

## SYSTEMS TechTip NO.2

### Advance - How many items are in my library?

It is possible to obtain a report from Advance which details the number of items (holdings) in each sublocation. The figure generated by this report may be lower than expected as all items in a library may not be on the catalogue.

To produce the report:

1. Select the cataloguing menu from the Advance main menu: *1. CAT Cataloguing*
2. Then *5. Cataloguing Reporting Menu*
3. Then *1. CCR System Reports*
4. Then *10. EUL Cataloguing Reports and Statistics*
5. Then *1. 132 Total number of Items in each SUBLOCATION*

You should then be at the REPORT DRIVER screen i.e.:

Report group.: EULCAT Report number.: Name.....: Total number of Items in each SUBLOCATION No. of columns: 132 Description....:  Total number of Items in each SUBLOCATION
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6. Choose *Continue* from the menu to get past this screen
7. The following screen will display:

1. Route output to : 0 S - Screen A - Auxiliary printer Hxx - Hold file with key xx, defaults to assigned key Pn - system Printer n, n defaults to 0 2. Print report description : N 3. Number in sample (empty=all):
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8. Choose *Line by Line* from the menu at the foot of the screen. This will bring you to the first field in the record - *1.Route Output to*. Enter an upper case P in this field then use the <return> key to bypass the other fields. Note - if you enter S for screen here, you will have to page through screenfulls of information and it takes a very long time!
9. Choose *Continue* from the menu. A message will display: *Report running...*

The report will then run for some time (perhaps an hour). When it is finished hit <return> to get back to the main menu, then e to exit. This then produces a report of numbers of items at all sites which prints on the system printer in the main library.

Phone systems and the paper report will be collected from the printer and posted to you.

NB  Any reports should be run in the afternoon so the overdue production is not disrupted. It is also a good idea to check with systems just in case anyone else is using the printer.