

## **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.

| Schedule New Reports X   | -                   |                                   |                                      |
|--|---------------------|-----------------------------------|--------------------------------------|
| hedule New Reports : Display Finished Reports  |                     |                                   |                                      |
| ¥. 🝟 😫 Pł  |                     |                                   |                                      |
| Finished   |                     |                                   |                                      |
| Report name  | Source              | Owne                              | er Status                            |
| CAT : Shelf List   | catitemlist         | ADMIN                             | ОК                                   |
| FN NEW User load from external   | userload            | ADMIN                             | ок                                   |
| FN MOD User load from external   | userload            | ADMIN                             | ок                                   |
| FNCorrect User Information   | fixusercounts       | ADMIN                             | OK                                   |
| 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                                   |
| FNAdd, Delete, Update Dbases   | adutext             | ADMIN                             | OK                                   |
| FNUpdate User Deling Status  | setdeling           | ADMIN                             | OK                                   |
| FNStatistics Log   | statlog             | ADMIN                             | OK                                   |
| FNConsolidate Daily Logs   | consolidate         | ADMIN                             | OK                                   |
| Remove Bills - PROCESSFEE 0.00   | rembill             | ADMIN                             | OK                                   |
| Add, Delete, Update Dbases   | adutext             | ADMIN                             | OK                                   |
| FN NEW User load from external   | userload            | ADMIN                             | OK                                   |
|  | userload            |                                   | OK                                   |
|  | View Download Print | Email ( <u>b</u> ) <u>R</u> emove | Ownership ( <u>d</u> ) <u>C</u> lose |
|  |                     |                                   |                                      |
| Schedule New Reports X   |                     |                                   |                                      |
| Schedule New Reports : Display Finished Repo   | rts                 |                                   |                                      |
| Schedule New Reports : Display Finished Reports : View | ports               |                                   | - 🗆 ×                                |
| Report to view: CAT : Shelf List   |                     |                                   |                                      |
| FI ·   |                     |                                   |                                      |
|  |                     |                                   |                                      |
| View result  |                     |                                   | Statu                                |
| C4 Format report   |                     |                                   |                                      |
| FN   |                     | I                                 |                                      |
| FN   | OK Change format C  | ancel                             |                                      |
| FNUpdate Bill Counts   | billcheck           | ADMIN                             | UK                                   |
| ENAdd Delete Undate User   | aduusertext         | ΔΟΜΙΝ                             | OK                                   |

- 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.



Page | 1

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

| local Enter name of file to save to   |                        | ×                  |
|---|------------------------|--------------------|
| $\leftarrow  \rightarrow  \checkmark  \uparrow    \Rightarrow  \text{This PC } \rightarrow \text{ Google Drive (G:) } \rightarrow \text{ My Drive}$ | • ~ C                  | Search My Drive    |
| Organize • New folder   |                        | ≣• 0               |
|   | - Name                 | Date modified      |
| > 🔠 Management Council Ohio Education Computer Network  | BLUEcloud Course Lists | 4/18/2023 1:31 PM  |
| ✓ ■ This PC   | Cataloging Training    | 4/18/2023 1:42 PM  |
| > 🗳 OS (C:)   | Classroom              | 12/4/2020 9:42 AM  |
| ✓ ▲ Google Drive (G:)   | EOY                    | 4/5/2021 2:37 PM   |
| file-revisions-by-id  | Mitinet                | 6/28/2023 12:11 PM |
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| > 🔄 My Drive 🕒  | SymWeb                 | 10/13/2022 3:32 PM |
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| Save as type: Text File (*.txt)   |                        | ~                  |
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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.

|        | Drive                     | Q Search in Drive          |             | ± ⑦ €        | 3 III Go  | ogle |
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| · 🖻    | My Drive<br>Shared drives | TRELShelfList.doc          | 🕒 me        | 3:10 PM      | 5 KB      | :    |
|        | Computers                 |                            | <b>O</b> mo |              |           |      |



