



NOBLE

North of Boston Library Exchange

Creating a Scheduled Shelf Sitter Report

You can set up a Shelf Sitter report to run automatically on a schedule. For example, you may decide that all items in a particular copy location that have not circulated in ten years should be checked to make sure that are actually on the shelf and not missing, and to check as candidates for weeding.

Getting Started

Go to the List Maker and choose **Basic Shelf Sitter** and **Schedule**.

Select a report type?

- | | |
|-----------------------------------------------------|---------------------------------------------|
| <input type="radio"/> Basic List | <input type="radio"/> Advanced List |
| <input type="radio"/> Basic File Upload | <input type="radio"/> Advanced Shelf Sitter |
| <input type="radio"/> Basic Status Change | <input type="radio"/> Quick Preview |
| <input checked="" type="radio"/> Basic Shelf Sitter | |
| <input type="radio"/> Basic Acquisitions | |

Do you want to run Only Once or Schedule?

- Once Schedule

Schedule

Specify when and how often you want the report to run. Check **Run Now?** to have a report run today.

Repeating ▾

Every ▾ Starting On

Run Now?

Choose Your Data

Select your library, branch (optional) and either a **Shelving Location Group** or one or more **Shelving Locations**. (Use **All** is not a valid option for this report.)

Location

Library: ▾

Branch: ▾

Choose one of the three following options

1. Shelving Location(s): Adult Audiobooks (Media Alcove)
 Adult Compact Discs (Media Alcove)
 Adult DVDs (Media Alcove)
 Adult Fiction (Lower Level)
 Adult Graphic Novels (Next to Reference Desk)

2. Shelving Location Group: ▾

3. Use All Shelving Locations:


Filters

Use the **Relative** option for the date, and choose a time period like 10 years ago:

Record Selector *REQUIRED*

▾ Sitting on the shelf since ▾ ago

Choose and Configure Your Output:

<input checked="" type="checkbox"/> Spreadsheet 	
Order By:	Call Number
Display:	-Author -Barcode -Bib Id -Call Number -Shelving Location -Last Checkin -Lifetime Circs -Only Holder -Part -Prefix -Pub Date -Suffix -Title
File Format:	Excel
Options:	-Item Sheet -Count Sheet

Check the **Spreadsheet** option

You can click on the **gear** icon to add or remove columns from the spreadsheet.

Staff Client Links:


- If you add the **Staff Client** link, you can click on a link in your spreadsheet to go directly to the bibliographic record in the staff client.
- If you add the **Item Status** link, the barcode in your record will link to the Item Status display for the item in the staff client.
- If you change any configurations, be sure to click **Done** at the top or bottom of the screen.


Report Output

Enter one or more email addresses, an optional file name, and a report name, and click on **Generate Report**.

Report Output:

Enter Recipient Email Address: Separate multiples with comma

Output File Name: (Optional) 

Report Name: (Required) 

Check Your Email

The email message for a scheduled report includes the same features as a one-time report, and shows the specific date filter used for the current report.