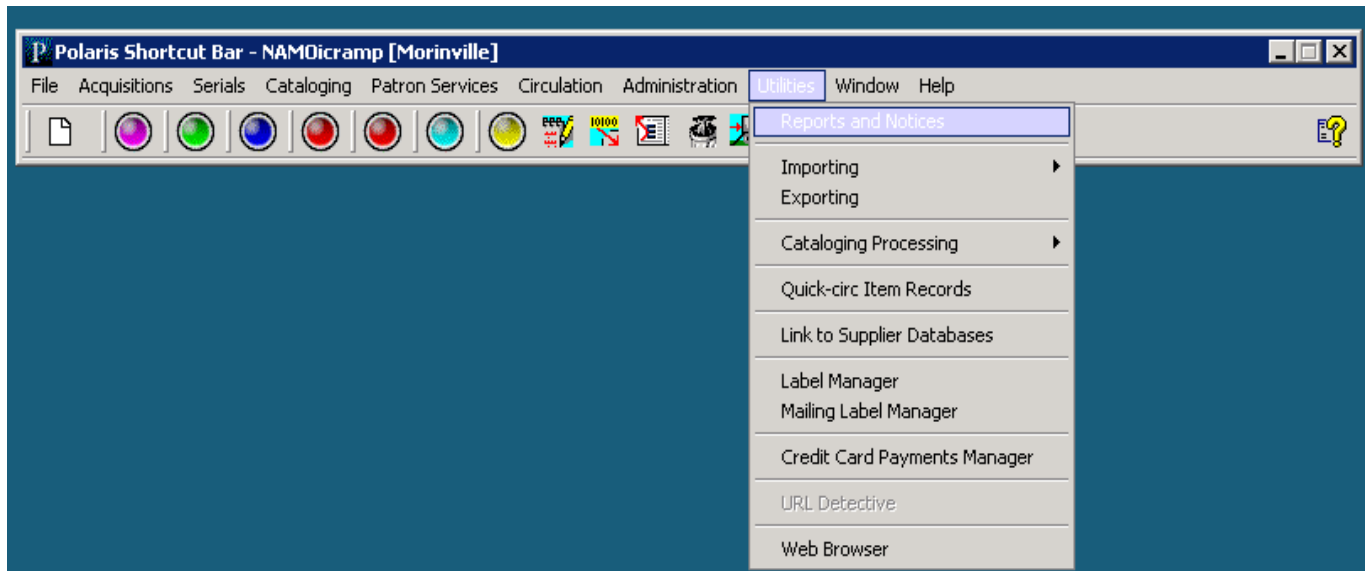
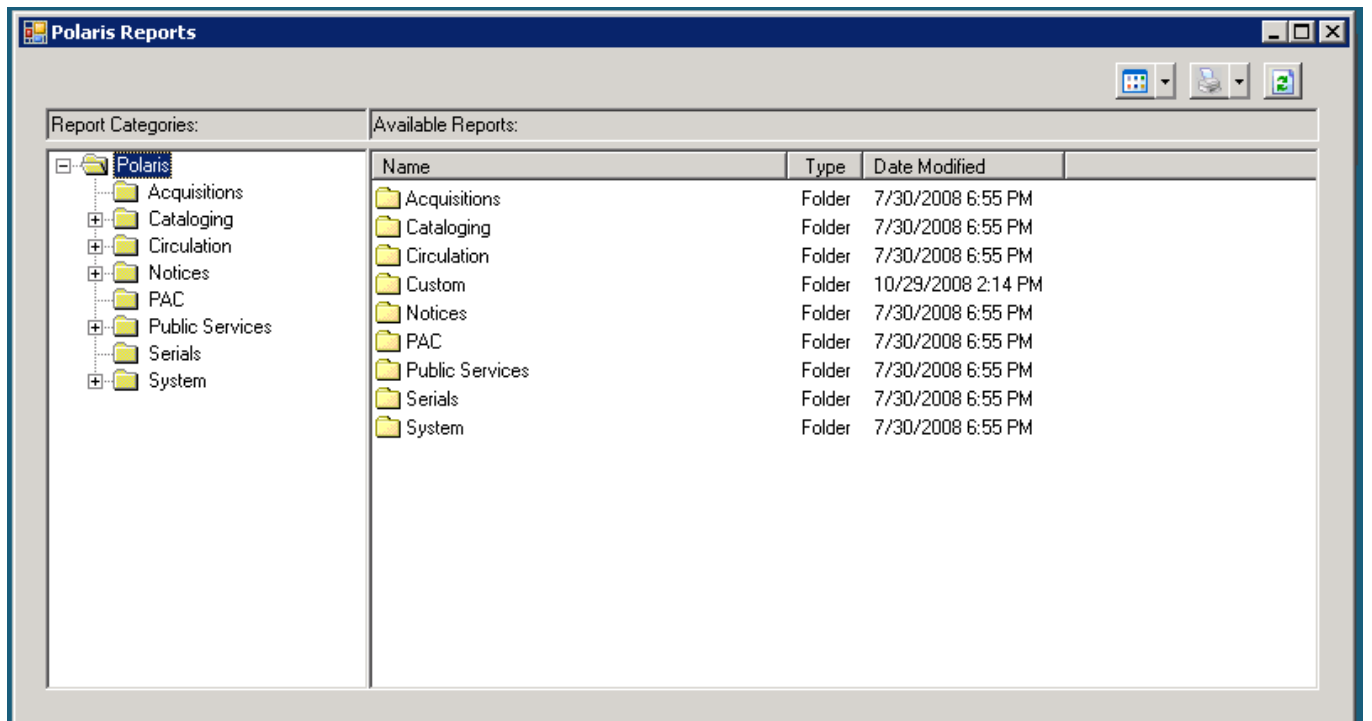


