Geac Reports

Systems TechTip no. 4 - How do I find out what is in my Reserve collection?

Advance can produce a report of all items in a reserve collection, including usage counts. To do this:

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 **8. LISTING OF ALL ITEMS ON SPECIFIED RESERVE COURSE** and [return]

6. A **"Report Driver"** screen will display. Select **C to continue** and [return]

7. At the next screen (Title bar will say **LISTING OF ALL ITEMS ON SPECIFIED RESERVE COURSE**) select field 1. and insert a capital **P** into the field and [return] Then select C to continue.

8. You will be asked for a course name. This can be found on the **RBR course processing** screen under **course code** on the top left of the screen. You may need to select U for Update to see the full name. If the name is wrong a message will display saying the name was not found and you will have to start again.

9. Once the report has run (about 5-30 minutes depending on the number of items) call systems and someone will retrieve it from the printer and put it in the post.