



CREATE LISTS WITH MILLENNIUM II

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- Working with review files (overview of functions)
Merge, dedupe, copy (system generated files), rename, limit, stop, suspend, resume, settings
- Group search terms
- Restrict create lists to scope
- Review file ownership
- Saved searches and search templates
- Boolean expressions
- Index search
- Review file for headings reports
- Review file maintenance
- Export review files
- Questions



Working with review files

- **Append** – Merge 2 review files
- **Dedupe** – Removing duplicate records in a review file
- **Copy** – Copy a file to an empty file
- **Empty** – Clear contents of review file
- **Rename** – Rename a review file

Create Lists Functions

Append Dedupe Copy Empty Rename Resume Stop Suspend Settings

Review Files Saved Searches

All Search Records Sort Records List Records Export Records

Show Records Show Info

File	Name ▲	Current Reco...	Max Records	Type	Status	Initials	Created [date/tim...
103	"Library has" CSIR#pdv#20-03-...	2526	10000	b	complete		
109	2001 Tydskrifafskrywings gb	10	10000	o	complete		
108	2002 afskrywings gb	336	10000	b	complete		
96	2checkin HM 30/5	2862	10000	c	complete		
83	Africana Jun-Aug 2006	100	5000	i	complete	ajl	11-09-2006 / 07:5...

Millennium

Create Lists

Statistics



Working with review files: Append, Dedupe



Append (merge 2 review files)

Choose review file you want to add to, click append
Select from range, review file, index or create a new list

Boolean Search [X]

Review File Name:

Store Record Type:

Review Review file:

Review file:

Type	Field	Condition	Value A	Value B

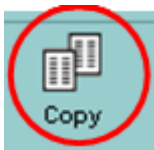


Dedupe

Used after merging files to remove duplicates in review file
Simply click “dedupe”



Working with review files: Copy



Copy

Choose file you want **to copy to** Click “copy” and choose file from “file to copy from”

NB.
The file you select is overwritten

Review Files | Saved Searches

All Search Records Sort Records List Records

Show Records Show Info

File	Name
103	"Library has" CSIR#pdv
109	2001 Tydskrifafskrywing
108	2002 afskrywings gb
96	2checkin HM 30/5
83	Africana Jun-Aug 2006
112	AJ CSIR e-mails 21/9/06
19	ajl 528
2	ajl 528 30-10-2006)
24	ajl coldev 581
18	ajl csir overdue - AIC bo
29	ajl e-reserves 2001/2 wi
20	ajl patron blacklist
74	ajl Patrons with more th
99	ajl swartlys okt 06
85	ajl xml
1	ail vtdcirc

Select file to copy from

- 19 ajl 528
- 13 t&F
- 14 rita badenhorst
- 15 taylor
- 16 HSS TYDSKRIFTE 2006
- 17 swetslaw
- 18 ajl csir overdue - AIC books
- 19 ajl 528
- 20 ajl patron blacklist
- 22 henta boeke

OK Cancel



Working with review files: System generated files

Create Lists Functions

Append Dedupe **Copy** Empty Rename Own

Review Files Saved Searches

All Search Records Sort Records List Records

Show Records Show Info

File	Name
75	Empty
76	Empty
77	gb gift200
78	wnnr loc
79	Empty
80	Empty
81	boek best
82	hss kredi
83	Africana
84	oRdErS K
85	ajl xml
86	Serial wit
87	csir cat 2
88	GIBS Dist
89	walter pu

Select file to copy from

- 136 Bibs: call numbers not in SCAT (639)
- 126 Purchase Orders to be processed (152)
- 128 Purchase Orders already printed (1)
- 129 Purchase Orders already sent electronically (158)
- 130 CLAIMS for orders to be reviewed (5533)
- 132 CLAIMS for serial issues awaiting print (1)
- 133 Pull-slips to be reviewed (13)
- 135 Labels for batch printing for milcatai (12)
- 136 Bibs: call numbers not in SCAT (639)**
- 137 Items: call numbers not in SCAT (83781)

