1 Combined statistics for all databases 2 Separate report (page break) for each database 3 Subgrouped by database 6. Route output to : - S - Screen - Hxx - Hold file with key xx, defaults to assigned key - Pn - system Printer n, n defaults to 0 7. Print report description : N

Example A

SORT OPAC.TERM.STATS WITH TOT AND WITH STAT.DATE >="01 JAN 1995" BY-
 EXP OPAC.TYPE BY STAT.GROUP BREAK-ON OPAC.TYPE "'U'" BREAK-ON
 STAT.GROUP TOTAL OPAC.CNT.EACH DET-SUPP ID-SUPP GRAND-TOTAL "Report
 totals:'U'" HEADING "RF265 Search counts by type of search,
 stats group Page'P' 'L'01-04-96 Your Library Name 16:58:11'L' From:
 01 JAN 1995'CL' " LPTR

RF265	Search counts by type of search, stats group	Page 1
01-04-96	Your Library Name	16:58:11
Search Type.....	Stat... Number of	
	Group.. Searches.	
MUSIC PUBLISHER NO.		4
	JOHN	9
Note Words		9
	JOHN	2
Series Browse		2
	JOHN	1
Series Words		1
	DIANE	3
	JOHN	6
	DAVE	1
	MEM	5
Subject Browse		15
	DIANE	1
	JOHN	11
	DAVE	1
	MEM	4
Subject Words		17
	JOHN	15
Title		15
	DIANE	3
	JOHN	84
	DAVE	5
	MEM	1
Title Browse		93
	DIANE	1
	JOHN	8
	DAVE	1
Title Words		10
	JOHN	2
	MIKE	2
Words		4
***		293
293 records listed.		

Example B

```

SORT OPAC.TERM.STATS WITH TOT AND WITH STAT.DATE >="01 JAN 1995" BY
OPAC.DB BY-EXP OPAC.TYPE BY STAT.GROUP BREAK.SUP OPAC.DB "'PBU'"
BREAK-ON OPAC.TYPE "'U'" BREAK-ON STAT.GROUP TOTAL OPAC.CNT.EACH DET-
SUPP ID-SUPP GRAND-TOTAL "Report totals:'U'" HEADING "RF265 Search
counts by type of search, stats group Page'P' 'L'08-13-98
Your Library Name 12:17:18'L' From: 01 JAN 1995'CL'Database: 'B''CL'
" LPTR
  
```

RF265	Search counts by type of search, stats group	Page 1
08-13-98	Your Library Name	12:19:31
	From: 01 JAN 1995	
	Database: ABI	
Search Type.....	Stat... Number of	
	Group.. Searches.	
	MASTER 38	

	38	
	JOHN 1	

Subject Browse	1	
	MASTER 1	

Title Browse	1	

	40	

Example C

SORT OPAC.TERM.STATS WITH TOT AND WITH STAT.DATE >="01 JAN 1995" BY-
EXP OPAC.TYPE BY STAT.GROUP BY OPAC.DB BREAK-ON OPAC.TYPE "'U'"BREAK-
ON STAT.GROUP "'U'" BREAK-ON OPAC.DB TOTAL OPAC.CNT.EACH DET-SUPP ID-
SUPP GRAND-TOTAL "Report totals:'U'" HEADING "RF265 Search counts by
type of search, stats group Page'P' 'L'08-13-98 Your Library Name
12:23:38'L' From: 01 JAN 1995'CL' " LPTR

RF265	Search counts by type of search, stats group	Page 1
08-13-98	Your Library Name	12:26:10
	From: 01 JAN 1995	
Search Type.....	Stat... Database Number of	
	Group.. Searches.	
	MAIN 254	