Reports & Notices

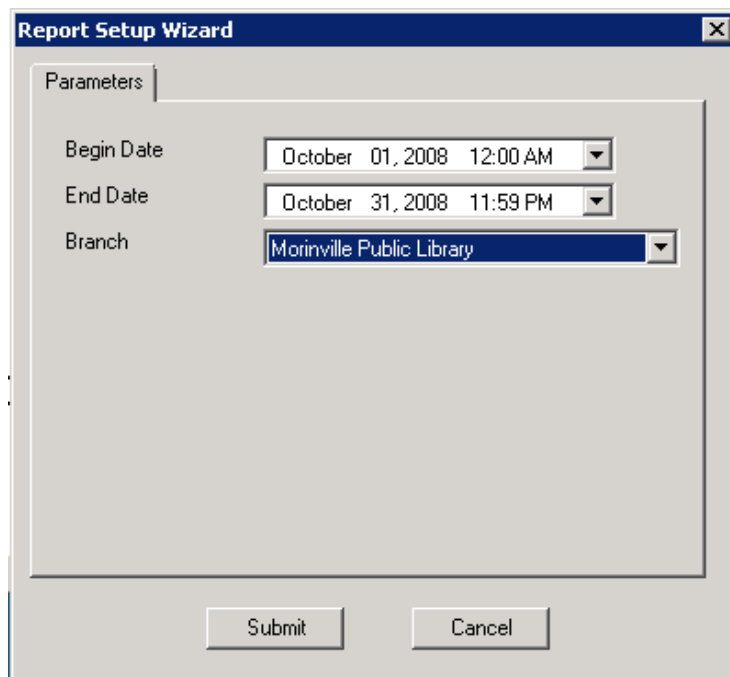
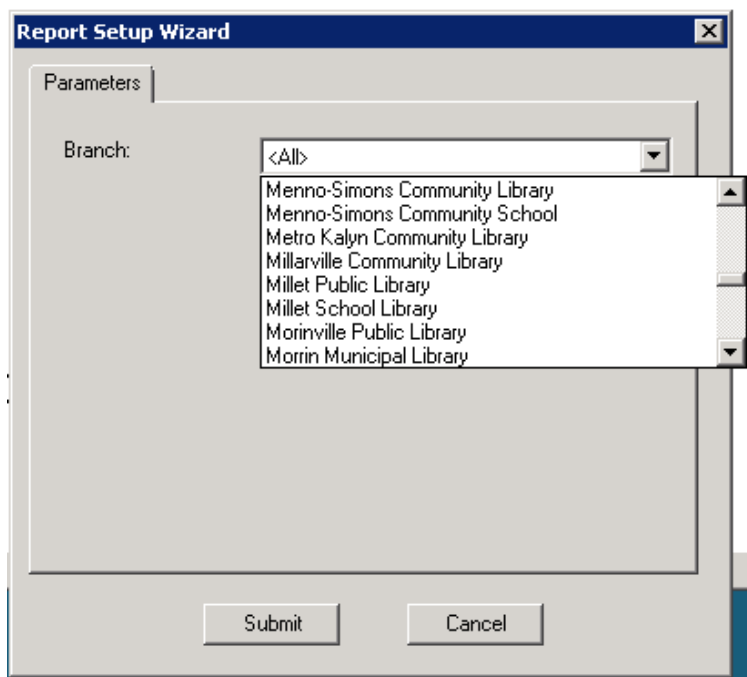
1. How to access reports & notices: in the Polaris Shortcut Bar, click on Utilities, and then click on Reports and Notices.



2. The report and notices window will pop up.



3. Your report setup wizard will pop up when you double-click on a report. You will have to select your library, and for some reports a date or a time frame, or other parameters.



4. With the help of the report and notices list, try viewing the following reports:
 - Lost-Missing Items
 - Claimed Items
 - Fees and Fines Summary
 - Patron Register
 - Expired Patrons
 - Overdue Patrons (please note, select specific pages and view only 1 page)
 - Holds Requests to Fill (in the Report Wizard, select sort by call #, then title)
 - Uncirculated Items (this can be used to help with culling books that are not circulating): set the before date to 2 or 3 years (depending on your library's weeding policy), enter a maximum circulated lifetime (e.g. If you select 2, items that have circulated 2 or fewer times will show up in the report), select your library, select specific page and view only 1 page.
 - Statistical Summary
5. A couple of reports are not accessible through the Reports and Notices window. With the help of the report and notices list, try viewing the following reports:

- Patrons by Statistical Class
- Holdings by Collection Code (note: please select a collection that you know is small as this report can take a while to generate, e.g. Large Print). Once you have done the count only search, uncheck the count only button and do the search again. This will bring up the list of all the items in that collection. If you wanted to print a list of this collection, do the following steps:
 - Press Ctrl + Shift + A to show all the records
 - Select all the items in the list (Edit on the menu and select all): for the training purpose, select only 10 items by clicking on the first item on the list, and then shift + clicking on item # 10 (this should select all the items in between)
 - Right click on the blue selected items, highlight Add to Record Set and click on New
 - Give your report a name (e.g. Large Print Collection)
 - Select all the items, and right click on the blue selected items
 - Highlight Print and click on Item Full
 - This report can now be saved on your computer

6. All your reports are in PDF format, but you can select to generate them in other formats, such as excel.

