

This report will give you a list of your textbook titles, an item count for each title, and a status count for each title.

- Run a **shelf list report** in **spreadsheet** format.
Select call number, status, and title. Select Library if doing multiple buildings.

WARNING: Do NOT select barcode.
Excel groups rows by 'unique row'
If you select BARCODE, that would make each row unique.

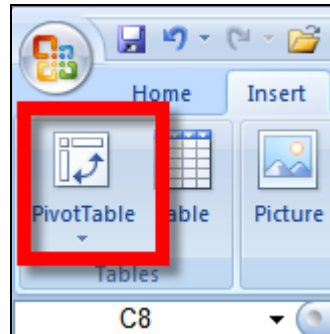
Other Field Selections:

<input type="checkbox"/> Barcode	<input checked="" type="checkbox"/> Call Number	<input checked="" type="checkbox"/> Status
<input checked="" type="checkbox"/> Title	<input type="checkbox"/> Item Group	<input type="checkbox"/> Material Type
<input type="checkbox"/> Funding Source	<input type="checkbox"/> Creation Date	<input type="checkbox"/> Inventory date
<input type="checkbox"/> Circ Notes	<input type="checkbox"/> Public Notes	<input type="checkbox"/> Staff Notes
<input type="checkbox"/> Last Activity Date	<input type="checkbox"/> Last Checkout Date	<input type="checkbox"/> Total Number of Checkouts
<input type="checkbox"/> Author	<input type="checkbox"/> Price	<input type="checkbox"/> Library
<input type="checkbox"/> User	<input type="checkbox"/> Inhouse Checkouts	<input type="checkbox"/> Pub. Year

- Open results in Finished Reports (Excel).

	A	B	C
1	Call Number	Status	Title
2	GENERAL ALGEBRA	CHECKEDOUT	AGS Algebra 1
3	GENERAL ALGEBRA	AVAILABLE	AGS Algebra 1
4	GENERAL ALGEBRA	CHECKEDOUT	AGS Algebra 1
5	GENERAL ALGEBRA	CHECKEDOUT	AGS Algebra 1
6	GENERAL ALGEBRA	CHECKEDOUT	AGS Algebra 1
7	GENERAL ALGEBRA	CHECKEDOUT	AGS Algebra 1
8	GENERAL ALGEBRA	CHECKEDOUT	AGS Algebra 1
9	GENERAL ALGEBRA	CHECKEDOUT	AGS Algebra 1
10	GENERAL ALGEBRA	CHECKEDOUT	AGS Algebra 1
11	GENERAL ALGEBRA	AVAILABLE	AGS Algebra 1
12	GENERAL ALGEBRA	CHECKEDOUT	AGS Algebra 1

- In Excel, INSERT a PIVOT TABLE (Examples that follow are from Excel 2007. This is also possible in previous versions.)



- Select the data range (default selects all in the worksheet)

Have the PivotTable inserted into a New WorkSheet.

Click OK.

Create PivotTable

Choose the data that you want to analyze

Select a table or range *←*

Table/Range:

Use an external data source

Choose where you want the PivotTable report to be placed

New Worksheet *←*

Existing Worksheet

Location:

OK Cancel

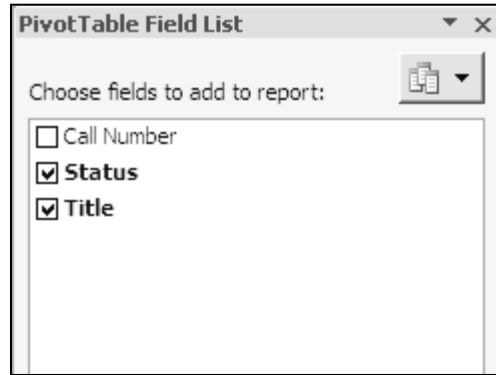
5. Select the columns you want grouped.

IMPORTANT: Check them in order from largest group to smallest grouping so they will appear correctly in the Row Labels area.

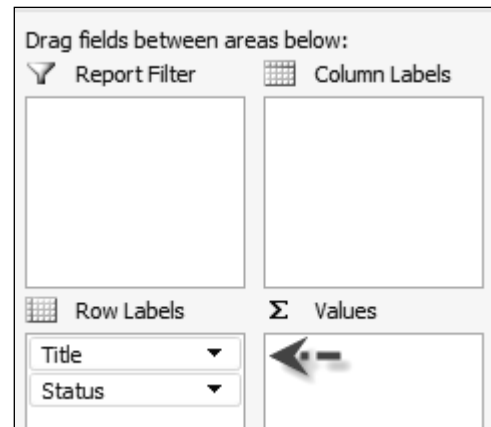
Examples:

Group and count by Title then Status

Group and count by Library, Title, status, etc.

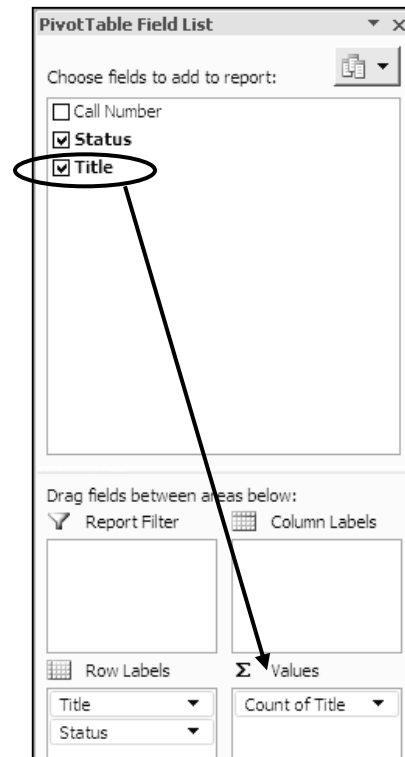


As FIELDS are selected, they are added to the ROW LABELS area.



6. Add the fields you want counted to the Sigma Values box by dragging from the Choose Fields box at the top of the screen.

In the example that follows, just Title was selected.



Results: Grouped by Title

Row Labels	Values Count of Title	Count of Status
A history of western music / J. Peter Burkholder, Donald Jay Grout, Claude V. Palisca	45	45
AVAILABLE	45	45
AGS Algebra 1	167	167
AVAILABLE	50	50
CHECKEDOUT	117	117
AGS Algebra 2	99	99
AVAILABLE	93	93
CHECKEDOUT	6	6
AGS Geometry	185	185
AVAILABLE	25	25
CHECKEDOUT	160	160
American government	484	484
AVAILABLE	431	431
CHECKEDOUT	52	52
LOST-CLAIM	1	1
AP Biology : the unity and diversity of life	46	46
AVAILABLE	11	11
CHECKEDOUT	35	35
AP European History	35	35
AVAILABLE	35	35
AP Government	87	87
AVAILABLE	68	68
CHECKEDOUT	19	19