

PINES Executive Reports

PINES Executive Reports are a set of reports that are pre-run on a monthly basis for each branch and system. You can access the data for the most recent month, or for any month going back to January 2017.

1. Open up the PINES Quick Reports interface (<https://gapines.org/report-creator>)
2. Click on Executive Snapshot Reports
3. Select the branch(es) or system(s) you are interested in viewing reports for
4. Select the month you wish to view data for
5. Check the checkboxes next to each type of information you would like to see
6. Click Run Report

The screenshot shows the 'PINES Quick Reports' interface. At the top, there is a navigation bar with links: Home | Quick Report Templates | My Quick Reports | My Draft Reports | Executive Snapshot. Below this is a green header that says 'Create Your Executive Snapshot Report:'. The form is divided into three main sections:

- 1. Choose Location(s):** A dropdown menu shows a list of locations including PINES, STATELIB, STATELIB-A, STATELIB-B, STATELIB-GDC, STATELIB-L (which is selected), and ARCPLS. To the right, it says 'Selected: STATELIB-L'.
- 2. Choose Month / Year:** A date selector showing 'Dec' for the month and '2019' for the year.
- 3. Choose Report Data:** This section contains several groups of checkboxes, each with a 'Select All' link:
 - Patrons:** Active Users, New Users, Users Who Circulated Items, Users Who Placed Holds.
 - Bills:** Amount Owed By My Patrons, Amount Billed To My Patrons, Amount Collected From My Patrons.
 - Circulation:** Circulations, Circulations by Circulation Modifier, Circulations by MARC Type, Circulations by Non-Cataloged, In-House Use.
 - Holds/Transits:** Holds Sent From My Library, Holds Received At My Library, Internal Holds, Total Incoming Transits, Total Outgoing Transits, Total IntraPINES Sent, Total IntraPINES Received.
 - Collections/Items:** Total Items, Value of Items, Added Items, Deleted Items.

At the bottom center of the form is a green button labeled 'Run Report'.

A page will appear with links to view the reports for each of the branches/systems you selected in either HTML (on screen) or Excel format.


[Home](#) | [Quick Report Templates](#) | [My Quick Reports](#)

Please click on the links below to view your reports

[ARCPLS-FRMAN](#) [HTML](#) | [Excel](#)
[ARL-WAT](#) [HTML](#) | [Excel](#)
[CLAYTN-HQS](#) [HTML](#) | [Excel](#)

The resulting report provides the pieces of information that you requested as well as change comparison data from the previous month and the previous year.

PINES Executive Reports
 Branch: Friedman Branch Library
 Date: September, 2019



Category	Report	Current Month	Previous Month	% Change from Previous Month	% Change from Previous Year	% of System Total	% of PINES Total
Patrons	Count of active users	10,666	10,684	0%	2%	15%	1%
	Adult	9,695	9,718	0%	2%	15%	1%
	Juvenile	971	966	1%	-1%	11%	0%
	Count of new users	61	66	-8%	-23%	13%	0%
	Adult	47	51	-8%	-20%	16%	1%
	Juvenile	14	15	-7%	-30%	9%	0%
	Count of users who circulated items	436	493	-12%	-28%	16%	0%
	Adult	403	460	-12%	-26%	17%	0%
	Juvenile	33	33	0%	-43%	12%	0%
	Count of users who placed holds	70	81	-14%	6%	15%	0%
Adult	63	75	-16%	2%	14%	0%	
Juvenile	7	6	17%	75%	23%	1%	
Circulation	Count of circulation	3,982	4,940	-19%	-20%	10%	0%
Holds/Transits	Holds sent from my library	278	317	-12%	-12%	12%	0%
	Holds received at my library from another library	425	460	-8%	-14%	17%	0%

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