

# Using Reports in Libris Design

## Overview of Reports

The data in any Library Model in Libris Design can be previewed by clicking on the **Reports** button on the bottom of the Library Model screen. (Be sure the selected library model is showing in the Model Name box at the top of the Library Model screen.)

A printer driver is required to use Reports, which are a function of Print Preview in Access.

Over forty different reports are available with a hierarchy of data ranging from total building summaries to specific and detailed furniture and equipment lists.

Reports are broken down into the following areas:

**Square Footage:** reports include data about the size, quantity, and percentage of total square footage for Divisions, Library Spaces, Furniture and Equipment items, and Collection Shelving within these Divisions and Library Spaces for a selected Library Model.

**Cost:** reports include Furniture and Equipment and Collection Shelving costs organized by Divisions, Library Spaces, and Furniture and Equipment inventory items in selected Library Model.

**Divisions and Spaces:** reports include both brief and detailed text descriptions and summary lists for Divisions and Library Spaces including Functional Activity descriptions and Spatial Relationships for Divisions and Library Spaces as well as Furniture and Equipment and Collection Shelving information.

**Supercategories:** Libris Design has organized the furniture and equipment and shelving of the Library Model into six broad categories: Meeting Rooms, Reader Stations, Technology, Shelving, Staff Workspace, and Special Purpose. These Supercategories reflect the type of information commonly required for reporting and funding application purposes.

**Collections:** reports provide detailed information on collection allocation, square footage, shelving types and costs for a selected model.

**Supplier:** Each furniture and equipment inventory item is tagged with a supplier code. These tags represent possible sources for items such as shelving, multimedia equipment, etc. Individual reports allow users to sort furniture and equipment by supplier or by space and supplier in order to create possible bid documents. Reports are available with prices included or omitted.

**Admin:** reports serve as the “authority file” for the database. Complete lists of items available for selection are organized into categories: Collection Subcategory, Inventory item, and Shelving Type. Reports include specific information on square footage, pricing levels, default space assignments or shelving type, subcategory and Volume Names.

**Open Final Menu** (Final Building Program): Outlines steps required to organize and produce a Building Program utilizing the data created in Libris Design as well as other information for inclusion in the final Building Program document.

Tips for Using Libris Design Reports:

- Users are cautioned to check the length of a report before printing. To identify the length of a User Report, check the page numbers in print preview found in the lower right hand corner.
- Narrow the data in a report to focus on an individual Division or Space, by choosing a User Report with the (Select) option.
- To include an additional text line with the physical description of inventory items in a specific report, click on the “Include Descriptions” box before previewing the report. (This can make reports quite long.)
- To move forward and backward through a User Report, click on the right hand arrow next to the page number box in the lower left hand corner. (Navigation arrows.)
- To print a Report, click on the print button on the toolbar in Print Preview.
- Reports can also be exported to Word by clicking on the *W* on the toolbar. Reports can then be reformatted, customized or compiled with other Microsoft Word documents. Users should note that much of the formatting is lost in the conversion to a word document.
- Use the Snapshot feature (icon of book with lightning bolt) to send individual reports to your desktop or other location. Snapshots, which are *view only* individual reports, are fully formatted as shown on the screen and are small enough to be sent via email. Recipients do not need to have Libris Design on their desktop, but they must have Microsoft Access or Access Viewer (free and downloadable) on their hard drive or network.
- Searching Reports. The *Find* function is not available in Reports. To search a Report for a particular item or term, export it to Microsoft Word and use the “find” (Ctrl F) function.