

KOHA

Reports

Presented by: CSIR-KNOWGATE

KNOWGATE Email:

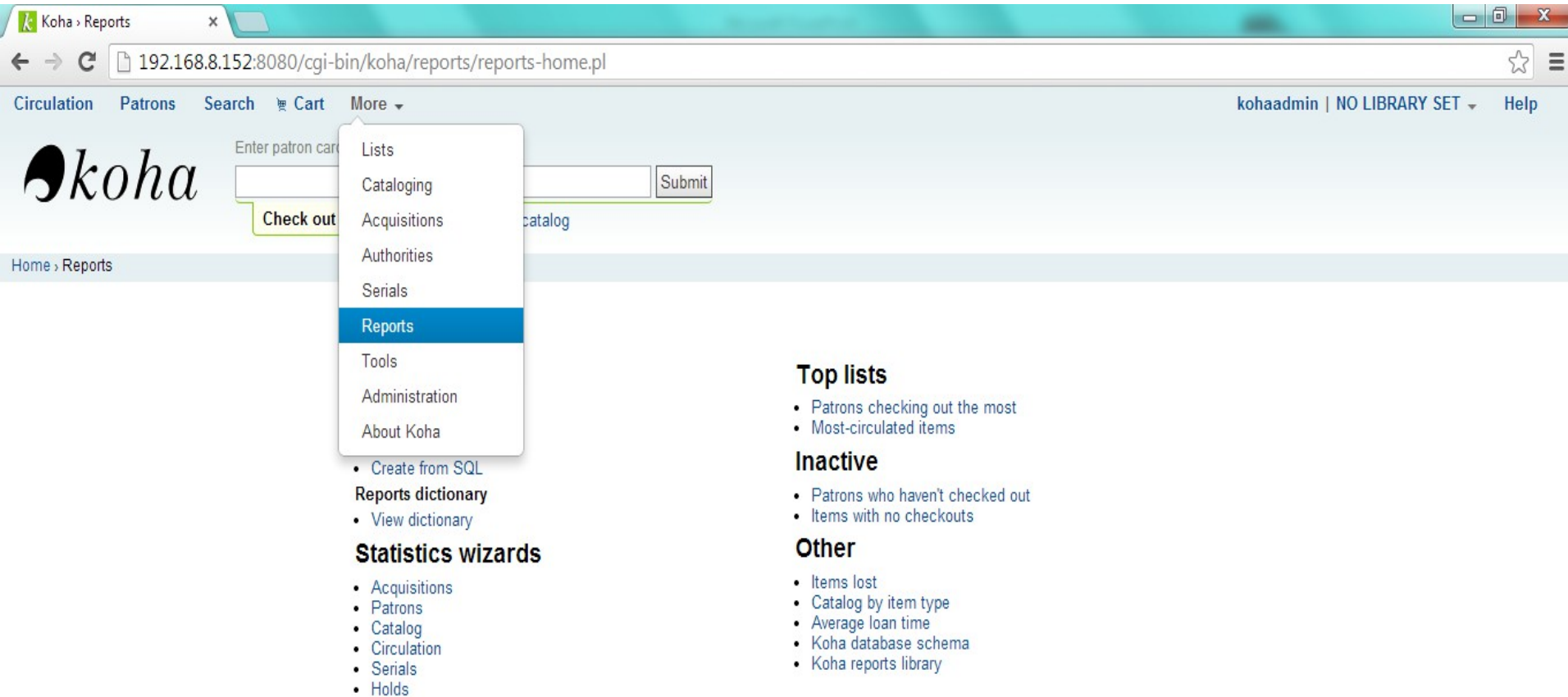
csirknowgate@niscair.res.in

KNOWGATE Website:

knowgate.niscair.res.in

KOHA: Reports

More > Report



The screenshot shows the KOHA Reports interface. At the top, there is a navigation bar with links for Circulation, Patrons, Search, Cart, and More. The 'More' dropdown menu is open, showing a list of options: Lists, Cataloging, Acquisitions, Authorities, Serials, Reports (highlighted), Tools, Administration, and About Koha. Below the navigation bar, there is a search area with the KOHA logo and a search box. The main content area is divided into three columns: 'Top lists', 'Inactive', and 'Other'. The 'Top lists' column contains two items: 'Patrons checking out the most' and 'Most-circulated items'. The 'Inactive' column contains two items: 'Patrons who haven't checked out' and 'Items with no checkouts'. The 'Other' column contains five items: 'Items lost', 'Catalog by item type', 'Average loan time', 'Koha database schema', and 'Koha reports library'. The browser's address bar shows the URL '192.168.8.152:8080/cgi-bin/koha/reports/reports-home.pl'.

Koha Reports

192.168.8.152:8080/cgi-bin/koha/reports/reports-home.pl

Circulation Patrons Search Cart More

kohaadmin | NO LIBRARY SET Help

Enter patron card number

Check out

Submit

Home > Reports

Lists

Cataloging

Acquisitions

Authorities

Serials

Reports

Tools

Administration

About Koha

- Create from SQL

Reports dictionary

- View dictionary

Statistics wizards

- Acquisitions
- Patrons
- Catalog
- Circulation
- Serials
- Holds

Top lists

- Patrons checking out the most
- Most-circulated items

Inactive

- Patrons who haven't checked out
- Items with no checkouts

Other

- Items lost
- Catalog by item type
- Average loan time
- Koha database schema
- Koha reports library

KOHA: Reports

- ▶ ***Reports in Koha are a way to gather data***
- ▶ ***Reports are used to generate statistics, member lists, shelving lists, or any list of data in your database***

KOHA: Reports

- ▶ ***Custom Reports***
 - ▶ ***Circulation Reports***
 - ▶ ***Statistics Reports***
 - ▶ ***Reports Dictionary***
- 
- A blue decorative triangle with a fine grid pattern is located in the bottom-left corner of the slide.

