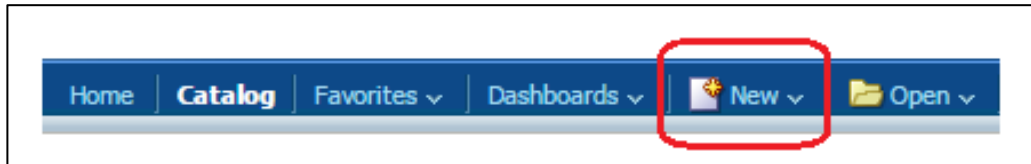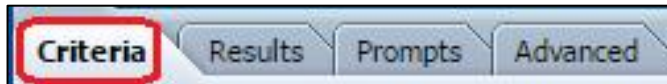# Lesson 4: Creating and Filtering a New Report

Having seen the out-of-the-box reports and the reports from other schools, you are now ready to create a report yourself. Enter Alma, then analytics. But this time, click New>Analysis>Physical Items. It will then offer subject area options such as "Borrowing Requests," "Fines and Fees," "Fund Expenditure," and "Link Resolver Usage."
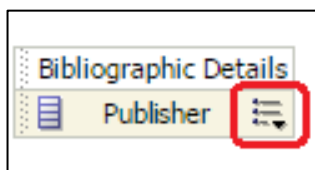

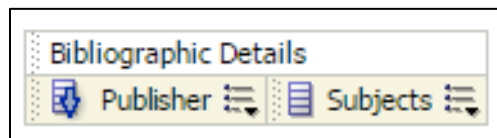Notice that you are automatically in the Criteria tab, in the upper left corner.

There are many criteria. Take your time and get to know them. For right now, expand the Bibliographic Details folder and double click the Publisher option. You may also drag and drop it.

In the center panel, Bibliographic Details>Publisher has appeared. It is one of your selected criteria.
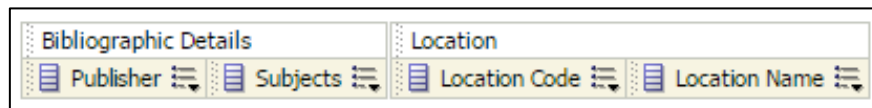

Notice the little drop-down menu. Select Sort>Descending.
Still in the Bibliographic Details folder, double click or drag and drop the Subjects.

Now the center panel looks like this.

Now, expand the Location folder and choose Location Code and Location Name

Now the center panel looks like this.

If we changed the tab from "Criteria" to "Results" it will run the query on all physical items and display the publisher, subjects, location code, and location name. This query will take a few minutes because we haven't specified any filters. And the result set will be quite large. We want
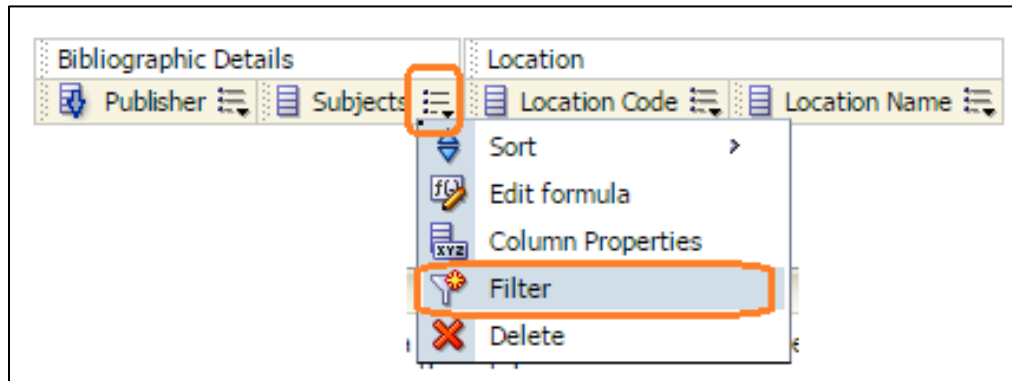
to add filters to tell us, for example, what the subject terms should be or where the items are located.
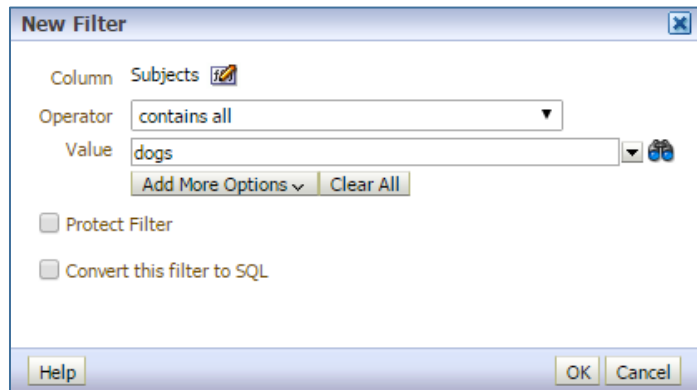
[sample of results]

