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.

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

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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