

# MassCat

Massachusetts Library System

## Running a Saved Report in MassCat

Login to MassCat using your username and password:

Click on the "Reports" link on the left side of the screen:

News

Information for Filling Holds and ILL Requests

If you need information on whether or not a library is on the delivery system and how to address the delivery slip or if you need to contact another MassCat library regarding a request, use the following link to find a list of library names, contact names, email addresses, delivery system status and mailing addresses: <http://www.masscat.org/links/illinfo.htm>

Remember, not all MassCat members are on the statewide delivery system so please do not assume that an item you need to send to another library should be sent using delivery.

To determine whether another library is on the

Circulation	Serials
Patrons	Acquisitions
Advanced search	Reports (highlighted with a red oval)
Lists	Tools
Cataloging	About Koha

If you are already logged in to the system, click on the "More" link at the top left corner of any screen and then click "Reports" from the drop down menu:

Circulation Patrons Search More ▾

News

Delivery Instructions for Filling Holds and ILL Requests

Remember, not all MassCat members are on the statewide delivery system so please do not assume that an item you need to send to another library should be sent using delivery.

To determine whether another library is on the

More ▾

- Lists
- Cataloging
- Acquisitions
- Authorities
- Serials
- Reports (highlighted with a red oval)
- Tools
- About Koha

You will be taken to a screen with a variety of report choices. To find and run special reports that have been created and saved for your library, click the "Use Saved" link on the left side of the screen under the heading "Guided Reports:"

## Guided reports

- Guided reports wizard
- Build new
- Use saved (circled)
- Create from SQL

## Reports dictionary

- View dictionary

## Statistics wizards

- Acquisitions
- Patrons

## Top lists

- Patrons checked
- Most-circulated

## Inactive

- Patrons who
- Items with n

## Other

- Items lost
- Catalog by i
- Average loan

You will be taken to a large list of all the reports saved by libraries using MassCat. Reports are listed alphabetically by name. Most of your reports should have your library code in the name of them, but some of the commonly needed reports like circulation statistics are gathered together under the code, EVERYONE.

To find the saved reports for circulation statistics (and other common topics, like holds), enter the code, "EVERYONE" in to the "keyword" box of the "Filter" area on the left side of the screen. Then click the "Apply Filter" button.

To find all of the saved reports specific to your library's needs, enter your library code in the "keyword" box of the "Filter" area on the left side of the screen. Then click "Apply Filter."

[Home](#) > [Reports](#) > [Guided Reports Wizard](#) > Saved Reports

Saved Reports				
Page(s): <a href="#">«</a> <a href="#">»</a> 1/11 <a href="#">»»</a> Entries/page: 20				
ID	Report Name	Type	Notes	
1499		1		
1530		1		
392	Administrative Report for Nora	1	NULL	

Depending on the number of reports you have saved for your site, you might need to adjust the display to show the complete list of saved reports on a single screen. Do this by altering the "Entries/page" number to something larger, like 100 or 200:

## Saved reports

Report name			Type	Entries/page:
ID				20
1549	SDAR AllPatrons 2015	1		10 20 30 40 50 100 200
1277	SDAR itemtype audio	1		10 20 30 40 50 100 200
1286	SDAR itemtype masscat-l	1		10 20 30 40 50 100 200
1100	Sdar books on loan to other lmc	1		10 20 30 40 50 100 200

When you find the report you want to run, click on the "Run" link on the far right side of the screen:

Home > Reports > Guided Reports Wizard > Saved Reports

Saved Reports											
Filter		Report Name									
Date:	(MM/DD/YYYY)	Page(s): 1/1		Entries/page: 20							
Author:		ID	Type	Notes	Author	Creation Date	Saved Results	Saved SQL			
Keyword:	SAVO	1073	Administrative Report for Nora - Top checkouts	test of top checkouts list	Blake, Nora (3)	05/04/2010	Show Edit	Run Schedule	Delete		
	Apply filter	727	SAVO - Items currently checked out	Items currently checked out from Avon Middle High School	(0)	06/15/2009	Show Edit	Run Schedule	Delete		
	Build and Run Reports	1466	SAVO Circulation Stats	Monthly Circ stats for SAVO	Blake, Nora (3)	06/25/2011	Show Edit	Run Schedule	Delete		

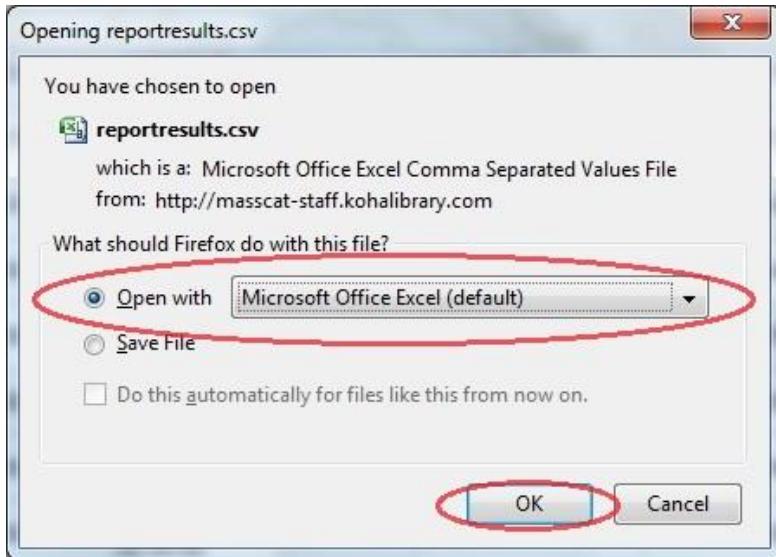
The system will generate the report data and display it to the screen. If you would like to download the data from the report into a spreadsheet, scroll to the bottom of the page. Click the "Download" button:

Langlois	Ken		2009-08-17 00:00:00	415	CD DAL
Langlois	Ken		2009-08-17 00:00:00	415	CD JOV
Lusco	Tiffany	28174000008780	2009-08-27 00:00:00	405	DVC

Download the report: Comma Separated Text

Your computer will then likely present you with a warning window alerting you to the fact that you are trying to open a file. Choose the "Open" option, choose Microsoft

Excel or whatever spreadsheet program you have loaded on your computer and click "OK.":



Your computer will open the report results in your spreadsheet program. If you are downloading barcode number data as part of your report, it may display in scientific notation rather than as numbers. If this happens, reformat the column containing the barcode information as "number" data. The barcode numbers should appear properly after you make that change.

You can manipulate the data in your spreadsheet program however you like. When you are finished working on the report in your spreadsheet program, **remember to save the report results to your computer!**