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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| +      | New         |  |                         |  |              |  | ) ©     |   |
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| â      | Home        | Item Created                                 | Call Number             | Barcode  | Status       | Title  |         |   |
| ۵      | Activity    | 11/13/2007<br>11/13/2007                     | 551.6 NAY<br>E AAR      | 34608001006550<br>34608001033174                   | AVAILABLE    | Weather at your fingertips / written by Judy Nayer ;<br>How the ostrich got its long neck : a tale from the            |         |   |
| 00     | Workspace   | A<br>11/13/2007<br>11/13/2007<br>illustrat   | E ACK<br>E ADA          | 34608000531707<br>34608001014976                   |              | Song And dance man There was an old lady who swallowed a fly $/$   |         |   |
| <      | My Drive    | 01/14/2009<br>illus                          | E ADD                   | 34608100001767                                     |              | When wishes were horses / by Sharon Hart Addy ;  |         |   |
| + (22) | Shared driv | 11/13/2007<br>illustrate<br>11/13/2007       | E ADL                   | 34608001002625                                     |              | The Babe & I / written by David A. Adler ;<br>Cam Jansen and the mystery at the monkey house / by                      |         |   |
|        | Computers   | D<br>11/13/2007                              | E ADL                   | 34608001015759                                     |              | Cam Jansen and the mystery of the television dog /   |         |   |
|        | companies   | Da<br>12/18/2020                             | E ADL                   | 34608000207084                                     | AVAILABLE    | Run, Mo, run! / by David A. Adler ; illustrated by   |         |   |
| 2      | Shared with | Sa<br>10/29/2020<br>01/24/2012<br>10/16/2008 | E AGE<br>E AGE<br>E AHL | 34608000206482<br>34608050007038<br>34608100000579 | AVAILABLE    | I want a dog / Jon Agee<br>Mr. Putney's quacking dog / Jon Agee<br>The pencil / Allan Ahlberg ; [illustrated by] Bruce |         |   |
| 0      | Recent      | I<br>11/13/2007                              | E AHL                   | 34608001097617                                     |              | The runaway dinner / Allan Ahlberg and [illustrated  |         |   |
|        | Starred     | b<br>11/13/2007                              | E AHL                   | 34608001033034                                     | AVAILABLE    | The snail house / Allan Ahlberg ; illustrated by   |         |   |

