
SPARK Users Group Reports Committee

1st Quarter Meeting

Tuesday, January 26, 2021

Agenda

Last Meeting Follow-up

1. Cash Report Template Development- Live on the production server- This source is called Payments by Billing Type. Sample Templates can be found in Jennifer's shared folder: PaILSBruch----C PaILS Share----Payments by Billing Type

New Business

2. Annual Report:
 - a. Check your templates for Check out/Renewal Library and not Circulating Library
 - b. Check your templates to make sure it is not including deleted items.
 - c. Shared Templates---SPARKReports---Annual Report 2020
3. Output retention is now 60 days- new and old outputs will be deleted. Please delete your older reports, especially those that failed. The names will still appear, but please clean up your folders.
4. Town Hall: Feb 16, 2021 02:00 PM- will record for those unable to attend.
 - a. Submit questions
here: https://docs.google.com/document/d/1wu7KxWUusyzUv7QZnQO_kuip36UZobKASSM69Pmc3C4/edit?usp=sharing
 - b. **Town Hall:**

Time: Feb 16, 2021 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83366880695?pwd=a1MwU3F4RDhrV1d5NIB2VDFNeFV3Zz09>

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