OK Cancel

1. Select empty review file
2. Click copy
3. Select file to copy from popup screen
(system generated files are listed at the end)
4. File is copied to review file

Review Files Saved Searches **Copy**

All Search Records Sort Records List Records Export Records

Show Records Show Info

File	Name	Current...	Max Re...	Type	Status	Initials	Creat...
75	Bibs: call numbers not in SCAT(08-11-2006)	639	40000	b	complete		
76	Empty	0	00000		empty		



Limit display of files to files completed, in progress, empty or with your own initials

Create Lists Functions

Append Dedupe Copy Empty Rename Resume Stop Suspend Settings

Review Files Saved Searches

Search Records Sort Records List Records Export Records

Show Records Show Info

File		Current Reco...	Max Records	Type	Status	Initials	Created [date/tim...
103	Complete	#pdr 20-03-...	2526	b	complete		
109	In Progress	ywings gb	10	o	complete		
08	Empty	gb	336	b	complete		
90	Limited		2862	c	complete		
83	Africana Jun-Aug 2006		100	i	complete	ajl	11-09-2006 / 07:5...

Navigation: Millennium, Create Lists, Statistics

Filter Menu: All, Complete, In Progress, Empty, Limited



Working with review files: Rename, Empty, Settings



Rename

Highlight review file and type new name



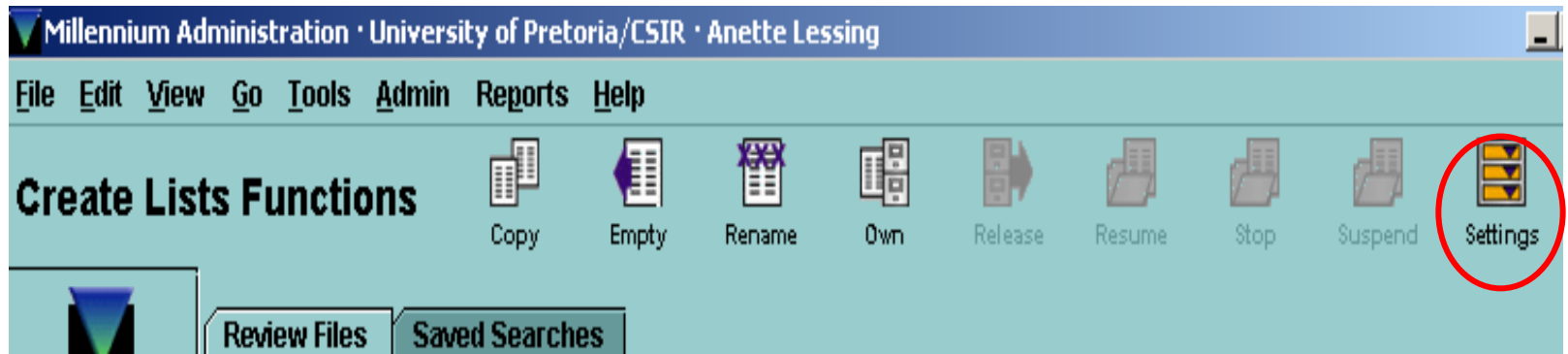
Empty (Delete review file from list)

