RESOURCE REPORTS

Follett Destiny provides a set of canned reports that can be customized to detail specific data based on resource type, status, etc. To access these reports, click on Reports > Resource Reports

The Catalog > Item Status report may be a summary report or a detailed item report. This report can be filtered to include items by resource type, custodian, department, home location and status.

The Circulation > Current Checkouts/Fines report can create a summary of items in circulation or create notices to send to patrons.

My Favorites

My Favorites is a list of saved reports that you want to easily access or run repeatedly without having to setup them up each time. Any report created in Report Builder, Current Checkouts/Fines and the Fine History reports may be added to My Favorites.

Deleting a report from My Favorite removes the report from your list yet the report still exists in Report Manager.
**Report Builder**

Report Builder allows patrons to build custom reports that include any field in the item record. To view existing site reports or create a new report, click on Reports > Report Builder.

A. Click on the **Last Run** hyperlink to view the details of a previously created report.

B. Click on the **Run** icon to execute the report. Generated reports may be saved as an XML file.

C. Click on the **Edit** icon to update the parameters of a report.

D. Click on the **Duplicate** icon to copy the report, with a new name, and update the parameters as needed.

E. Click on the **Export** icon to export the report and share with another site.

F. Click on the **My Favorites** icon to add the report to your favorites list.

G. Reports created by the District Manager and sent to each school are designated by a house icon.