How can I create a report listing all multi-part items?

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Applies to

- WorldShare Reports

Answer

Create a custom report using the Circulation Item Status universe.

1. Navigate to **Analytics > Reports**.
2. In the left navigation, click **Report Launch Pad**.
3. Select **Web Intelligence** from the Applications drop-down list in the upper right-hand toolbar.
4. Click the **New button**.
5. Double-click **Universe**.
6. From the Universe dialog, double-click **Circulation Item Status**.
7. In the **Query Panel**, expand the **Item folder** and then double-click **Item Barcode, Item Title** and any other fields you want to see in your report. Item Barcode, Item Title etc. now appear in the Result Objects panel.
8. From the **Item folder**, drag **Item Record Type** to the Query Filters panel.
9. Select **In List** from the Query drop-down list.
10. Select **Value(s) from List** from the Define filter type drop-down list.
11. From the pop-up List of Values, select **MULTI_PART** and move it to the right panel.
12. (Optional) Click **Refresh** above the Data Preview panel to produce a preview of the data that will be generated once your query is run. Verify that your desired data is included in the order you prefer.
13. Click on **Run query** to run the report.

Additional information

- Create a custom report
- Circulation Item Status universe

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