How do I create a report to show which Bibliographic records only have 1 holding attached?

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Applies to

• WorldShare Reports
• Report Designer

Answer

You can create a report by using the Report Designer in Analytics and by using the LHR Item Detail Universe.

Steps to create this report:

1. Go to Analytics > Reports > Report Launch Pad.
2. Select Application > Web Intelligence > New > Universe > OK.
3. Select LHR Item Detail Universe > OK.
4. Select the Result objects (what you want to see in your report); You can either double-click on each of the required objects or drag it across to the Result Object box for them to appear.
5. Select the Title folder > OCLC number > Double click on the Object.
6. Select the Title folder > Title > Double click on the Object.
7. Select the Title folder > Author Name > Double click on the Object.
8. Select the LHR Item Detail folder > LHR Control number > Double click on the Object.
9. Select the LHR Item Detail folder > LHR Item Branch Name > Double click on the Object.
10. Select the LHR Item Detail folder > LHR Permanent Shelving Location > Double click on the Object.
11. Select the LHR Item Detail folder > LHR Item Barcode > Double click on the Object.
12. Select the Measures folder > LHR Item Count.
Now you need to set the special filter to bring in all Bib records with only 1 Holding (LHR):

1. Select the **Add a Subquery** icon at the top of the **Query Filters** box.

![Add a Subquery](image1)

2. Select the **Title folder > OCLC number >** and drag it across into the 2 top boxes.

![Query Filters](image2)

3. Select the **Measures folder >** Select the **LHR Item Count >** drag next to **where** in the sub-query box.

4. Select **Equal to & type 1.**

5. Select **Refresh** to see what data will be pulled in.

6. If satisfied with the data being returned, select **Run Query.**

7. To stretch out the columns, hover the mouse pointer near the **blue** column edges and drag sideways.

8. You can export your report to Excel, using the export options.

9. You should always save these created reports in your **2.0 Folder** giving them a name that helps you remember what it was created for.

**Additional information**

[Export your Report](https://help.oclc.org/Library_Management/WorldShare_Reports/Troubleshooting/How_do_I_create_a_report_to_s...)

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