



G3 Materials Report

How to make a report of Materials using this example; follow these 9 simple steps:

1. Within Back Office & from the G3 Main Menu choose the option [Reports].
2. Choose the option [Material Report Writer].
3. [Template] Click on drop-down arrow; select your choice from the list.
Example: Title and Author Item Report
4. [Selection Criteria]: select these choices from the drop-down arrows
Call number is like *
5. Collection: [Main Collection]
6. Order:
Call Number Title
7. Options: click (to check) the box that says, Print Holdings Information
8. Click on [File] at top of screen, then click on [Preview].
9. When your report appears on the screen, click on [Print] at the top of the screen.

Note: If the call number or any other information is missing on any of the materials in the report list, it's because that information does not exist in your record(s).