

There for you—State Reports

Tip for 11.26.18

Did you know that Alexandria provides several state reports for your convenience? It's true!

Running state reports in v7

For librarians from Houston and Missouri, those annual reports are easy because Alexandria has done the work for you! For librarians from other states, you may find one of the other reports will work well for your own needs.

1. From Tools, open **Reports**.
2. Choose the **Collection Analysis** category.

Houston

1. Select the **Houston Super Summary** report.
2. Go to the **Options** tab.
3. Enter **Financial Year** information or an **Inventory Start Date** to narrow down what's included in the report.
4. **Run** the report, then go to Operations Management to view it.

Missouri

1. Select the **Missouri Super Summary** report.
2. In the **Options** tab, select the appropriate **Format**.
 - a. If you have some unusual call number prefixes, use the appropriate **Ignore Super Summary Call Numbers** report format. This will provide a breakdown by call number for those areas instead of lumping them together in a category called **Other**.
3. Enter **Financial Year** information or an **Inventory Start Date** to narrow down what's included in the report.
4. **Run** the report, then go to Operations Management to view it.

Running state reports in v6

For librarians from Iowa, New York, and Missouri, those annual reports are easy because Alexandria has done the work for you! For librarians from other states, you may find the Iowa report will work well for your own needs.

1. Go to **Tools** on the menu bar and select **Reports**.
2. Click on the **Copies** tab and on the **Collection Analysis** subtab.

New York

1. Select **State Reports**.
2. Select **NY BEDS** from the **Format** drop-down window.
3. Fill in the **Accession End Date**.
4. Click **Print**.

Iowa

1. Select **State Reports**.
2. Select **Iowa** from the **Format** drop-down window.
3. Fill in the **Accession End Date**.
4. Click **Print**.

Missouri

1. Select **Super Summary**.
2. Select the appropriate format from the **Format** drop-down window. (Missouri Elementary and Missouri Secondary are based upon the 2008 criteria given for the report.)
 - a. If you have some unusual call number prefixes, use the appropriate **Ignore Super Summary Call Numbers** report format. This will provide a breakdown by call number for those areas instead of lumping them together in a category called **Other**.
3. Fill in the **Accession End Date**.
4. Click **Print**.

