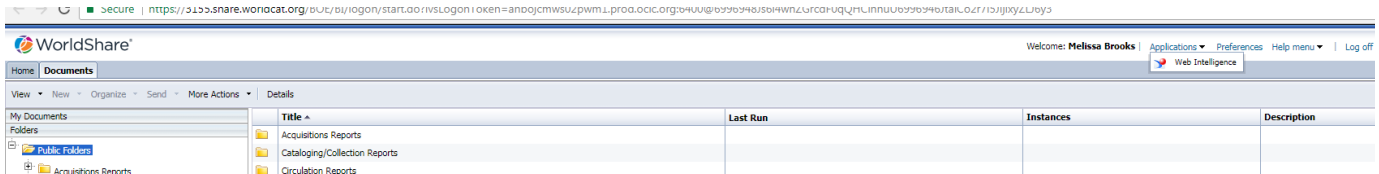


# Rapid ILL Print

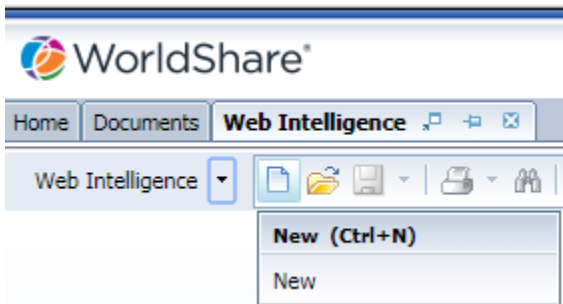
Type your task here, using "@" to assign to a user and "/" to select a due date

## BOOKS REPORT

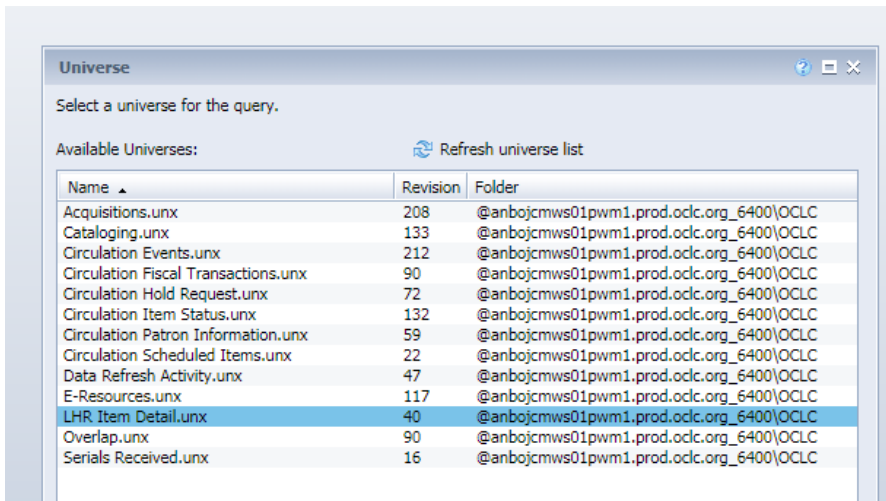
- Click **Analytics**
- Select **Reports**
- Select **Report Launch Pad**
- Select **Applications**; then Select **Web Intelligence**



Click on **New Document** button



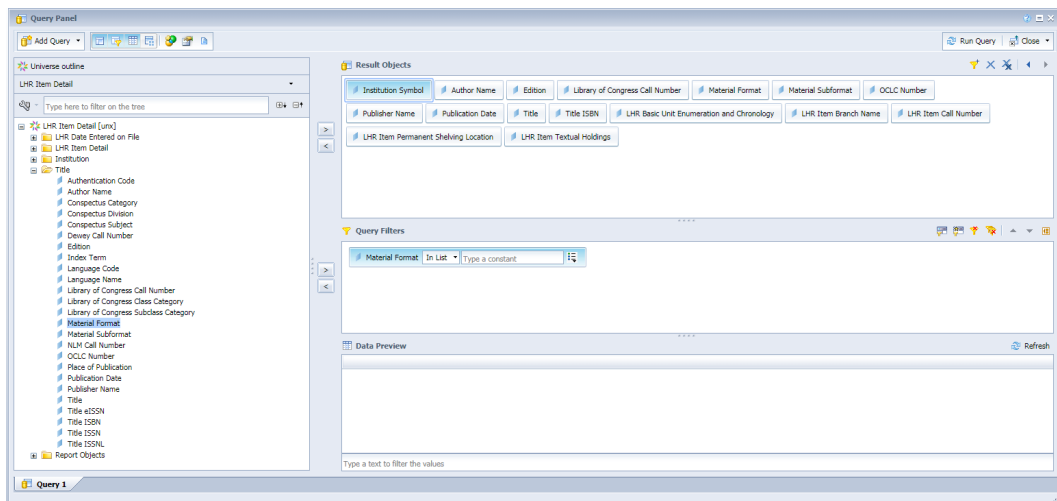
- Select **Universe**; Click **OK**
- Select **LHR Item Detail**; Click **OK**



