
A REPORTS

Reports for loan purposes are created and printed in the COBISS3/Reports software module. The report layout is predefined. However, you can change the content by entering individual parameters when you prepare the report. You can choose one of the following pre-prepared reports:

- Members
 - LOAN-Mb-01: Selected members
 - LOAN-Mb-02: Active members
 - LOAN-Mb-03: List of members with notes
 - LOAN-Mb-04: Deleted members
 - LOAN-Mb-05: Members – changed details
 - LOAN-Mb-06: Active members – by department
 - LOAN-Mb-07: Statistics of updating member details – students
 - LOAN-Mb-08: List of members with debts
- Material
 - LOAN-Mt-01: Material by transactions
 - LOAN-Mt-02: List of most requested material
 - LOAN-Mt-03: Material in mobile library
 - LOAN-Mt-04: Unavailable material in mobile library
- Members and material
 - LOAN-MM-01: Members with material on loan
 - LOAN-MM-02: Material by status
 - LOAN-MM-03: Members and loan period date about to expire
 - LOAN-MM-04: Notification about a loan period expiry date (mail)
 - LOAN-MM-05: Notification about a loan period expiry date (e-mail)
 - LOAN-MM-06: Recipients of e-mail notification
- Transactions
 - LOAN-TR-01: Transactions for member - membership card No.
 - LOAN-TR-02: Transactions for member - ID No.
 - LOAN-TR-03: Transactions involving material

- LOAN-TR-04: List of cash register transactions
- LOAN-TR-05: Members with highest number of loans
- Cash register operations
 - LOAN-CRO-01: List of invoices
 - LOAN-CRO-02: List of invoices incl. VAT
 - LOAN-CRO-03: Summary of list of invoices incl. VAT
- Overdue notices
 - LAON-ON-01: Statistics of overdue notices
- Data export
 - LOAN-EXP-01: List of uncollected debts

Subchapters:

- Creating and printing reports
- Groups and report description