	MASTER 254	
	MAIN 287	

	JOHN 287	

RF266 — Search Counts by Index

Report Name	OPAC.TERM.STATS.NUM.BY.INDEX
Description	Counts by search group by type of search by terminal.
Restrictions	Date range, statistics group, database(e.g., MAIN).
Sorting	For report option 1 by opac search group, search type. For report option 2 by database, opac search group, search type. For report option 3 by OPAC search group, search type, database.
Width	80 columns
Prompts	1. Beginning Date : 2. Ending Date : 3. Statistics Group, [CR] for all : 4. Database name, [CR] for all : 5. Database reporting option : 1 1 Combined statistics for all databases 2 Separate report (page break) for each database 3 Subgrouped by database 6. Route output to : S - S - Screen - Hxx - Hold file with key xx, defaults to assigned key - Pn - system Printer n, n defaults to 0 7. Print report description : N

Example A

SORT OPAC.TERM.STATS WITH TOT AND WITH STAT.DATE >="01 JAN 1995" BY-
EXP OPAC.GROUP.DESC BY-EXP OPAC.TYPE BREAK-ON OPAC.GROUP.DESC "'U'"
BREAK-ON OPAC.TYPE TOTAL OPAC.CNT.EACH GRAND-TOTAL "Report
totals:'U'" DET-SUPP ID-SUPP HEADING "RF266 Search Counts by index
Page'P' 'L'08-13-98 Your Library Name 12:33:01'L' 'C' From:
01 JAN 1995 'L' " LPTR

RF266	Search Counts by index	Page 1
08-13-98	Your Library Name	12:42:33
	From: 01 JAN 1995	
Search Group.....	Search Type.....	Number of
		Searches.
		16
	COURSE DETAIL	7
	Call Numbers	4
	TITLE	29

		56
		2590
	Browse All (CIM)	1
	Browse All (auth)	10

Example B

```

SORT OPAC.TERM.STATS WITH TOT AND WITH STAT.DATE >="01 JAN 1995" BY
OPAC.DB BY-EXP OPAC.GROUP.DESC BY-EXP OPAC.TYPE BREAK.SUP OPAC.DB
"'PBU'" BREAK-ON OPAC.GROUP.DESC "'U'" BREAK-ON OPAC.TYPE TOTAL
OPAC.CNT.EACH GRAND-TOTAL "Report totals:'U'" DET-SUPP ID-SUPP
HEADING "RF266 Search Counts by index Page'P' 'L'08-13-98
Your Library Name 12:45:03'L' 'C' From: 01 JAN 1995'CL'Database: 'B'
'L' " LPTR

```

RF266	Search Counts by index	Page 1
08-13-98	Your Library Name	12:46:58
	From: 01 JAN 1995	
Database: ABI		
Search Group.....	Search Type.....	Number of Searches.
		38
	Subject Browse	1
	Title Browse	1

BROWSE		40

		40

Example C

SORT OPAC.TERM.STATS WITH TOT AND WITH STAT.DATE >="01 JAN 1995" BY-
EXP OPAC.GROUP.DESC BY-EXP OPAC.TYPE BY OPAC.DB BREAK-ON
OPAC.GROUP.DESC "'U'" BREAK-ON OPAC.TYPE "'U'" BREAK-ON OPAC.DB TOTAL
OPAC.CNT.EACH GRAND-TOTAL "Report totals:'U'" DET-SUPP ID-SUPP
HEADING "RF266 Search Counts by index Page'P' 'L' '08-13-98
Your Library Name 12:49:09'L' 'C' From: 01 JAN 1995 'L' " LPTR

RF266	Search Counts by index	Page 1
08-13-98	Your Library Name	12:50:35
	From: 01 JAN 1995	
Search Group.....	Search Type.....	Database Number of Searches.
	MAIN	16