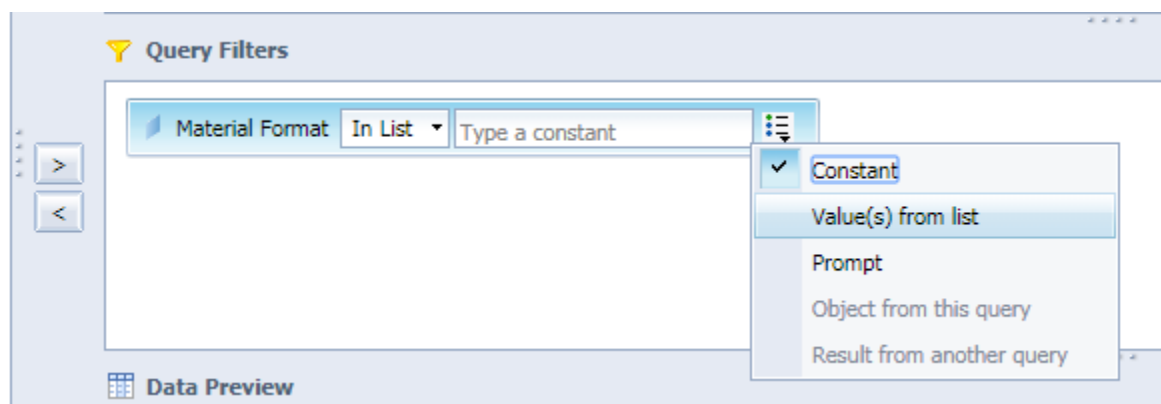
- Under **Universe Outline**, expand **Institution** folder; select **Institution Symbol**; drag to **Result Objects** (Textbox can be expanded for better view)
- Expand **Title** folder; select the following files and drag to **Result Objects**: **Author Name, Edition, Library of Congress Call Number, Material format, Material Subformat, OCLC Number, Publisher Name, Publication Date, Title, Title ISBN, and Title ISSN**
- Expand **LHR Item Detail** folder; select the following files and drag to **Result Objects**: **LHR Basic Unit Enumeration and Chronology, LHR Item Branch Name, LHR Item Call Number, LHR Item Permanent Shelving Location, LHR Item Textural Holdings, and LHR**

### Item Materials Specified

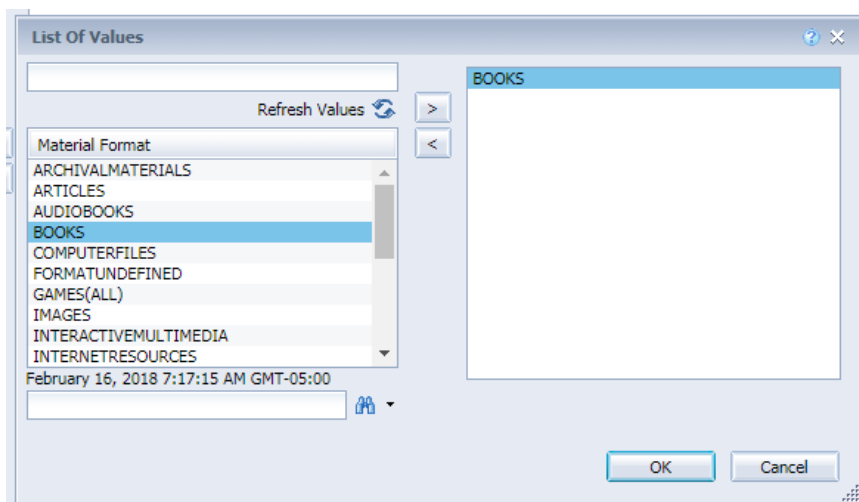
- Expand **Title** folder; select **Material Format**; drag to **Query Filters**



- In the **Material Format** text box, set variable to **In List** (default) and **Value(s) from List**



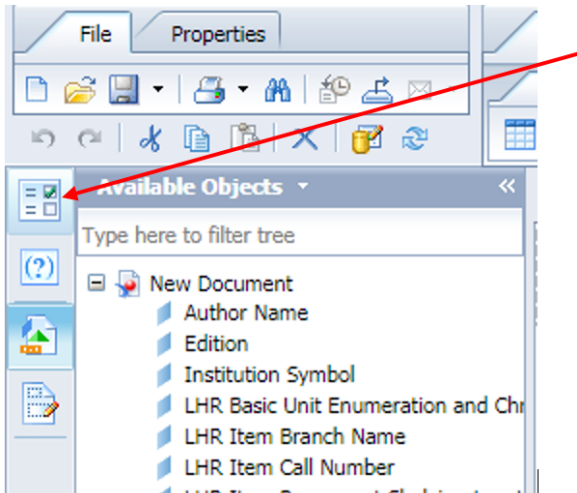
- Select **Book** and move to selected variable list. Click **OK**



