Creating an Inventory Report using Simply Reports



Choose your output columns (Orion uses the following):

Item assigned branch abbreviation

Item assigned collection abbreviation

Item barcode

Item call number

Item last inventory date

Item shelf location

MARC author

MARC bibliographic record ID

MARC title

Item last cko/renewal date

Item material type



Choose Columns selected for sort (Orion uses the following):

Item assigned branch abbreviation

Item assigned collection abbreviation

Item shelf location

MARC author

Check the Excel file box





Item General Filters

Assigned branch

Collection

Record status – Final

Circ status – In



Item Call Number Filters

Classification Number