

FDM Tutorial: How to review a library's item selection profile

Process:

- 1) If you have not already done so, register for a FDM account. Consult [Help](#) for registration and password information.
- 2) Log into [FDM](#).
- 3) Click on the **List of Classes** module.
- 4) In the **FDL number** field, enter the library's FDL number.
- 5) The default search will list all active selections. If you like, use any of the other fields to limit your search, such as limiting the search to the paper format in the **Format type** field.
- 6) ****Note the date the List of Classes data was last updated at the bottom of the page.**
- 7) Click **Submit**.

The screenshot shows the 'List of Classes Module' search interface. At the top, there is a navigation bar with 'Admin', 'Home', 'About', 'Search', and 'Help'. The main content area has a title 'List of Classes Module' and a search form. The form includes the following fields: 'FDL number' (text input, highlighted with a red box), 'Item number' (text input), 'SuDoc number' (text input), 'Title' (text input), 'Agency' (dropdown menu with 'All' selected), 'Format type' (dropdown menu with 'All' selected), and 'Item number status' (dropdown menu with 'Active' selected). Below the form are 'Submit' and 'Reset' buttons, with the 'Submit' button highlighted by a red box. At the bottom of the page, a red arrow points to a status message: 'List of Classes data was last refreshed from official FDLP sources on: Jun 17 2024 8:22AM'.

The search results display the library's item selection profile, including any limiters added to the search. This includes the normal List of Classes fields:

- Item number
- SuDoc stem
- Title
- Agency
- Format

It also includes additional FDM fields:

- Sort by SuDoc (helps to sort the entries in SuDoc order)
- Item number status (Active or Inactive)
- Ship count (the number of times the item number shipped out since 1997)
- Last ship date (the last time the item number shipped out to depository libraries)

On the search results page, you can **Export to Excel** or **Export to CSV**.

FDLP Data Manager Home About Search Help

List of Classes Module

Status Collection Query for Rec count Loc records = 9898

[Reset](#) [Export to Excel](#) [Export to CSV](#)

Selectors	Shipping lists	Item number	SuDoc stem	Sort by SuDoc	Title	Agency	Formats	Active	Ship count	Last ship date
Selectors	Shipping lists	0006-G	A 1.1/3:	A 000100010003	Semiannual Report, Office of Inspector General	Agriculture Department	EL	Y	11	2002-04-12
Selectors	Shipping lists	0006-J	A 1.1/6:	A 000100010006	USDA Office of Inspector General Annual Business Plan	Agriculture Department	EL	Y	5	2002-04-12
Selectors	Shipping lists	0006	A 1.1:	A 00010001	Performance and Accountability Report	Agriculture Department	EL	Y	1	2000-03-06
Selectors	Shipping lists	0011-C	A 1.11/3:	A 000100110003	Handbooks, Manuals, Guides	Agriculture Department	EL	Y	8	2005-07-11