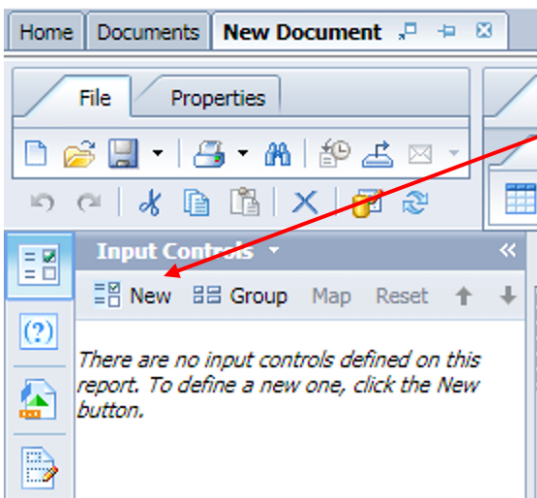
- Select **Run Query**

## Creating New Input:

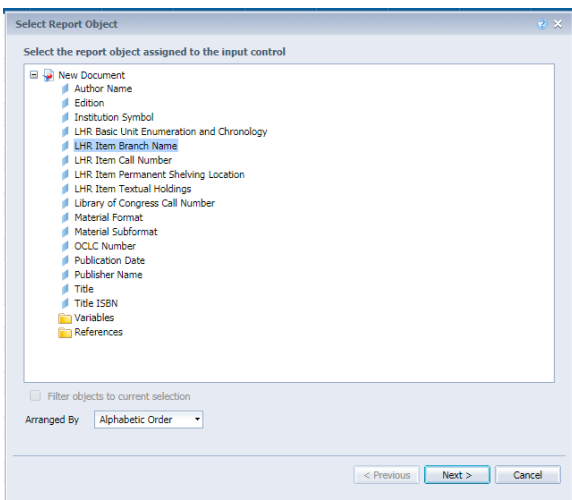
Click **Input Controls**



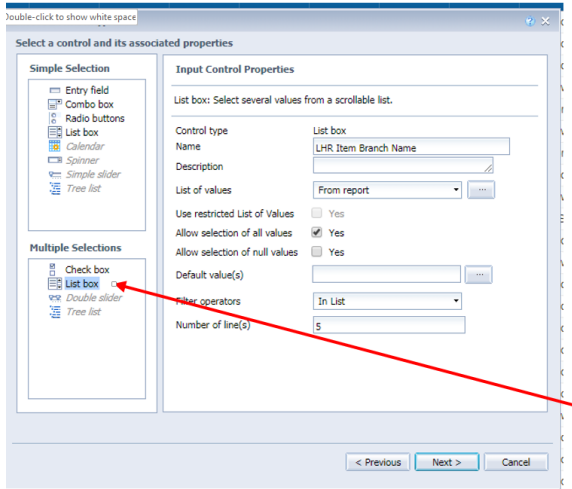
Select **New**



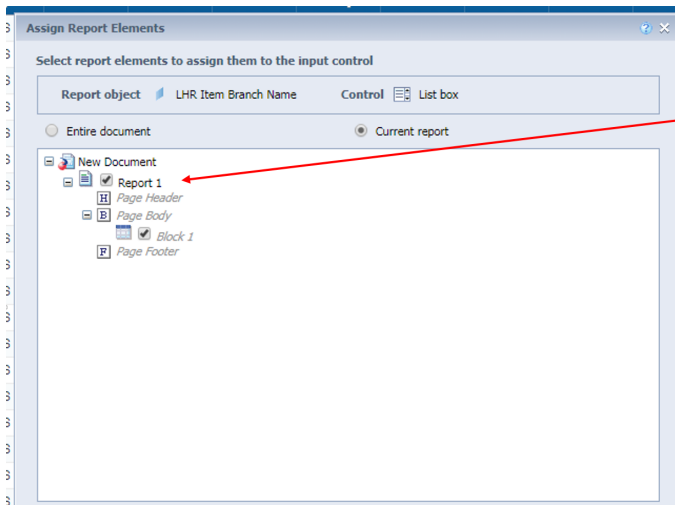
Select **LHR Item Branch Name**; Click **Next**



Select **List box** from **Multiple Selections**; Select **Allow selection of all values** (Default); Click **Next**

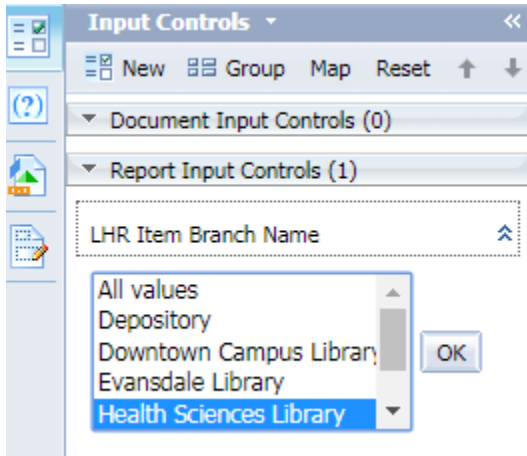


Select **Current Report**(Default); Check **Report 1**; Click **Finish**



Reports for all branches will appear under **Report Input Controls** panel

Leave **All values**



- Repeat above steps; Create **Report Input Control** for **Material Subformat**
- Select circulating material types (select **Braille**, **Continually Updated Resources**, **Large Print**, **Print Book**, and **Thesis/Dissertations**); Click **OK**.
- Repeat above steps; Create Report Input Control for **LHR Item Permanent Shelving Location**
- Leave as **All values** per Melissa but this may change

- Click on **Report 1** the name box at the top

| OCLC Numbr | Institution S | LHR Item Br | LHR Basic U | LHR Item Ty | Title         | Author Name     | Public |
|------------|---------------|-------------|-------------|-------------|---------------|-----------------|--------|
| 17         | WVU           | Depository  | N/A         | N/A         | Society with  | Mitscherlich, J |        |
| 26         | WVU           | Depository  | N/A         | N/A         | Testimony of  | United States   |        |
| 30         | WVU           | Depository  | N/A         | N/A         | Invention and | Gilbert, S. C.  |        |
| 31         | WVU           | Depository  | N/A         | N/A         | State Depart  | United States   |        |
| 35         | WVU           | Depository  | N/A         | N/A         | Operations of | United States   |        |

- Hit **delete**
- Put your cursor on the top, left corner of the table in order to get a **four-way arrow cross**

| OCLC Numbr | Institution S | LHR Item Br |
|------------|---------------|-------------|
| 17         | WVU           | Depository  |
| 26         | WVU           | Depository  |
| 30         | WVU           | Depository  |
| 31         | WVU           | Depository  |
| 35         | WVU           | Depository  |

- Right click**
- Select **Format Table**
- Under **Layout** set your left and top as zero to remove extra columns and rows

**Format Table**

General  
Border  
Appearance  
Layout

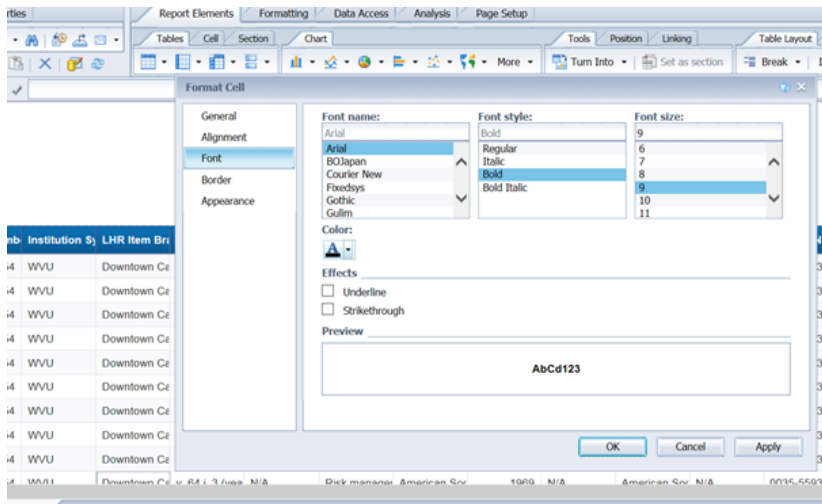
**Horizontal**  
 New page:  Start on a new page    Page layout:  Avoid page breaks in table  
 Repeat on every page

**Vertical**  
 New page:  Start on a new page    Page layout:  Avoid page breaks in table  
 Repeat on every page     Repeat header on every page  
 Repeat footer on every page

