# Retrieving a list of OCLC numbers from a set of records

1. Create a record set of records (either items or bibliographic records)
2. Log into SimplyReports, and select either the Items tab or Bibs tab depending on the record set record type. This example is using a set of items.
3. Columns for output – whatever you like, but include MARC OCLC number
4. Item general filters – in this section check Item record set, and select the record set
5. Click Submit

A screenshot of a computer

Description automatically generated

Here’s the resulting report which you can download to your computer:

A screenshot of a computer

Description automatically generated