Highlight review file and click empty



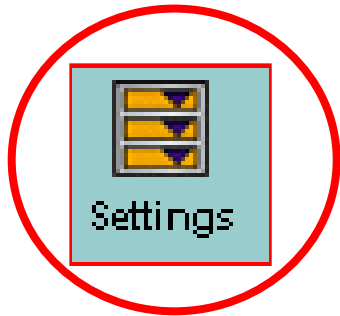
Settings

Can set to run search in fore- or background

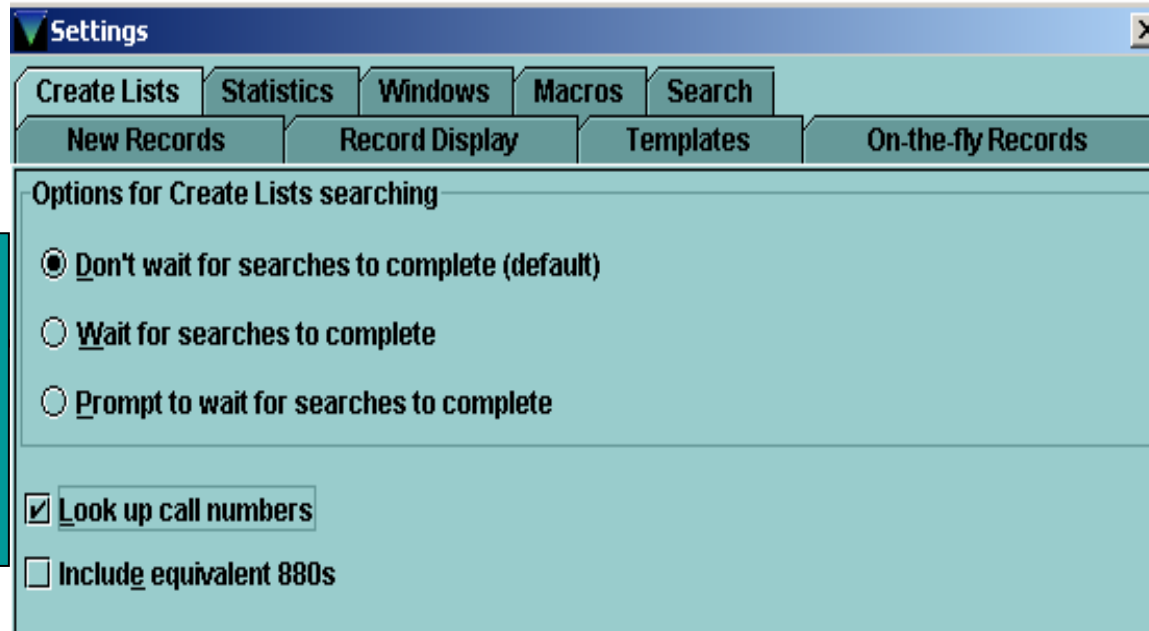




Working with review files: Settings

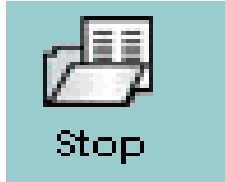


If you select “*wait for searches to complete*” you are unable to perform other functions (license restriction)





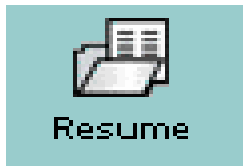
Working with review files: Stop, Suspend, Resume



Stop a search completely



To stop a search temporarily



To resume search after suspended it



Group search terms

Search statements can be grouped to specify the order in which the system processes the Boolean operators in a search
Millennium searches the “grouped search” last

Boolean Search

Review File Name:

Store Record Type:

Range

Term	Operator	Type	Field	Condition	Value A	Value B
1		PATRON	MONEY O...	greater tha...	R20.00	
2	AND	ITEM	DUE DATE	less than o...	31-10-2006	- -
3	AND	(PATRON	P TYPE	between 4	5
4	OR)	PATRON	P TYPE	greater tha...	10

PATRON MONEY OWED greater than or equal to "R20.00" AND ITEM DUE DATE less than or equal to "31-10-2006" AND (PATRON P TYPE between "4"and "5" OR PATRON P TYPE greater than or equal to "10")

Group Alt-G

Append Line

Delete

Clear All

“Group” becomes active when you select 2 rows



Restrict create list to scope

If your library's database is scoped, you can set the Millennium Create Lists function to:

-Restrict the retrieved records to those within the current login's scope (set scope in millennium login)

