

Headings Reports

III Manual Page # 105752

There are many headings reports available in Millennium. The file that holds the heading changes has a maximum file size. If the file ever reaches 100% full, it will begin overwriting previously stored information. It is important to periodically run these reports to free space in that file.

To run these reports:

1. From Millennium Cataloging, choose **Headings Reports** (on the left side bar).
2. You can choose to run All reports or select from:
 - a. Headings used for the first time
 - b. Invalid headings
 - c. Duplicate entries
 - i. Barcodes
 - ii. Call numbers
 - iii. ISBN's
 - d. Blind references
 - e. Duplicate authority records
3. You can run these reports on All locations or specify:
 - a. Location
 - b. Users
4. A date range can be set. If not date is set, it will default to the last time the report was run and cleared.

IMPORTANT: Once a report has been created and cleared, those records cannot be retrieved again. Clearing these reports is essential to free space in the headings changes file. However, you will want to print or export the reports before you clear them.

Exporting options

Once run, these reports can be printed or exported to a review file in Create Lists:

- Tools > Create Review File >

Duplicate Entries Reports

According to the manual, this report can provide “information about records that share duplicate values for indexed fields that should use unique values, such as barcodes and bibliographic utility numbers like call numbers and ISBN numbers” (#105919).

Currently, it is set to identify duplicate barcodes. This setting can be changed in “putty” (authorization required).

1. Login to “putty” using libtech (username and password).
2. Choose:
 - A > A > S > O > D (database maintenance) >
 - 03 > Heading Report: Duplicate use fields

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Headings Reports

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Quick Edit

Global Update

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Delete Items

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Statistics

Report Type

All

Headings used for the first time

Invalid headings

Duplicate entries

Blind references

Duplicate authority records

Exclude records without a CAT DATE

Entry Date Range

From: - -20

To: - -20

Limit to these Locations:

All	a	Aiken
	aar	Aiken Atlas Reference (L
	acl	Aiken Curriculum Lab
	acs	Aiken Career Services
	acsr	Aiken Career Services Re

Limit to these Users:

All	aacq	Aiken Acquisitions trainee
	acat	Aiken
	acirc	Aiken Circulation
	acq	Acquisitions trainees
	adam	Adam Shambaugh

Limit to these Programs:

All	Global Update
	Rapid Update
	Record Loading
	Record Maintenance
	Other

Limit to these Statistics:

All	0	
	100	circulation columbia
	101	circ documents
	102	circ business
	103	circ math