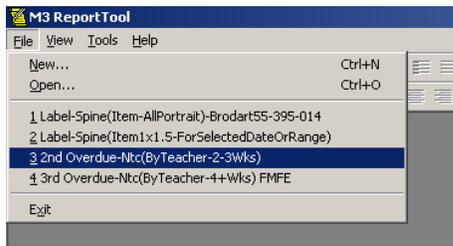


# M3 Report Tool

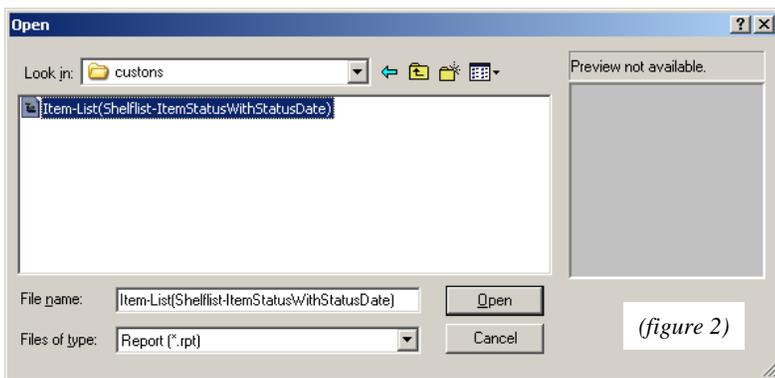
## HOW TO RUN A REPORT

1. Open **M3 Report Tool** by clicking on the  icon.
2. Click **File** on the menu bar

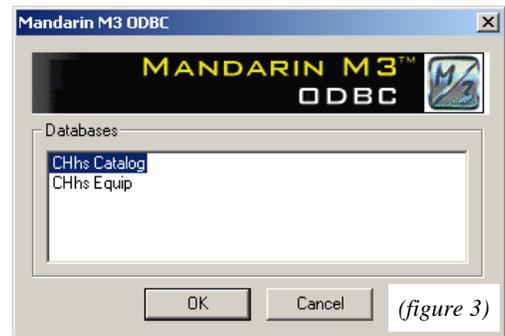


(figure 1)

3. Select a **recently run report** that listed (figure 1) **OR** Click **Open**
4. Locate and **Open** the report you want to run ex. *Item-List(Shelflist-ItemStatusWithStatusDate)* (figure 2)
5. Select your Catalog database and Click **OK** at the M3 ODBC window (figure 3)



(figure 2)



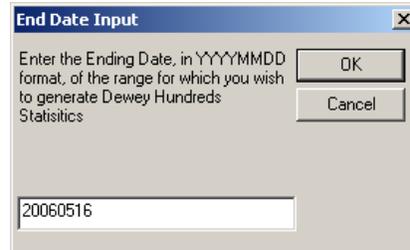
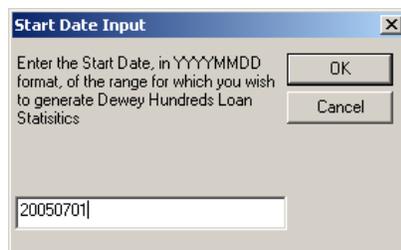
(figure 3)

6. Click the **Print Preview icon**  to start running the report or click on **File** → **Print Preview**

## TIPS

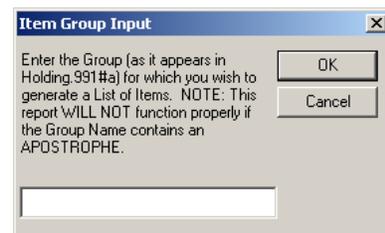
### For reports that have a date range: (Start Date and End Dates)

- What date period do you want? You can do 1 day by making the **End Date** the same as the **Start Date**.
- Note the format of the date **YYYYMMDD** (4 digit Year, 2 digit Month and 2 digit day)



