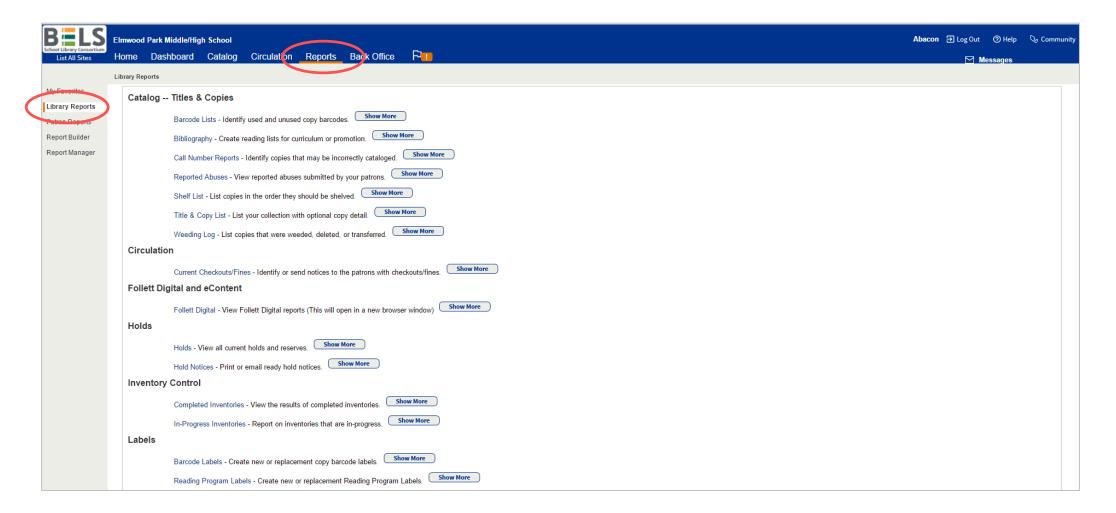
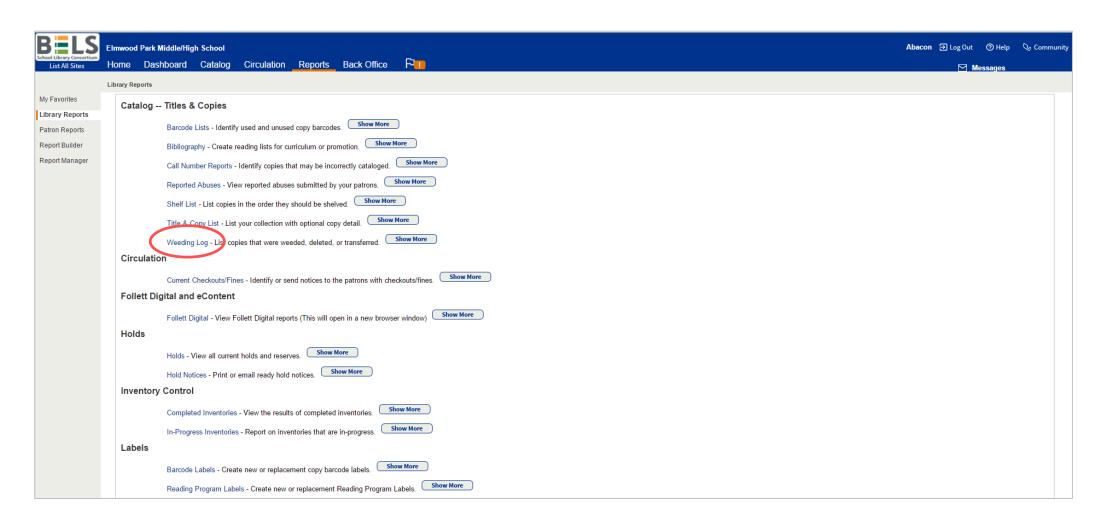
Running Items Weeded Reports in Destiny



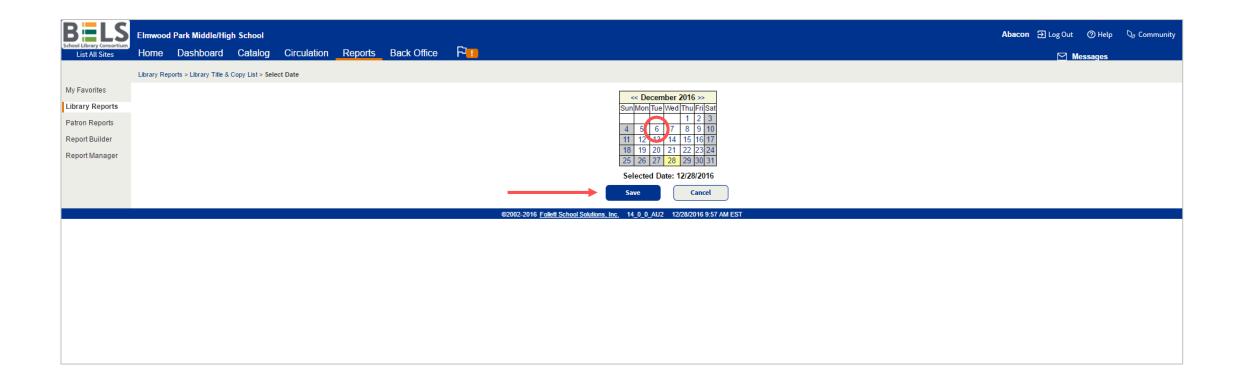
Step 1: Open the Reports tab then the Library Reports sub-tab.



