

FirstSearch (OCLC) DB1

Some usage files downloaded from a platform provider's report interface may not be formatted appropriately for loading into Usage Consolidation. Below you will find instructions on what needs to be changed within a usage file for this platform.

ERROR MESSAGE:

“Unable to process file”.

If you receive this error when loading a **Database Report 1** from **FirstSearch (OCLC)** take a closer look within the file:

SUMMARY OF ISSUE:

Invalid content

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	Database Report 1(R3)	Total Searches and Sessions by Month and Database																	
2																			
3	Date run:	3/24/2015																	
4																			
5		Publisher	Platform		Jan-2014	Feb-2014	Mar-2014	Apr-2014	May-2014	Jun-2014	Jul-2014	Aug-2014	Sep-2014	Oct-2014	Nov-2014	Dec-2014	YTD Total		
6	ArticleFirst	OCLC Online Computer Library Center Inc.	FirstSearch	Total searches run	0	0	0	0	0	0	0	1	1	1	0	0	3		
7	ArticleFirst	OCLC Online Computer Library Center Inc.	FirstSearch	Searches-federated and automated	0	0	0	0	0	0	0	0	0	0	0	0	0		
8	ArticleFirst	OCLC Online Computer Library Center Inc.	FirstSearch	Sessions	0	0	0	0	0	0	2	2	2	3	7	0	16		
9	ArticleFirst	OCLC Online Computer Library Center Inc.	FirstSearch	Sessions-federated and automated	0	0	0	0	0	0	0	0	0	0	0	0	0		
10																			
11	Electronic Books		FirstSearch	Total searches run	0	0	0	0	0	3	1	1	1	0	0	0	5		
12	Electronic Books		FirstSearch	Searches-federated and automated	0	0	0	0	0	0	0	0	0	0	0	0	0		
13	Electronic Books		FirstSearch	Sessions	0	0	0	0	0	2	2	2	2	7	0	15			
14	Electronic Books		FirstSearch	Sessions-federated and automated	0	0	0	0	0	0	0	0	0	0	0	0	0		
15																			
16	Electronic Collections Online	OCLC Online Computer Library Center Inc.	FirstSearch	Total searches run	0	0	0	0	0	0	0	0	0	0	0	0	0		
17	Electronic Collections Online	OCLC Online Computer Library Center Inc.	FirstSearch	Searches-federated and automated	0	0	0	0	0	0	0	0	0	0	0	0	0		
18	Electronic Collections Online	OCLC Online Computer Library Center Inc.	FirstSearch	Sessions	4	4	5	4	4	5	6	6	13	18	26	25	120		
19	Electronic Collections Online	OCLC Online Computer Library Center Inc.	FirstSearch	Sessions-federated and automated	0	0	0	0	0	0	0	0	0	0	0	0	0		
20																			

SOLUTION FOR ISSUE:

1. Highlight row 1 and select “Sort & Filter” in the red box below.

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. The 'Sort & Filter' button is highlighted with a red box. The spreadsheet content is the same as the table above, with row 1 highlighted in blue.

2. In column D, click on the filter arrow and select the checked boxes for “Searches-federated and automated”, “Sessions-federated and automated” and “(blanks)”.

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				Jan-2014	Feb-2014	Mar-2014	Apr-2014	May-2014	Jun-2014	Jul-2014	Aug-2014	Sep-2014	Oct-2014	Nov-2014
6	ArticleFirst	OCLC Online Computer Library Center Inc.	FirstSearch	0	0	0	0	0	0	0	0	1	1	1
7	ArticleFirst	OCLC Online Computer Library Center Inc.	FirstSearch	0	0	0	0	0	0	0	0	0	0	0
8	ArticleFirst	OCLC Online Computer Library Center Inc.	FirstSearch	0	0	0	0	0	0	2	2	2	3	7
9	ArticleFirst	OCLC Online Computer Library Center Inc.	FirstSearch	0	0	0	0	0	0	0	0	0	0	0
10														
11	Electronic Books		FirstSearch	0	0	0	0	0	0	0	3	1	1	0
12	Electronic Books		FirstSearch	0	0	0	0	0	0	0	0	0	0	0
13	Electronic Books		FirstSearch	0	0	0	0	0	0	2	2	2	2	7
14	Electronic Books		FirstSearch	0	0	0	0	0	0	0	0	0	0	0
15														
16	Electronic Collections Online	OCLC Online Computer Library Center Inc.	FirstSearch	0	0	0	0	0	0	0	0	0	0	0
17	Electronic Collections Online	OCLC Online Computer Library Center Inc.	FirstSearch	0	0	0	0	0	0	0	0	0	0	0
18	Electronic Collections Online	OCLC Online Computer Library Center Inc.	FirstSearch	4	4	5	4	4	5	6	6	13	18	26
19	Electronic Collections Online	OCLC Online Computer Library Center Inc.	FirstSearch	0	0	0	0	0	0	0	0	0	0	0
20														
21	OA1ster		FirstSearch	0	0	0	0	0	0	0	0	0	0	0
22	OA1ster		FirstSearch	0	0	0	0	0	0	0	0	0	0	0
			Total searches run	0	0	0	0	0	0	0	0	0	0	0
			Searches federated and automated	0	0	0	0	0	0	0	0	0	0	0