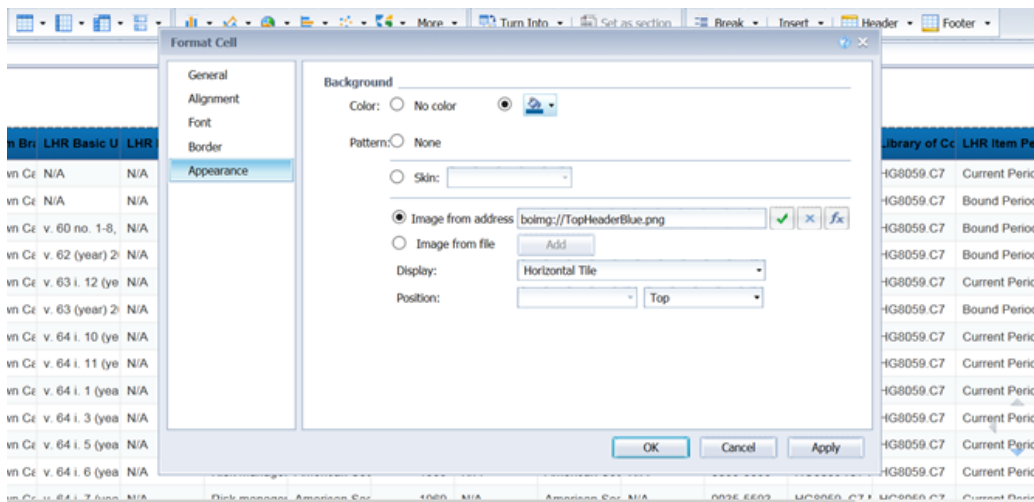
**Position**  
 Within the **Report**  
 The left of this table is 0.00 inches to  
 Left edge of report  
 The top of this table is 0.00 inches to  
 Top edge of report

OK    Cancel    Apply

- Hold down **Shift**
- Click on each of the **column headers**
- Right click select **Format Cell**
- Select **Font**
-



- Expand the menu for **Color**
- Select **Black**
- Select **Appearance**
- If Color is selected, change selection to **No Color** and set Pattern to **None** if selected



- Click **Apply**
- Click **OK**
- Save the report as **Print Books for Rapid ILL**
- Export as **CSV Archive** from **Analytics**
- Save to I:\KARM\Reports\Rapid ILL Monthly\Name of the month run
- Save as text file **Print Books for Rapid ILL YYYYMM**
- Sample of report in Excel format:

Columns should be in the following order:

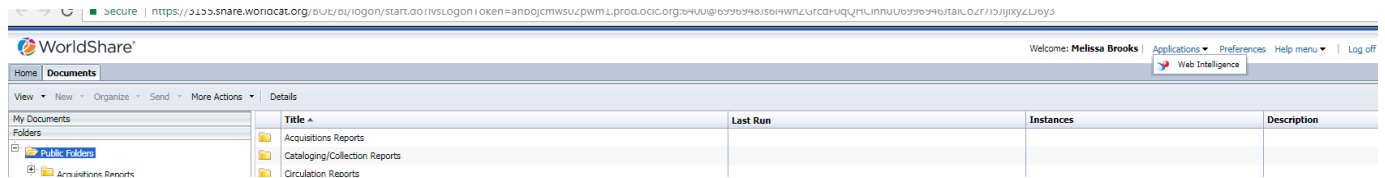
- OCLC Number
- Institution Symbol
- LHR Item Branch Name
- Lhr Basic Unit Enumeration and Chronology
- LHR Item Materials Specific
- Lhr Item Textual Holdings
- Title
- Author Name

- Publication Date
- Edition
- Publisher Name
- Title ISBN
- Title ISSN
- LHR Item Call Number
- Library of Congress Call Number
- LHR Item Permanent Shelving Location
- Material Format
- Material Subformat

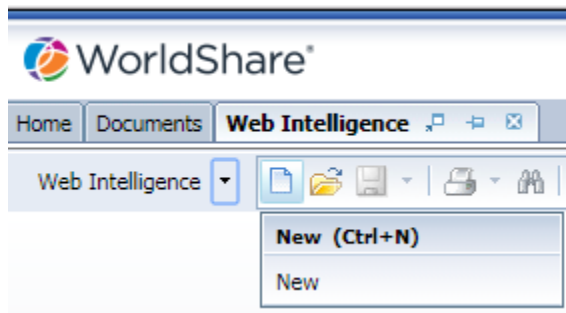
| OCLC Number | Institution Symbol | LHR Item Branch Name | LHR Basic Unit Enumeration and Chronology | LHR Item Materials Specified | LHR Item Textual Holdings | Title | Author Name | Publication Date | Edition | Publisher Name | Title ISBN | Title ISSN | LHR Item Call Number | Library of Congress Call Number | LHR Item Permanent Shelving Location | Material Format | Material Subformat |
|-------------|--------------------|----------------------|---|------------------------------|---------------------------|-------|-------------|------------------|---------|----------------|------------|------------|----------------------|---------------------------------|--------------------------------------|-----------------|--------------------|
|-------------|--------------------|----------------------|---|------------------------------|---------------------------|-------|-------------|------------------|---------|----------------|------------|------------|----------------------|---------------------------------|--------------------------------------|-----------------|--------------------|

