Instructions for the On-demand Weeding Report – Shelf Location in Bibliovation

Accessing On-demand Reports in Bibliovation
1. **Web site: https://scls.bibliovation.com**
2. Login: your staff account (ex. poystaff)
3. Password: enter your library's password
4. After logging in, click on the **Report** link on the right hand side.
5. Click on **SQL Reports**.

Running the Weeding report
This is a version of the same weeding report the libraries can get through the Weeding Report Request form, only the libraries can run this report at any time. The report results can be exported into Excel for easy manipulation. The main differences in the On Demand version is the report has to be run for one shelf location at a time and does not allow as much control on choosing the optional fields.

1. To access the on-demand reports, click on the button at the top of the reports list that says "**Filter list with tag**…" button.
2. Select "**On Demand**" from the drop down menu and it will bring all of the on demand reports to the top.
3. Click on the **0 CR – Weeding Report Shelf Location** report link in the Name column.
4. Click on the **Run** button near the top of the screen.
5. A pop-up window will appear for you to enter your criteria. Be sure to use single quotes around your entries or it will not run.
   a. HOMEBRANCH is your library's 3 letter agency code in single quotes. Ex: 'MRO'
   b. LOCATION is the shelf location you want on the report in single quotes. Ex: 'AD2F'
   c. ISSUEDATE is the last time the item was checked out in single quotes. If you don't want to limit by date last borrowed, enter tomorrow's date. Ex: '2019-10-23'
   d. DATEACCESSIONED is the date added in single quotes. If you don't want to limit by date added, enter tomorrow's date. Ex: '2019-03-15'Click on the **Run** button near the top of the screen.
   e. You currently cannot run the report for specific collection codes. You will need to use the Sort and/or Filter options in Excel to get items that are in a specific collection code. If you are looking for a Weeding report by collection code, use the 0 CR - Weeding Report- Collection Code report instead.
   f. Note: Information on the criteria in the pop-up window can also be found on the report page in the Notes section.
6. Click the **Start** button. Note: If you hit Enter after entering the last criteria, the report won't actually start. You need to hit the Start button.
7. When your report is finished processing you will see it listed at the top of the Report Results section.
8. Click on the lower case i button to print your report to the screen.

9. Click the "**Export to**" button in the toolbar.
10. Select **Excel spreadsheet** from the pull-down menu.
11. A pop-up window will appear asking if you would like to Save or Open the file in Microsoft Excel. Select **Open in Microsoft Excel**.

Formatting changes in Excel
1. The excel spreadsheet will open and need to click on the **Enable Editing** button at the top of the screen to make your changes.
2. You can adjust the width of the columns.
3. Highlight the top row and select **Bold** from the Home Menu.
4. From the View Menu select **Freeze Panes**.
5. Click on the arrow and select **Freeze Top Row.**
6. If you have a column listing barcodes you will need to go highlight the column and then right click.
   a. Select **Format Cells**.
   b. Change the Format Cells to Number and, in the Decimal Places, replace the 2 with a 0.
   c. This will display the barcode correctly.
7. If you have a column listing Call Number, you will need to do a Find and Replace from the Home Menu.
   a. Type **=+** in Find What
   b. Type **+** in Replace with.
8. Select **Replace All** (Now your call numbers will all display correctly.)
9. Make any other changes to the formatting in Excel you wish.
10. Go to the File menu and select **Save As**. You'll need to use Save As the first time you save the spreadsheet. After that, you can use Save.