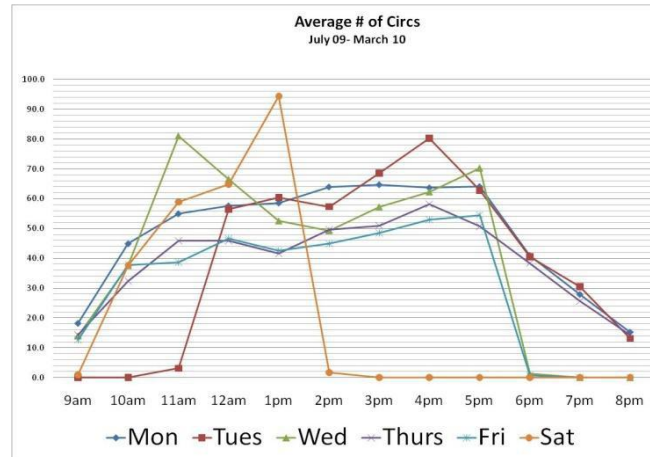


Average Number of Circulations by Day of Week and Time of Day



Evergreen Report Template

Template Source: Circulation

Displayed Fields:

Circulation → Base Transaction → Transaction Start Date/Time (Transform=Hour of Day) *Rename to "Time"*

Circulation → Check Out Date/Time (Transform=Day Name) *Rename to "Weekday"*

Circulation → Circ ID (Transform= Count Distinct) *Rename to "Total Circs"*

Base Filters:

Circulation → Check Out Date/Time (Transform=Date)

[BETWEEN]

Circulation → Circulating Library → Organizational Unit ID

[IN LIST]

Circulation → OPAC Renewal

[EQUALS]

"False"

***When running report, set the Pivot Label Column to "Weekday."

In Excel:

1. If necessary, rearrange columns into proper weekday order.
2. Copy and paste a second copy of the initial table directly below itself, including column and row headers.
3. Delete the table data in the 2nd table, but be sure to keep the column and row labels.
4. Insert row above initial table. In this new Row 1, above each weekday name, type the total number of days for each workday during the period covered in the Evergreen report.
5. Calculate the daily average in the 2nd table by inserting a formula that divides initial table data with the numbers inserted in Row 1. (*Tip: Use formula "=B3/B\$1"* in the first cell, then copy and paste throughout the table.)
6. In the second table, delete the column label ("Time") for Column A.
7. Select all the data in the second table, including the row with the weekday name labels and the column with the time labels.
8. Insert → Charts → Line Chart

