

# Creating an ONTHEFLY report

The properties for the "Add Brief Title" helper use the ONTHEFLY format. To create a report that will find your ONTHEFLY materials use the "List Bibliography" report under the "Bibliographic" group of reports:

- Click "Schedule"
- Click "Selection criteria"
- Under the "Title selection" box click the gadget next to the "Format" data well and select "ONTHEFLY"
- Under the "Item selection" box click the gadget next to the "Item type" data well and select "ONTHEFLY", however, if your library was not careful in selecting ONTHEFLY as an item type consider leaving this field blank
- The report already defaults to your library under the "Copy selection", so, for the most part this should be all you need
- The default sort option is set "Title/author", you may select either "flexkey" or "Call number"
- The output options are set for simple "title,author" (100,245) bib data and the Barcode for copy information
- It is recommended that this report is run on a monthly basis. Contact the WYLD office should you need instructions on how to accomplish this