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| 11/13/2007 551.6 NAY      | 34608001006550 AVAILABLE | Weather at your fingertips / written by Judy Naver ;  |  |
| 11/13/2007 E AAR          | 34608001033174 AVAILABLE | How the ostrich got its long neck : a tale from the A |  |
| 11/13/2007 E ACK          | 34608000531707 AVAILABLE | Song And dance man                                    |  |
| 11/13/2007 E ADA          | 34608001014976 AVAILABLE | There was an old lady who swallowed a fly / illustrat |  |
| 01/14/2009 E ADD          | 34608100001767 AVAILABLE | When wishes were horses / by Sharon Hart Addy ; illus |  |
| 11/13/2007 E ADL          | 34608001002625 AVAILABLE | The Babe & I / written by David A. Adler ; illustrate |  |
| 11/13/2007 E ADL          | 34608001015759 AVAILABLE | Cam Jansen and the mystery at the monkey house / by D |  |
| 11/13/2007 E ADL          | 34608001008507 AVAILABLE | Cam Jansen and the mystery of the television dog / Da |  |
| 12/18/2020 E ADL          | 34608000207084 AVAILABLE | Run, Mo, run! / by David A. Adler ; illustrated by Sa |  |
| 10/29/2020 E AGE          | 34608000206482 AVAILABLE | I want a dog / Jon Agee                               |  |
| 01/24/2012 E AGE          | 34608050007038 AVAILABLE | Mr. Putney's quacking dog / Jon Agee                  |  |
| 10/16/2008 E AHL          | 34608100000579 AVAILABLE | The pencil / Allan Ahlberg ; [illustrated by] Bruce I |  |
| 11/13/2007 E AHL          | 34608001097617 AVAILABLE | The runaway dinner / Allan Ahlberg and [illustrated b |  |
| 11/13/2007 E AHL          | 34608001033034 AVAILABLE | The snail house / Allan Ahlberg ; illustrated by Gill |  |
| 11/13/2007 E AHL          | 34608001010966 AVAILABLE | The snail house / Allan Ahlberg ; illustrated by Gill |  |
| 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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| 🗠 Email  | ► <u>-</u>         | : CAT : Shelf Li   | st (catitemlist  | - brief)               | 06/27/2024  |
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| Approvals  | New DO             | 7 551.6 NAY        | 34608001006550<br>34608001033174                                     | AVAILABLE              | Weather at your fingertips / written by Judy Nayer ;<br>How the ostrich got its long neck : a tale from the A   |
| 🖉 Rename   | 20                 | 7 E ACK            | 34608000531707<br>34608001014976                                     | AVAILABLE              | Song And dance man<br>There was an old lady who swallowed a fly / <u>illustrat</u>  |
| Move   | 00                 | 7 E ADL            | 34608100001767<br>34608001002625                                     | AVAILABLE              | When wishes were horses / by Sharon Hart Addy ; illus<br>The Babe & I / written by David A. Adler ; illustrate  |
| Add shortcut to Drive  | 20                 | 7 E ADL            | 34608001015759<br>34608001008507                                     | AVAILABLE              | Cam Jansen and the mystery at the monkey house / by D<br>Cam Jansen and the mystery of the television dog / Da  |
| Move to trash  | 02<br>02           | 0 E AGE            | 34608000207084<br>34608000206482                                     | AVAILABLE              | Run, Mo, run! / by David A. Adler ; illustrated by Sa<br>I want a dog / Jon Agee  |
| S Version history  | > 01<br>> 00<br>00 | 8 E AHL<br>7 E AHL | 34608050007038<br>34608100000579<br>34608001097617<br>34608001033034 | AVAILABLE<br>AVAILABLE | Mr. Putney's quacking dog / Jon Agee<br>The pencil / Allan Ahlberg ; [illustrated by] Bruce I<br>The runaway dinner / Allan Ahlberg and [illustrated b<br>The snail house / Allan Ahlberg ; illustrated by Gill |
| (i) Details  | 20                 | 7 E AHL<br>8 E ALA | 34608001033034<br>34608001010966<br>34608001102870                   | AVAILABLE              | The snail house / Allan Ahlberg ; illustrated by Gill<br>The butter man / Elizabeth Alalou and Ali Alalou ; il  |
| Language     Language | ► 00<br>00         | 7 E ALB            | 34608001008812<br>34608001034727<br>34608001042654                   | AVAILABLE              | My best friend is out of this world / by Sarah Albee<br>My friend Bear / Jez Alborough<br>Some dogs do / Jez Alborough  |
| Page setup   | D0<br>D0           | 7 E ALB<br>7 E ALE | 34608001042654<br>34608001028505<br>34608001016153                   | AVAILABLE              | Some dogs do / Sez Alborough<br>Watch out! Big Bro's coming! / Jez Alborough<br>The fortune-tellers / by Lloyd Alexander ; illustrate   |
| Print preview  | 00<br>00           | 7 E ALL            | 34608001008960<br>34608001007525                                     | AVAILABLE              | How my library grew, by Dinah / story and pictures by<br>Miss Nelson is missing! / Harry Allard, James Marshal  |
| 🖶 Print  | Ctrl+P             | 7 E ALL            | 34608001033737<br>34608001008440<br>34608100002690                   | AVAILABLE              | Miss Nelson is missing! / Harry Allard, James Marshal<br>In window eight, the moon is late / Diane Worfolk All<br>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.

