How to run reports in Destiny for **New books for the year**.

1) Log in as media spec
2) Go to reports
3) Library Reports
4) Title & Copy List
5) Select By Fields: Choose - Date Title Added
6) After the date
7) Choose - August 22nd 2011
8) Show titles - only
9) Include: check nothing
10) CLICK Run Report

11) Report Manager: Print Report