

### Analytics User Lists Folder:

Located in Shared Reports > 1. For Libraries > User Lists. Contains reports that list out users based on certain qualities or characteristics.

#### Run as needed:

- 1List Users (Basic): This report offers options to select users based on library, UserCat1, UserCat2, Last Activity Date, or user Created Date, ie, to create a list of users in a particular UserCat1 who have been active in the last year. If you need to run the report frequently with the same prompts, you can save your options as a “Personal View”.

#### Run Monthly:

- List Renewed Users: This report lists users who renewed their card in the previous month. These users should be checked for UCat1 accurate. Select your library from the prompt.
- List Users Registered Online: This report lists all users with a profile of ONLINEREG for your library, who have registered online in the last month. They should be checked to verify their address and User Cat1, or, if they’ve already been into the library, have their profile changed from ONLINEREG to allow for full access of library resources. This report should be run *at least* monthly, and more frequently is recommended.
- List Users with Blank UCat1: This report lists users who have a Blank UCat1, or a UCat1 of UNKNOWN. UCat1 indicates the township the user lives in, and needs to be filled in correctly for accurate funding distribution.
- List Users with Blank UCat2 : This report lists users who have a Blank UCat2. UCat2 indicates the county the user lives in, and needs to be filled in correctly for patron accuracy and end-of-year statistics.
- List Users – New: This report lists all users created in the previous month. These users should have their address and especially UserCat1 verified for accuracy.

#### Run in April and October:

- List Duplicate Users: This report lists users that have the word “DUPLICATE” in their name field, but not a profile of REMOVE: users need a profile of REMOVE to be removed from the database during user maintenance. Select your library from the prompt; the report outputs Barcode, Last Name, First Name, Profile, and Last Activity Date.
- List Users Older than 100: This report lists users who have age of 100 or above; some of these might be Guest cards, others might require cleanup due to no longer being library patrons, or having their age entered inaccurately (ex: 1903 instead of 2003).

- List Users with Negative Ages: This report lists those users who have a negative age, i.e., a birthdate sometime in the future (a birth year entered 2030 instead of 2003). These users should have their birthdate updated to be accurate.

Run in August:

- List Users with Blank Age: This report is a list of users who have a blank birthdate, who have been active in the last three years. These users should have a date of birth entered into their user record.
- List Users with TEACHER profile: This report lists all users for your library who have a profile of TEACHER. Teacher cards circulate materials for 28 Days (except for DVDs, which circulate for 7 days even for Teacher cards, and SHORTLOAN items, which Teacher cards are not able to check out). This report should be run before the beginning of the school year to cleanup Teacher cards that are no longer active.