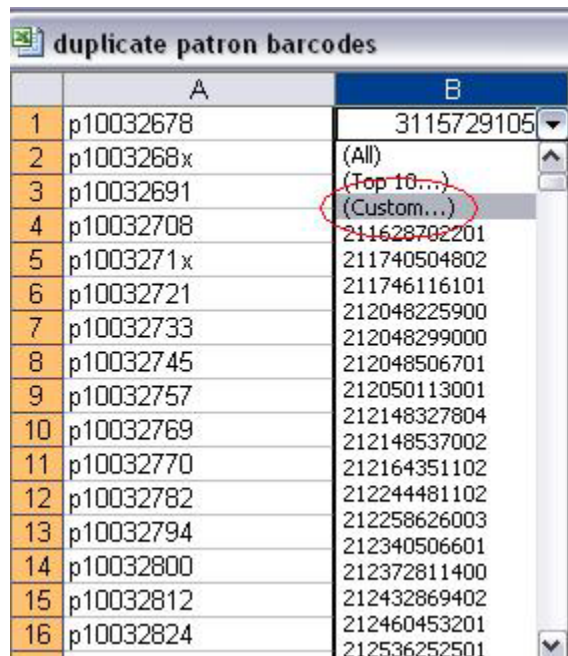


Identifying duplicate fields in Millennium records

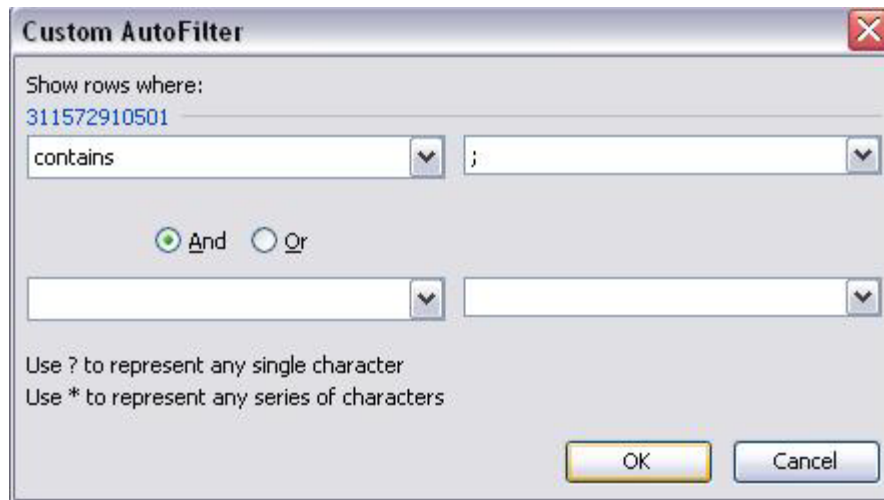
What if you want to identify records with duplicate OCLC or barcode fields. Although there isn't an easy way to run this search in a Review File, Excel allows some functionality that may help. Thanks to the PASCAL listserv for this helpful information.

1. Create the Review File in Millennium's Create Lists
2. Export only the record number and the field you want to examine for duplicates
3. Import file into Excel
 - a. Leave the repeated delimiter as “;”
4. Select the column that has the duplicates
5. Autofilter the selected column
 - a. Data > Filter > Autofilter
 - b. Choose “Custom” on the drop down menu that appears at the top of the column



	A	B
1	p10032678	3115729105
2	p1003268x	(All)
3	p10032691	(Top 10...)
4	p10032708	(Custom...)
5	p1003271x	211628702201
6	p10032721	211740504802
7	p10032733	211746116101
8	p10032745	212048225900
9	p10032757	212048299000
10	p10032769	212048506701
11	p10032770	212050113001
12	p10032782	212148327804
13	p10032794	212148537002
14	p10032800	212164351102
15	p10032812	212244481102
16	p10032824	212258626003
		212340506601
		212372811400
		212432869402
		212460453201
		212536252501

- c. In the left drop down menu, choose “contains” and type a semicolon in the box to the right



6. The records with duplicate fields should now appear at the top. To make them easier to work with, you can copy and paste just these records into a new Excel workbook.