

Libraries can run their own weeding/inventory reports now. These will most likely need to be run using the 'xxxtech' login in order to save parameters. Please ask your supervisor or director for the password for this login.

- In CARLX: go to Reports > Circulation > 17 - Items by Status
- Click on View/Edit Parameters
- Date Type = Status Date
- Begin Date = Beginning of time(?) or what fits your needs
- End Date = # years ago from today
  - Example: a list of items that haven't circ'd in 3 years would use an end date of current date minus 3 years
- Status Code = Choose all unless your list doesn't require all (use the Ctrl key to select more than one item)
- Branch Code = Your branch
- Location Code = Choose the location you want
  - Example: A list of children nonfiction would use a location code of 'Children Nonfiction'
- Media Code = Adjust per your needs
  - Example: A list of children nonfiction books would use a media code of 'Book – Children'
- Click Save
- Click Close
- Click Run
- Once you see your report in the Transfer from Server box on the left, click on Transfer. If you get an error when clicking Transfer, it usually means you already have a file open. Close all Excel files, close out of the report window and open it back up.
- Once you're able to transfer it over to the left side of the window, highlight it and click View.
- This will give you the crystal report, which we can't work with...
- Close that.
- Locate File Explorer and your C: drive
- Program Files > CarlX > Live > DSS > Data
- Your report 17 should be there in a csv file. Double click to open in Excel. Format as needed.

Let OWLSnetHelp or Molly know if you need assistance with formatting.