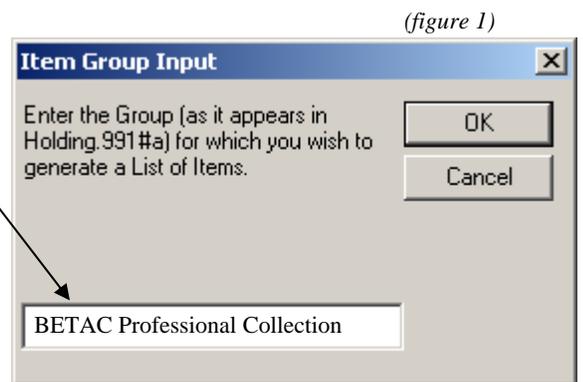
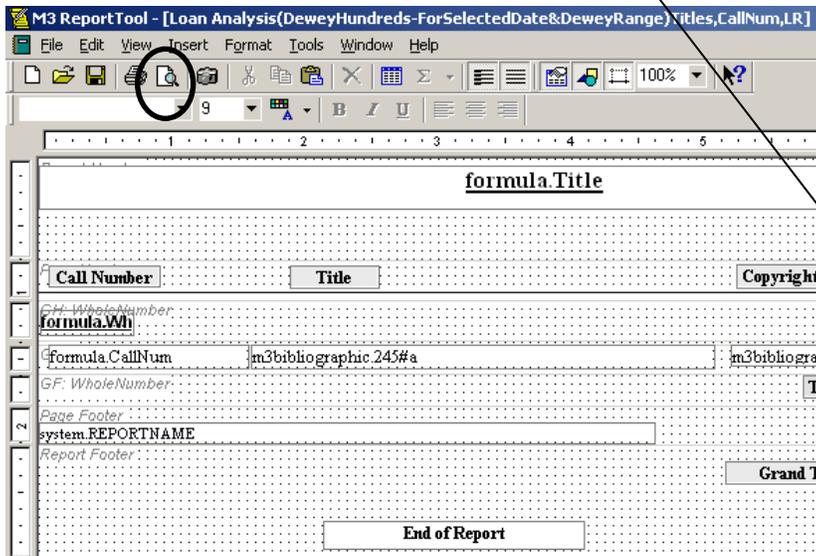
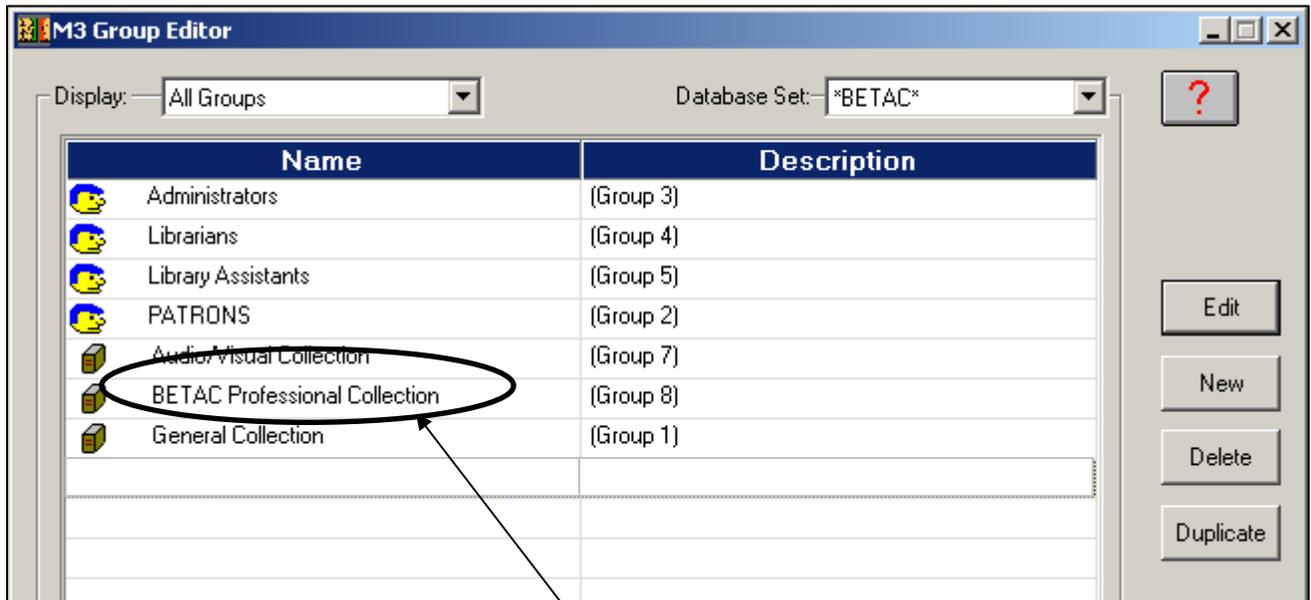
### For reports that ask for Group Input

- You enter the **Name** of the group.
- If in doubt of exact spelling. Open **M3 Group Editor** to check.



