

Finding Items Without an Inventory Date

POLARIS LIBRARY SYSTEMS **SimplyReports**

Patron Patron account **Items** Bibs Authorities Serial holdings Funds Saved rep

Item list reports Item count reports Item statistical reports Item history reports

Maximum rows to

Report output columns
Item last in transit date
Item lifetime circ count
Item lifetime in house use count
Item loan period code description
Item loan period code ID
Item lost date
Item material type description

Columns selected for output
Item barcode
MARC title
MARC author
Item call number
Item circ status description
Item last inventory date

Columns selected for sort
Item call number

Include header rows
 Text file
 Excel File

Delimiter type Comma & Quotes

Submit Help

Item general filters

Item record set

Assigned Branch:

Library quick pick
Marigold
Northern Lights
Peace Library System
Yellowhead Region

Branch
Smith Community Library
Smoky Lake Municipal Library
Spirit River Municipal Library
Springfield Elementary School

Choose your library

Still in the **Item general filters** section, scroll down to **Record Status**, put a check in the box and select **Final** (this will prevent the report from bringing back deleted items).

Record status

Final
Provisional
Deleted

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In the **Item date filters** section, put a check beside **Last inventory date** and a check beside **Null values only** to bring back a list of your items that do not have an inventory date in the item record.

– Item date filters

Item date filters

<input type="checkbox"/> Acquisition date	<input type="text"/>		to:	<input type="text"/>		
<input type="checkbox"/> Creation date	<input type="text"/>		to:	<input type="text"/>		
<input type="checkbox"/> Due date	<input type="text"/>		to:	<input type="text"/>		
<input type="checkbox"/> First available date	<input type="text"/>		to:	<input type="text"/>		
<input type="checkbox"/> Item record history transaction date *	<input type="text"/>		to:	<input type="text"/>		
<input type="checkbox"/> Imported date	<input type="text"/>		to:	<input type="text"/>		
<input type="checkbox"/> In-transit received date	<input type="text"/>		to:	<input type="text"/>		<input type="checkbox"/> Null values only
<input type="checkbox"/> In-transit sent date	<input type="text"/>		to:	<input type="text"/>		<input type="checkbox"/> Null values only
<input type="checkbox"/> Last check in date	<input type="text"/>		to:	<input type="text"/>		
<input type="checkbox"/> Last check out or renewal date	<input type="text"/>		to:	<input type="text"/>		<input type="checkbox"/> Null values only
<input type="checkbox"/> Last activity date	<input type="text"/>		to:	<input type="text"/>		<input type="checkbox"/> Null values only
<input type="checkbox"/> Last circ status change date	<input type="text"/>		to:	<input type="text"/>		
<input checked="" type="checkbox"/> Last inventory date	<input type="text"/>		to:	<input type="text"/>		<input checked="" type="checkbox"/> Null values only
<input type="checkbox"/> Last overdue notice date	<input type="text"/>		to:	<input type="text"/>		