

# MEDIA CHECK-OUT REPORTS

Media Check-out Reports

Late Media


Media Checkouts

Media List

## LATE MEDIA

Print Preview


100%



AccuSQL Report

Late Media Report

01/01/2013 12:00 - 12/31/2013 11:59



headphone

Media ID: 15		Title: Headphones	
Due: 03/22/2013 02:33	Out: 03/21/2013 02:33	Late: 4274 hr 59 min.	
Student: David Arlington		Phone: (444)555-6464	ID:
Instructor:		Activity:	
Note: please return on time			

Media ID: 1		Title: Headphones	
Due: 03/22/2013 02:39	Out: 03/21/2013 02:39	Late: 4274 hr 53 min.	
Student: David Arlington		Phone: (444)555-6464	ID:
Instructor:		Activity:	

Late headphone: 2

reference book

Media ID: 1006		Title: MLA Handbook for Writers of Research Pap	
Due: 03/11/2013 10:56	Out: 03/11/2013 09:56	Late: 4542 hr 36 min.	
Student: Harrison Ron		Phone:	ID:
Instructor:		Activity:	
Note: Checked out by Susie			

Late reference book: 1

Total Number of Late Media: 3

**Purpose:** Displays information about late media returns

**Available Filters:** Reporting period (Checkout), Students, Activities, Instructors, Media, Student Groups, Lab IDs

**Display Options:** Time format, Show/hide visitor ID

**Grouped by:** Media Type

**Order:** Media Type, Out date

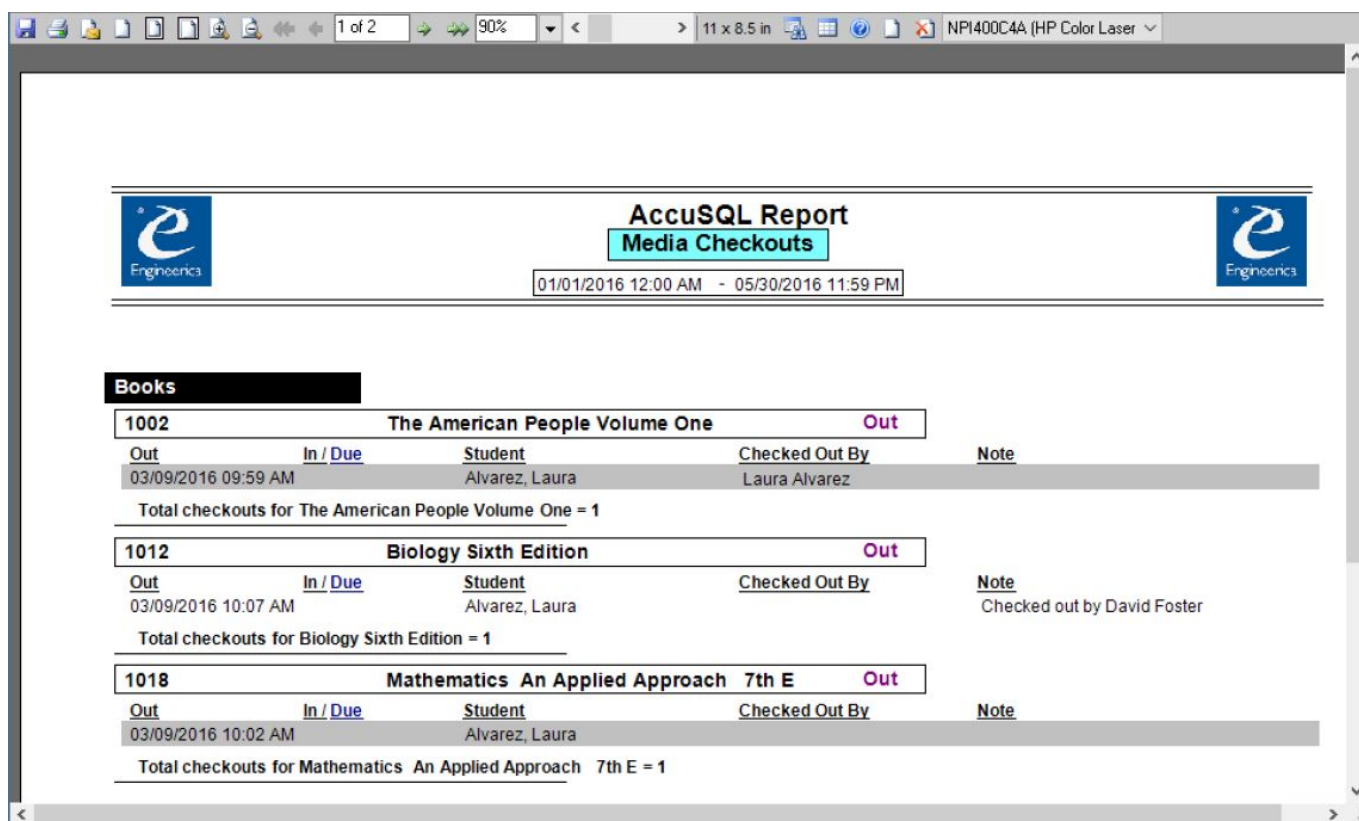
**Summary Report Type Available:** No

**Description:** Media is considered late if it is still checked out after due time has passed. This report gives detailed information about late media, including media ID, title, due time, check out time, and how long it is past due. It also gives information about the student who checked it out, his or her phone number, ID #, instructor (if entered) and class (if entered).