		16
	MAIN	7

COURSE DETAIL		7
	MAIN	4

Call Numbers		4
	MAIN	29

TITLE		29

RF267 — Search Counts by Terminal

Report Name	OPAC.TERM.STATS.NUM.BY.TERM
Description	Shows counts by terminal
Restrictions	By date range, statistics group, database(e.g., MAIN).
Sorting	For report option 1 by statistical group. For report option 2 by database, statistical group. For report option 3 by statistical group, database.
Width	80 columns
Prompts	- Beginning Date : - Ending Date : - Statistics Group, [CR] for all : - Database name, [CR] for all : - Database reporting option : 1 - Combined statistics for all databases - Separate report (page break) for each database - Subgrouped by database - Route output to : S - S - Screen - Hxx - Hold file with key xx, defaults to assigned key - Pn - system Printer n, n defaults to 0 - Print report description : N
Recall Statement	<pre> SORT OPAC.TERM.STATS WITH TOT AND WITH STAT.DATE >="01 JAN 1995" AND WITH STAT.DATE <="31 DEC 1995" BY STAT.GROUP BREAK-ON STAT.GROUP TOTAL OPAC.CNT DET-SUPP ID-SUPP GRAND-TOTAL "Totals:'U'" HEADING "RF267 Search Counts by terminal Page'P' 'L'01-04-96 Your Library Name 16:58:11'L' 'C' From: 01 JAN 1995 to: 31 DEC 1995 'L' " LPTR </pre>

Example A

RF267	Search Counts by terminal	Page 1
01-04-96	Your Library Name	16:58:11
Stat... Number of		
Group.. Searches.		
DIANE	25	
JOHN	217	
DAVE	16	
MEM	5	
MIKE	9	
***	272	
272 records listed.		

Example B

```
SORT OPAC.TERM.STATS WITH TOT AND WITH STAT.DATE >="01 JAN 1995" AND
WITH STAT.DATE <="31 DEC 1995" BY OPAC.DB BY STAT.GROUP BREAK.SUP
OPAC.DB "'PBU'" BREAK-ON STAT.GROUP TOTAL OPAC.CNT DET-SUPP ID-SUPP
GRAND-TOTAL "Totals:'U'" HEADING "RF267 Search Counts by terminal
Page'P' 'L'01-04-96 Your Library Name 16:58:11'L' 'C' From: 01 JAN
1995 to: 31 DEC 1995'CL'Database: 'B' 'L' " LPTR
```

RF267	Search Counts by terminal	Page 1
01-04-96	Your Library Name	16:58:11
Database: MAIN		
Stat... Number of		
Group.. Searches.		
DIANE	25	
JOHN	217	
DAVE	16	
MEM	5	
MIKE	9	
***	272	
272 records listed.		

Example C

```
SORT OPAC.TERM.STATS WITH TOT AND WITH STAT.DATE >="01 JAN 1995" BY-
EXP OPAC.GROUP.DESC BY-EXP OPAC.TYPE BY OPAC.DB BREAK-ON
OPAC.GROUP.DESC "'U'" BREAK-ON OPAC.TYPE "'U'" BREAK-ON OPAC.DB TOTAL
OPAC.CNT.EACH GRAND-TOTAL "Report totals:'U'" DET-SUPP ID-SUPP
HEADING "RF266 Search Counts by index Page'P' 'L'01-04-96
Your Library Name 16:58:11'L' 'C' From: 01 JAN 1995 'L' " LPTR
```

RF267	Search Counts by terminal	Page 1
08-13-98	Your Library Name	13:12:56
From: 01 JAN 1995 to: 31 DEC 1995		
Stat... Database Number of		
Group.. Searches.		
MAIN	1	

TEST	1	
=====		
Totals:	1	

RF268 — Total Number of Searches

Report Name OPAC.TERM.STATS.NUM.SEARCHES

Description Total count of searches.

Restrictions Date range, statistics group, database(e.g., MAIN).

Sorting By database.