KOHA: Reports


▶ **Custom Reports**

- ▶ Circulation Reports
- ▶ Statistics Reports
- ▶ Reports Dictionary

KOHA: Reports

Add Custom Report

- ▶ ***Koha's data is stored in a MySQL database which means that librarians can generate nearly any report they would like by either using the Guided Reports Wizard or writing their own SQL query***

 - ▶ ***The guided report wizard will walk you through a six step process to generate a report***
- 

KOHA: Reports

Add Custom Report

- ▶ ***Step 1: Choose the module you want to report on. This will determine what tables and fields are available for you to***

+ New ▾

Build a report

Step 1 of 6: Choose a module to report on, and Choose report visibility

Choose: Circulation ⇅

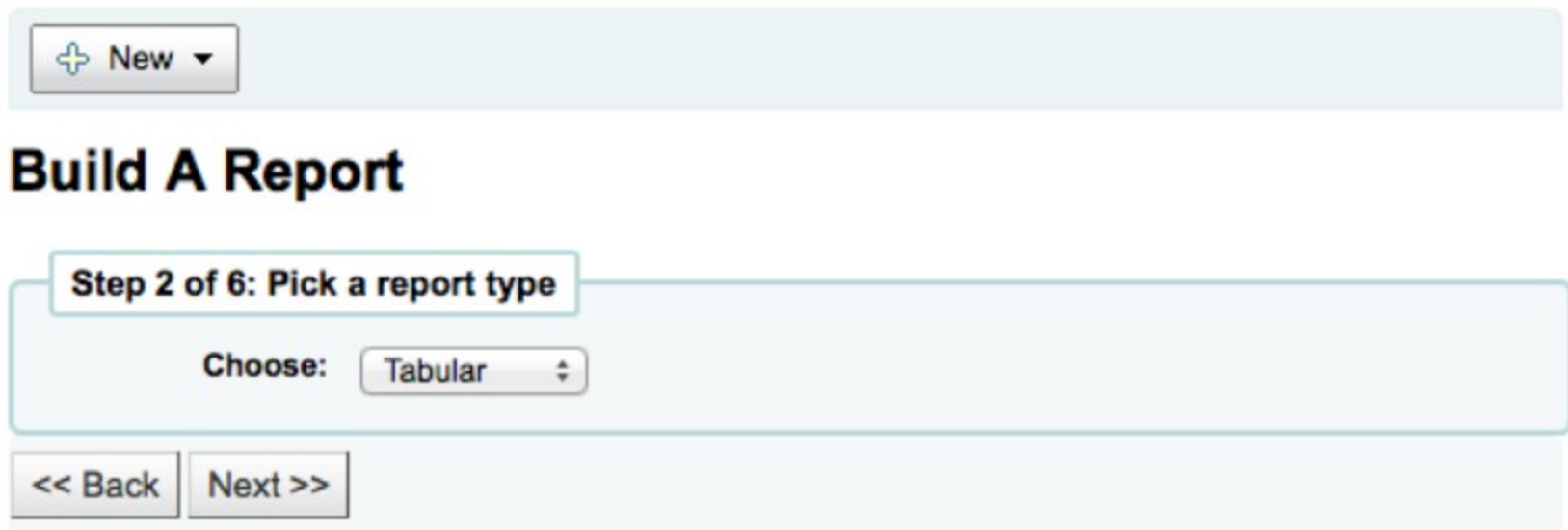
Report is public: No (default) ⇅

Next >>

KOHA: Reports

Add Custom Report

- ▶ ***Step 2: Choose a report type. For now, Tabular is the only option available***




The screenshot shows a web interface for building a report. At the top left, there is a button with a plus sign and the text "New". Below this is the heading "Build A Report". A progress indicator shows "Step 2 of 6: Pick a report type". Underneath, there is a label "Choose:" followed by a dropdown menu currently displaying "Tabular". At the bottom, there are two buttons: "<< Back" and "Next >>".

KOHA: Reports

Add Custom Report

- ▶ **Step 3: Choose the fields you want in your report. You can select multiple fields and add them all at once by using CTRL+Click on each item you want to add before clicking**



Step 3 of 6: Select columns for display

Note: Be careful selecting when selecting columns. If your choice is too broad it could result in a very large report that will either not complete

borrowers	
Borrower number / borrowers.borrowernumber	
Card number / borrowers.cardnumber	
Surname / borrowers.surname	Surname / borrowers.surname
First name / borrowers.firstname	First name / borrowers.firstname
Salutation / borrowers.title	
Other name / borrowers.othernames	
Initials / borrowers.initials	
Street number / borrowers.streetnumber	
Street type / borrowers.streettype	
Address / borrowers.address	
Address 2 / borrowers.address2	
City / borrowers.city	
State / borrowers.state	
Zip/postal code / borrowers.zipcode	
Country / borrowers.country	
Primary email / borrowers.email	
Primary phone / borrowers.phone	
Other phone / borrowers.mobile	

KOHA: Reports

Add Custom Report

- ▶ ***Step 4: Choose any limits you might want to apply to your report (such as item types or branches)***
- ▶ ***If you don't want to apply any limits, simply click Next instead of making an option***

The screenshot shows the 'Step 4 of 6: Select criteria to limit on' interface. At the top left, there is a '+ New' button. Below it, a title bar reads 'Step 4 of 6: Select criteria to limit on'. The main area contains two rows of options, each with a checkbox and a dropdown menu:

<input type="checkbox"/> Home library	<<branchcode branches>> ▾
<input type="checkbox"/> Category	<<categorycode categorycode>> ▾

At the bottom, there are two buttons: '<< Back' and 'Next >>'. A blue decorative triangle is visible in the bottom-left corner of the slide.