## JOURNALS REPORT

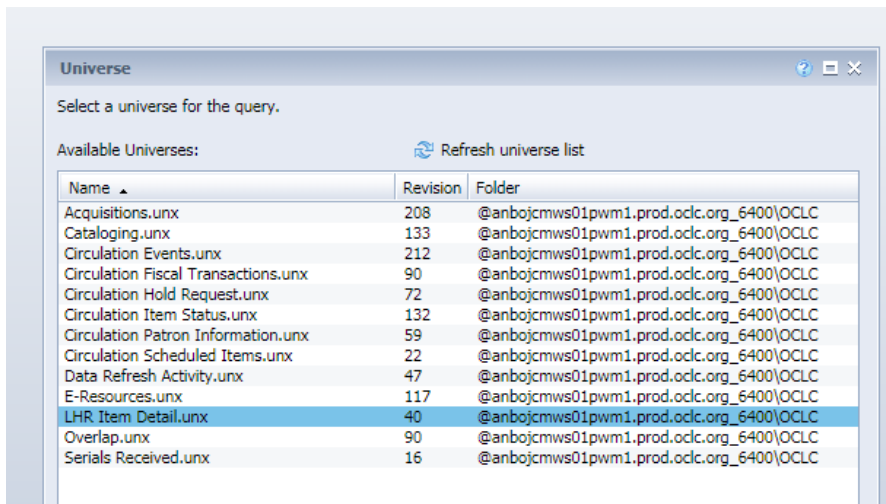
- Click **Analytics**
- Select **Reports**
- Select **Report Launch Pad**
- Select **Applications**; then Select **Web Intelligence**



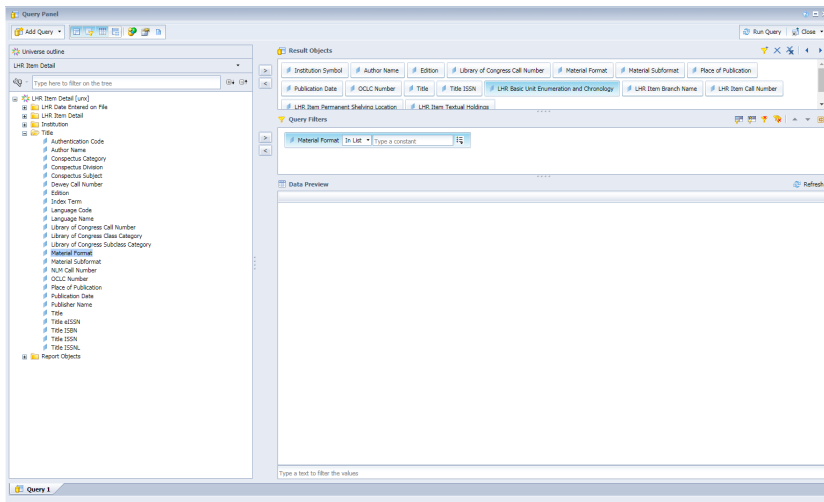
- Click on **New Document** button



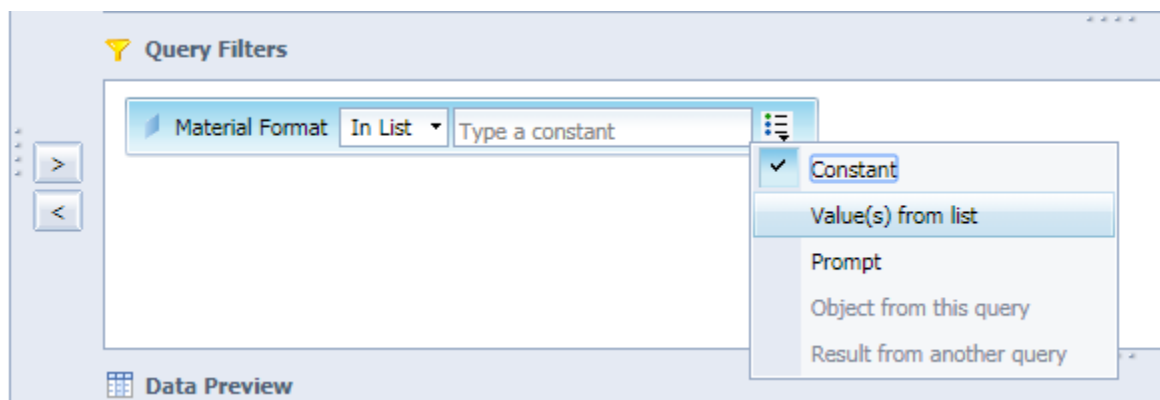
- Select **Universe**; Click **OK**
- Select **LHR Item Detail**; Click **OK**
-



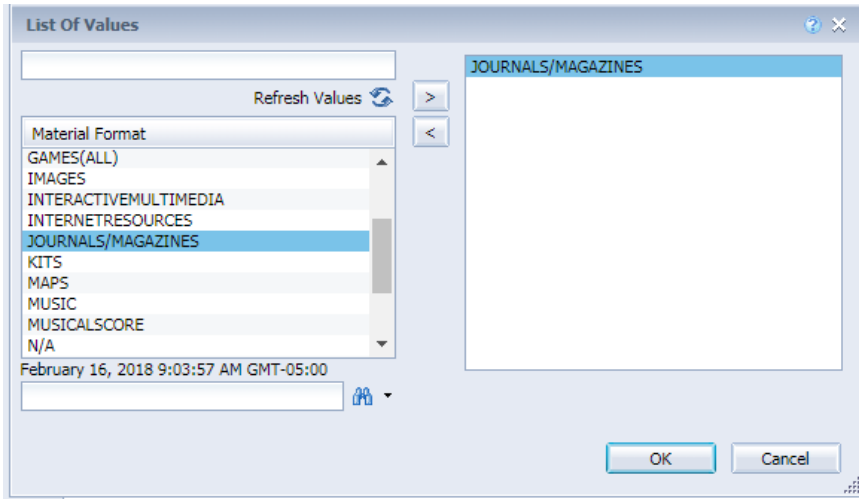
- Under **Universe Outline**, expand **Institution** folder; select **Institution Symbol**; drag to **Result Objects** (Textbox can be expanded for better view)
- Expand **Title** folder; select the following files and drag to **Result Objects**: **Author Name**, **Edition**, **Library of Congress Call Number**, **Material format**, **Material Subformat**, **OCLC Number**, **Publisher Name**, **Publication Date**, **Title**, **Title ISBN**, **Title ISSN**
- Expand **LHR Item Detail** folder; select the following files and drag to **Result Objects**: **LHR Basic Unit Enumeration and Chronology**, **LHR Item Branch Name**, **LHR Item Call Number**, **LHR Item Permanent Shelving Location**, **LHR Item Textual Holdings**, and **LHR Materials Specified**
- Expand **Title** folder; select **Material Format**; drag to **Query Filters**