Width 80 columns

Prompts

1. Beginning Date :
2. Ending Date :
3. Statistics Group, [CR] for all :
4. Database name, [CR] for all :
5. Route output to : S
 S - Screen
 Hxx - Hold file with key xx, defaults to assigned key
 Pn - system Printer n, n defaults to 0
6. Print report description : N

Recall Statement

```
SORT OPAC.TERM.STATS WITH TOT AND WITH STAT.DATE >="01 JAN 1992" AND
WITH STAT.DATE <="31 DEC 1994" BY OPAC.DB BREAK-ON OPAC.DB TOTAL
OPAC.CNT DET-SUPP ID-SUPP GRAND-TOTAL "Totals:'U'" HEADING "RF268
Total number of searches Page'P' 'L'01-04-96 Your Library Name
16:58:11'L' 'C' From: 01 JAN 1992 to: 31 DEC 1994 'L' " LPTR
```

Example

```
RF268                               Total number of searches          Page 1
01-04-96                           Your Library Name                16:58:11

Database Number of
Searches.

      MAIN          691
      =====
Totals:          691

687 records listed.
```

RF269 — Summary of Searches by Index

Report Name	OPAC.TERM.STATS.SUMMARY
Description	Counts of searches by index, the number selected, the number printed, the number of holds, or the number of extended searches.
Restrictions	By date range, statistics group, database (e.g., MAIN).
Sorting	For report option 1 by opac search group, search type. For report option 2 by database opac search group, search type. For report option 3 opac search group, search type, database.
Width	132 columns
Prompts	1. Beginning Date : 2. Ending Date : 3. Statistics Group, [CR] for all : 4. Database name, [CR] for all : 5. Database reporting option : 1 1 Combined statistics for all databases 2 Separate report (page break) for each database 3 Subgrouped by database 6. Route output to : S - S - Screen - Hxx - Hold file with key xx, defaults to assigned key - Pn - system Printer n, n defaults to 0 7. Print report description : N

Example A

```

SORT OPAC.TERM.STATS WITH TOT AND WITH STAT.DATE >="01 JAN 1992" AND
WITH STAT.DATE <="31 DEC 1994" BY-EXP OPAC.GROUP.DESC BY-EXP
OPAC.TYPE BREAK-ON OPAC.GROUP.DESC "'U'" BREAK-ON OPAC.TYPE TOTAL
OPAC.CNT.EACH TOTAL OPAC.NUM.SELECTED TOTAL OPAC.NUM.PRINTED TOTAL
OPAC.NUM.HOLDS.PLACED TOTAL OPAC.NUM.EXT.SEARCH GRAND-TOTAL "Report
totals:'U'" DET-SUPP ID-SUPP HEADING "RF269 Summary of searches by
index Page'P' 'L'01-04-96 Your Library Name 16:58:11'L' 'C' From:
01 JAN 1992 to: 31 DEC 1994 'L' " LPTR

```

RF269		Summary of searches by index				Page 1
01-04-96		Your Library Name				16:58:11
Search Group.....		Search Type.....	Number of	Number..	Number..	Number of.....
			Searches.	Selected	Printed	of Extended Searches
BROWSE	AUTHOR BROWSE	13	27	0	0	0
	BROWSE ALL	5	1	0	0	0
	CHILDREN'S TITLE BROWSE	1	0	0	0	0
	SERIES BROWSE	2	2	0	0	1
	SUBJECT BROWSE	16	18	0	0	1
	TITLE BROWSE	88	88	0	0	2
		125	136	0	0	4
	CODEN	3	1	0	0	0
	CONTROL NUMBER	1	0	0	0	0
	ISBN/ISSN	8	3	0	0	0
DIRECT KEY	LCCN	1	0	0	0	0
	LCN	42	41	0	0	4
	MUSIC PUBLISHER NO.	4	3	0	0	0
		59	48	0	0	4
	CALL NUMBER	24	1	0	0	0
OTHER	COURSE	4	4	0	0	0
	INSTRUCTORS/COURSE	2	2	0	0	0
	TITLE	15	4	0	0	0
		47	13	0	0	0
	AUTHOR WORDS	8	44	0	0	0
WORD	NOTE WORDS	9	4	0	0	0
	SERIES WORDS	1	0	0	0	0
	SUBJECT WORDS	23	48	0	0	4
	TITLE WORDS	10	5	6	0	0
	WORDS	4	12	0	0	12
		55	113	6	0	16
Total searches		286	310	6	0	16
286 records listed.						

