

## **Systems TechTip no. 6 - How do I find out how many patrons were registered in a particular time period?**

Advance can produce a report of all patrons registered on the system broken down by patron type. It can also break this report into patrons registered in any timescale.

1. Log on to circulation
2. Select **CRM - Circulation reporting** and [return]
3. Select **CCR - System Reports** and [return]
4. Select **1. EUL's CIRC Stats and Reports** and [return]
5. Select **11. EUL Count of patrons by patron type.** and [return]
6. A “**Report Driver**” screen will display. Select **C to continue** and [return]
7. At the next screen (Title bar will say **EUL Count of patrons by patron type.**) Fill out the date information as required, ie:

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1. With expiry date after (eg 30/10/95) :  
2. With expiry date before (eg 16/1/96) :  
3. Registered after (eg 1/1/90)           : 31 OCT 1996  
4. Registered before (eg 30/11/95)        : 31 OCT 1997  
5. Route output to                      : P  
   S - Screen          A - Auxilary printer  
   Hxx - Hold file with key xx, defaults to assigned key  
   Pn - system Printer n, n defaults to 0  
6. Print report description            : Y
```

Field 5 should always say P - this means the system printer in the main library.

8. Enter C to continue once you have filled out the fields.
9. Once the report has run (about 30 minutes) call systems and someone will retrieve it from the printer and put it in the post.