Reporting options

Koha's reporting module allows users to generate various reports to analyze and monitor library data. Here's an overview of Koha's reporting module:

1. **Accessing the Reporting Module**: Log in to the Koha Staff Interface and navigate to the "Reports" or "Reporting" section.
2. **Types of Reports**: Koha offers several types of reports, including:
   - Circulation Reports: Analyze circulation statistics such as loans, returns, fines, and holds.
   - Cataloging Reports: Track cataloging activities, such as items added, modified, or deleted.
   - Acquisition Reports: Monitor acquisitions, including orders, budgets, and vendor activity.
   - Patrons Reports: View information about library patrons, such as registered users, borrowers, and fines owed.
   - Serials Reports: Manage serials subscriptions, including renewal, cancellations, and issues received.
   - Custom SQL Reports: Create custom reports using SQL queries for specific data analysis needs.
3. **Report Parameters**: Each report may have specific parameters to customize the data selection and presentation. Parameters may include date ranges, branches, item types, patron categories, and more.
4. **Generating Reports**: After selecting a report type and setting parameters, click on the "Generate" or "Run Report" button to generate the report.
5. **Viewing Reports**: Once generated, reports can be viewed directly within the Koha interface. Reports may be displayed in tabular format or as charts and graphs for visual analysis.
6. **Exporting Reports**: Koha allows users to export reports in various formats such as CSV, Excel, PDF, or HTML for further analysis or sharing with stakeholders.
7. **Saving and Sharing Reports**: Users can save report configurations for future use and share reports with other staff members or administrators.
8. **Scheduled Reports**: Koha also supports scheduling reports to run automatically at specified intervals and deliver them via email to designated recipients.
9. **Customization and Extension**: Advanced users can customize existing reports or create new reports using Koha's flexible reporting framework and custom SQL queries.

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