Example B

SORT OPAC.TERM.STATS WITH TOT AND WITH STAT.DATE >="01 JAN 1992" AND
WITH STAT.DATE <="31 DEC 1994" BY OPAC.DB BY-EXP OPAC.GROUP.DESC BY-
EXP OPAC.TYPE BREAK.SUP OPAC.DB "'PBU'" BREAK-ON OPAC.GROUP.DESC
"'U'" BREAK-ON OPAC.TYPE TOTAL OPAC.CNT.EACH TOTAL OPAC.NUM.SELECTED
TOTAL OPAC.NUM.PRINTED TOTAL OPAC.NUM.HOLDS.PLACED TOTAL
OPAC.NUM.EXT.SEARCH GRAND-TOTAL "Report totals:'U'" DET-SUPP ID-SUPP
HEADING "RF269 Summary of searches by index Page'P' 'L' 01-04-96
Your Library Name 16:58:11'L' 'C' From: 01 JAN 1992 to: 31 DEC
1994'CL'Database: 'B' 'L' " LPTR

RF269		Summary of searches by index				Page 1
01-04-96		Your Library Name				16:58:11
		Database: ABI				
Search Group.....	Search Type.....	Number of	Number..	Number..	Number of.....	
		Searches.	Selected	Printed	of Holds	Extended Searches
		38	36	0	0	0
	Subject Browse	1	0	0	0	0
	Title Browse	1	1	0	0	0
BROWSE		40	37	0	0	0
		40	37	0	0	0

Example C

```

SORT OPAC.TERM.STATS WITH TOT BY-EXP OPAC.GROUP.DESC BY-EXP OPAC.TYPE
BY OPAC.DB BREAK-ON OPAC.GROUP.DESC "'U'" BREAK-ON OPAC.TYPE "'U'"
BREAK-ON OPAC.DB TOTAL OPAC.CNT.EACH TOTAL OPAC.NUM.SELECTED TOTAL
OPAC.NUM.PRINTED TOTAL OPAC.NUM.HOLDS.PLACED TOTAL
OPAC.NUM.EXT.SEARCH GRAND-TOTAL "Report totals:'U'" DET-SUPP ID-SUPP
HEADING "RF269 Summary of searches by index Page'P' 'L'01-04-96
Your Library Name 11:48:51'L' 3 "

```

RF269
01-04-96
3

Summary of searches by index
Your Library Name

Page 1
11:48:51

Search Group.....	Search Type.....	Database	Number of Searches	Number.. Selected	Number.. Printed	Number.. Holds	Number of..... Extended Searches
		MAIN	127	192	0	0	0
			127	192	0	0	0
		ABI	7	9	0	0	0
COURSE DETAIL			7	9	0	0	0
		CIM	20	27	0	0	0
Call Numbers			20	27	0	0	0

RF270 — Summary of OPAC Activity by Statistical Group

Report Name	OPAC.TERM.STATS.STATGRP.SUMMARY
Description	Counts by statistics group of searches, the number printed, the number of holds, or the number of extended searches.
Restrictions	By date range, statistics group, database (e.g., MAIN).
Sorting	For report option 1 by opac search group, search type. For report option 2 by database opac search group, search type. For report option 3 opac search group, search type, database.
Width	80 columns
Prompts	1. Beginning Date : 2. Ending Date : 3. Statistics Group, [CR] for all : 4. Database name, [CR] for all : 5. Database reporting option : 1 1 Combined statistics for all databases 2 Separate report (page break) for each database 3 Subgrouped by database 6. Route output to : S - S - Screen - Hxx - Hold file with key xx, defaults to assigned key - Pn - system Printer n, n defaults to 0 7. Print report description : N

Example A

```

SORT OPAC.TERM.STATS WITH TOT BY STAT.GROUP BREAK-ON STAT.GROUP TOTAL
OPAC.CNT TOTAL OPAC.NUM.SELECTED TOTAL OPAC.NUM.PRINTED TOTAL
OPAC.NUM.HOLDS.PLACED TOTAL OPAC.NUM.EXT.SEARCH GRAND-TOTAL
"Totals:'U'" DET-SUPP ID-SUPP HEADING "RF270 Summary of OPAC activity
by statistical group Page'P' 'L'01-04-96 Your Library Name
16:58:11'L'1 " LPTR
  
