**SWAN Symphony WorkFlows: Reports**

**REPORTS – PRINT ITEM TAB**

All call number information - Call number, library, number of call number holds, number of copies, copies on reserve

All copy information – Copy number, item ID, library, library description, location, home locations, price, Category 1, Category 2, type, number of pieces, date Created, SPermanent

Brief Copy information – copy number, item ID, library, library description, location

Abbreviated copy and circulation information – copy number, item ID, type, home location, price, date created, total charges

Circulation Summary - Number of charges, number of bills, number of copy holds, total charges, in house charges, total checkouts, total renewals, Interval checkouts, interval Renewals, interval Start date, recirculate, date last used, is Reserve item, in transit to, in transit from, date put in transit, transit reason

Bills -Number of bills, user ID, name, amount, balance, date billed, reason, library, date of notice, number of notices, Paid in Full

Charges - Number of Charges, User ID, name, date charged, date due, number of overdue notices, date renewed, number of renewals, charge location, date recalled, number of recall notices, charge library

Holds – Number of Copy Holds, user ID, name, Priority, date placed, date expires, date notified, number of notices, is available hold, hold type, is Reserve hold, library comment

Copy Comments – Extended information (staff note, public note, etc.)

Inventory Information – Times inventoried, date inventoried