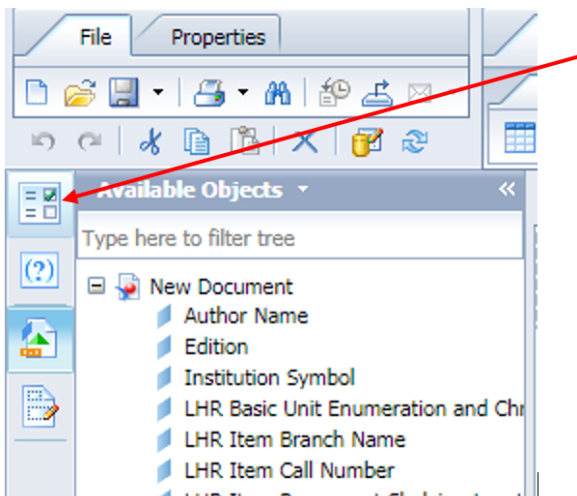
- In the **Material Format** text box, set variable to **In List** (default) and **Value(s) from List**



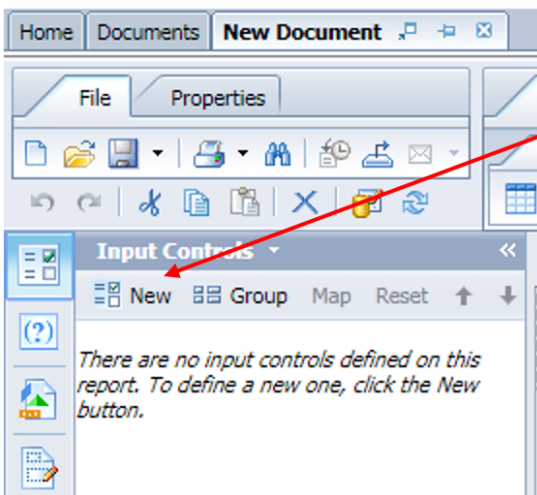
Select **JOURNALS/MAGAZINES** and move to selected variable list. Click **OK**



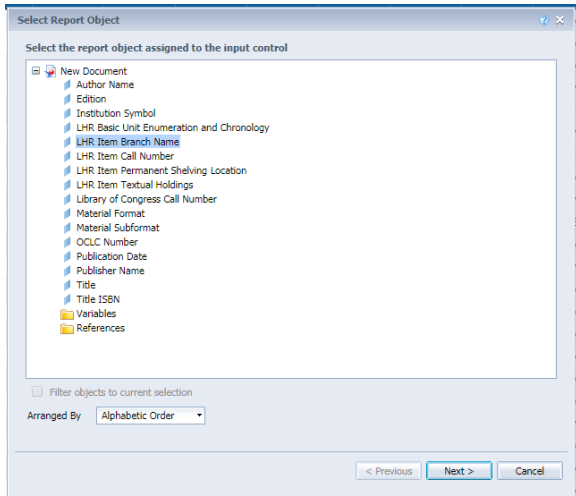
- Click **Run Query**
- Creating New Input:**
- Click **Input Controls**



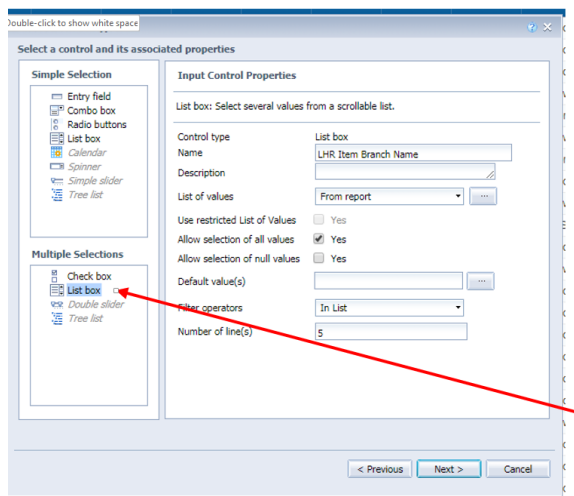
Select **New**



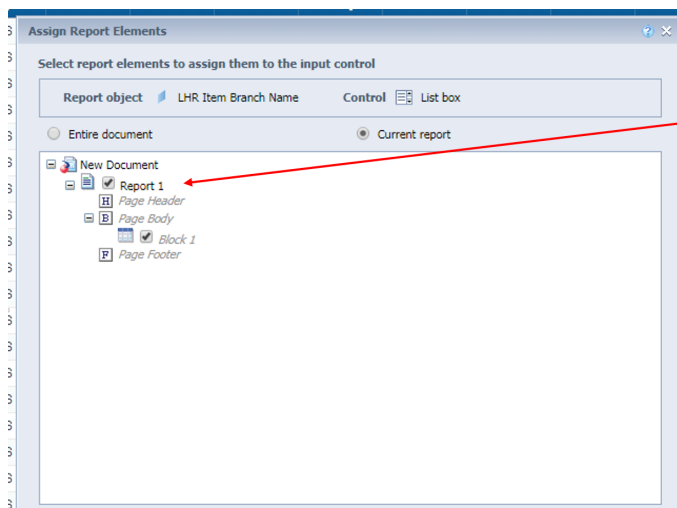
Select **LHR Item Branch Name**; Click **Next**



Select **List box** from **Multiple Selections**; Select **Allow selection of all values** (Default); Click **Next**