```

RF270	Summary of OPAC activity by statistical group					Page 1
01-04-96	Your Library Name					16:58:11
1						
Stat...	Number of	Number..	Number..	Number of.....		
Group..	Searches.	Selected	Printed	Holds Extended	Searches	
DIANE	25	13	0	0	1	
JOHN	217	208	6	0	13	
DAVE	16	10	0	0	1	
MEM	5	0	0	0	0	
MIKE	9	28	0	0	1	
=====						
Total	272	269	6	0	16	
271 records listed.						

Example B

SORT OPAC.TERM.STATS WITH TOT BY STAT.GROUP BREAK-ON STAT.GROUP TOTAL
OPAC.CNT TOTAL OPAC.NUM.SELECTED TOTAL OPAC.NUM.PRINTED TOTAL
OPAC.NUM.HOLDS.PLACED TOTAL OPAC.NUM.EXT.SEARCH GRAND-TOTAL
"Totals:'U'" DET-SUPP ID-SUPP HEADING "RF270 Summary of OPAC activity
by statistical group Page'P' 'L'01-04-96 Your Library Name
16:58:11'L'1 " LPTR

RF270	Summary of OPAC activity by statistical group					Page 1
01-04-96	Your Library Name					16:58:11
	Database: ABI					
Stat...	Number of	Number..	Number..	Number of.....		
Group..	Searches.	Selected	Printed	of Holds	Extended	Searches
DIANE	25	13	0	0		1
JOHN	217	208	6	0		13
DAVE	16	10	0	0		1
MEM	5	0	0	0		0
MIKE	9	28	0	0		1
=====						
Total	272	269	6	0		16
271 records listed.						

Example C

```

SORT OPAC.TERM.STATS WITH TOT BY STAT.GROUP BY OPAC.DB BREAK-ON
STAT.GROUP "'U'" BREAK-ON OPAC.DB TOTAL OPAC.CNT TOTAL
OPAC.NUM.SELECTED TOTAL OPAC.NUM.PRINTED TOTAL OPAC.NUM.HOLDS.PLACED
TOTAL OPAC.NUM.EXT.SEARCH GRAND-TOTAL "Totals:'U'" DET-SUPP ID-SUPP
HEADING "RF270 Summary of OPAC activity by statistical group Page'P'
'L'08-14-98 Your Library Name 13:17:30'L' 3 " LPTR

```

RF270	Summary of OPAC activity by statistical group					Page 1
08-14-98	Your Library Name					13:16:08
3						
Stat... Database	Number of	Number..	Number..	Number of.....		
Group..	Searches.	Selected	Printed	of Holds	Extended	Searches
MAIN	292	630	1	0		5

JOHN	292	630	1	0		5

MAIN	622	4804	22	2		10

DAVE	622	4804	22	2		10



Permissions

Introduction

In the Utilities Function, library administration staff can define user-specific permissions for many of the Circulation functions and tasks (see the *Utilities Management Guide*). This appendix lists and briefly describes these permissions.

Levels of Permission

There are three levels of permission: Y, N, and P.

- Y The user has permission for the specified function or task, perhaps qualified by special restrictions. In addition, other permissions may be required — for example, you cannot edit patron records (permission 097) unless you can view patron records (permissions 096).
- N The user does not have permission for the specified function or task.
- P The user must enter a library-specified password to have permission. With the correct password, this is equivalent to Y; without the correct password, this is equivalent to N.

The **P** level is useful at libraries in which people share terminals and a single user ID is defined for an area of work (such as ordering). The high-security tasks (such as authorizing an order) can be password controlled. The people who know the password can enter the password when they need to perform the task, then afterward leave the terminal as is — they do not need to log off, log in as a higher-level user, perform the task, and afterward log back off and then on again as a lower-level general user.