KOHA: Reports

Add Custom Report

- ▶ ***Step 5: Perform math functions. If you don't want to do any calculations, simply click Next instead of making an option***

+ New ▾

Step 5 of 6: Pick which columns to total

<input type="checkbox"/> borrowers.surname	sum ▾
<input type="checkbox"/> borrowers.firstname	sum ▾

<< Back

Next >>

KOHA: Reports

Add Custom Report

- ▶ ***Step 6: Choose data order. If you want the data to print out in the order it's found in the database, simply click Finish***

+ New ▾

Step 6 of 6: Choose how you want the report ordered

<input type="checkbox"/> borrowers.surname	asc ▾
<input type="checkbox"/> borrowers.firstname	asc ▾

Finish

KOHA: Reports

Add Custom Report- Finished

- ▶ ***When you are finished you will be presented with the SQL generated by the report wizard***
- ▶ ***From here you can choose to save the report by clicking 'Save' or copy the SQL and make edits to it by hand***

+ New ▾

Confirm custom report

Your report will be generated with the following SQL statement.

```
SELECT borrowers.surname,borrowers.firstname FROM borrowers
```

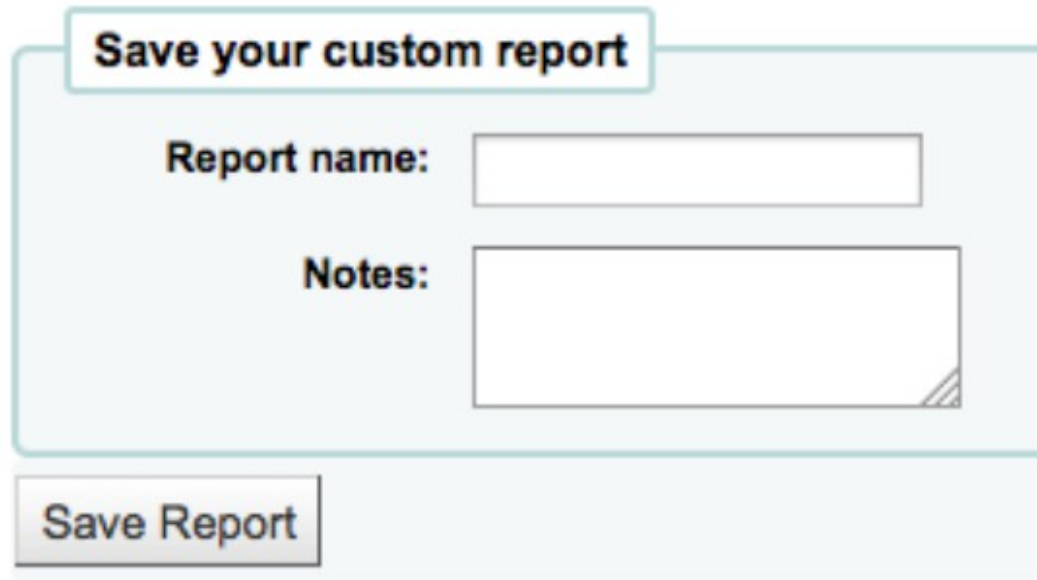
You will need to save the report before you can execute it

Save

KOHA: Reports

Add Custom Report- Finished

- ▶ ***If you choose to save the report you will be asked to name your report and enter any notes regarding it***



The image shows a light blue dialog box titled "Save your custom report". Inside the dialog, there are two input fields: "Report name:" followed by a single-line text box, and "Notes:" followed by a larger multi-line text box. At the bottom left of the dialog is a button labeled "Save Report".

KOHA: Reports

Add Custom Report- Finished

- ▶ ***Once your report is saved it will appear on the 'Use Saved' page with all other saved reports***

Filter

Choose Group and Subgroup:
-- All --

Date:
(MM/DD/YYYY)

Author:

Keyword:

Apply filter

Run reports

- [Saved reports](#)

Reports dictionary

- [View dictionary](#)

Useful resources

- [Koha report library](#)
- [Koha database schema](#)

New

Saved reports

Page(s): 1/1 Entries/page: 20

ID	Report name	Type	Area	Group	Subgroup	Notes	Author	Creation date	Public	Saved results	Saved SQL		
155	Items added by Cataloger	1		Catalog	Added	Will ask for borrowernumber	Engard, Nicole (51)	09/24/2012	No		Show Edit	Run Schedule	Delete
156	Lost Items	1		Catalog		Will show who lost the item	Engard, Nicole (51)	09/24/2012	No		Show Edit	Run Schedule	Delete
159	New Patrons	1		Patrons	Added	Will ask for month and year	Engard, Nicole (51)	09/24/2012	No		Show Edit	Run Schedule	Delete
157	Overdues w/ Holds Waiting	1		Circulation	Holds	Will ask for branch	Engard, Nicole (51)	09/24/2012	No		Show Edit	Run Schedule	Delete
158	Top 10 Titles Placed on Hold in the Last 6 Months	1		Circulation			Engard, Nicole (51)	09/24/2012	No		Show Edit	Run Schedule	Delete

KOHA: Reports

Edit Custom Report

- ▶ **Every report can be edited from the reports lists. To see the list of reports already stored in Koha, click 'Use Saved'**

The screenshot shows the Koha Reports interface. On the left is a 'Filter' sidebar with fields for 'Choose Group and Subgroup', 'Date', 'Author', and 'Keyword', along with an 'Apply filter' button. Below the filter is a 'Run reports' section with links for 'Saved reports', 'Reports dictionary', and 'Useful resources'. The main area is titled 'Saved reports' and contains a table with columns: ID, Report name, Type, Area, Group, Subgroup, Notes, Author, Creation date, Public, Saved results, and Saved SQL. The table lists five reports, each with a 'Show', 'Edit', 'Run Schedule', and 'Delete' link in the 'Saved SQL' column.

