



## Tabular Reports Designer: All Items Out Reporting

This custom report designer is a relatively easy to use option within the library program. Many reports have already been added and can be found within the Reports Management - Expert/Custom Reporting and Tabular Reports Designer.

Most reports can be used as a template to create additional reports; this area is named appropriately Expert/Custom Reporting. However, once you learn how to use this area you can create most any report.

Reports can be generated for Borrowers, Circulation and Cataloging, any reports that are made by a staff person should be saved as a custom report. When saving a report add a number at the beginning of each saved report name (ex. 1. All Items Out Report) this will add your report to the top of any reports that are listed, without this will list reports alphabetically.

This document will explain how to use the “All Items Out Report”, we have chosen this report as it is one of the most requested informational reports.

Locate the Tabular Reports Designer and open this section,

LRMS(Build 3.0.33) : DEMO (User: admin) (Server: lion) - [Tabular Report Designer]

File Help Previous Menu Main Menu

**(New Report)**

Report Source | Selection Criteria | Sort Order | Column Options | Report Options | Report Monitor |

Report Name  Default System Reports  Custom/Saved Reports Source Data  
(New Report) Borrower Account Detail

Available Fields: Date, Date and Time, Borrower ID, Parent/Teacher ID, Last Name, First Name, Middle Initial

Report Fields

Up Down  Tag MARC Records  Tag Borrower Records

Preview Data Print Preview Generate Report Export Data You may space out your fields in the PREVIEW DATA window by click and holding bet out truncated data fields

Select Custom Saved Reports



## Find your Report – All Items Out Report

LRMS(Build 3.0.33) : DEMO (User: admin) (Server: lion) - [Tabular Report Designer]

File Help Previous Menu Main Menu

**(New Report)**

Report Source | Selection Criteria | Sort Order | Column Options | Report Options | Report Monitor

Report Name:   Custom/Saved Reports

Source Data: Borrower Account Detail

Tag MARC Records  
  Tag Borrower Records

Click on the Custom/Saved Reports and select 1. All Items Out Report

Set the Selection Criteria as shown or described.

LRMS(Build 3.0.33) : DEMO (User: admin) (Server: lion) - [Tabular Report Designer]

File Help Previous Menu Main Menu

**1. All Items Out Report**

Report Source | Selection Criteria | Sort Order | Column Options | Report Options | Report Monitor

Do Not Use Illegal Characters such as ' or "

You may space out your fields in the report to show truncated data fields

PRIMARY TITLE 245A	BARCODE	LAST NAME	FIRST NAME	BO
BUD, NOT BUDDY /	216014402			
Simple science experiments with eve	216011521	Arn	Cody	05
George Washington's mother /	216013583	Bell	Xzavier	05
Class President /	216012847	Thomas	Kamri	05
World History: Patterns of Interactio	216006891	Adams	Kimberly	06
Abraham lincoln,dramatized in pictur	216008781	Adams	Alexis	06
The War of 1812 /	216011984	Adams	Kimberly	06
Warefare of the 20th century	216012630	Adams	Alexis	06
Deep trouble /	216013517	Bermudez	Jessica	06
iPad2	3001800002795	Bermudez	Jessica	06
Harry Potter and the goblet of fire /	3001800002730	Bermudez	Jessica	06
Harry Potter and the goblet of fire /	3001800002731	Bermudez	Jessica	06

Click on the "Selection Criteria" Tab and set the "AND" to show, this will set the Status Code of the letter "O" to only report all items out. Click the "Preview Data" to preview what the report will display. There are many options to producing a report through these buttons and also using the "File" Menu option for creating another version of a printed report.



## Run this report BY GROUP:

This same report is used for Group and Individual reporting, all that is needed is the addition of information to the third row. See the examples below.

LRMS(Build 3.0.34) : DEMO (User: admin) (Server: lion) - [Tabular Report Designer]

File Help Previous Menu Main Menu

### 1a. All Items Out Report by Group

Report Source Selection Criteria | Sort Order | Column Options | Report Options | Report Monitor

Do Not Use Illegal Characters such as ' or "

PRIMARY TITLE 245A is like \* AND  
 STATUS equals O AND  
 BORROWER GROUP equals 06

Preview Data Print Preview Generate Report Export Data You may space out your fields in the PREVIEW DATA window by click and holding between the headers to spr out truncated data fields

PRIMARY TITLE 245A	BARCODE	LAST NAME	FIRST NAME	BORI	STATUS	DUE DATE	LAST CI
World History: Patterns of Interaction	216006891	Adams	Kimberly	06	O	2013-04-11	2013-04-
Abraham Lincoln; dramatized in picture	216008781	Adams	Alexis	06	O	2013-04-18	2013-04-
The War of 1812 /	216011984	Adams	Kimberly	06	O	2013-04-19	2013-04-
Warefare of the 20th century	216012630	Adams	Alexis	06	O	2013-05-02	2013-05-
Deep trouble /	216013517	Bermudez	Jessica	06	O	2013-04-12	2006-11-
iPad2	3001800002795	Bermudez	Jessica	06	O	2013-04-18	2013-04-
Harry Potter and the goblet of fire /	3001800002730	Bermudez	Jessica	06	O	2013-04-20	1900-01-
Harry Potter and the goblet of fire /	3001800002731	Bermudez	Jessica	06	O	2013-04-20	1900-01-
World History: Patterns of Interaction	216006890	Bermudez	Jessica	06	O	2013-06-03	2013-04-

## Run this report BY BORROWER ID

LRMS(Build 3.0.34) : DEMO (User: admin) (Server: lion) - [Tabular Report Designer]

File Help Previous Menu Main Menu

### 1b. All Items Out Report by Borrower ID

Report Source Selection Criteria | Sort Order | Column Options | Report Options | Report Monitor

Do Not Use Illegal Characters such as ' or "

PRIMARY TITLE 245A is like \* AND  
 STATUS equals O AND  
 Borrower ID equals 1600

Preview Data Print Preview Generate Report Export Data You may space out your fields in the PREVIEW DATA window by click and holding between the headers to spr out truncated data fields

PRIMARY TITLE 245A	BARCODE	LAST NAME	FIRST NAME	BORI	STATUS	DUE DATE	LAST CI
Abraham Lincoln; dramatized in picture	216008781	Adams	Alexis	06	O	2013-04-18	2013-04-
Warefare of the 20th century	216012630	Adams	Alexis	06	O	2013-05-02	2013-05-