Restrictions

Qualifiers or restrictions are not used with some types of permissions. Any permission designated as a type 2 on the General Permissions Setup table will not have a qualifier. Types of General Permissions are Geac assigned and cannot be changed by the library. (See the *Utilities Management Guide*.)

The library can define site-specific custom reports that can be restricted by one of the following qualifiers. When the report is run the system prompts you for the qualifier, for example, a Library Code. The code you enter must be one defined in your permission record.

Library Code	List of Library Codes separated by commas. Restricts access to reports (such as order/requests, invoices, funds, and vendors) that have a specified Library Code.
OPAC Qualifier	List of Qualifier Codes separated by commas. Restricts access to pre-search of the Online Catalogue. A pre-search allows a search of the bibliographic database from acquisitions.
Institution Code	List of Institution Codes separated by commas. Restricts access to reports by Institution Code. If the Institution Code specified has Sublocations defined for it, then any activity that can be performed at the institution level can also be performed at any of the sublocations.
Sublocation Code	List of Sublocation Codes separated by commas. Restricts access to reports by Sublocation Code. If a library consists of a single institution that has no sublocations, then the Institution Code will be used.
Report Group	List of Report Group Codes separated by commas. Restricts the reports that can be run to the groups specified.
MARC Database	Not implemented. Specifies A (Authority database) or B (Bibliographic database) separated by a comma. Restricts access to the specified database.
Holds Processing	List of Holds Processing Codes separated by a commas. The use of holds processing codes is specified in OPAC QUALIFIER CODES (MQUAL). Restricts access to the hold scope. These codes include a system

wide hold scope.

Patron Block Code List of Patron Block Codes separated by commas.

SHIPTO Code List of acquisitions SHIPTO codes separated by commas.

Permission List by Permission ID Number

Permission ID Numbers are assigned by the system. To display Permission ID Numbers grouped by module, use MODULE PERMISSIONS (MPERM) on the SECURITY MENU.

073 - Run reports from specific report group

082 - Edit reports from specific report group

Permission Descriptions by Permission ID Number

073 - Runs reports from specific report group.

Y / N / P	Allows you to run specific reports in Report Writer.
Restriction	By Report Group.

074 - Edit reports from specific report group

Y / N / P	Allows you to edit specific reports in Report Writer.
Restriction	By Report Group.

Screen Index

A

ACQUISITIONS REPORTS MENU, 5-2
Acquisitions Transaction Reports, 5-14
Authority Cataloguing Edit Logs, 3-23
Authority Cataloguing Setup, 3-3
Authority Cataloguing Statistics, 3-26

B

Bibliographic Cataloguing Edit Logs, 3-54
Bibliographic Cataloguing Setup, 3-38
Bibliographic Cataloguing Statistics, 3-57
Bibliographic Database Maintenance, 3-51

C

CATALOGUE REPORTS MENU, 3-2
Cataloguing Workfile Report, 3-31
Checkout and Status/Action Reports, 4-41
Circulation Checkin Statistics, 4-64
Circulation Checkout Statistics, 4-109
Circulation Hold Statistics, 4-151
Circulation Recall Statistics, 4-87
Circulation Renewal Statistics, 4-131
CIRCULATION REPORTS MENU, 4-2

F

FILES IN ADVANCE, 2-25, 2-38

H

Holds and Booking Picklists/Alerts, 4-48

L

LIST &HOLD&, 2-11
LOGICAL OPERATORS, 2-24, 2-35

M

MODULES OF ADVANCE, 2-33

O

OPAC, 7-2, 7-3
OPAC Online Public Access, 7-3
OPAC REPORTS MENU, 7-2

P

Patron Blocks Reports, 4-25
Patron Notices Reports/Statistics, 4-30
Patron Registration Reports, 4-3
Physical Inventory Reports, 4-171
PRINTING OPTIONS, 2-26, 2-37

