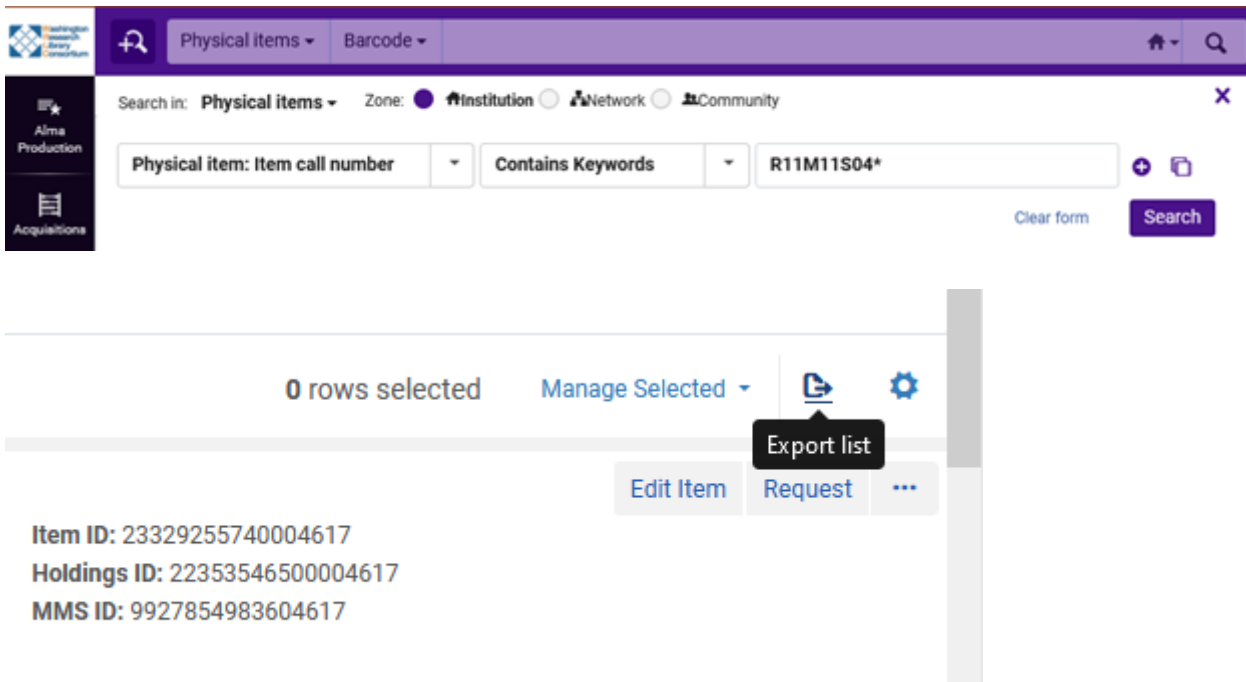


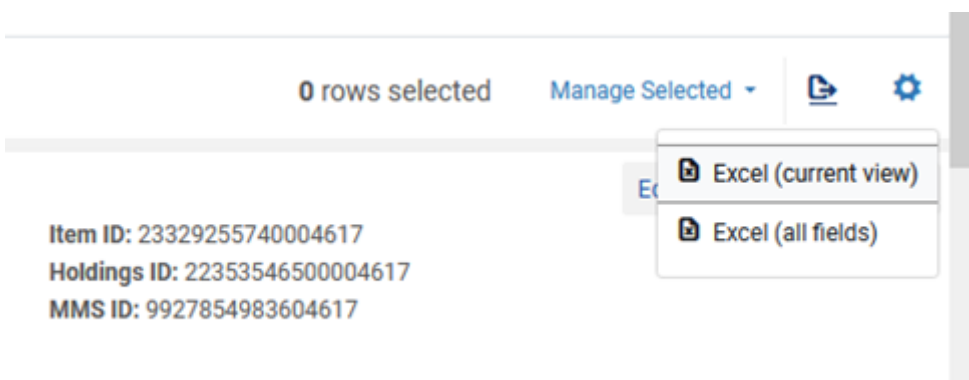
# Exporting Items from Alma

There are two ways to export the shelf data: directly from the Alma display and from Analytics.