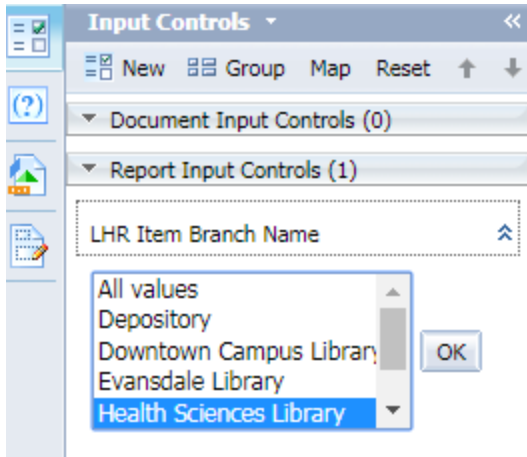


Select **Current Report**(Default); Check **Report 1**; Click **Finish**

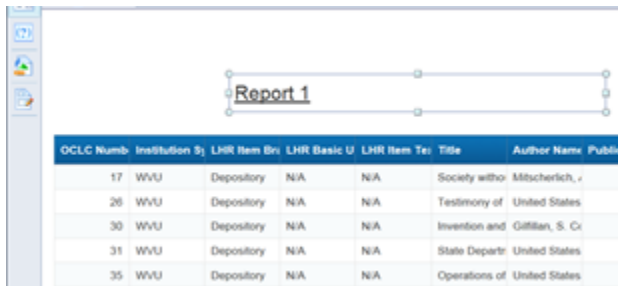


Reports for all branches will appear under **Report Input Controls** panel

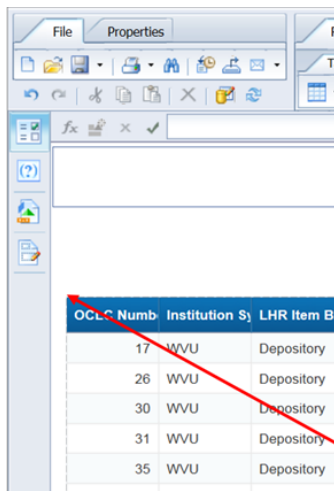
Keep All values selected. (Per Hillary and Angie, no restrictions with Rapid.)



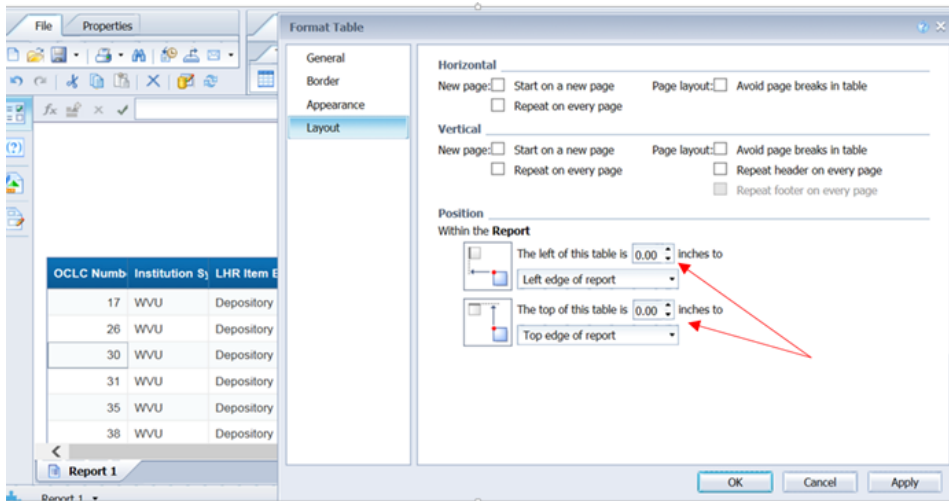
- Repeat above steps; Create **Report Input Control** for **Material Subformat**
- Select circulating material types (select **N/A**); Click **OK**.
- Repeat above steps; Create Report Input Control for **LHR Item Permanent Shelving Location**
- Click on **Report 1** the name box at the top



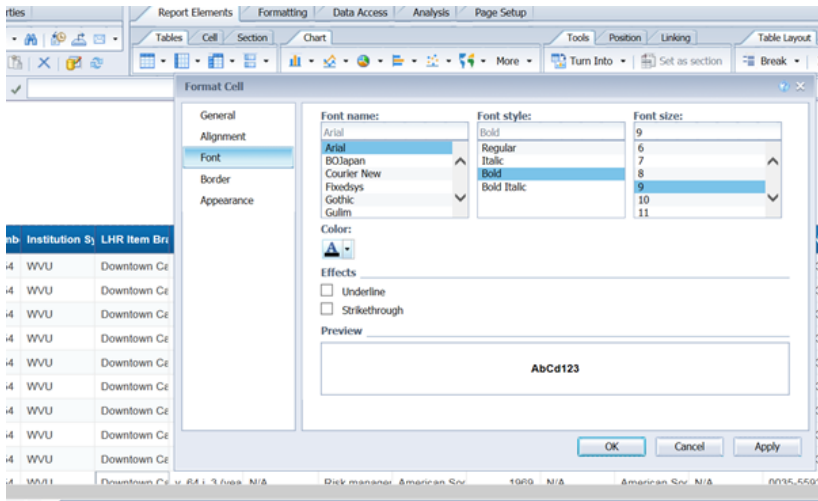
- Hit **delete**
- Put your cursor on the top, left corner of the table in order to get a **four-way arrow cross**



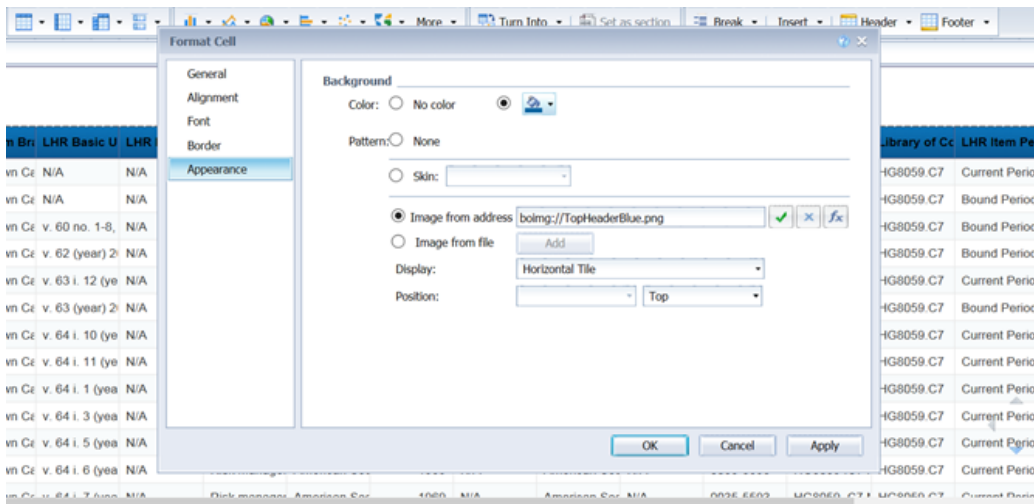
- Right click**
- Select **Format Table**
- Under **Layout** set your left and top as zero to remove extra columns and rows