R

Report Browse Screen, 2-14, 2-15
REPORT CODES MENU, 2-32
Report Definition Screen, 2-15
REPORT DRIVER, 2-8
REPORT PROMPT CODES, 2-39
Report Run Setup Screen, 2-8
REPORT SOURCE EDITOR, 2-21
REPORT TYPES, 2-25, 2-34
Report Writer Search Screen, 2-13
Reserve Book Room Reports, 4-58

S

SER REPORTS MENU, 6-2

Serial Reports, 6-3

SORTING TYPES, 2-24, 2-36

General Index

A

- ACCESS verbs 2-34
- Acquisitions Fund Reports 5-3
- Acquisitions Transaction Reports 5-14
- Acquisitions Vendor Reports 5-21
- angle brackets 2-27
- authority edit checks 3-7
- auxiliary printer 2-4, 2-10

B

- bibliographic edit checks 3-42
- bibliographic edit logs 3-55
- browse screen 2-14

C

- cataloguing statistics
 - authority 3-27
 - bibliographic 3-58
- checkout reports 4-43
- circulation backup reports 4-180
- circulation statistics
 - checkin 4-64
 - checkout 4-109
 - hold 4-151
 - recall 4-87
 - renewal 4-131
- customizing standard reports 2-15

D

- data restriction 2-9
- default printer 2-11
- DESTINATION 2-27
- double-spaced report 2-22
- duplicate authorities 3-16

E

- edit checks 2-39
- editing reports 2-17

F

- fields
 - Report Writer 2-22
- format types 3-6

H

- HEADING 2-27
- hold file 2-4, 2-10

I

- imported authority records 3-15
- imported bibliographic records 3-52
- indexed authority tags and subfields 3-4
- indexed bibliographic tags and subfields 3-39

L

- Library Code
 - User Group permissions A-2

M

- module 2-33

N

- naming reports 2-16
- new reports 2-16

notice reports 4-31

O

OPAC reports 7-2
OPAC statistics 7-6
operators 2-35

P

paragraph type reports 2-15
patron blocks reports 4-25
patron reports 4-4
Permission Number 2-18
permissions A-1
physical inventory report 4-171
picking list
 RBR 4-61
picklists 4-48
pre-select items for report 2-23
print options 2-37
printing reports 2-4
PROC reports 2-21

R

recall statement 2-12
report
 changing 2-16
 naming 2-16
Report Codes Menu 2-32
Report Group Code 2-18, 2-30, 2-39
Report Group Codes 2-30
report groups 2-30
report list screen 2-7
Report Prompt Code 2-39
report reference numbers 2-18
Report Type 2-25
Report type 2-18
Report Writer 2-13
reporting files 2-38
Reserve Book Room reports 4-58

S

screen
 printing reports to 2-4
screen, printing report to 2-10
security
 user permissions A-1
See tracings 3-18
Serials Reports 6-3
Serials Routing Reports 6-22
single-spaced report 2-22
sort types 2-36
sorting a report 2-24
system printer 2-4
system reports
 accessing 2-13
system run-time prompts 2-27

U

user permissions A-1
user-defined prompts 2-27

W

wildcards 2-9
workfiles 3-32
workforms
 authority 3-10
 bibliographic 3-47

Reader Comments

Your comments and suggestions can help us improve the ADVANCE documentation. After you have had an opportunity to use the system and its guides, we would appreciate your comments on the usefulness of this or any other ADVANCE documentation.

Please write your comments on a photocopy of these pages and, if you wish, attach additional pages.

Return To:

ADVANCE Product Development
Geac Canada Limited
11 Allstate Parkway
Suite 300
Markham, Ontario, CANADA L3R 9T8

Library:

Library name and address:

Your name and phone number for possible followup:

Comments:

What did you like best about the document?

What did you like least about the document?

(Please turn page for more.)

Comments (continued):

Please describe any errors, inconsistencies, or confusing points in the document. *(Page numbers are helpful. If you like, write your comments directly on photocopied pages from the document.)*

Did you have any difficulty finding particular topics in the document?

Are there any important topics not covered in the document?

What other suggestions do you have for improving the document?
(Specific examples are helpful.)