




Creating Lists (Review Files)

 To create, view, and maintain review files and their records, you must be authorized for function 018 (Create lists). Occasionally, you might encounter certain review files that you are not permitted to edit or own because the files are password-protected. In this instance, you must either have the file's owner or your List Administrator (function 186) provide you with access. In all cases, you must be authorized to view the record types within the review file. To administer files in Create Lists mode, you must be authorized for function 186 (Review File List Administrator), as well as for function 018. As a List Administrator, you can manage the ownership of and access to all review files. See [Setting Review File Authorship and Ownership](#) and [Authorized Functions](#) for more information.

 To create and maintain saved search templates, you must be authorized for function 641 (Create Lists Template Administration) in addition to functions 018 and 186. Authorization 640 (Create Lists Limited) allows use of existing saved search templates only.

 Use the [Create Lists Settings](#) panel to specify settings for Create Lists mode.

Millennium's powerful report generator enables you to create lists of records based on your own criteria. This tool applies Boolean searching to help you create subsets of the database for use in reports.

You can combine data from different record types, such as bibliographic and item records, look for specific values in the records, print out specified fields, sort the records in any order, and create precisely the type of list you want. Each list you create is stored in a review file. Once you create a review file, you can display the records, print them, or use them as input for other Millennium functions such as updating or exporting records.

Review files contain lists of Millennium record numbers, not static copies of actual records. When you view the records listed in a review file, the system retrieves the current version of the included records. If any of the records have changed since you created the review file, the record display reflects those changes.

Your Millennium installation includes a set number of review files. You can purchase additional review files. Each review file retains its list of records until you choose to empty the file.

Tasks you can perform in Create Lists mode include:

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