| Schedule New Reports X       | : Shelf List    |                       |                |         |                |
|------------------------------|-----------------|-----------------------|----------------|---------|----------------|
| Basic Search String Item IDs | Title Selection | Call Number Selection | Item Selection | Sorting | Output Options |
| Report Type                  | Delimiter: 🔿 Co | omma 🖲 Tab 🔿 Pipe     | Other:         |         |                |
| Report Format                | 1               |                       |                |         |                |
| Plain Text I RTF             |                 |                       |                |         |                |
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| Brief Options                |                 |                       |                |         |                |
| No Date                      |                 |                       |                |         |                |
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| Bib date modified            |                 |                       |                |         |                |
|                              | Schedule        | e Run Now Sa          | ve As Template | Cancel  | ]              |

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

| Schedule New Reports : Display Finished  | Reports                      |       |   |   |
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|  |                              |       |   |   |
| Finished   |                              |       |   |   |
|  |                              |       |   |   |
| Report name  | Source                       | Owner | Status                                  |   |
| TREL Shelf List Spreadsheet  | catitemlist                  | ADMIN | OK                                      |   |
| US NEW User load from external   | userload                     | ADMIN | ок                                      |   |
| 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                                      |   |
| Add, Delete, Update User   | aduusertext                  | ADMIN | OK                                      |   |
| Add, Delete, Update Dbases   | adutext                      | ADMIN | OK                                      |   |
| Update User Deling Status  | setdeling                    | ADMIN | OK                                      |   |
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| Statistics Log   | Statlog<br>Download Print Em | ADMIN | OK<br>Ownership (d) Close               | 1 |
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8. Save the file to the Google Drive with the **.xls** format.

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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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| 2  | 34608001006550 551.6 NAY        | AVAILABLE | Weather at your   | Nayer, Judy        |            |        |       |      |        |         |      |     |       |  |
| 3  | 34608001033174 E AAR            | AVAILABLE | How the ostrich   | Aardema, Vema      |            |        |       |      |        |         |      |     |       |  |
| 4  | 34608000531707 E ACK            | AVAILABLE | Song And dance    | Ackerman, Karer    | 1          |        |       |      |        |         |      |     |       |  |
| 5  | 34608001014976 E ADA            | AVAILABLE | There was an old  | d Adams, Pam       |            |        |       |      |        |         |      |     |       |  |
| 6  | 34608100001767 E ADD            | AVAILABLE | When wishes we    | e Addy, Sharon     |            |        |       |      |        |         |      |     |       |  |
| 7  | 34608001002625 E ADL            | AVAILABLE | The Babe & I / w  | Adler, David A     |            |        |       |      |        |         |      |     |       |  |
| 8  | 34608001015759 E ADL            | AVAILABLE | Cam Jansen and    | d Adler, David A   |            |        |       |      |        |         |      |     |       |  |
| 9  | 34608001008507 E ADL            | AVAILABLE | Cam Jansen and    | d Adler, David A   |            |        |       |      |        |         |      |     |       |  |
| 10 | 34608000207084 E ADL            | AVAILABLE | Run, Mo, run! / t | b Adler, David A   |            |        |       |      |        |         |      |     |       |  |
| 11 | 34608000206482 E AGE            | AVAILABLE | I want a dog / Jo | Agee, Jon          |            |        |       |      |        |         |      |     |       |  |
| 12 | 34608050007038 E AGE            | AVAILABLE | Mr. Putney's qua  | a Agee, Jon        |            |        |       |      |        |         |      |     |       |  |
| 13 | 34608100000579 E AHL            | AVAILABLE | The pencil / Alla | r Ahlberg, Allan   |            |        |       |      |        |         |      |     |       |  |
| 14 | 34608001097617 E AHL            | AVAILABLE | The runaway din   | r Ahlberg, Allan   |            |        |       |      |        |         |      |     |       |  |
| 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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