-Database maintenance option no. 31

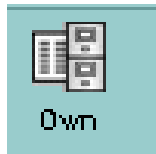
The screenshot shows the Millennium Search interface. At the top, there is a window title 'Millennium Search'. Below it, there is a text input field for 'Review File Name' containing 'empty'. Below that is a dropdown menu for 'Store Record Type' set to 'BIBLIOGRAPHIC'. There are two text input fields for 'Start' (containing '010000000') and 'Stop' (containing '012190949'). A 'Range' dropdown is on the left. A red box highlights the 'Use scoped range' checkbox, which is currently unchecked. A red arrow points from the text 'Use scoped range' to the checkbox. Below the form is a table with columns: Term, Operator, Type, Field, Condition, Value A, Value B.

Term	Operator	Type	Field	Condition	Value A	Value B
1						



Review file ownership

- Password protection for review files
- Must be enabled in Database Maintenance options 26
- If set to YES only authorized users may delete or modify review files



(OWN) Click to protect



(RELEASE) Click to release

File	Name	Current Reco...	Max Records	Type	Status	Initials	Created [date/tim...
18	ajl csir overdue - AIC books	30	10000	p	complete	ajl	29-09-2006 / 15:4...
19	ajl 528	283	10000	b	complete	ajl	01-11-2006 / 15:1...
20	ajl patron blacklist	666	10000	p	complete	ajl	02-11-2006 / 09:4...
21	Empty	0	10000		empty		



Saved search templates

- Create a search template for later use (update values eg. dates, locations)
- Use for regular searches with different parameters eg. new titles received, blacklists, etc.

Create Lists Functions

Append Dedupe Copy Empty Rename Resume Stop Suspend Settings

Review Files **Saved Searches**

All Search Records Sort Records List Records Export Records

Show Records Show Info

File	Name ▲	Current Reco...	Max Records	Type	Status	Initials	Created [date/tim...
103	"Library has" CSIR#pdv#20-03-...	2526	10000	b	complete		
109	2001 Tydskrifafskrywings gb	10	10000	o	complete		
108	2002 afskrywings gb	336	10000	b	complete		
96	2checkin HM 30/5	2862	10000	c	complete		
83	Africana Jun-Aug 2006	100	5000	i	complete	ajl	11-09-2006 / 07:5...

Millennium

Create Lists

Statistics



Saved search templates

Review Files **Saved Searches**

All Search Records Sort Records List Records Export Records

Modify the parameters or create new template

Millennium Administration · University of Pretoria/CSIR · Anette Les

File Edit View Go Tools Admin Reports Help

Create Lists Functions Copy Empty Rename

Review Files Saved Searches

Store Record Type:

Review Review file:

Term	Operator	Type	Field	Condition	Value A	Value B
1		BIBLIOGRA...	CALL NO	equal to		

Query	Query Name
2	save
3	no dewey
4	Uniform title with a dot
5	missing 222 ss 231098
6	julene
7	Tydskrifte vlakke
8	naam ontsluiters
9	unikom soektog EG

New Edit Delete



Saved search

Review Files **Saved Searches**

All Search Records Sort Records List Records Export Records

Range Start Stop

Term	Operator	Type	Field	Condition	Value A	Value B
1						

Group
Ungroup
Insert Line
Append Line
Delete
Clear All

Search Use Existing Search **Retrieve Saved Query** Save Save As Close



Boolean expressions

Boolean Conditions (#101608)