ID	Report name	Type	Area	Group	Subgroup	Notes	Author	Creation date	Public	Saved results	Saved SQL		
155	Items added by Cataloger	1		Catalog	Added	Will ask for borrowernumber	Engard, Nicole (51)	09/24/2012	No		Show Edit	Run Schedule	Delete
156	Lost Items	1		Catalog		Will show who lost the item	Engard, Nicole (51)	09/24/2012	No		Show Edit	Run Schedule	Delete
159	New Patrons	1		Patrons	Added	Will ask for month and year	Engard, Nicole (51)	09/24/2012	No		Show Edit	Run Schedule	Delete
157	Overdues w/ Holds Waiting	1		Circulation	Holds	Will ask for branch	Engard, Nicole (51)	09/24/2012	No		Show Edit	Run Schedule	Delete
158	Top 10 Titles Placed on Hold in the Last 6 Months	1		Circulation			Engard, Nicole (51)	09/24/2012	No		Show Edit	Run Schedule	Delete

- ▶ Run reports
 - Saved reports
 - Reports dictionary
 - View dictionary
 - Useful resources
 - Koha report library
 - Koha database schema

header. You can also filter your filter menu on the left

**ort by
olumn
results using the**

KOHA: Reports

Edit Custom Report

- ▶ ***From this list you can edit any custom report by clicking 'Edit SQL'***

Edit SQL report

Report name:

Report group:

Report subgroup:

Report is public:

Notes:

```
SELECT branchcode,categorycode,COUNT(*)
FROM borrowers WHERE MONTH(dateenrolled) = <<Month enrolled (mm)>> AND
YEAR(dateenrolled)= <<Year enrolled (yyyy)>>
GROUP BY branchcode,categorycode
ORDER BY branchcode
```

KOHA: Reports

Running Custom Report

- ▶ ***Once custom reports are saved to Koha, you can run them by going to the Saved Reports page and clicking the Run link to the right of the report***

ID ↕	Report name ▾	Type ↕	Area ↕	Group ↕	Subgroup ↕	Notes	Author	Creation date	Public	Saved results	Saved SQL ↕	↕	↕
159	New Patrons	1		Patrons	Added	Will ask for month and year	Engard, Nicole (51)	09/24/2012	No		Show Edit	Run Schedule	Delete

- ▶ ***When you report runs you will either be asked for some*** Enter parameters for report New Patrons:

Month enrolled (mm):

Year enrolled (yyyy):

KOHA: Reports

Running Custom Report

- ▶ ***or you will see the results right away***

New Patrons

Will ask for month and year

Total number of rows matching the (unlimited) query is 3.

```
SELECT branchcode,categorycode,COUNT(*)  
  FROM borrowers WHERE MONTH(dateenrolled) = '02' AND YEAR(dateenrolled)= '2011'  
  GROUP BY branchcode,categorycode  
  ORDER BY branchcode
```

branchcode	categorycode	COUNT(*)
FFL	J	2
NIC	PT	1
NIC	S	1

Download the report:

- ▶ ***Here a comma separated text (CSV) file can be opened by any spreadsheet application***

KOHA: Reports

Some Examples of SQL for Custom Reports

- ▶ ***Books added in the past 30 days, not including any with a Not for Loan status of On Order (helpful for creating a New Books List)***

```
SELECT items.dateaccessioned,items.itemcallnumbe  
r,biblio.title,biblio.author FROM items LEFT  
JOIN biblio on (items.biblionumber=biblio.biblionum  
ber) WHERE items.itype='BOOK' and DATE_SUB(CU  
RDATE(),INTERVAL 30 DAY) <=items.dateaccessione  
d and items.location = "NEW" and ites.notforloan !  
= -1 ORDER BY biblio.title asc
```

KOHA: Reports

Some Examples of SQL for Custom Reports

- ▶ ***Books On Order***

```
SELECT items.dateaccessioned,items.item  
callnumber,biblio.title,biblio.author FRO  
M items LEFT  
JOIN biblio on (items.biblionumber=biblio  
.biblionumber)  
WHERE items.itype='BOOK' and items.no  
tforloan = -1 ORDER BY biblio.title asc
```

KOHA: Reports

Some Examples of SQL for Custom Reports

► **Overdues -- 2 weeks**

```
SELECT borrowers.surname, borrowers.firstname, borrowers.email, borrowers.phone, borrowers.guarantorid, issues.date_due, (TO_DAYS(curdate())-TO_DAYS(date_due)) AS 'days_overdue', items.itemcallnumber, items.barcode, biblio.title, biblio.author  
FROM borrowers JOIN issues ON (borrowers.borrowernumber=issues.borrowernumber)  
JOIN items ON (issues.itemnumber=items.itemnumber)  
JOIN biblio ON (items.biblionumber=biblio.biblionumber)  
) HAVING days_overdue between 14 and 20 ORDER BY borrowers.surname, issues.date_due
```