3. Delete the text that is left after filtering in the red box below.

				Jan-2014	Feb-2014	Mar-2014	Apr-2014	May-2014	Jun-2014	Jul-2014	Aug-2014	Sep-2014	Oct-2014	Nov-2014	Dec-2014	YTD Total
6	ArticleFirst	OCLC Online Computer Library Center Inc.	FirstSearch	0	0	0	0	0	0	0	0	0	0	0	0	0
7	ArticleFirst	OCLC Online Computer Library Center Inc.	FirstSearch	0	0	0	0	0	0	0	0	0	0	0	0	0
8	Electronic Books		FirstSearch	0	0	0	0	0	0	0	0	0	0	0	0	0
9	Electronic Books		FirstSearch	0	0	0	0	0	0	0	0	0	0	0	0	0
10	Electronic Collections Online	OCLC Online Computer Library Center Inc.	FirstSearch	0	0	0	0	0	0	0	0	0	0	0	0	0
11	Electronic Collections Online	OCLC Online Computer Library Center Inc.	FirstSearch	0	0	0	0	0	0	0	0	0	0	0	0	0
12	OA1ster		FirstSearch	0	0	0	0	0	0	0	0	0	0	0	0	0
13	OA1ster		FirstSearch	0	0	0	0	0	0	0	0	0	0	0	0	0
14	WorldCat	OCLC Online Computer Library Center Inc.	FirstSearch	0	0	0	0	0	0	0	0	0	0	0	0	0
15	WorldCat	OCLC Online Computer Library Center Inc.	FirstSearch	0	0	0	0	0	0	0	0	0	0	0	0	0
16	WorldCat.org (638)	OCLC Online Computer Library Center Inc.	WorldCat Local	0	0	0	0	0	0	0	0	0	0	0	0	0
17	WorldCat.org (638)	OCLC Online Computer Library Center Inc.	WorldCat Local	0	0	0	0	0	0	0	0	0	0	0	0	0
18	WorldCat dissertations and theses		FirstSearch	0	0	0	0	0	0	0	0	0	0	0	0	0
19	WorldCat dissertations and theses		FirstSearch	0	0	0	0	0	0	0	0	0	0	0	0	0

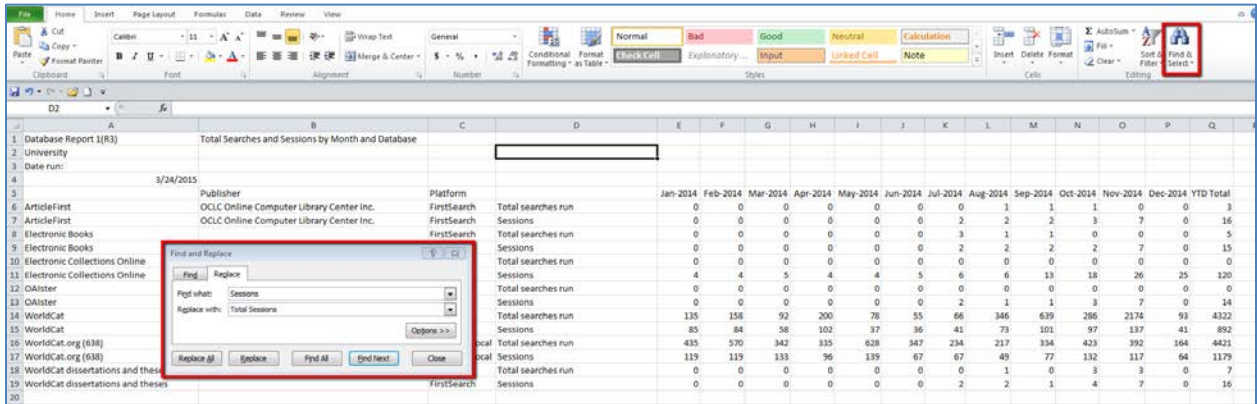
4. In column D, click on the filter arrow and select "Select All".