Meaning	Hints
Equal to =	Use for exact matches; good for fixed-length fields
Not equal to !=	Use for exact matches
Greater than >	Compares the data character by character until a non-matching character is found.
Less than <	
Greater than or equal to >=	Note: if the Less Than condition is used for dates, blank dates are considered less than any date entered. Use range (Between condition) to avoid blank dates as part of result set. Range condition is also useful for call numbers and funds.
Less than or equal to <=	
Has	String search for the records containing the character string you key anywhere in the field specified. Punctuation must match, but it is not case sensitive. This is the most common operator for variable-length field searches.
All fields don't have	String search for the records where either one or all related fields do not contain the character strings that you entered. Punctuation must match, but it is not case sensitive. This is very useful for variable-length field searches.
At least one field doesn't have	This operator retrieves records that contain the given field, provided that the given field does <i>not have</i> the specified character or string of characters.
Between (is between _ and _)	Range is inclusive (between 50 & 100 includes 50 & 100)
Not within (not between)	Range is not inclusive (not within 05-01-98 & 05-08-98 does <i>not</i> include 05-01 or 05-08)
Matches	The r operator allows you to enter a UNIX regular expression to search fixed- or variable-length fields in database records. Regular expressions are a powerful and complex tool that specifies a pattern of characters for which to search.
Starts with	Use this operator to find fields in which a given word or phrase appears at the beginning of the field.
Ends with	Use this operator to find fields in which a given word or phrase appears at the end of the field



Examples: Index search

Boolean Search

Review File Name:

Store Record Type:

to

Term	Operator	Field	Condition	Value A	Value B
1					

- CALL NO (c)
- CSIR CALL NO (e)
- AUTHOR (a)
- TITLE (t)
- JOURNAL TITLE (s)**
- SUBJECT (d)
- BIB UTIL NO (o)
- STANDARD NO (i)

Retrieves journal titles starting with a & b



Review file maintenance



ASAA – Advanced System Administration and Access must be enabled

- Re-size the size of review files according to need
- Increase number of review files
- “Records used” should not exceed availability

```
(01) - Innopac
File Edit Transmit Utilities Setup... Help
REVIEW FILES - Records Used: 1875000, Available: 0, Max: 1875000
001 > 60000          017 > 10000          033 > 5000
002 > 60000          018 > 10000          034 > 5000
003 > 60000          019 > 10000          035 > 5000
004 > 60000          020 > 10000          036 > 5000
005 > 40000          021 > 10000          037 > 5000
006 > 40000          022 > 5000           038 > 5000
007 > 25000          023 > 5000           039 > 5000
008 > 25000          024 > 5000           040 > 5000
009 > 25000          025 > 5000           041 > 1000
010 > 25000          026 > 5000           042 > 1000
```



Export records to spreadsheet

Millennium

Review Files | Saved Searches

All [v] Search Records Sort Records List Records **Export Records**

Show Records

File	Name ▲	Current Reco...
103	"Libraries" CSIR#ndr#20.03	2526
109	20	

Create Lists

1. Select fields for output

Export Format

1 Export PATRON Information

Fields to be exported

Line	Type	Field
1	D	EXP DATE
2	PATRON	PATR N NAME
3	ITEM	DUE DATE

Append

Insert

Delete

2

Field delimiter ,

Text qualifier "

Repeated field delimiter ;

Maximum field length (0-1000) 5

File: Settings\p4265476\My Documents\la.txt Browse

3 OK Cancel

2. Format export list (or use Excel wiz)

3. Select file name on PC
Save as .txt file + click OK



Export records to spreadsheet

- Can export selected fields to a spreadsheet eg. Excel
- Formatting Exported lists with:
 - Field delimiter : default is comma (,) (Delimiter between fields)
 - Text qualifier : quote (“) (Delimiter for text fields)
 - Repeated field delimiter : semicolon (;) (Delimiter between fields of the same type)
 - Maximum field length: Maximum number of characters exported from each field

The screenshot shows the Millennium database interface. On the left sidebar, the 'Create Lists' icon is highlighted with a red box. In the main toolbar, the 'Export Records' button is circled in red. Below the toolbar is a table with the following data:

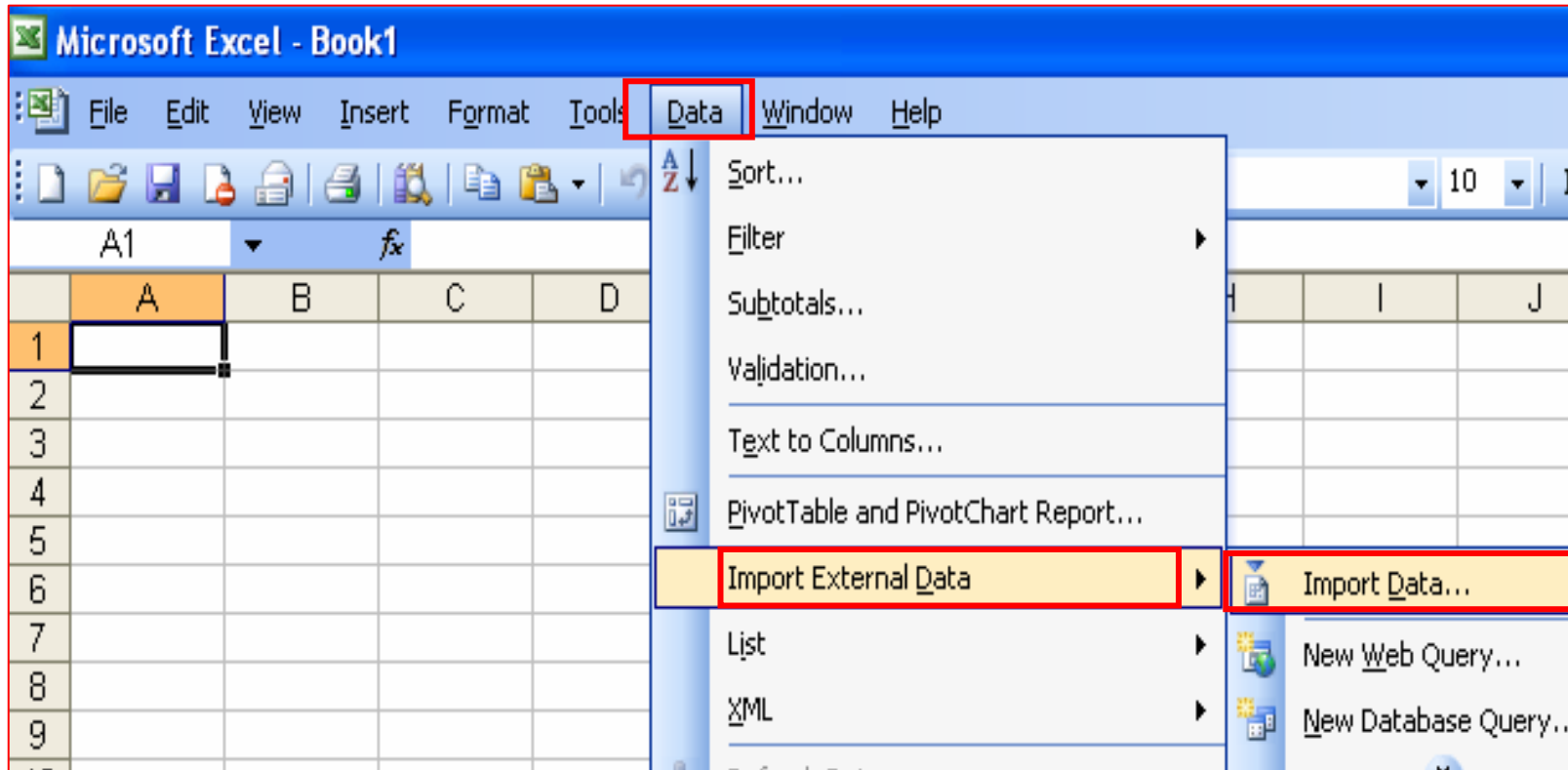
File	Name ^	Current Reco...	Max Records	Type	Status	Initials	Created [date/tim.
103	"Library has" CSIR#pdr#20-03-...	2526	10000	b	complete		
109	2001 Tydskrifafskrywings gb	10	10000	o	complete		



Import records to spreadsheet

EXCEL

Select "Data" Import External Data, Import Data





Excel Import wizard

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab Semicolon Comma
 Space Other:

Treat consecutive delimiters as one

Text qualifier: " "

Data preview

```
EXP DATE,"PATRN NAME","DUE DATE"  
03-03,"DELPO","15-11","15-11","15-11","15-11","15-11","15-11","15-11"  
03-03,"KEMP","28-10"  
03-03,"JACOB",  
03-03,"BADEN","18-11","18-11","15-11","15-11","15-11","06-11","06-11"
```

Cancel < Back Next > Finish

Determine delimiter from data preview

Determine from Excel preview screen (in this case the comma (,))

Delimiters

Tab Semicolon Comma
 Space Other:

Treat consecutive delimiters as one

Text qualifier: " "

Data preview

EXP DATE	PATRN NAME	DUE DATE						
03-03	DELPO	15-11	15-11	15-11	15-11	15-11	15-11	15-11
03-03	KEMP,	28-10						
03-03	JACOB							
03-03	BADEN	18-11	18-11	15-11	15-11	15-11	06-11	06-11

Cancel < Back Next > Finish

Click "comma"

Check import results



Import delimiters

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab Semicolon Comma

Space Other:

Treat consecutive delimiters as one

Text qualifier: "

Data preview

```
Find a Library (WorldCat) 493 163 299 172 9 59 0
World of Learning 228 22 183 0 0 0 0 0
Int Courts & Tribunal Project 13 16 12 10 19 0 0
Worldtradelaw.net 49 0 11 0 0 0 0 0
WTO 58 0 0 0 0 0 0 0
```

Cancel < Back

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab Semicolon Comma

Space Other:

Treat consecutive delimiters as one

Text qualifier: "

Data preview

Find a Library (WorldCat)	493	163	299	172	9	59	0
World of Learning	228	22	183	0	0	0	0
Int Courts & Tribunal Project	13	16	12	10	19	0	0
Worldtradelaw.net	49	0	11	0	0	0	0
WTO	58	0	0	0	0	0	0

Cancel < Back Next > Finish

Wrong delimiter used

Correct delimiter used



Import to spreadsheet

Microsoft Excel - Book2

File Edit View Insert Format Tools Data Window Help

Arial

G1

	A	B	C	D	E	F
1	CALL NO(BIBLIO)	260 c	LYCIRC	TITLE	YTDCIRC	
2	SPN 528 SWAN	1978	0	Die invloed van moto	0	
3	528.7 HUM	1993	0	Human factors in geo	1	
4	528.7 INT	c1986.	0	Proceedings / Intern	0	
5	528 MID	1955	0	Middleton and Chadwi	0	
6	528.9 ADV	c1991.	0	Advances in cartogra	1	
7	528.9 COM	c1979.	0	Computer mapping in	0	
8	528.235 LEE	c1976.	0	Conformal projection	0	
9	528.8.044 INT	c1997.	0	Advances in atmosphe	1	
10	528.235 PHI	c1972.	0	The use of stereogra	0	
11	528.85 SYM	c1975-c197	0	Symposium on Machine	0	
12	528.871.5 GOR	1983	0	Remote assessment of	0	
13	528.7 NCG	1990	0	Two perspectives on	0	
14	528 8 RFC	c1988	0	Recent advances in s	1	

Export BIBLIOGRAPHIC Information

Imported

Type	Field
	CALL NO
GRAP...	MARC Tag 26...
	YTDCIRC
GRAP...	LYCIRC
	TITLE

Text qualifier

Repeated field delimiter

Maximum field length (0-1000) **20**

File: Browse

OK Cancel

Maximum field length (selected 20) setting useful for eg. Stock take lists



Create lists - Manual #100665

Using Boolean Searching & specifying search criteria

Manual #101608; #100672; #100673

FAQ: Common create lists problems & solutions

<http://csdirect.iii.com/faq/>

Training manual

<http://csdirect.iii.com/documentation/training/>



Thank you

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