KOHA: Reports

Some Examples of SQL for Custom Reports

▶ **Overdues -- 6 weeks**

```
SELECT borrowers.surname, borrowers.firstname, borrowers  
.cardnumber, borrowers.email, borrowers.phone,  
borrowers.guarantorid,  
issues.date_due, (TO_DAYS(curdate())-  
TO_DAYS(date_due)) AS 'days overdue', items.itemcallnum  
ber, items.barcode, biblio.title, biblio.author  
FROM borrowers JOIN issues ON (borrowers.borrowernumb  
er=issues.borrowernumber) JOIN items ON  
(issues.itemnumber=items.itemnumber) JOIN biblio ON  
(items.biblionumber=biblio.biblionumber)  
WHERE (TO_DAYS(curdate())-TO_DAYS(date_due)) between  
42 and 48 ORDER BY borrowers.surname, issues.date_due
```

KOHA: Reports

Some Examples of SQL for Custom Reports

► **Overdues with holds**

```
SELECT borrowers.surname, borrowers.firstname, borrowers.phone, borrowers.phonepro, issues.date_due, items.itemcallnumber, items.barcode, biblio.title, CONCAT('<a href=\"/cgi-bin/koha/circ/circulation.pl?borrowernumber=', reserves.borrowernumber, '\">', reserves.borrowernumber, '</a>') AS 'On hold for' FROM issues LEFT JOIN borrowers ON (borrowers.borrowernumber=issues.borrowernumber) LEFT JOIN items ON (issues.itemnumber=items.itemnumber) LEFT JOIN biblio ON (items.biblionumber=biblio.biblionumber) LEFT JOIN reserves ON (items.biblionumber=reserves.biblionumber) where items.biblionumber=reserves.biblionumber AND (TO_DAYS(curdate())-TO_DAYS(date_due)) >= '1' ORDER BY issues.date_due asc, borrowers.surname ASC
```


KOHA: Reports


- ▶ Custom Reports
- ▶ **Circulation Reports**
- ▶ Statistics Reports
- ▶ Reports Dictionary

KOHA: Reports

- ▶ ***Most reports can be found via the Reports module, but some of the more common circulation reports are available right from the Circulation module***
 - Circulation > Circulation reports
 - Holds Queue
 - Holds to pull
 - Holds awaiting pickup
 - Hold ratios
 - Overdues

KOHA: Reports

Hold Queue

- ▶ ***This report will show you all of the holds at your library***
 - ▶ ***To generate this report, you must have the Build Holds Queue cron job running. This cron job is a script that should be run periodically if your library system allows borrowers to place on-shelf holds***
 - ▶ ***This script decides which library should be responsible for fulfilling a given hold request***
- 

KOHA: Reports

Hold Queue

Hold Queue

23 items found for SFL

Title	Collection	Call Number	Barcode	Patron	Send To	Date
Sepulchre Mosse, Kate , Penguin Audio, , 2008 : 16 sound discs (20 hr., 30 min.) : 4 3/4 in. ISBN: 9780143143178 0143143174 :		AUDIOBOOK COM FIC MOSSE	<i>Any available copy</i>	Sutton, Robin (22373000072368) 802-253-5104	SFL	09/24/2009
Uncrowned king : Weintraub, Stanley , Free Press, , 1997 : xvii, 478 p. : 24 cm. ISBN: 0684834863		BIO B ALBERT	<i>Any available copy</i>	Testfamily, Kid (2345)	SFL	10/19/2009
The lost : Mendelsohn, Daniel Adam , HarperCollins Publishers, , 2006 : 512 p. : 24 cm. ISBN: 0060542977 :		BIO B MENDELSONN	<i>Any available copy</i>	Matalon, Ilse (22373000012042) (802)253-4801	SFL	09/22/2009
Red and me : Russell, Bill , Harper, , 2009 : xvi, 187 p., [8] p. of plates : 22 cm. ISBN: 9780061766145		BIO B RUSSELL	<i>Any available copy</i>	FIX. CATALOG (22373000130018)	SFL	09/24/2009

KOHA: Reports

Holdings to Pull

- ▶ ***This report will show you all of the items that have holds on them that are available at the library for pulling***
- ▶ ***You can limit the results you see by using the Refine box on the left side of the page***

KOHA: Reports

Holdings to Pull

Pending holds placed between 12/01/2008 and 12/16/2009

Reported on 12/16/2009

The following holds have not been filled. Please retrieve them and check them in.

Pull This Many Items	Items Available	Patrons with Holds	Title	Libraries	Available Call Numbers	Available Itypes	Available Locations	Earliest Hold Date
2	2	2	The Hunger Games /	SFL	TEE COL	BOOK	TEEN	09/22/2009 in SFL
1	1	2	Eclipse /	SFL	TEE MEY	BOOK	TEEN	09/22/2009 in SFL
1	1	1	Mad men, Season 1, disc 3.	SFL	DVD MAD	FILM	DVD	09/24/2009 in SFL
1	1	1	Monarch of the glen, season 5, disc 1.	SFL	DVD MONARCH	FILM	DVD	09/28/2009 in SFL
1	1	1	Monarch of the glen, season 5, disc 2.	SFL	DVD MONARCH	FILM	DVD	09/28/2009 in SFL
1	1	1	Monarch of the glen, season 5, disc 3.	SFL	DVD MONARCH	FILM	DVD	09/28/2009 in SFL

Refine Results

Start date:



End date:



(Inclusive, default is two days ago to today, set other date ranges as needed.)