## 1) Alma display:



Select "Excel (current view)"



Wait for Excel to finish downloading the data then open the file.

The columns that are needed are:

- Title
- Barcode

- Item Call Number
- Description

Delete the rest of the columns then save the file to S:\SCF Shelves for Archival Materials\YOUR NAME.

- File name is RxxMxxSxx (ex. R11M11S04).

Do the steps for each shelf location.

One of the cons of using Alma display is having to delete columns in Excel, however, you can customize the column display to reduce the amount of columns to delete after exporting the data.

## 2) Analytics:

Click on "Analytics"

Click on "Access Analytics" under "Create Analysis"

When Analytics opens, click on Create > Analysis > Physical Items

Bibliographic Details > Title (Complete)

Physical Item Details > Barcode > Item Call Number > Lifecycle

Click on the wheel with spoke next to Item Call Number and select Filter

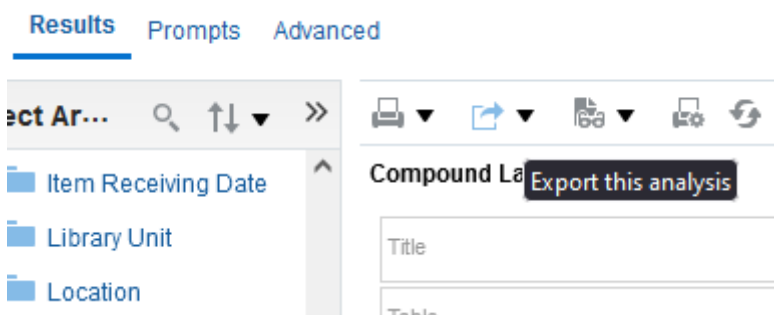
Go to the Operator field and select "begins with"

Go to the Value field and enter shelf locations as many as you want by using the RMS format:

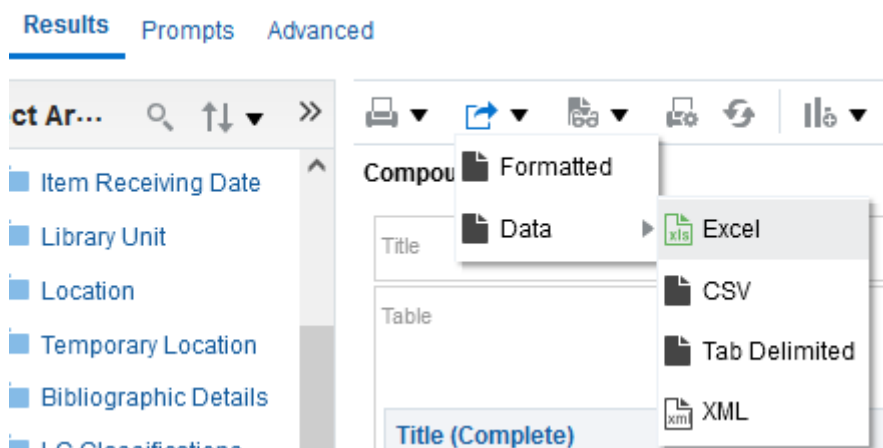
R11M11S04;R11M12S02;R11M12S04 (semicolon is required, no space & the letter must be in caps)

Click on OK then on Results

Export the results



Select "Excel"



Wait for Excel to finish downloading the data then open the file.

Highlight all column by clicking on the green arrow:

1	Title (Complete)
2	Chronological files, rep
3	Chronological files, rep
4	Chronological files, rep
5	Chronological files, rep

Format > AutoFit Column Width

Click column D (Lifecycle), Sort & Filter > Sort Z to A > Expand the selection

Delete the rows with "Deleted" in column D. Then Delete column D.

Click column C, Sort & Filter > Sort Z to A > Expand the selection

Highlight 8 boxes (20 for clamshells, 40 for thin clamshells and so on) then cut.

File > New > Blank workbook then paste

Highlight all column by clicking on the green arrow then Format > AutoFit Column Width

Save the file to S:\SCF Shelves for Archival Materials\YOUR NAME.

- File name is RxxMxxSxx (ex. R11M11S04).

Do the next 8, 20, etc. boxes until it's gone. Export more shelf data if needed and do the same steps.

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