- Hold down **Shift**
- Click on each of the **column headers**
- Right click select **Format Cell**
- Select **Font**



- Expand the menu for **Color**
- Select **Black**
- Select **Appearance**
- If Color is selected, change selection to **No Color** and set Pattern to **None** if selected



- Click **Apply**
- Click **OK**
- Save the report as **Print Journals for Rapid ILL** with YYYYMMDD format
- Export the report as an Excel File (.xlsx); Save to **I:\KARM\Reports\Rapid ILL Monthly\Name of the month run**
- Save as text file **Print Journals for Rapid YYYYMM**

| OCLC Number | Institution Symbol | LHR Item Branch Name | LHR Basic Unit Enumeration and Chronology | LHR Item Materials Specified | LHR Item Textual Holdings | Title | Author Name | Publication Date | Edition | Publisher Name | Title ISBN | Title ISSN | LHR Item Call Number | Library of Congress Call Number | LHR Item Permanent Shelving Location | Material Format | Material Subformat |
|-------------|--------------------|----------------------|---|------------------------------|---------------------------|-------|-------------|------------------|---------|----------------|------------|------------|----------------------|---------------------------------|--------------------------------------|-----------------|--------------------|
|-------------|--------------------|----------------------|---|------------------------------|---------------------------|-------|-------------|------------------|---------|----------------|------------|------------|----------------------|---------------------------------|--------------------------------------|-----------------|--------------------|

Columns should be in the following order:

- OCLC Number
- Institution Symbol
- LHR Item Branch Name
- LHR Basic Unit Enumeration and Chronology
- LHR Item Materials Specific
- Lhr Item Textual Holdings
- Title
- Author Name
- Publication Date
- Edition
- Publisher Name
- Title ISBN
- Title ISSN
- LHR Item Call Number
- Library of Congress Call Number
- LHR Item Permanent Shelving Location
- Material Format
- Material Subformat

**\*\*Reports are currently scheduled to run monthly.\*\***

To schedule these reports:

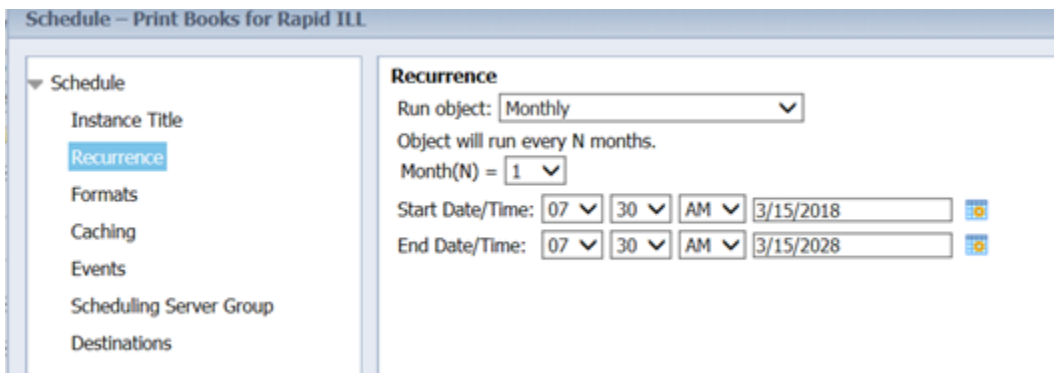
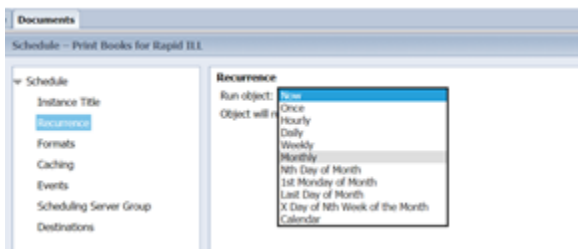


- Go to Analytics
- Click on Reports
- Click on Report Launch Pad
- Click on the Documents tab
- Click on Folders
- Expand the Public Folders file
- Select the WVU file
- Locate the reports
- Select one report
- Right click
- Select Schedule

Cataloging/Collection Reports  
 Circulation Reports  
 E-Resources Reports  
**WVU**

|                                       |                  |                      |   |
|---------------------------------------|------------------|----------------------|---|
| Original batchload duplicate barcodes | Web Intelligence |                      | 0 |
| Paid Invoices for 3V305               | Web Intelligence |                      | 0 |
| Paid Invoices for 3V684               | Web Intelligence |                      | 0 |
| Print Books                           | Web Intelligence | Feb 14, 2018 2:43 PM | 2 |
| Print ISBNs                           | Web Intelligence |                      | 0 |
| Print Journals                        | Web Intelligence |                      | 0 |
| Print Journals                        | Web Intelligence |                      | 1 |
| Removed Titles                        | Web Intelligence |                      | 0 |
| Serials Receipts                      | Web Intelligence |                      | 0 |
| Soft Counts                           | Web Intelligence |                      | 0 |
| T3SOCSCDE                             | Web Intelligence |                      | 0 |
| T3SOCSCDE                             | Web Intelligence |                      | 0 |
| Title Holdings                        | Web Intelligence |                      | 0 |
| Title Holdings                        | Web Intelligence |                      | 0 |
| Titles by Full Text                   | Web Intelligence |                      | 0 |
| Titles for Journals                   | Web Intelligence |                      | 0 |
| Titles Order                          | Web Intelligence |                      | 0 |
| Titles Order                          | Web Intelligence |                      | 0 |

- Select Recurrence
- Under the Run object window select Monthly



- Under the number of Months, select 1
- The time should be around 7:30 in the morning

- The day should be on the 15th or middle of each month for both the start and end date
- The year should be at least ten years into the future
- Click Schedule
- It will run every 15th at 7:30 in the morning