KOHA: Reports

Hold(s) awaiting pickup

- ▶ ***This report will show all of the holds that are waiting for patrons to pick them up***

Holds awaiting pickup for your library on: 08/23/2012 [View all libraries](#)

1 Hold(s) waiting

3 Hold(s) over

Available since	Title	Patron	Location	Copy number	Enumeration	Action
08/23/2012	About a boy / (Books) Barcode: 100034	Acevedo, Henry (212) 555-1212	NIC PR6058.O689 A64 1998			Cancel hold

KOHA: Reports

Hold ratios

- ▶ ***Hold ratios help with collection development***
- ▶ ***Using this report you will be able to see how many of your patrons have holds on items and whether you should buy more. (By default it will be set to the library needing 3 items per hold that has been placed)***
- ▶ ***The report will tell you how many additional items need to be purchased to meet this quota***

KOHA: Reports

Hold ratios

Hold Ratios to Calculate Items Needed


Calculated on 12/16/2009. From 12/16/2008 to 12/16/2009

These items have a hold ratio ≥ 3 .

Reserves ▾	Items ⇅	Hold Ratio ⇅	Title ⇅	Holding Libraries ⇅	Location ⇅	Itype ⇅	Call Numbers ⇅	Items Needed ⇅
3	1	3.00	A gate at the stairs ;	SFL	FIC	BOOK	FIC MOORE	1 to order
4	1	4.00	Alex Cross's trial /	SFL	FIC	BOOK	FIC PATTERSON	1 to order
4	1	4.00	The defector /	SFL	FIC	BOOK	FIC SILVA	1 to order
5	1	5.00	The elegance of the hedgehog / "French Voices"--P. 4 of cover.	SFL	FIC	BOOK	FIC BARBERY	1 to order
6	2	3.00	Catching fire /	SFL	TEEN	BOOK	TEE COL	1 to order
6	1	6.00	True compass ;	SFL		BOOK	B KENNEDY B KENNEDY	2 to order

KOHA: Reports

Overdues

- ▶ ***This report will list all items that are overdue at your library***
 - ▶ ***For libraries with a large patron base, this report may take a significant amount of time to run.***
 - ▶ ***Large libraries can choose to filter the report before it runs by setting the `FilterBeforeOver-dueReport` system preference to 'Require'.***
 - ▶ ***The report can be filtered using the menu options found on the left of the report***
- 

KOHA: Reports

Overdues

14 Items overdue as of 11/28/2012 03:15 (Filtered. [Reset filter](#))

[Download file of displayed overduees](#)

Filter on:

Date due:

From:

To:

Name or cardnumber:

Patron category:

Patron flags:

Driver's License:

Home Branch:

Item type:

Library of the patron:

Sort by:

Show any items currently checked out:

Due date	Patron	Library	Title	Barcode	Call number
09/28/2011 00:00	Charles Lisa ((212) 555-1212)	MPL	Fool Moon (The Dresden Files, Book 2) , by Butcher, Jim.	60479690	
03/30/2012 23:59	Engard Coda [email] (555.111.2345)	FFL	My sister's keeper : , by Picoult, Jodi,	100002	PS3566.I372 M9 2005
05/25/2012 23:59	Alford Jordan ((212) 555-1212)	MPL	Harry Potter and the deathly hallows , by Rowling, J. K.	100021	PZ7.R79835 Hajd 2007b
05/25/2012 23:59	Alford Jordan ((212) 555-1212)	MPL	Harry Potter and the prisoner of Azkaban / , by Rowling, J. K.	100027	PZ7.R79835 Ham 1999
06/29/2012 23:59	Engard Brian [email] (555.111.2345)	NIC	An education : , by Hornby, Nick.	72387022	
06/30/2012 23:59	Edwards Casey ((212) 555-1818)	MPL	Harry Potter and the deathly hallows / , by Rowling, J. K.	19924654	PZ7.R79835 Hak 2007
07/02/2012 23:59	Edwards Casey ((212) 555-1818)	MPL	Harry Potter and the deathly hallows / , by Rowling, J. K.	100024	PZ7.R79835 Hak 2007
07/03/2012 23:59	Engard Beau [email] (555.111.2345)	FFL	Audiovisual librarianship ; , by Shores, Louis,	31619000163907	Z717 .S47
07/09/2012 23:59	Engard Brian [email] (555.111.2345)	NIC	The tenth circle / , by Picoult, Jodi,	100001	PS3566.I372 T46 2006b
08/12/2012 23:59	Burns Sal	NIC	Harry Potter and the prisoner of Azkaban , by Rowling, J. K.	100019	PZ7.R79835 Ham 2000
08/24/2012 23:59	Cherry Lillie ((212) 555-1212)	MPL	The tenth circle / , by Picoult, Jodi,	323212	PS3566.I372 T46 2006b
09/12/2012 23:59	Engard Nicole [email] (555.111.2345)	NIC	Harry Potter and the deathly hallows , by Rowling, J. K.	2345043236	PZ7.R79835 Hajd 2007b
10/13/2012 00:00	Schneider Nicole ((212) 555-1212)	FRL	Library mashups :	3160778983	Z674.75.W67 L52 2009
10/24/2012 23:59	Engard Nicole [email] (555.111.2345)	NIC	The pact : , by Picoult, Jodi,	100010	PS3566.I372 P3 2006

KOHA: Reports

- ▶ Custom Reports
- ▶ Circulation Reports
- ▶ **Statistics Reports**
- ▶ Reports Dictionary

KOHA: Reports

- ▶ ***Statistic reports will show you counts and sums. These reports are all about numbers and statistics, for reports that return more detailed data, use the Guided Report Wizard***
- ▶ ***These reports are limited in what data they can look at, so it's often recommended to use custom reports for official end of the year statistics***