Step 2: Click Weeding Log under the Catalog – Titles & Copies category.

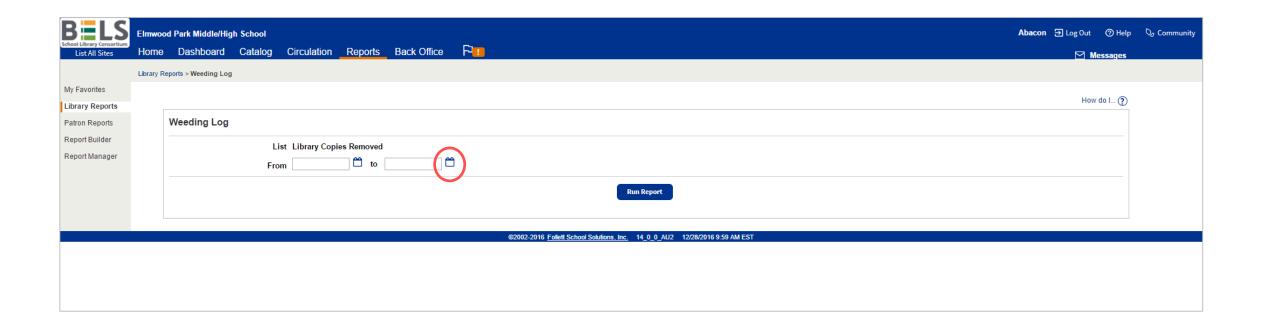


Step 3: Click the calendar icon to choose a from date.



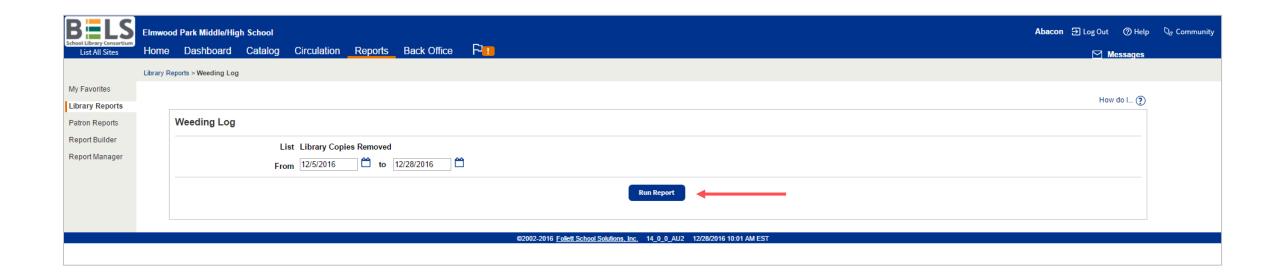
Step 4: Click a date to set as the "deleted after" date.

Step 5: Click the Save button. If you don't click save, your report will be blank!

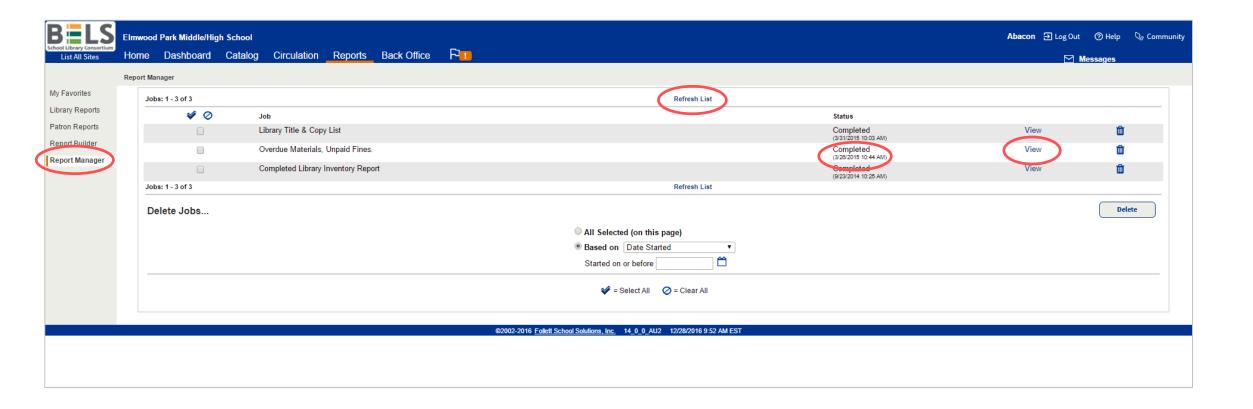


Step 6: Click the calendar icon to choose a to date.

Step 7: See steps 4-5 to review navigating the calendar window.



Step 8: Click the Run Report button.



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.