**Note:** This report shows late media that has not been returned yet. It does not list late returns of checked-in media.

**Tip:** Use the reporting period filter to only show late media that was checked out during the reporting period. This is useful if you want to exclude lost media that was checked out a long time ago for example.

## MEDIA CHECKOUTS



AccuSQL Report Media Checkouts				
01/01/2016 12:00 AM - 05/30/2016 11:59 PM				
<b>Books</b>				
<b>1002</b>	<b>The American People Volume One</b>			<b>Out</b>
<u>Out</u>	<u>In / Due</u>	<u>Student</u>	<u>Checked Out By</u>	<u>Note</u>
03/09/2016 09:59 AM		Alvarez, Laura	Laura Alvarez	
Total checkouts for The American People Volume One = 1				
<b>1012</b>	<b>Biology Sixth Edition</b>			<b>Out</b>
<u>Out</u>	<u>In / Due</u>	<u>Student</u>	<u>Checked Out By</u>	<u>Note</u>
03/09/2016 10:07 AM		Alvarez, Laura		Checked out by David Foster
Total checkouts for Biology Sixth Edition = 1				
<b>1018</b>	<b>Mathematics An Applied Approach 7th E</b>			<b>Out</b>
<u>Out</u>	<u>In / Due</u>	<u>Student</u>	<u>Checked Out By</u>	<u>Note</u>
03/09/2016 10:02 AM		Alvarez, Laura		
Total checkouts for Mathematics An Applied Approach 7th E = 1				

**Purpose:** Shows a list of media checkouts

**Available Filters:** Reporting period, Students, Activities, Instructors, Media, Student Groups, Lab IDs

**Display Options:** Time format

**Grouped by:** Media Type, Media ID

**Order:** Media Type, Media ID, Checkout date

**Summary Report Type Available:** Yes

**Description:** This report shows the checkout record of your media stock. For each title, the report shows the checkout time, check in or due time, student, and checkout note. The report also shows the total number of checkouts for each title and the total checkouts of all media during the reporting period.

**Tip:** If the media is currently checked out, you will see the word “Out” in purple in the media title block. You will also see the media due date in blue font. If the media is currently checked in, you will see the word “In” in the media title block. The check-in date will appear in black font.

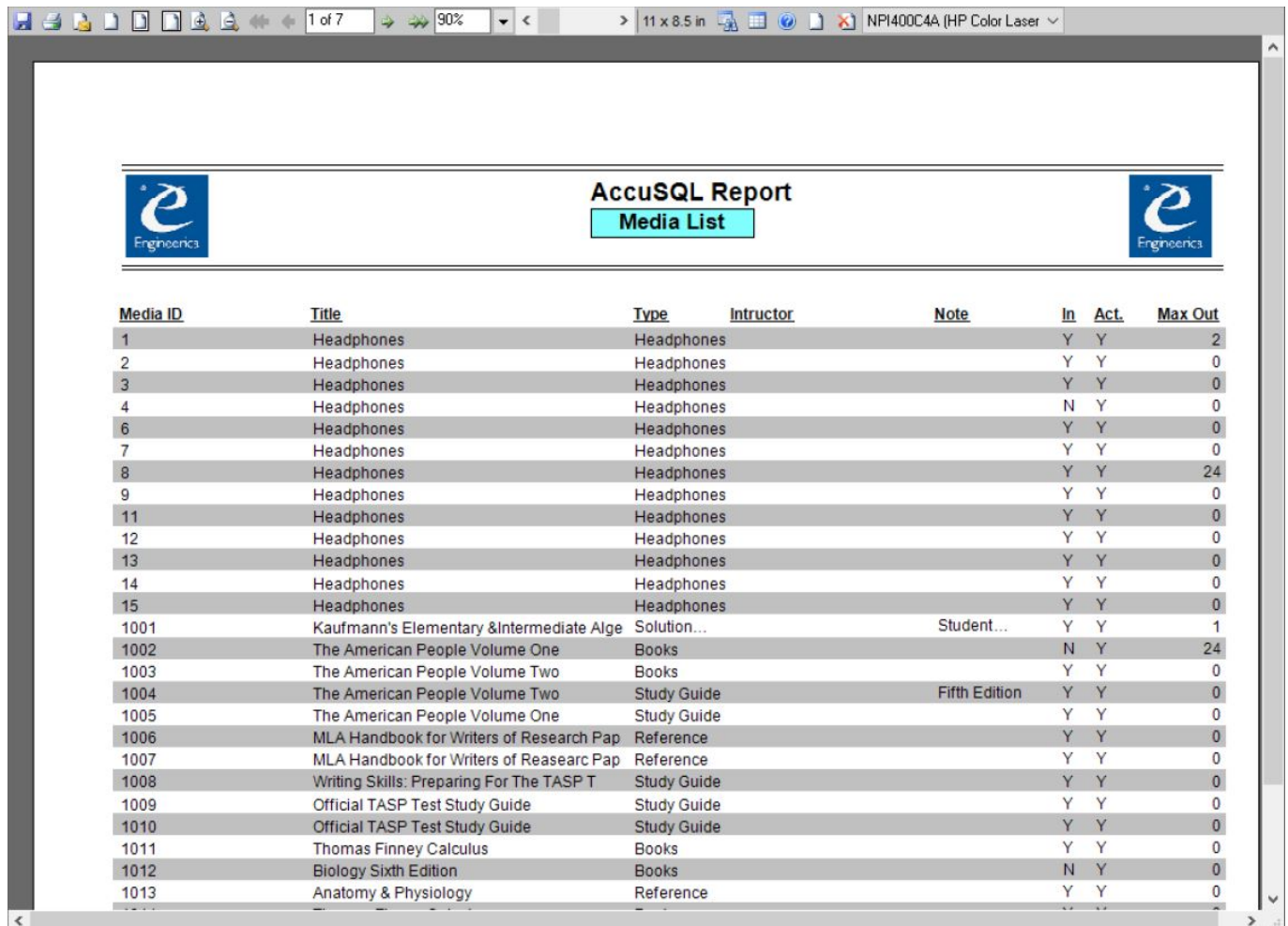
## MEDIA CHECKOUTS (Summary View)

