

Running Items Added Reports in Destiny

The screenshot displays the Destiny library management system interface for Elmwood Park Middle/High School. The top navigation bar includes the BLS School Library Consortium logo, the school name, and a menu with options: Home, Dashboard, Catalog, Circulation, Reports, and Back Office. The 'Reports' tab is highlighted with a red circle. In the top right corner, there are links for 'Abacon', 'Log Out', 'Help', and 'Community', along with a 'Messages' icon. On the left sidebar, 'Library Reports' is selected and circled in red. The main content area is titled 'Library Reports' and is organized into several sections:

- Catalog -- Titles & Copies**
 - Barcode Lists - Identify used and unused copy barcodes. [Show More](#)
 - Bibliography - Create reading lists for curriculum or promotion. [Show More](#)
 - Call Number Reports - Identify copies that may be incorrectly cataloged. [Show More](#)
 - Reported Abuses - View reported abuses submitted by your patrons. [Show More](#)
 - Shelf List - List copies in the order they should be shelved. [Show More](#)
 - Title & Copy List - List your collection with optional copy detail. [Show More](#)
 - Weeding Log - List copies that were weeded, deleted, or transferred. [Show More](#)
- Circulation**
 - Current Checkouts/Fines - Identify or send notices to the patrons with checkouts/fines. [Show More](#)
- Follett Digital and eContent**
 - Follett Digital - View Follett Digital reports (This will open in a new browser window) [Show More](#)
- Holds**
 - Holds - View all current holds and reserves. [Show More](#)
 - Hold Notices - Print or email ready hold notices. [Show More](#)
- Inventory Control**
 - Completed Inventories - View the results of completed inventories. [Show More](#)
 - In-Progress Inventories - Report on inventories that are in-progress. [Show More](#)
- Labels**
 - Barcode Labels - Create new or replacement copy barcode labels. [Show More](#)
 - Reading Program Labels - Create new or replacement Reading Program Labels. [Show More](#)

Step 1: Open the Reports tab then the Library Reports sub-tab.



- My Favorites
- Library Reports**
- Patron Reports
- Report Builder
- Report Manager

Library Reports

Catalog -- Titles & Copies

Barcode Lists - Identify used and unused copy barcodes. [Show More](#)

Bibliography - Create reading lists for curriculum or promotion. [Show More](#)

Call Number Reports - Identify copies that may be incorrectly cataloged. [Show More](#)

Reported Abuses - View reported abuses submitted by your patrons. [Show More](#)

Shelf List - List copies in the order they should be shelved. [Show More](#)

Title & Copy List - List your collection with optional copy detail. [Show More](#)

Weeding Log - List copies that were weeded, deleted, or transferred. [Show More](#)

Circulation

Current Checkouts/Fines - Identify or send notices to the patrons with checkouts/fines. [Show More](#)

Follett Digital and eContent

Follett Digital - View Follett Digital reports (This will open in a new browser window) [Show More](#)

Holds

Holds - View all current holds and reserves. [Show More](#)

Hold Notices - Print or email ready hold notices. [Show More](#)

Inventory Control

Completed Inventories - View the results of completed inventories. [Show More](#)

In-Progress Inventories - Report on inventories that are in-progress. [Show More](#)

Labels

Barcode Labels - Create new or replacement copy barcode labels. [Show More](#)

Reading Program Labels - Create new or replacement Reading Program Labels. [Show More](#)

Step 2: Click **Title and Copy List under the **Catalog—Titles & Copies** category.**

BLS School Library Consortium
List All Sites

Elmwood Park Middle/High School

Abacon Log Out Help Community

Home Dashboard Catalog Circulation **Reports** Back Office

Messages

Library Reports > Library Title & Copy List

My Favorites

Library Reports

Patron Reports

Report Builder

Report Manager

Create New Report Saved Reports How do I...?

List library titles & copies....

