

## **Opening Reports in Google Drive**

The document will cover opening reports in Google Drive if you have the software installed on your computer. To learn more about installing Google Drive to your computer visit the following website: <a href="https://support.google.com/drive/answer/10838124?hl=en">https://support.google.com/drive/answer/10838124?hl=en</a>

1. After running a report go to Finished Reports. Select the report and click **Download**. The example below displays running CAT: Shelf List report.

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FN MOD User load from external	userload	ADMIN	ок
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FNCorrect Hold Information	fixholdinfo	ADMIN	ок
FNUpdate Charge Counts	chargecheck	ADMIN	OK
FNUpdate Bill Counts	billcheck	ADMIN	OK
FNAdd, Delete, Update User	aduusertext	ADMIN	OK
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FNConsolidate Daily Logs	consolidate	ADMIN	OK
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- 2. Follow the steps below to save your document to Google Drive and open the file:
  - a. Go to Google Drive on your computer.
  - b. Select My Drive.
  - c. Name the report and update the extension to .doc.



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d. Click Save to save the report to the My Drive folder.

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Save as type: Text File (*.txt)		~
▲ Hide Folders		d Save Cancel

3. Once the report is saved, log into your Google account or if you are already logged in you can refresh your page and you should see the report under My Drive in your Google Drive. Click the report to open it in Google Docs or Google Sheets.

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4. To open the document with Google Docs, click Open with Google Docs. NOTE: The font size can be adjusted to 10 points to avoid sentence carryover to the next line.

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08/27/2008 E ALA	34608001102870 AVAILABLE	The butter man / Elizabeth Alalou and Ali Alalou ; il	
11/13/2007 E ALB	34608001008812 AVAILABLE	My best friend is out of this world / by Sarah Albee	
11/13/2007 E ALB	34608001034727 AVAILABLE	My friend Bear / Jez Alborough	
01/14/2008 E ALB	34608001042654 LOST	Some dogs do / Jez Alborough	
11/13/2007 E ALB	34608001028505 AVAILABLE	Watch out! Big Bro's coming! / Jez Alborough	
11/13/2007 E ALE	34608001016153 AVAILABLE	The fortune-tellers / by Lloyd Alexander : illustrate	
11/13/2007 E ALE	34608001008960 AVAILABLE	How my library grew, by Dinah / story and pictures by	
11/13/2007 E ALL	34608001007525 AVAILABLE	Miss Nelson is missing! / Harry Allard, James Marshal	

5. To print the report, go to the File menu and select Print.

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🖶 Print	Ctrl+P	7 E ALL	34608001033737 34608001008440 34608100002690	AVAILABLE	Miss Nelson is missing! / Harry Allard, James Marshal In window eight, the moon is late / Diane Worfolk All Abigail spells / by Anna Alter



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6. **Additional report type options:** If you are running the report as a spreadsheet, go to the Output Options tab and change Report Type to Spreadsheet.

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7. Select the report and click **Download** the report and select **View result**.

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US MOD User load from external	userload	ADMIN	OK	
Correct User Information	fixusercounts	ADMIN	OK	
Correct Hold Information	fixholdinfo	ADMIN	OK	
Update Charge Counts	chargecheck	ADMIN	OK	
Update Bill Counts	billcheck	ADMIN	OK	
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8. Save the file to the Google Drive with the **.xls** format.

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Name		Date modified	Туре
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🕅 Cataloging Training		4/18/2023 1:42 PM	File fo
Classroom		12/4/2020 9:42 AM	File fo
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9. Go to Google Drive and login. If you are already logged in refresh the screen. The file will be visible.

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10. Double click on the file and the file will automatically open in Google Sheet.

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8	34608001015759 E ADL	AVAILABLE	Cam Jansen and	d Adler, David A										
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15	34608001033034 E AHL	AVAILABLE	The snail house	Ahlberg, Allan										
16	34608001010966 E AHL	AVAILABLE	The snail house	Ahlberg, Allan										
17	34608001102870 E ALA	AVAILABLE	The butter man /	Alalou, Elizabeth										
18	34608001008812 E ALB	AVAILABLE	My best friend is	Albee, Sarah										
19	34608001034727 E ALB	AVAILABLE	My friend Bear /	Alborough, Jez										
20	34608001042654 E ALB	LOST	Some dogs do /	Alborough, Jez										
21	34608001028505 E ALB	AVAILABLE	Watch out! Big B	E Alborough, Jez										
22	34608001016153 E ALE	AVAILABLE	The fortune-telle	r Alexander, Lloyd										



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