USER DEFINED REPORTS

Insignia Library System enables custom reports to be designed by the user.

1. Go to **Report > User Defined**.
2. Use the dropdown to select a report Category.
    2.1. Titles: Information relating to bibliographic item records.
    2.2. Copies: Information relating to holdings.
    2.3. Circulation: Information on circulation statistics.
    2.4. Patrons: Information relating to library users.
    2.5. Textbook Copy: Information on textbooks in the system.
    2.6. Asset: Information relating to Assets.
    2.7. Asset Copy: Information relating to Asset Copies.
3. To work with a saved report, choose the category and title from the dropdown lists.

CREATE A NEW USER DEFINED REPORT

1. To create a new user defined report, click **New.**
2. Check **Union Reports** to share the user defined report with other libraries in the union.
3. Select the report columns to use by clicking in the corresponding box beside the fields and placing a number in them. For example, to create a report with Title, Author, and Call Number listed, a number 1 must be in the box beside Title to list in in the first column.
4. To select the size of the columns relative to the page enter a percentage beside the column name corresponding to the amount of space the column will take up on the page.
5. Set the search criteria from the dropdown menus and fill in the search field(s).
6. Enter a Title for the report.
7. To print in landscape format, check Landscape.
8. To include information from other libraries in the union in the report, check Union.
9. Click **Save** to save this layout for future use.
10. Click **Preview** to view a printable preview of the report.