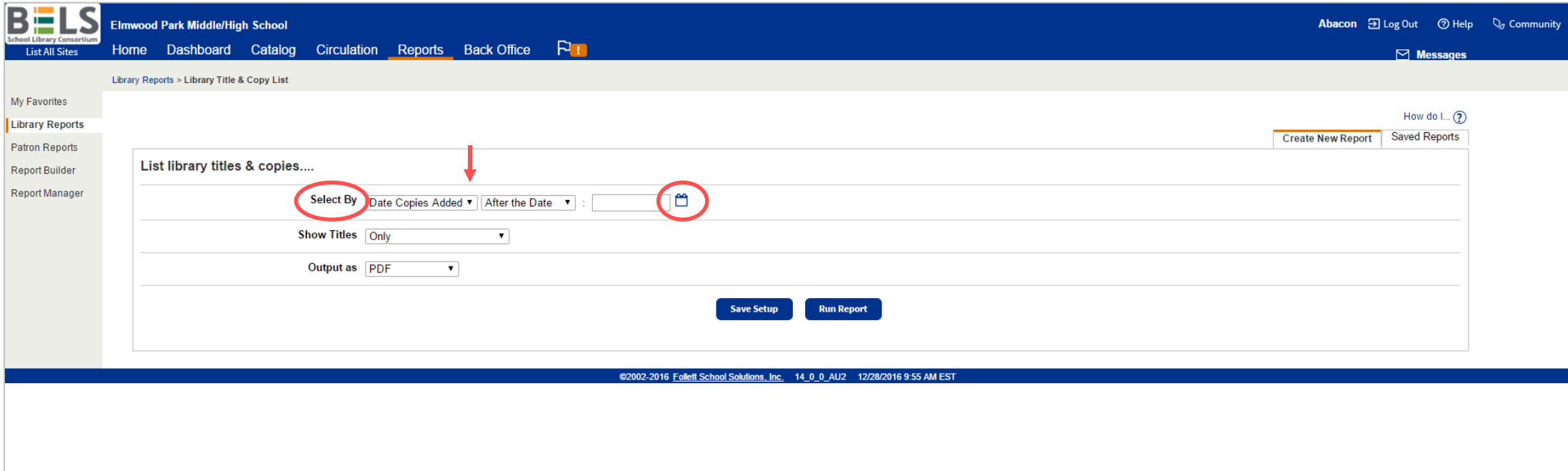
Select By Date Copies Added After the Date :

Show Titles Only

Output as PDF

Save Setup Run Report

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Step 3: Open the drop down menu and choose Date Copies Added.

Step 4: Click the calendar icon.

BELS School Library Consortium Elmwood Park Middle/High School

Home Dashboard Catalog Circulation **Reports** Back Office

Abacon Log Out Help Community

List All Sites Messages

Library Reports > Library Title & Copy List > Select Date

My Favorites

Library Reports

Patron Reports

Report Builder

Report Manager

| << December 2016 >> | | | | | | |
|---------------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | 6 | 7 | 8 | 9 | 10 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Selected Date: 12/28/2016

Save Cancel

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Step 5: Click a **date** to set as the “added after” date.

Step 6: Click the **Save** button. If you don’t click save, your report will be blank!

The screenshot displays the 'Library Reports > Library Title & Copy List' interface. The main content area is titled 'List library titles & copies...'. It features a 'Select By' dropdown set to 'Date Copies Added', followed by an 'After the Date' dropdown set to '12/14/2016'. Below this is a 'Show Titles' dropdown menu, which is circled in red and currently shows 'Only'. Underneath is an 'Output as' dropdown set to 'PDF'. At the bottom of the form are two buttons: 'Save Setup' and 'Run Report'. A red arrow points to the 'Run Report' button. The top navigation bar includes 'Home', 'Dashboard', 'Catalog', 'Circulation', 'Reports', and 'Back Office'. The footer contains the text: '©2002-2016 Follett School Solutions, Inc. 14_0_0_AU2 12/28/2016 9:58 AM EST'.

Step 7: Open the **Show Titles drop down menu and choose **Only**.**

Step 8: Click the **Run Report button.**

***if you choose to save this setup, you will need to edit the report to adjust the date every month.**

BELS School Library Consortium Elmwood Park Middle/High School

Home Dashboard Catalog Circulation **Reports** Back Office

Abacon Log Out Help Community

Messages

Report Manager

My Favorites

Library Reports

Patron Reports

Report Builder

Report Manager

Jobs: 1 - 3 of 3 Refresh List

| | Job | Status | | |
|--------------------------|------------------------------------|-----------------------------------|------|--|
| <input type="checkbox"/> | Library Title & Copy List | Completed (3/31/2015 10:03 AM) | View | |
| <input type="checkbox"/> | Overdue Materials, Unpaid Fines. | Completed (3/28/2015 10:44 AM) | View | |
| <input type="checkbox"/> | Completed Library Inventory Report | Completed (9/23/2014 10:25 AM) | View | |

Jobs: 1 - 3 of 3 Refresh List

Delete Jobs...

All Selected (on this page)

Based on

Started on or before

= Select All = Clear All

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Step 9: Your Report Manager will open automatically. The status of your report will go from “pending” to “in progress” to “completed.” You can help it along by clicking Refresh List.

Step 10: Click View - your report will open in a new window or tab.