

# ArchivesSpace Reports Module



## Pre-Defined Reports User Interface

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 pre-defined reports available in ArchivesSpace. Default values in **bold**.

|                     |                         |                 |
|---------------------|-------------------------|-----------------|
| Report Name         | Show Description button | Selected button |
| Report description. |                         |                 |

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

### Dates<sup>1</sup>

|       |   |   |
|-------|---|---|
| Type  | Dropdown menu with options:<br>Inclusive Dates<br>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 landscape-oriented 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>         | ▼ | +/- |