

# Creating an ONORDER report, for libraries that use Acquisitions.

The properties for the "Add Brief Title" helper use the ONORDER format. To create a report that will find your ONORDER 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 "ONORDER"
- 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