

# ArchivesSpace Reports Module



Pre-Defined Reports User Interface, Draft, 2017 May 9

The User Interface for pre-defined reports should include options to limit report data by various parameters outlined in individual report specifications. This interface draft is not a custom reports builder, instead this is designed to impose limits to predefined reports available in ArchivesSpace. Default values in **bold**.

Report Name	Show Description button	Selected button
Report description.		

	Format	Dropdown menu with options: <b>CSV</b> PDF RTF HTML JSON	▼			
	Record Type	Dropdown menu with a customized list of limiting record types based on the report selected.	▼			
	Limit by	Dropdown menu with a customized list of limiting parameters based on the report selected.	▼	Type to search available records...	▼	+ -
<b>AND</b> <b>OR</b> <b>NOT</b>	Limit by	Dropdown menu with a customized list of limiting parameters based on the report selected.	▼	Type to search available records...	▼	+ -

## Dates<sup>1</sup>

Type	Dropdown menu with options: Inclusive Dates Single Date	▼
Begin	e.g. YYYY, YYYY-MM, or YYYY-MM-DD	
End	e.g. YYYY, YYYY-MM, or YYYY-MM-DD	

<sup>1</sup> Include Dates only if "Dates" is included in the parameters outlined in the individual report specification.

Below is an example of the Reports User Interface for a CSV export of a Shelflist Report limited by Record Type, Repository, and Location Profile

Shelflist Report	Show Description	Selected
The Shelflist Report includes a list of all locations and their associated top containers.		

	Format	CSV	▼			
	Record Type	Resources	▼			
	Limit by	Repository	▼	Special Collections	▼	+/-
AND	Limit by	Location Profile	▼	Compact Storage Shelf	▼	+/-

Below is an example of the Reports User Interface for a PDF export of a Shelflist Report limited by Record Type, Repository, and Location Profile.

Shelflist Report	Show Description	Selected
The Shelflist Report includes a list of all locations and their associated top containers.		

	Format	PDF	▼			
	Record Type	Accessions	▼			
	Limit by	Repository	▼	Special Collections	▼	+/-
AND	Limit by	Location Barcode	▼	<i>Null</i>	▼	+/-