## HOW TO RUN A REPORT ON A SPECIFIC GROUP

1. Open **M3 Group Editor** and get the **NAME** of the group you want to get information on. (figure 1)
2. Open **M3 Report Tool**
3. Click **File** and **Open**
4. Locate and **Open** the report you want to run ex. *Item-List(ByTitleForSelectedGroup)*
5. Click the **Print Preview** icon to start running the report or click on **File** → **Print Preview** (figure 2)
6. At the **Item Group Input** window type in the **NAME** (ex. BETAC Professional Collection ) of the group (NOT the ISN/Group number) and click **OK**
7. When you're ready to print click on the **Printer** icon or click on **File** → **Print**



(figure 1)

(figure 3)

(figure 2)

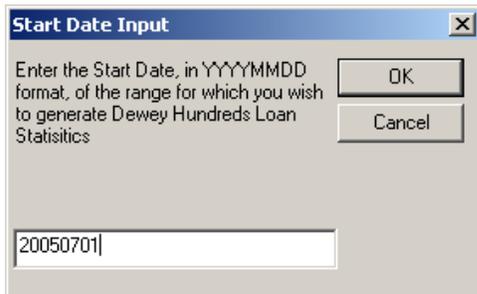
## HOW TO RUN A REPORT ON A DEWEY/CLASSIFICATION RANGE AND/OR SPECIFIC DATE RANGE

1. Open **M3 Report Tool**
2. Locate and **Open** the report you want to run ex. *Loan Analysis(DeweyHundreds-ForSelectedDate&DeweyRange)Titles,CallNum,LR*
3. Click the **Print Preview icon** to start running the report or click on **File** → **Print Preview**
4. You will be asked to fill in the following information:

### Start Date and End Date:

What date period do you want? You can do 1 day by making the **End Date** the same as the **Start Date**.

**Note the format of the date (4 digit Year, 2 digit Month and 2 digit day)**

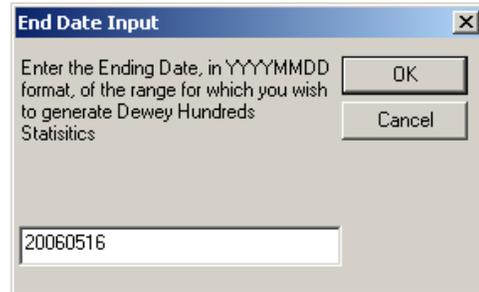


**Start Date Input**

Enter the Start Date, in YYYYMMDD format, of the range for which you wish to generate Dewey Hundreds Loan Statistics

20050701

OK Cancel



**End Date Input**

Enter the Ending Date, in YYYYMMDD format, of the range for which you wish to generate Dewey Hundreds Statistics

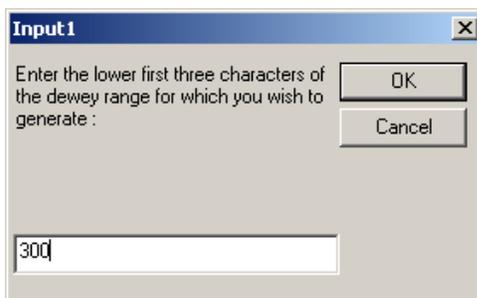
20060516

OK Cancel

### Input 1 and Input 2:

What **Dewey** range do you want? The following are some examples:

Range	Input 1	Input 2
000-999	000	999
300-399	300	3999
200-499	200	499
700-750	700	750

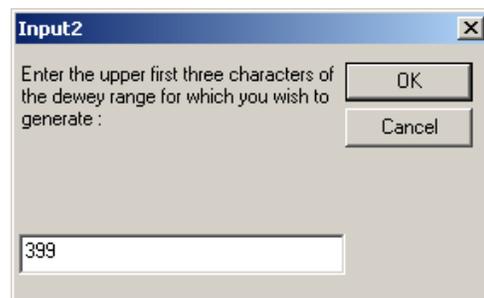


**Input 1**

Enter the lower first three characters of the dewey range for which you wish to generate :

300

OK Cancel



**Input 2**

Enter the upper first three characters of the dewey range for which you wish to generate :

399

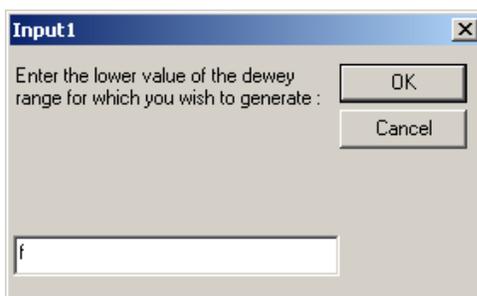
OK Cancel

### Input 1 and Input 2:

What **Classification** range do you want? The following are some examples:

