

## Tag Items and Report User Guide



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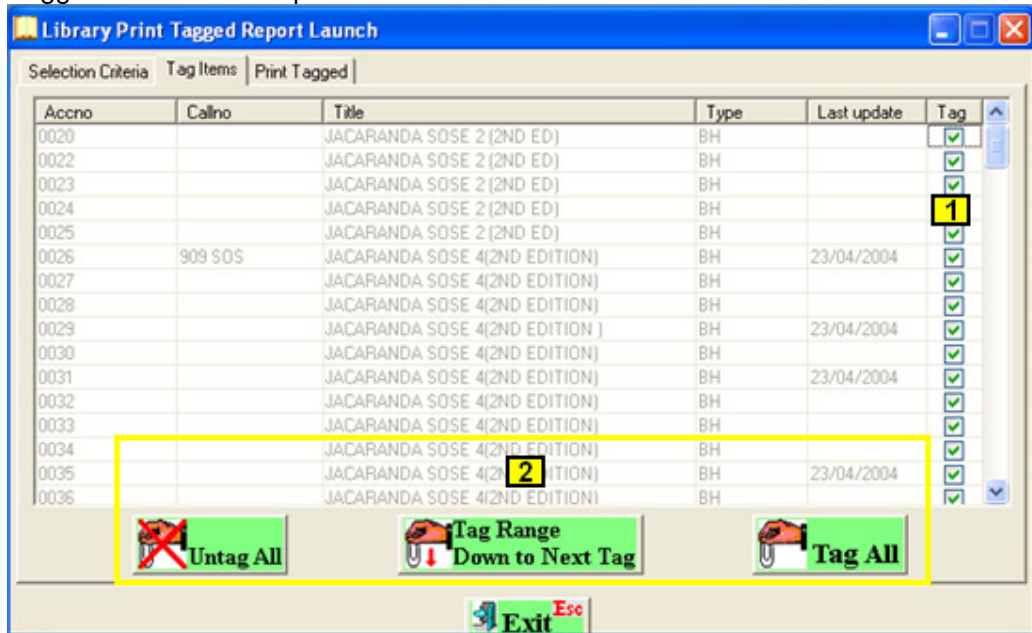
### Tag Items and Report

**Path:** Library → Tag Items and Reports

Tag Items and Report gives you the opportunity to create your own report based on various selected criteria.

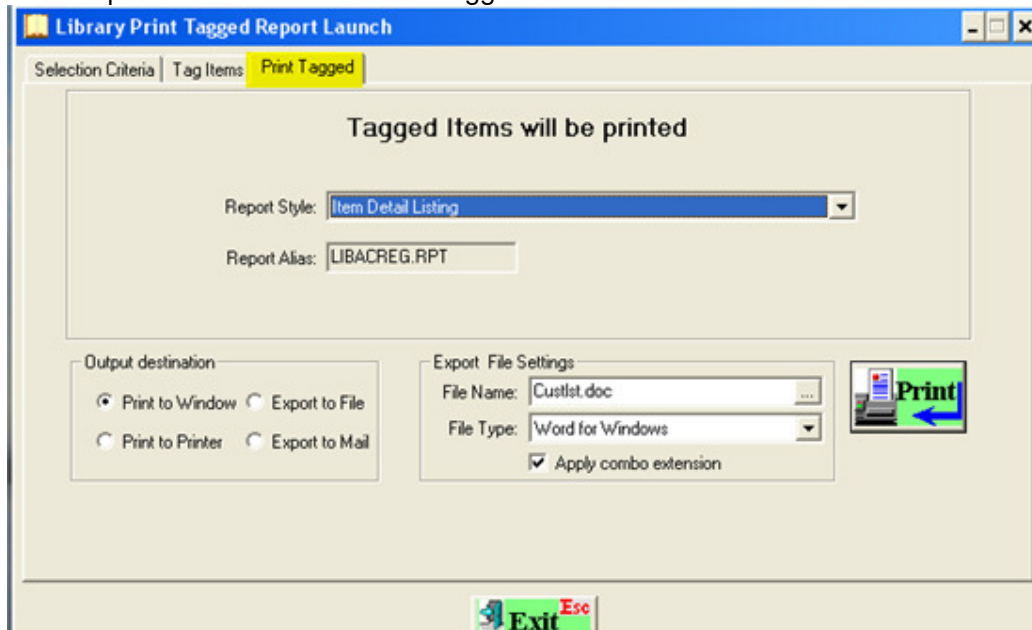
- |    |                                              |
|----|----------------------------------------------|
| 1. | Select the Criteria for the Report.          |
| 2. | Select the order of printing for the Report. |

Only the tagged Items will be reported on.



1. Tags can be added or removed manually.
2. The Tag options can be used for more global tagging.

A Report will be printed based on the Items tagged.



<b>Accession Register Report</b>							Page 1 of 1
<b>Accession No.</b>	<b>Author</b>	<b>Title</b>	<b>Theme</b>	<b>Type</b>	<b>Call No.</b>	<b>Date Received</b>	
<small>Date Received</small>	<small>Publisher</small>	<small>Year</small>	<small>Supplier</small>	<small>Price</small>	<small>Replacement Cost</small>	<small>Missing/Disposed</small>	
<b>P9200077</b>	DUDER Teana	Alexander Alex in Rome			F	DUD NZ	
16/01/992			LIB	12	12.45		
<b>P9200083</b>	TAMES Richard	Marie Curie		0	0	92 CUR	
				0	0.00		
<b>P9200088</b>		World War 11			NF	940 54	
				0	0.00		
<b>P9200094</b>	MAIN William	Auckland through a Victorian lens			NF	993	
				0	0.00		
<b>P9200186</b>	SHELLING John	Buddhist festivals			NF	294 3	
16/01/987			LIB	20	19.90		
<b>P9200189</b>		Burma			NF	915 91	
16/01/988			LIB	0	0.00		
<b>P9200195</b>	LESSITER Mavis	Butterflies and moths			NF	595 78	
16/01/991			LIB	12	11.95		
<b>P9200196</b>	LAIDLAW W. B.	Butterflies of New Zealand			NZ	595 78 NZ	
16/01/977			LIB	0	0.00		