# M3 Report Tool

## HOW TO RUN A REPORT

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



- 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)

Open Look jn: Custons 오 수 È 삼 (III - Item-List(Shelflist-ItemStatusWithStatusDate)	Preview not available.	Mandarin M3 ODBC
File name: Item-List(Shelfist-ItemStatusWithStatusDate) Open   Files of type: Report (".rpt) Cancel	(figure 2)	DK Cancel (figure 3)

6. Click the **Print Preview icon** to start running the report or click on **File**  $\rightarrow$  **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)

Start Date Input	End Date Input	×
Enter the Start Date, in YYYYMMDD format, of the range for which you wish to generate Dewey Hundreds Loan Statisitics	Enter the Ending Date, in YYYYMMDD format, of the range for which you wish to generate Dewey Hundreds Statisitics Cancel	
20050701	20060516	

### 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.

Item Group Input	×
Enter the Group (as it appears in Holding.991#a) for which you wish to generate a List of Items. NOTE: This report WILL NOT function properly if the Group Name contains an APOSTROPHE.	OK Cancel

# 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**  $\rightarrow$  **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**  $\rightarrow$  **Print**

	Name	(Court 2)	Description	
	Administrators	(Group 3)		
	Librarians	(Group 4)		
	Library Assistants	(Group b)		Edit
	PATRUNS	(Group 2)		
	Audio/Visual Collection	(Group 7)		New
	BETAC Professional Collection	(Group 8)		
	General Collection	(Group 1)		Delete
				Duplicate
		$\backslash$		· · ·
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ortTool - [Loan dit View Inser	n Analysis(DeweyHundreds-ForSelectedDate&Dev t Format Tools <u>Wi</u> ndow <u>H</u> elp	veyRange) \itles,CallNum,LR]		(figure 1)
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# 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**  $\rightarrow$  **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	ОК
to generate Dewey Hundreds Loan Statisitics	Cancel
20050701	1
1	

End Date Input	×
Enter the Ending Date, in YYYYMMDD format, of the range for which you wish	ОК
to generate Dewey Hundreds Statisitics	Cancel
20060516	
1	

#### 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

Input1	×
Enter the lower first three characters of the dewey range for which you wish to	OK
generate :	Cancel
[300]	
lood	

Input2	×
Enter the upper first three characters of the dewey range for which you wish to	ОК
generate :	Cancel
399	

### 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	а	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 e	
b-bio	b	Bio	Same as above.	
p-t	Р	Т	Would give you for example, Professional (Prof) to Story Collection (SC)	

#### Inputs are NOT case sensitive

Input1	×
Enter the lower value of the dewey range for which you wish to generate :	OK Cancel
f	

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

1. Open M3 Report Tool

- Locate and Open the report you want to run ex. Label-Spine (For Selected ITEM) OR Label-BC(ItemForSelected ITEM)-5160 2.
- Specify where you want the label to print on your sheet of labels ex. *Row 2, Column 4*, by doing the following: 3.
  - a. Click on File  $\rightarrow$  Page Setup Page Setup

c.	The	Page	Setup	Options	will	open
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	2 - Contracting of the second		Layout Options
	1 Constraint of the second sec		Spacing Item Size Items A <u>c</u> ross: S <u>a</u> me as Detail
	Constraint of Margare 41 Stangers 41 Stangers		Ro <u>w</u> : 0.60 Width: 0.79
Paper Si <u>z</u> e:	Letter		Column: 0.55 Height 1.50
<u>S</u> ource:	Automatically Select	<u> </u>	Item Layout Start Printing At Row: 1
Orientation	Margins (inches)	0.5	C Vertical Column:
O L <u>a</u> ndscape	<u>T</u> op: 0.5 <u>B</u> ottom:	0.5	
ОК	Cancel <u>P</u> rinter	Advanced	OK Cancel Apply Help

- 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
- Click the **Print Preview icon** to start running the report or click on **File**  $\rightarrow$  **Print Preview** 4.
- You will be asked to fill in the following information: 5.

#### **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.

Barcode Input Box	×	Barcode In	put Box	×
Enter the Book's Barcode Number (M3Holding.852#p) for which you wish to generate a Spine Label :	OK Cancel	Enter the Boo (M3Holding.8! generate a Sp	k's Barcode Number 52#p) for which you wish to bine Label :	OK Cancel
		ZTV2005634		

- Click **OK** to preview your label, then send to printer. 6.
- 7. The Labels Settings will revert back to their default Row -1 Column -1, once you have closed out of the report.