Range	Input 1	Input 2	Report Results
a-z	a	z	All Classifications
f-g	f	g	Use if you're not sure all your Fiction codes are the same i.e., f, Fic, FIC etc.
b-bio	b	Bio	Same as above.
p-t	P	T	Would give you for example, Professional (Prof) to Story Collection (SC)

**Inputs are NOT case sensitive**

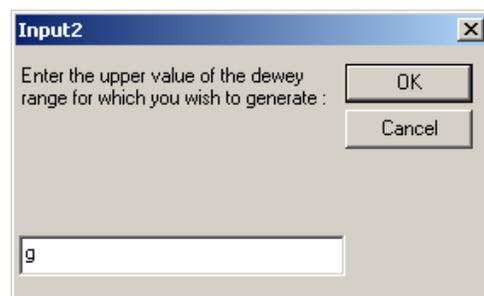


**Input 1**

Enter the lower value of the dewey range for which you wish to generate :

f

OK Cancel



**Input 2**

Enter the upper value of the dewey range for which you wish to generate :

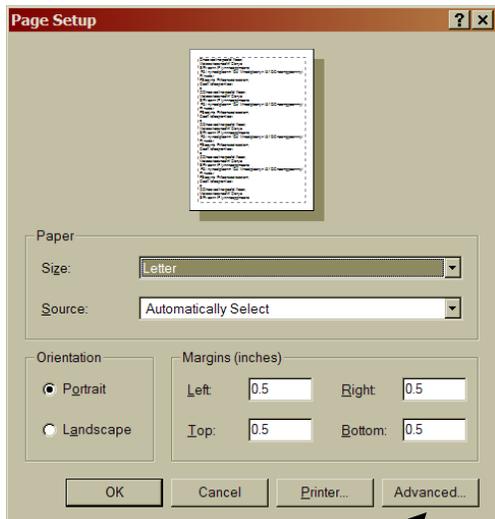
g

OK Cancel

## HOW TO RUN A LABEL REPORT ON A SPECIFIC ITEM OR PATRON

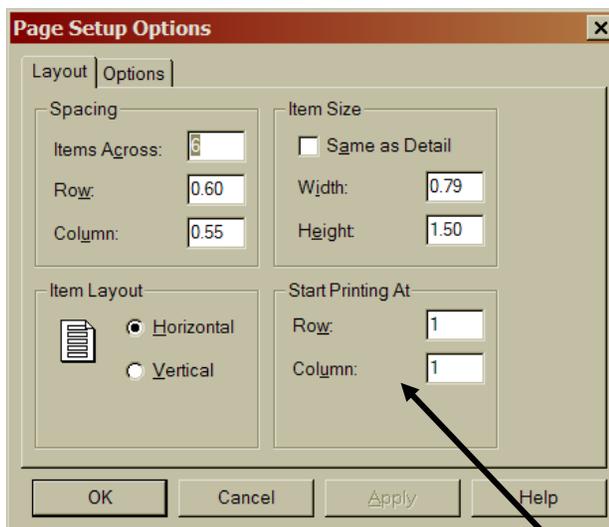
1. Open **M3 Report Tool**
2. Locate and **Open** the report you want to run ex. *Label-Spine (For Selected ITEM) OR Label-BC(ItemForSelected ITEM)-5160*
3. Specify where you want the label to print on your sheet of labels – ex. **Row 2, Column 4**, by doing the following:

a. Click on **File** → **Page Setup**



b. Click the **Advanced Button**

c. The **Page Setup Options** will open



d. Change the settings in the “**Start Printing At**” box

e. To print on the label in the 2<sup>nd</sup> Row 4<sup>th</sup> Column, on your sheet, you would change the boxes to **Row - 2** and **Column - 4**

f. Click the **OK Button** to close this window

g. Click the **OK Button** to close **Page Setup**

4. Click the **Print Preview icon** to start running the report or click on **File** → **Print Preview**

5. You will be asked to fill in the following information:

### **Barcode Number:**

What is the Item's or Person's **Barcode Number**?

You can **SCAN** it in **OR TYPE** it in – Here we need a spine so we can just scan the barcode label off the book.

6. Click **OK** to preview your label, then send to printer.

7. The Labels Settings will revert back to their default Row – 1 Column – 1, once you have closed out of the report.