Creating a Report Record

To create a report record, do the following (please make sure you are logged onto a PALS subsystem):

1. **Type** LRP **and press** <Enter>. PALS displays the LRP Selection Menu:

```
LRP/CI RC:
CI RC I LL SER ACQ BI B USAGE TRANSACTION LOG QUIT
Use initials (or arrow keys to move cursor and press RETURN) to select
```

2. **Press** the first letter of the subsystem of the report you want to create (C for Circ; I for ILL; S for Ser, etc). Report Writer displays the Report Selection Menu. For example, if you had selected C, this is the Circ Report Selection Menu:

```
LRP/CI RC / CI 050 : Custom Pull
CI 050
CI 052
CI 060
CI 082
CI 093
OC062 Quit
Use arrow keys to move cursor then press RETURN to select
```

This lists the individual reports that you can create. Each subsystem has its own Report Selection Menu that lists the reports available for that subsystem.

3. **Use** the arrow keys to highlight the report for which you want to create a record and press <Enter>. Report Writer displays the workform for that report. Each report has a slightly different workform. The sample workform below is for the CI082 Missing Inventory report:

```
LRP/CI RC / CI 082 : Missing Inventory
Description to appear on index screen
____________________________
Job Description:
Schedule: Run Date (MMDDYY):
: Day of Month (1-31):
: Interval (1-365):
: Override (Y/N):N
Expiration Date (MMDDYY):
# of Copies : 1
Shelflist:
Location :
Call Number Begin :
Call Number End :
Date (MMDDYY):
[PROCEED]
[QUIT]
F1 = HELP info ----- Esc = QUIT ----- F9 = show previous / do online search
```

4. **Complete** the workform. All report workforms have the same first seven fields. The other fields on a particular workform are unique to the subsystem or type of report.

5. **After** you have completed the workform, go to [PROCEED] and press <Enter>. If the report record is successfully loaded, PALS displays the following message:

```
REPORT RECORD LOADED WITH ID: NNNNN
```

(Where NNNNN = the Report ID number)

If the report record is not successfully loaded, PALS displays the following message:

```
REPORT WILL NOT RUN
```

Followed by an explanation of the problem. To fix the problem, press <F10> to recall the workform with the fields filled in, make the necessary corrections, then re-submit the workform.