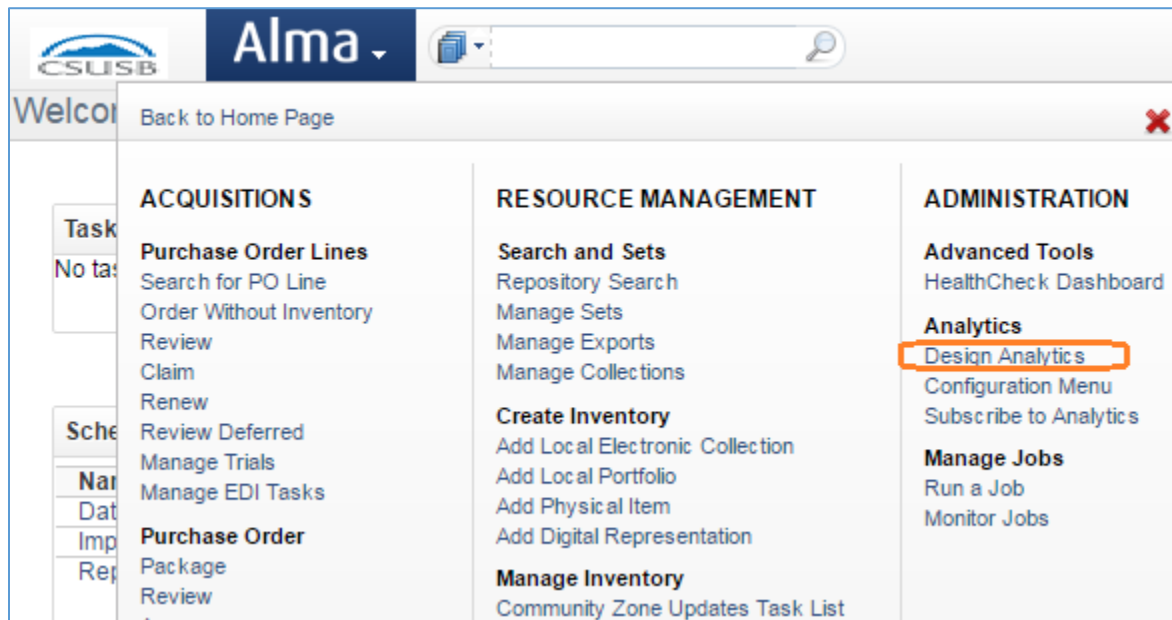


Lesson 0: Entering Analytics

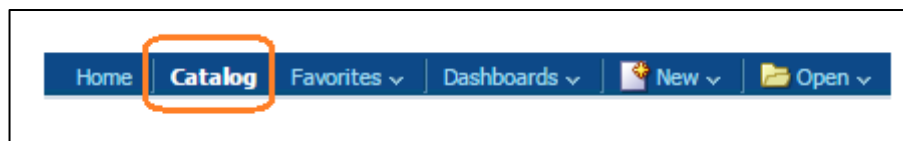
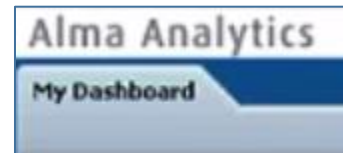
The Analytics area of Alma is one area to create queries to make reports.

After entering Alma, click the Alma dropdown menu and select Design Analytics.



We are now in the analytics portion of Alma.

Click the “Catalog” tab near the top of the screen. When you click on “Catalog” in Alma Analytics, think of it as the catalog of existing queries to create reports.



There are two folders in the upper left-hand corner. These folders contain all of the reports available for you as a user.

If you expand the “Shared Folders,” by clicking the arrow next to it, you will see there are three additional sub-folders. In the Alma folder is where Ex Libris has placed a collection of out-of-the-box, or canned, searches for our use.