## **Simply Reports Report Outline**

What is the ultimate goal of this report?
Who or What is it for?
When does it need to be done?
Will this report be printed or is just a count needed?
What kind of information should be included?
How should it be sorted?
What format should this report be exported as?
Does a Record Set need to be created?
In Simply Reports, which Tab will I be using?
Which Sub Tab?
What fields will be included?

In what order should these fields be displayed on my final report?
What limits need to be applied? For example; limit by: library, patron code, collection code, circ
status, date range, use count, last activity date, fine amount, lost items, checkbox filters, etc.
What date range am I using?
This report was finished on and by
This report was infished on and by
This report was shared on/with
Notes on this report