

Exporting Reports from Millennium

Create Lists

1. Select Review File
2. Choose "Export Records" (choose "List Records" to print)
3. Choose fields to export
4. Name "file"
5. Click OK

Your list will be saved as a text (.txt) file by default. To save as an Excel file, add the extension .csv to your file name (change **save as** to "all files"). However, this method can make barcode numbers illegible.

Another option is to import your text file into Excel. Thanks to Michelle DuPre for these instructions:

1. Export Records.
2. Fields to be exported are (when creating a shelf list)

Item	Call No.
Item	Volume
Bibliographic	Title
Item	Barcode
3. Click Browse and choose where you would like to save the file. I like to use the desktop so I can find the file easily.
4. Name your file and click Save.
5. Click OK.
6. Open Excel to a new worksheet. Choose Data → Import External Data → Import Data. Browse to find your file. Click Open.
7. This opens up the Text Import Wizard. Click Next on the first screen.
8. On the second page you need to choose Comma as your Delimiter. Leave Tab checked also.
9. On Step 3 Click on the Barcode column in the data preview. This will highlight the entire column. Click Text above in the Column data format. This column must be formatted to text or we won't be able to read the barcode correctly. Click Finish.
10. The wizard will then ask where you would like to put the data. Choose New worksheet. Click ok.
11. Use Excel features to enhance the way the list looks. I like using page set up to first make the file landscape so that you a longer title can fit onto the page. Also you can choose the Sheet tab from Page Setup and choose to Print the Gridlines. This makes the list that much easier to read. You can also change the size of the columns to better fit your data.

Web Management Reports

1. Search for the report
2. Once the report is displayed, click the “Download” button
3. Name file.
4. By default, the file will be saved as a text file.
5. Use extension .csv to save as an Excel file.

“Putty” (INNOPAC)

Remember that you cannot print directly from “putty.” To export, send reports to an email address:

1. Choose report
2. Select P > Print
3. Choose 3 > Send to email address
4. Type email address

More Information

Creating a Shelf List in Create Lists

<http://www.noblenet.org/swapshop/lists/lcrange2.html>

Shelf List – “putty” options – III Manual page # 102566

Headings Reports – III Manual page # 105752

Web Management Reports – <http://libcat.csd.sc.edu/manage> (III Manual page #105419)

Millennium Statistics – III Manual Page # 105586