

# Access Services Dashboards & Excel Reports

## About the Data

Please note that the dashboards and Excel file downloads linked under the "Tableau Dashboard" and "Excel File Download" columns below are automatically updated every morning by 10:00am. The data shown was current in the FOLIO system at the end of the previous business day (yesterday's data).

All Cornell Library staff who have approval to access to the Library Data Platform (LDP) reporting database have access to view these data dashboards. If you have questions about this data, please submit a request through the [Requesting Reporting Help form](#).

## Documentation

- [Accessing and Using Data Dashboards - Detailed Instructions](#)
- [Filtering and Sorting Data in Excel Downloads - Detailed Instructions](#)
- TD = Tableau Dashboard, CR = Canned Report, AHR = Ad Hoc Report

## Access Services Dashboards & Excel Downloads

Index Number	Name	Description	Tableau Dashboard	Excel File Download	Documentation	SQL Query Code
TD400	Physical Items Circulation Counts	Provides fiscal year counts of physical collections use (loans and renewals) with filters for owning library, patron group, material type, and collection type (regular, equipment, etc.). Also provides counts of patron filled requests.	<a href="#">Physical Items Circulation Counts Dashboard</a>	<a href="#">CR184A loans and renewals Excel download</a>  <a href="#">CR193 filled delivery requests Excel download</a>	<a href="#">Filtering data to obtain specific counts</a>	<a href="#">CR184A SQL Query</a>  <a href="#">CR193 SQL Query</a>
TD401	Circulation Desk Transactions	Provides counts of circulation desk transactions by month, day, date, and time of day, with filters for material type, request type, and action type (checkin or checkout).	<a href="#">Circulation Desk Transaction Dashboard</a>			
TD402	Missing and In Transit Items	Provides a list of all items that have an item status of 'missing', including item details, with filters including Library, permanent location, missing status date, call number and LC class. Also contains a separate view for list of items where item status is 'in transit', along with item details and a filter for number of days in transit. If items haven't been checked in at the home location (permanent location) after a specified time period, the items might have been lost or misplaced on their way back to their home location.	<a href="#">Missing and In Transit Items Dashboard</a>			
CR204	Missing, Lost, Claimed, Returned Items	This query creates a list of missing, lost, and claimed returned items (including equipment) at a given library, and includes item status date, last date and location of check in, and size/pagination. Sorts in call number order. To view results for a particular library, sort your Excel file on the library_name column. To view results for a particular item status (e.g., Missing, Aged to Lost, Lost and Paid), sort your Excel file on the status_name column.		<a href="#">Missing Lost Claimed Returned Excel Download</a>		<a href="#">CR204</a>