

What does your collection look like?—Title Analysis Reports

Tip for 08.20.18

Have you ever wanted a count of your items and copies? Or maybe you want to know what titles were purchased this past year. Here are two reports that might help you.

Basic Analysis

The **Basic Analysis** (v7) or **Item Analysis** (v6) report shows a simple count of titles and copies, and their replacement value, based on the items you include in the Select By criteria.

To run a **Basic Analysis** (v7) report:

1. In Reports, go to the **Collection Analysis** category.
2. Select the **Brief Analysis** report.
3. Set **Selections** to fit your needs. Or, if you want an analysis on *all* titles, skip this step.
4. Click **Run**. Once completed, access the report from Operation Management.

To run an **Item Analysis** (v6) report:

1. Go to Tools on the menu bar and select Reports.
2. Click on the Titles category and the General subcategory.
3. Select the **Item Analysis** report.
4. Set the **Select By** drop-down to fit your needs for the report; or, if you want an analysis on *all* titles, skip this step. If it is necessary to add more than one Select By criteria, use the **Add Selection** button, and set the Boolean Operator and the Select By dropdown.
5. Click on **Print** to run the report, and access the report from Operation Management.

Title Information

The **Title Information** (v7) or **Title List** (v6) report offers several format options for viewing a list of the titles in your collection. Use the Select By criteria to narrow down the titles that will appear on the report.

To run a **Title Information - 1 Line** (v7) report:

1. In Reports, click on the **Titles** category and the Information subcategory.
2. Select the **Title Information** report.
3. In the **Options** tab, set the **Format** to **1 Line**.
4. In the Selections tab, set selections to narrow down the titles to show on the report. To see the items added during the past year, fill out the **Titles added** From and Through fields. You can also use the dropdown to the right to switch from Date Range to **Relative Date**, and choose the Previous 1 Year. (If you will be saving this report for later use, use Relative Dates).
5. Click **Run**.

To run a **Title List - 1 Line** (v6) report:

1. Go to Tools on the menu bar and select Reports.
2. Click on the **Titles** category and the General subcategory.
3. Select the **Title List - 1 Line** report.
4. Set the **Select By** drop-down to fit your needs for the report. To see the items added during the past year, choose **Title Accession Date** from the Select By drop-down menu. Then indicate the Starting and Ending Dates you want to be shown (e.g. %lastyear to %today).
5. Set the Sort By drop-down menu to the desired order for the items to appear on the report (e.g. Title).
6. Click **Print** to generate the report.