

## 9.3 COBISS3/REPORTS

At the moment, you can create the following reports and statistics within the COBISS3/Reports software module:

- list of members (selecting in the search window)
- active members
- list of members with notes
- deleted members
- members – changed details
- list of members with debts
- material by transactions
- list of most requested material
- material in mobile library
- unavailable material in mobile library
- members with material on loan
- material by status
- members and loan period date about to expire
- notification about a loan period expiry date (mail)
- notification about a loan period expiry date (e-mail)
- transactions for member - membership card No.
- transactions for member - ID No.
- transactions involving material
- list of cash register transactions
- list of members with highest number of loans
- list of recipients of overdue notices
- statistics of overdue notices
- list of uncollected debts
- statistics on loan – by type of material/active months
- statistics on loan – by type of material/months
- statistics on loan – by type of material (physical form)/months
- statistics on loan – by UDC (main)/language/active months
- statistics on loan – by UDC (main)/language/months
- statistics on loan – by type of material/member category (school libraries)
- statistics on loan – by class/active months
- statistics on loan – by mobile library stops/member category
- statistics on loan – by financier/material/member category
- statistics on visits – by members by member category/months
- statistics on visits – by members by member category/days
- statistics on visits – by class/months
- statistics on visits – by class/days
- statistics on visits – by municipality/member category
- statistics on visits – by mobile library stop/member category
- statistics on visits – by hours/days
- statistics on visits for transactions – by member category/months

- statistics on visits for transactions – by member category/days
- statistics on visits for transactions – by class/months
- statistics on visits for transactions – by class/days
- statistics on visits for transactions – by municipality/member category
- statistics on visits for transactions – by mobile library stops/member category
- statistics on visits for transactions – by hours/days
- statistics on transactions – by member category/months
- statistics on transactions – by member category/days
- statistics on transactions – by municipality/member category
- statistics on active members – by municipality/member category
- statistics on active member – by member category
- statistics on active members – by mobile library stop/member category
- statistics on active members – by member category (after the year of transition to COBISS3/Loan)
- statistics on active members – by member category (for the year of transition to COBISS3/Loan)

When using specific methods within the COBISS3/Loan software module, you can create the following reports:

- membership card label
- lending form
- returned material
- electronic notifications
- routing lists for serials
- routing details for serials
- routing details for members
- list of members before change of class/grade
- list of members after change of class/grade
- list of inactive members who will be deleted during batch deletion
- list of inactive members with outstanding debts
- price list
- invoice
- cancellation of invoice
- list of cash register transactions for member
- list of invoices after closing cash register
- slip with reservation details
- list of new reservations and cancellations via COBISS/OPAC
- daily list of reservations and cancellations
- overdue notice
- slip with data on the material that was returned to another department
- slip with reservation details on the unavailable set