KOHA: Reports

Acquisitions Statistics

- ▶ ***Using the form provided, choose which value you would like to appear in the Column and which will appear in the Row***

Acquisitions statistics

Title	Row	Column	Filter
Placed On	<input type="radio"/>	<input type="radio"/>	From <input type="text"/> To <input type="text"/>
	group by	None	
Received On	<input type="radio"/>	<input type="radio"/>	From <input type="text"/> To <input type="text"/>
	group by	None	
Supplier	<input checked="" type="radio"/>	<input type="radio"/>	All Suppliers
Item Type	<input type="radio"/>	<input type="radio"/>	All Item Types
Budget	<input type="radio"/>	<input checked="" type="radio"/>	All budgets

Cell value

Count items

Amount

Output

To screen into the browser:

To a file: Named: Into an application ;

Submit

KOHA: Reports

Acquisitions Statistics

- ▶ ***If you choose to output to the browser your results will print to the screen***

Acquisitions statistics

aqbooksellers.name / aqbudgets.budget_code	CHILD	GEN	REF	TOTAL
Baker & Taylor		2	9	11
Borders	8	3		11
TOTAL	8	5	9	22

- ▶ ***You can also choose to export to a file that you can manipulate to your needs.***
- ▶ ***When generating your report, note that you get to choose between counting or summing the values***

Cell value

Count items

Amount

KOHA: Reports

Acquisitions Statistics

- ▶ ***Choosing amount will change your results to appear as the sum of the amounts spent***

aqbooksellers.name / aqbudgets.budget_code	CHILD	GEN	REF	TOTAL
Baker & Taylor		24.98	365.1	390.08
Borders	80	66.99		146.99
TOTAL	80	91.97	365.1	537.07

KOHA: Reports

Patron Statistics

- ▶ ***Choosing amount will change your results to appear as the sum of the amounts spent***

Patrons statistics

Title	Row	Column	Filter
Patron category	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
Patron status			<input type="text"/>
Patron activity	<input type="text" value="1"/> years of activity		<input type="text"/>
Zip Code	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
	<input type="text" value=""/> digits		
Library	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Date of Birth			From <input type="text"/> To <input type="text"/>
Sex	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Sort2	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Output

To screen into the browser:

To a file: Named: Into an application: ;

KOHA: Reports

Patron Statistics

- ▶ ***If you choose to output to the browser your results will print to the screen***
- ▶ ***Based on your selections, you may see some query information above your results table. You can also choose to export to a file that you can manipulate to your needs***

Patrons statistics

Filtered on

Branches = CPL FFL FPL FRL IPT LPL MMM MPL PVL RPL SPL TPL UPL

(line, column) = (categorycode,branchcode)

%cathash = Board (B), Employee (EMP), Home Bound (HB), Inter-Library Loan (IL), In House (INHS), Juvenile (J), Kid (K), Library (L), Patron (PT), Staff (S), School (SC), Student (ST), Teacher (T), Young Adult (YA)

Query = SELECT distinctrow categorycode FROM borrowers WHERE categorycode IS NOT NULL order by categorycode

Query = select distinctrow branchcode from borrowers where branchcode is not null order by branchcode

Query = SELECT categorycode, branchcode, count(*) FROM borrowers WHERE 1 group by categorycode, branchcode

categorycode / branchcode	FPL	FRL	MPL	PVL	SPL	TOTAL
Employee (EMP)	1					1
Inter-Library Loan (IL)		1				1
In House (INHS)			1			1
Juvenile (J)			1		3	4
Kid (K)		1	2			3
Patron (PT)	2	3	9		10	24
Staff (S)	2		2		3	7
Student (ST)		3	3		1	7
Teacher (T)		1	1	1	3	6
Young Adult (YA)			1		2	3
TOTAL	5	9	20	1	22	57

KOHA: Reports

Catalog Statistics

- ▶ **Using the form provided, choose which value you would like to appear in the Column and which will appear in the Row**
- ▶ **Based on your selections, you may see some query information above your results table. You can also choose to export to a file**

Catalog statistics

Title	Row	Column	Filter
Koha Full Call Number	<input type="radio"/>	<input type="radio"/>	From <input type="text"/> To <input type="text"/>
	<input type="radio"/>	<input type="radio"/>	<input type="text"/> characters
Item Type	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
Publisher	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Publication Year	<input type="radio"/>	<input type="radio"/>	From <input type="text"/> To <input type="text"/>
Home Library	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Shelving Location	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Collection	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Filter barcode			<input type="text"/> like <input type="text"/> (use * to do a fuzzy search)

Output

To screen into the browser:

To a file: Named: Into an application: ;

Submit

KOHA: Reports

Catalog Statistics

- ▶ ***If you choose to output to the browser your results will print to the screen***
 - You can also choose to export to a file that you can manipulate to your needs

Catalog statistics

items.itype / items.homebranch	CPL	FFL	FPL	FRL	LPL	MMM	MPL	PVL	RPL	SPL	TPL	TOTAL
BK	20	1	48		1	228	5	2	4	31	1	341
CR			10							4		14
Donated by	1		1			1	1					4
MU	1		3				1			4		9
REF			3	2								5
REF-BK						24						24
VID						5						5
VM			8				1		1	13		23
NULL	1											1
TOTAL	23	1	73	2	1	258	8	2	5	52	1	426

KOHA: Reports

Serial Statistics

- ▶ ***Using the form provided, choose how you would like to list the serials in your system***

- Based on your selections, you may see some query information above your results table. You can also choose to export to a file that you can manipulate to your needs

Serials subscriptions

Vendor:

Branch:

