SimplyReports Template

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 shared on/with:

Notes on this report: