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## **B      REPORTS**

The COBISS3/Reports module is designed for creating and printing different reports based on data entered to other modules of the COBISS3 software (COBISS3/Acquisitions, COBISS3/Interlibrary Loan, etc.).

This appendix describes the procedures of creating and printing reports for acquisitions, which are created and printed in the COBISS3/Reports module, and the procedure of deleting stored files containing reports. The report layout is predefined. However, you can change the content by changing the variable values and by entering parameters during the report creation procedure. A list of system variables for acquisitions and a description of the procedure, which enables an individual institution to define its own variable values for acquisitions, are also included in this appendix.

Business documents and other reports, which are created, printed or sent by e-mail in the COBISS3/Acquisition module, and reports for acquisitions, which are created and printed in the COBISS3/Reports module, are described in separate appendices (including parameters, which are considered when preparing these reports).