

How to generate report of unique active SFX titles

- **Article Type:** General
 - **Product:** SFX
 - **Product Version:** 4
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Desired Outcome Goal:

Generate a file containing unique, deduplicated list of all active items in SFX KnowledgeBase (both serials and monographs)

Procedure:

- 1) In SFX Admin's Export Tool, create a basic query of all active portfolios
- 2) Open the resulting export file in Excel, using the "text" format
- 3) Place Object IDs in the first column. Select ALL of the worksheet, and sort by Object IDs
- 4) Insert a new Column to the left of the Object IDs column.
- 5) Insert a formula into the newly created column (Column A): =IF(B1=B2,1,0)
- 6) Drag the formula down into all the cells in Column A that correspond with Object IDs in Column B.
There should appear a 1 in Column A next to each duplicate Object ID in Column B and a 0 next to all the rest of the Object IDs
- 7) Replace the formulas in Column A with values by selecting the column, pressing ctrl+c, selecting "paste special" from "edit", and clicking on "values" radio button.
- 8) Select ALL of the worksheet and sort by Column A. All the 1s should appear at the bottom of the column.
- 9) Delete all the 1s from Column A and the corresponding duplicate Object IDs from column B.
- 10) Delete column A

Category: KBTools - Export (SFX)

Subject: SFX

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