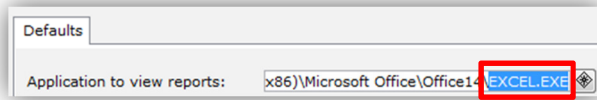


Weeding: Shelf List Spreadsheet (Old Pub Year & No Circulation)

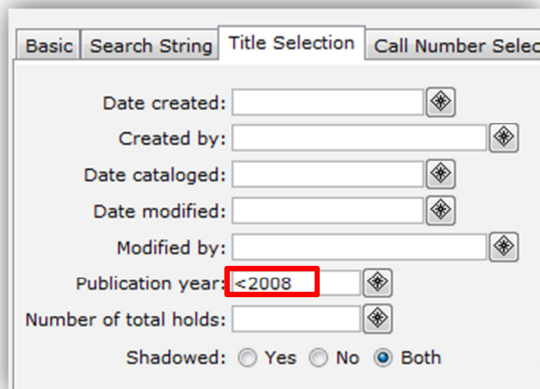
Workflows

Report Session: **Change WINWORD.EXE to EXCEL.EXE** in the Application to view reports



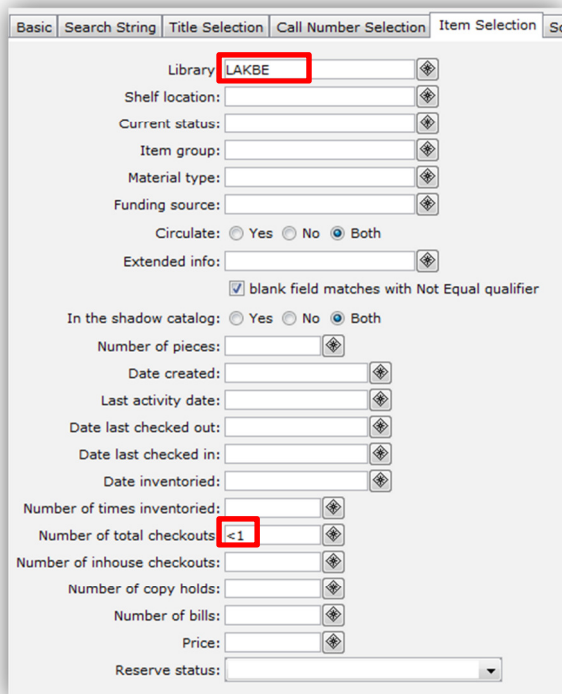
Schedule New Reports - INFOhio tab, **CAT: Shelf List** report, Setup & Schedule

Title Selection tab – Publication Year: < 2008 (specify a year)



A screenshot of the 'Title Selection' tab in a report configuration dialog. The 'Publication year:' field is highlighted with a red box and contains the text '<2008'. Other fields include 'Date created:', 'Created by:', 'Date cataloged:', 'Date modified:', 'Modified by:', 'Number of total holds:', and 'Shadowed:' with radio buttons for 'Yes', 'No', and 'Both'.

Item Selection tab – Indicate your library, Total number of checkouts: <1



A screenshot of the 'Item Selection' tab in a report configuration dialog. The 'Library:' field is highlighted with a red box and contains the text 'LAKBE'. The 'Number of total checkouts' field is also highlighted with a red box and contains the text '<1'. Other fields include 'Shelf location:', 'Current status:', 'Item group:', 'Material type:', 'Funding source:', 'Circulate:' with radio buttons for 'Yes', 'No', and 'Both', 'Extended info:', 'In the shadow catalog:' with radio buttons for 'Yes', 'No', and 'Both', 'Number of pieces:', 'Date created:', 'Last activity date:', 'Date last checked out:', 'Date last checked in:', 'Date inventoried:', 'Number of times inventoried:', 'Number of inhouse checkouts:', 'Number of copy holds:', 'Number of bills:', 'Price:', and 'Reserve status:'.

Output Options tab – Report type = Spreadsheet, select field selections (shown below)

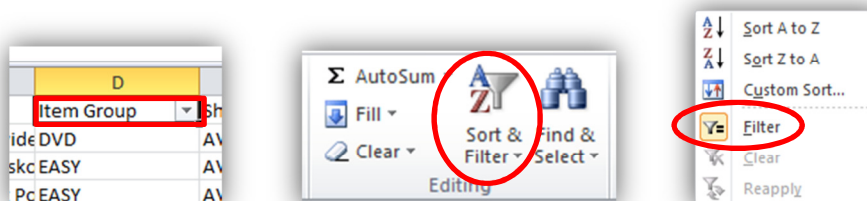
The image shows two overlapping dialog boxes. The top one is titled "Report Type" and has three radio buttons: "Brief", "Long", and "Spreadsheet". The "Spreadsheet" option is selected and highlighted with a red box. The bottom dialog box is titled "Long/Spreadsheet Options" and contains several sections of checkboxes. Under "Bibliographic Field Selections", "ISBN", "Publisher", "Creation Date", and "Modification Date" are unchecked. Under "Other Field Selections", "Barcode", "Title", "Item Group", "Creation Date", "Status", "Inventory date", "Last Checkout Date", "Price", "Shelf Location", "Inhouse Checkouts", and "Pub. Year" are checked and highlighted with red boxes. "Call Number", "Material Type", "Funding Source", "Circ Notes", "Public Notes", "Staff Notes", "Last Activity Date", "Author", "Library", and "Total Number of Checkouts" are unchecked. At the bottom, "Spreadsheet Delimiter Selection" has "Comma", "Tab", "Pipe", and "Other" options, with "Tab" selected.