5. Next you'll need to change each "Sessions" to read "Total Sessions" in column D.

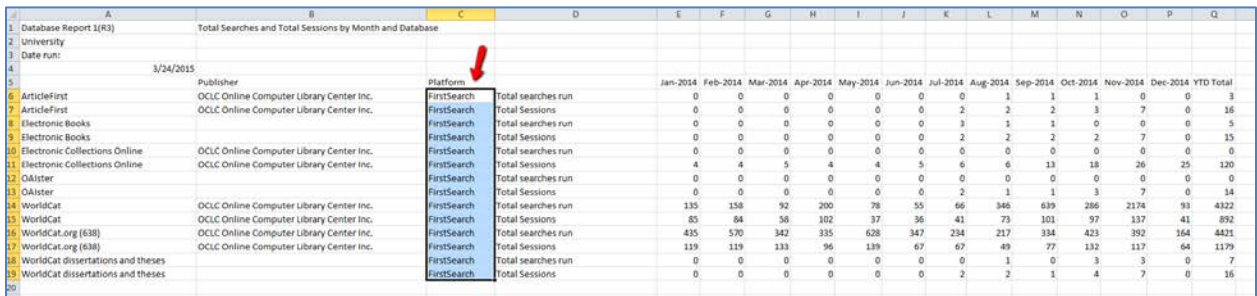
				Jan-2014	Feb-2014	Mar-2014	Apr-2014	May-2014	Jun-2014	Jul-2014	Aug-2014	Sep-2014	Oct-2014	Nov-2014	Dec-2014	YTD Total
6	ArticleFirst	OCLC Online Computer Library Center Inc.	FirstSearch	0	0	0	0	0	0	0	1	1	1	0	3	
7	ArticleFirst	OCLC Online Computer Library Center Inc.	FirstSearch	0	0	0	0	0	2	2	2	3	7	0	16	
8	Electronic Books		FirstSearch	0	0	0	0	0	3	1	1	0	0	0	5	
9	Electronic Books		FirstSearch	0	0	0	0	0	2	2	2	2	7	0	15	
10	Electronic Collections Online	OCLC Online Computer Library Center Inc.	FirstSearch	0	0	0	0	0	0	0	0	0	0	0	0	
11	Electronic Collections Online	OCLC Online Computer Library Center Inc.	FirstSearch	4	4	5	4	4	5	6	6	13	18	26	120	
12	OA1ster		FirstSearch	0	0	0	0	0	0	0	0	0	0	0	0	
13	OA1ster		FirstSearch	0	0	0	0	0	2	1	1	3	7	0	14	
14	WorldCat	OCLC Online Computer Library Center Inc.	FirstSearch	135	158	92	200	78	35	66	346	639	286	2174	93	4322
15	WorldCat	OCLC Online Computer Library Center Inc.	FirstSearch	85	84	58	102	37	36	41	73	101	97	137	41	892
16	WorldCat.org (638)	OCLC Online Computer Library Center Inc.	WorldCat Local	435	570	342	335	628	347	234	217	334	423	392	164	4421
17	WorldCat.org (638)	OCLC Online Computer Library Center Inc.	WorldCat Local	119	119	133	96	139	87	67	49	77	132	117	64	1179
18	WorldCat dissertations and theses		FirstSearch	0	0	0	0	0	0	0	1	0	3	3	7	
19	WorldCat dissertations and theses		FirstSearch	0	0	0	0	0	0	2	2	1	4	7	16	

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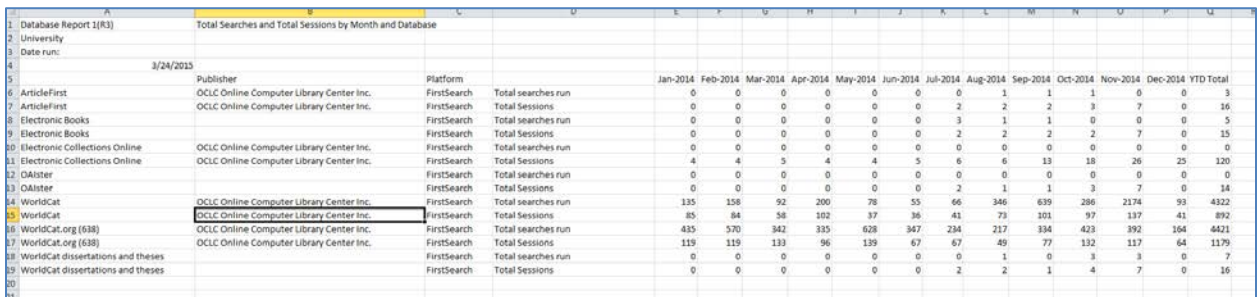
- To do so, select “Find & Select” in the red box below. Select “Replace” and the “Find and Replace” box will appear. Type in the text as it appears below.



- In column C, make sure that each line of text reads as “FirstSearch”.



- The report is now COUNTER compliant.



- Save** the file in Excel Workbook format.
- Load** the corrected file into Usage Consolidation.