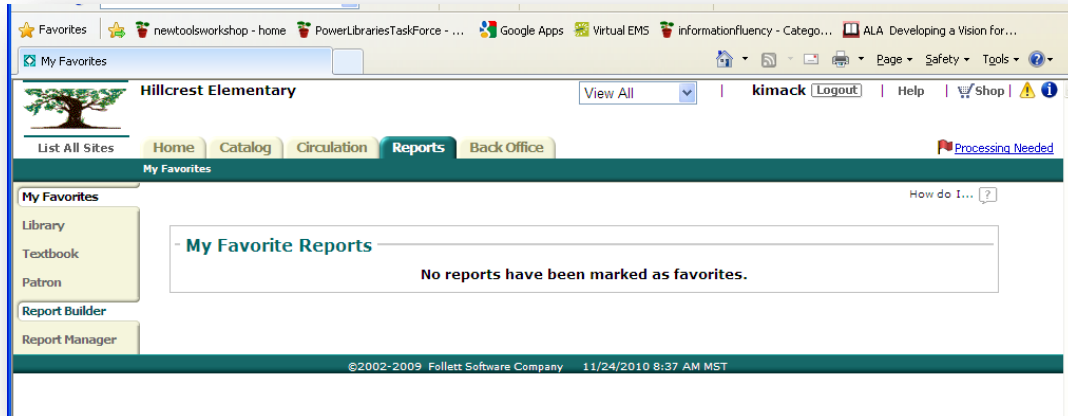


## Number of items added to the Collection Report in Destiny

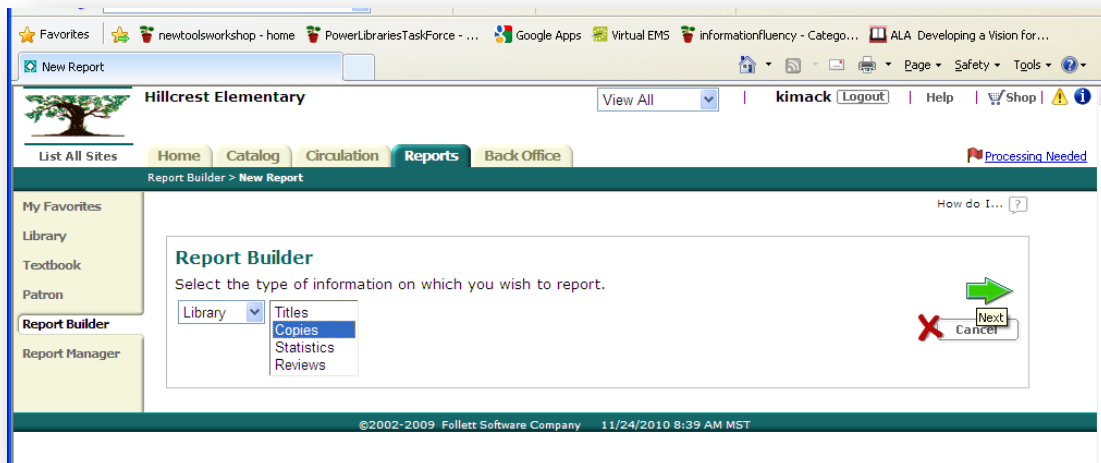
To find out the number of items you have added to your library collection this year, follow these steps. Remember, you can save this report into your favorites.

In the Reports tab, go to Report Builder on the left.



Then click the New Report button on the right.

On the first screen, choose Library and Copies, then use the Green Arrow on the right to move to the next screen.



Choose these categories to show data for (at least), add more if you'd like:

In **Copy Info**, click Call #, barcode, date acquired. In **Title Info** click Title/Subtitle, the Green Arrow.

**Library - Copies Report**

Step 1 of 7: Choose the information you wish to include in your report.

**Copy Information**

☒ Barcode ☐ Date Last Accounted For ☐ Purchase Price

☒ Call Number ☐ Description 1 ☐ Status

☐ Category ☐ Description 2 ☐ Sublocation

☐ Circ Type ☐ Description 3 ☐ Vendor

☒ Date Acquired ☐ Funding Source

**Title Information**

☐ Author ☐ Lexile ☐ Quiz Points

☐ Edition ☐ Material Type ☐ Quiz Reading Level

☐ Extent ☐ Publication Year ☐ Quiz Type

☐ ISBN ☐ Publisher ☐ Series Title

☐ ISSN ☐ Quiz Interest Level ☐ Subject

☐ LCCN ☐ Quiz Number ☒ Title/Subtitle

You can skip Steps 2, 3, and 4.

Step 5 – be sure to check the Count box so you get a total number of items. Green Arrow.

**Hillcrest Elementary**

View All | kimack | Logout | Help | Shop

Processing

Report Builder > New Report > Step 1 > Step 2 > Step 3 > Step 4 > Step 5

**Library - Copies Report**

Step 5 of 7: Indicate how you want the information in your report to be summarized.

**Report Summary Options**

Count ☒ Total ☐ Average ☐ Smallest Value ☐ Largest Value

**Records** ☒

☒ = Select All ☐ = Clear All

Step 6 - choose a date Greater Than. I chose Aug 1, so I will get all the items added to the collection from August 1 until the day I run the report.

Step 6

Hillcrest Elementary View All kimack Logout Help Shop

List All Sites Home Catalog Circulation **Reports** Back Office

Report Builder > New Report > Step 1 > Step 2 > Step 3 > Step 4 > Step 5 > Step 6

My Favorites Library Textbook Patron

**Report Builder** Report Manager

How do I... ?

### Library - Copies Report

Step 6 of 7: Set up limiters to indicate which records you want to include and/or exclude from your report.

**Report Limiters**

Date Acquired greater than 8/1/2010 AND

-- None --

-- None --

-- None --

-- None --

Add Limiter

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Save Report - Step 7

Hillcrest Elementary View All kimack Logout Help Shop

List All Sites Home Catalog Circulation **Reports** Back Office

Report Builder > New Report > Step 1 > Step 2 > Step 3 > Step 4 > Step 5 > Step 6 > Save Report - Step 7

My Favorites Library Textbook Patron

**Report Builder** Report Manager

How do I... ?

### Library - Copies Report

Step 7 of 7: Enter a unique name and a description (optional) for your report.

\*Name Number of Items Added

Description Items added to our collection since a certain date.

Save & Run

Save

Cancel

\* = Required Field

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After you run it and view it, you can save it to your Favorites.

Click on the Report Builder tab on the left. Click the red heart to save it to Faves.

Report Builder

Adams 12 Five Star Schools

View All

kimack

Logout

Help

Shop

Hillcrest Elementary

List All Sites

Home

Catalog

Circulation

Reports

Back Office

Processing Needed

My Favorites

Library

Textbook

Patron

Report Builder

Report Manager

Report Builder

New Report

Import

Name ▲	Type	Created By	Last Run	
2009-2010 Check our	Patron - Current Checkouts	bur005146	8/9/2010	Run
Number of Items Added	Library - Copies	kimack	11/24/2010	Run

Items added to our collection since a certain date.

Add to Favorites

= Edit

= Duplicate

= Export

= Delete

/ = Favorite / Add to Favorites

= From District

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11/24/2010 9:06 AM MST