Editions de la nouvelle revue française	Paris (France)--Description and travel.; Travel.; France--Paris.	main4	4th Floor
'amaBooks	Ethnology--Zimbabwe.; Zimbabwe--Social life and customs.; SOCIAL SCIENCE--Anthropology--Cultural.; SOCIAL SCIENCE--Discrimination & Race Relations.; SOCIAL SCIENCE--Ethnic Studies--General.; SOCIAL SCIENCE--Minority Studies.; Ethnology.; Manners and custo	ebook	ebook
Ætna Life Insurance Co	Aetna Life Insurance Company (Hartford, Conn.)	main3	3rd Floor
w Heinemann	Wilhelm--I,--Emperor of Germany.; Bismarck, Otto,--Fürst von,--1815-1898.; Prussia (Germany)--History--William I, 1871-1888.; Germany--History--William I, 1871-1888.; Prussia (Germany)--Politics and government--1815-1870.; Europe--Politics and government	main3	3rd Floor
vtn	Drainage--California--Carlsbad.; Storm sewers--California--Carlsbad.	wrca_ucr	UCR-WRCA
von Geldern	Feather Water District (Calif.); Sutter County (Calif.)	wrca_ucr	UCR-WRCA
university of Hawai'i Press	Japanese literature--Heian period, 794-1185--History and criticism.; Male friendship in literature.	ebook	ebook
uS Dept of the Interior Bureau of Reclamation Mid-Pacific Region	Central Valley Project (Calif.); Central Valley Project (Calif.).--San Felipe Division.	wrca_ucr	UCR-WRCA
typis Societatis S Joannis Evangelistae Desclée & Socii	Catholic Church--Liturgy.; Catholic Church.; Gregorian chants.; Liturgics.	main5	5th Floor
twentieth century fund	Turkey--Economic conditions--1918-1960.; Economic history.; Turkey.; Wirtschaft.; Geschichte (1900-); Türkei.; 1918 - 1960	main3	3rd Floor
timezone8	Zhang, Xiaotao.; Painting, Modern.; Painting, Abstract.	main3	3rd Floor
the district	Lowell Public Schools.; Multicultural education--Study and teaching.; Multicultural education--Activity programs.	curgd	Curriculum Guides (5th Floor)
	Social sciences--Study and teaching.; Family life education.; Family--Study and teaching (Secondary)	curgd	Curriculum Guides (5th Floor)
the author	Provo (Utah)--History.; Utah--Provo.; History.	main3	3rd Floor

Please do activity 4-1.

Return to the "Criteria" tab and click the drop-down menu next the selected column "Subjects." Choose Filter.
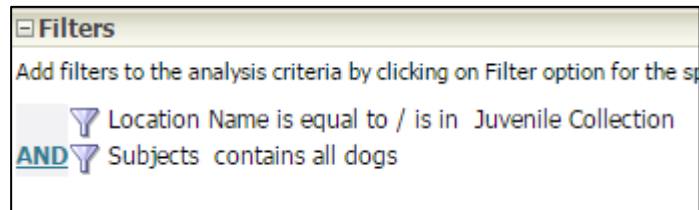

From New Filter box, choose the operator "contains all" then value dogs. Click the OK button.

Click the Location Name and choose "Filter." Click on the icon of binoculars for a choice of options. Click Juvenile Collection then the Move arrow. Click OK. Click OK again.

We don't need Location Code, so click the dropdown menu for Location Code and select delete.

Notice how the filters area is reflecting our choices.

Now, click on the Results tab to view the new report.

Please do activity 4-2 and 4-3..

Activity 4-1

Review the first page of the table. Do you understand how what you selected matches with what you are seeing?

Click back into the Criteria tab. Create a new report using the folders under Physical Items. Choose three or four and run the report by clicking on the Results tab.

> ***Before continuing the video, re-create the query from the beginning of the video. It contained:***
>
> - ***New>Analysis>Physical Items***
> - ***Bibliographic Details>Publisher>Sort>Descending***
> - ***Bibliographic Details>Subjects***
> - ***Location>Location Code***
> - ***Location>Location Name***

Activity 4-2

Go back to the Criteria tab and find the title criteria. Add that criteria to the query. Before running it, drag and drop the new criteria into the first position, so it will be the first column in the query. Run the search again.

Did the title appear first in the table? Drag and drop the column now, while looking at the results.

Activity 4-3

Click the "Criteria" tab. Remove either the "Location Code" or the "Location Name" from the "Selected Columns" area. Run the search again.