Include expired subscriptions:

Output

To screen into the browser:

To a file: Named: Into an application:

KOHA: Reports

Serial Statistics

- ▶ ***If you choose to output to the browser your results will print to the screen***
 - You can also choose to export to a file that you can manipulate to your needs

Serials subscriptions

Bookseller ↕	Title ↕	Subscription id ↕	Branch ↕	Callnumber ↕	Subscription Begin ↕	Subscription End ↕
	Computers in libraries.	1	FPL	MAG	01/15/2009	01/15/2010
	Computers in libraries.	2	LPL		01/01/2009	01/01/2010
Baker & Taylor	Library mashups :	3	PVL		12/15/2009	12/14/2010

KOHA: Reports

Other Statistics Reports

- ▶ ***As above, generate various Statistics Reports (like Acquisitions, Patron, Catalog, Serial), same way generate other Statistics Reports as Circulation Statistics, Holds Statistics, Patrons with the most checkouts, Most Circulated Items, Patrons with no checkouts, Average Loan Time etc***

KOHA: Reports

- ▶ Custom Reports
- ▶ Circulation Reports
- ▶ Statistics Reports

- ▶ **Reports Dictionary**

KOHA: Reports Dictionary

- ▶ ***The report dictionary is a way to pre-define common filters you'd like to apply to your reports***
- ▶ ***This is a good way to add in filters that the report wizard doesn't include by default***

KOHA: Reports

Add a new definition

- ▶ ***To add a new definition, or filter, click 'New Definition' on the Reports Dictionary page and follow the 4 step process:***
- ▶ ***Step 1: Name the definition and provide a description if necessary***

Add New Definition

Step 1 of 5: Name the new definition

Definition Name:

Definition Description:

Next

KOHA: Reports

Add a new definition

- ▶ ***Step 2: Choose the module that the will be queried.***

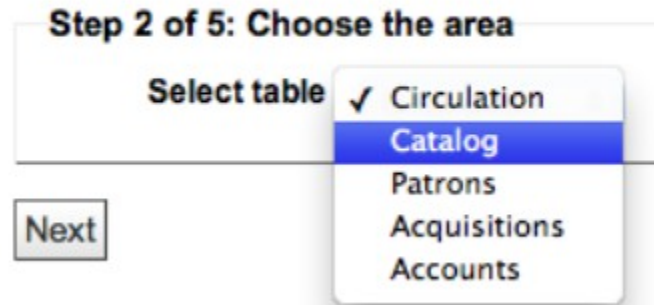
Add New Definition

Step 2 of 5: Choose the area

Select table

- ✓ Circulation
- Catalog**
- Patrons
- Acquisitions
- Accounts

Next



- ▶ ***Step 3: Choose columns to query from the tables presented.***

KOHA: Reports

Add a new definition

Add New Definition

Step 3 of 5: Choose columns

<p>items.stocknumber</p> <p>biblioitems</p> <p>Biblioitem Number</p> <p>Biblio Number</p> <p>Volume Number</p> <p>Number</p> <p>Biblio-level Item Type</p> <p>ISBN</p> <p>ISSN</p> <p>Publication Date</p> <p>Publisher</p> <p>Volume Date</p> <p>biblioitems.volumedesc</p> <p>biblioitems.collectiontitle</p> <p>biblioitems.collectionissn</p> <p>biblioitems.collectionvolume</p> <p>biblioitems.editionstatement</p> <p>biblioitems.editionresponsibility</p> <p>Timestamp</p> <p>Illustrator</p>	<p>Add</p> <p><< Delete</p>	<p>Publisher</p>
--	-----------------------------------	------------------

Next

KOHA: Reports

Add a new definition

- ▶ ***Step 4: Choose the value(s) from the field(s). These will be automatically populated with options available in your database***

Add New Definition

Step 4 of 5: Specify a value

Column: biblioitems.publishercode

Choose:

Next

- Human Sciences Press
- Human Service Press
- Humanities Press,
- Hyperion,
- i Press; distributed by G. Braziller, New York,
- Image Books
- Indian Historian Press
- Indiana University Press
- Indiana University Press,
- Industrial Research Unit, Wharton School, University of Pennsylvania; distributed by University of Pennsylvania Press, Philadelphia
- Information Today,**
- Information Today, Inc.,
- Insurons Press,
- Integrated Education Associates,
- Interlink Books,
- International Arts and Sciences Press
- International Publishers
- International Textbook Co.
- International Universities Press
- Interscience Publishers

KOHA: Reports

Add a new definition

- ▶ **Confirm your selections to save the definition**

Add New Definition

Step 5 of 5: Confirm details

Name: Info Today Publications

Description:

Area: Catalog

Data:

Columns	Values
biblioitems.publishercode	Information Today,

Save

- ▶ **Your definitions will all appear on the Reports Dictionary**

New Definition

Dictionary

Use the dictionary to define custom criteria for reporting.

Current Terms

Filter by area: All Go

Name	Description	Area	Definition	
zip		Patrons	AND borrowers.zipcode='44238'	Delete Definition
last name		Patrons	AND borrowers.surname='en%'	Delete Definition
testing2		Circulation	AND borrowers.dateofbirth >= '2011-07-17' AND borrowers.dateofbirth <= '2011-07-27'	Delete Definition
Call Number	my call number rule	Catalog	AND items.itemcallnumber='PS3566.I372 N56 2007'	Delete Definition
Info Today Publications		Catalog	AND biblioitems.publishercode='Information Today.'	Delete Definition

Thanks

A teal-colored triangle with a fine, diagonal hatched texture is located in the bottom-left corner of the slide.