**AccuSQL Report**  
**Media Checkouts**  
01/01/2016 12:00 AM - 05/30/2016 11:59 PM

**Books**

Media ID	Media Title	Status	Out	In / Due	Student	Checked Out By	Note
1002	The American People Volume One	Out					
Total checkouts for The American People Volume One = 1							
1012	Biology Sixth Edition	Out					
Total checkouts for Biology Sixth Edition = 1							
1018	Mathematics An Applied Approach 7th E	Out					
Total checkouts for Mathematics An Applied Approach 7th E = 1							
1060	The Norton Anthology World Masterpieces	Out					
Total checkouts for The Norton Anthology World Masterpieces = 1							
<b>Total checkouts for type Books = 4</b>							

## MEDIA LIST



Media ID	Title	Type	Instructor	Note	In	Act	Max Out
1	Headphones	Headphones			Y	Y	2
2	Headphones	Headphones			Y	Y	0
3	Headphones	Headphones			Y	Y	0
4	Headphones	Headphones			N	Y	0
6	Headphones	Headphones			Y	Y	0
7	Headphones	Headphones			Y	Y	0
8	Headphones	Headphones			Y	Y	24
9	Headphones	Headphones			Y	Y	0
11	Headphones	Headphones			Y	Y	0
12	Headphones	Headphones			Y	Y	0
13	Headphones	Headphones			Y	Y	0
14	Headphones	Headphones			Y	Y	0
15	Headphones	Headphones			Y	Y	0
1001	Kaufmann's Elementary & Intermediate Algebra	Solution...		Student...	Y	Y	1
1002	The American People Volume One	Books			N	Y	24
1003	The American People Volume Two	Books			Y	Y	0
1004	The American People Volume Two	Study Guide		Fifth Edition	Y	Y	0
1005	The American People Volume One	Study Guide			Y	Y	0
1006	MLA Handbook for Writers of Research Papers	Reference			Y	Y	0
1007	MLA Handbook for Writers of Research Papers	Reference			Y	Y	0
1008	Writing Skills: Preparing For The TASP Test	Study Guide			Y	Y	0
1009	Official TASP Test Study Guide	Study Guide			Y	Y	0
1010	Official TASP Test Study Guide	Study Guide			Y	Y	0
1011	Thomas Finney Calculus	Books			Y	Y	0
1012	Biology Sixth Edition	Books			N	Y	0
1013	Anatomy & Physiology	Reference			Y	Y	0

**Purpose:** Shows a list of media stock

**Available Filters:** Media

**Display Options:** None

**Grouped by:** None

**Order:** Media ID, Title, Media Type, Instructor

**Summary Report Type Available:** No

**Description:** This report shows all media in stock by media ID, type, instructor (if entered), and note (if entered). The report also lists whether the media is checked in, whether the media is active and the maximum time out (if entered).

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Last update: **2020/10/27 16:06**