Options when viewing reports:

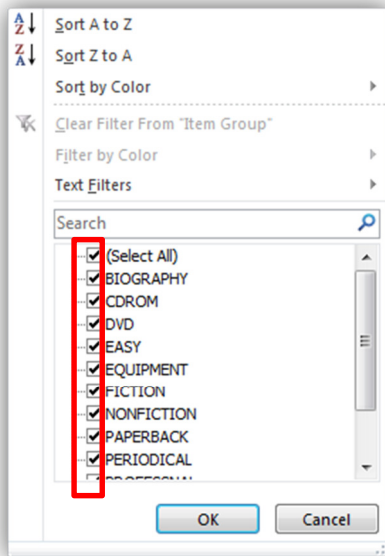
The image shows a dialog box titled "Schedule New Reports : View Finished Reports". It contains the text "Report to view: CAT : Shelf List" and three checkboxes: "View log", "View result", and "Format report". The "View result" checkbox is checked and highlighted with a red box.

Report will open in Excel and make the following formatting changes:

- Highlight barcode column, click on the column heading. Right-click over highlighted section and choose **Format Cells... Change to Number, "0" decimals.**
- Click on cell D1 (**Item Group column title**) and then click on the **apply Filter** button under Editing, Sort & Filter



- **Uncheck/check** to view only certain Item Groups



Report Results:

1	A	B	C	D	E	F	G	H	I	J	K	L
	Barcode	Status	Title	Item Group	Shelf Location	Item Created	Inventoried	Last Checked Out	Checkouts	Price	Pub Year	
2	32250000322043	AVAILABLE	Science screen report for kids -- vol. 35 [vide DVD		AVAILABLE	5/7/2007	5/31/2012	00/00/0000	0	19.95	2	
3	32250000171564	AVAILABLE	Pelle's new suit / Picture book by Elsa Beskc	EASY	AVAILABLE	9/27/2005	6/3/2013	00/00/0000	0	5.00	1929	
4	32250000176670	AVAILABLE	The tale of Mr. Jeremy Fisher / by Beatrix Pc	EASY	AVAILABLE	9/27/2005	6/3/2013	00/00/0000	0	2.50	1934	
5	32250000201403	AVAILABLE	Paddle-to-the-Sea / written and illustrated	FICTION	AVAILABLE	9/27/2005	6/3/2013	00/00/0000	0	6.86	1941	
6	32250000204019	AVAILABLE	The fast Sooner hound / by Arna Bontemps ;	EASY	AVAILABLE	9/27/2005	6/3/2013	00/00/0000	0	10.39	1942	
7	32250000158033	AVAILABLE	Prayer for a child / by Rachel Field ; pictures	NONFICTION	AVAILABLE	9/27/2005	6/3/2013	00/00/0000	0	4.95	1944	
8	32250000224686	AVAILABLE	My mother is the most beautiful woman in t	NONFICTION	AVAILABLE	9/27/2005	6/3/2013	00/00/0000	0	6.70	1945	
9	32250000449838	AVAILABLE	Rain drop splash	EASY	AVAILABLE	9/27/2005	6/3/2013	00/00/0000	0	4.95	1946	
10	32250000162332	AVAILABLE	A child's garden of verses / Illustrated by Ali	NONFICTION	AVAILABLE	9/27/2005	6/3/2013	00/00/0000	0	5.00	1951	
11	32250000224694	AVAILABLE	Journey cake, hol / Illus. by R. McCloskey	NONFICTION	AVAILABLE	9/27/2005	6/3/2013	00/00/0000	0	5.00	1953	
12	32250000401045	AVAILABLE	Mop top / Story and pictures by Don Freema	EASY	AVAILABLE	9/27/2005	6/3/2013	00/00/0000	0	3.95	1955	
13	32250000451057	AVAILABLE	The little fish that got away / story by Bernai	EASY	AVAILABLE	9/27/2005	6/3/2013	00/00/0000	0	2.50	1956	
14	32250000410616	AVAILABLE	The red balloon videorecording	VIDEO	AVAILABLE	9/27/2005	5/31/2012	00/00/0000	0	9.95	1956	
15	32250000209877	AVAILABLE	The cow who fell in the canal / Illustrated by	EASY	AVAILABLE	9/27/2005	6/3/2013	00/00/0000	0	5.65	1957	
16	32250000237712	AVAILABLE	No fighting, no biting! / Pictures by Maurice	EASY	AVAILABLE	9/27/2005	6/3/2013	00/00/0000	0	1.95	1958	
17	32250000432099	AVAILABLE	The puppy who wanted a boy / by Jane Thay	EASY	AVAILABLE	9/27/2005	6/3/2013	00/00/0000	0	13.00	1958	
18	32250000195647	AVAILABLE	The puppy who wanted a boy / by Jane Thay	EASY	AVAILABLE	9/27/2005	6/3/2013	00/00/0000	0	11.75	1958	
19	32250000204704	AVAILABLE	Grandfather and I / Pictures by P. Galdone	EASY	AVAILABLE	9/27/2005	6/3/2013	00/00/0000	0	7.41	1959	

We moved records from MultiLIS in 2005, so if you see a 2005 date, the records may have been created before 2005.

Items with no checkout

Pub Year before 2008