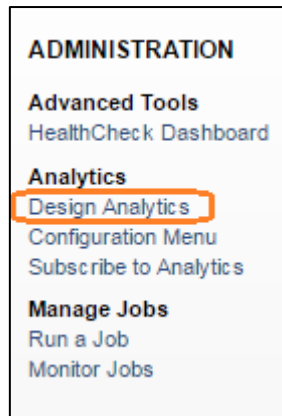
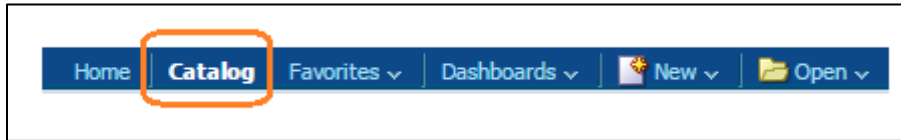


# Lesson 1: Introducing Out of the Box Searches

The out-of-the-box searches, or canned searches, are those queries that are included with Alma under Shared Folders>Alma. It's a good idea to look at each of these canned queries so you don't need to re-invent an existing query.

Enter Alma, then analytics, then click on the "Catalog" link.

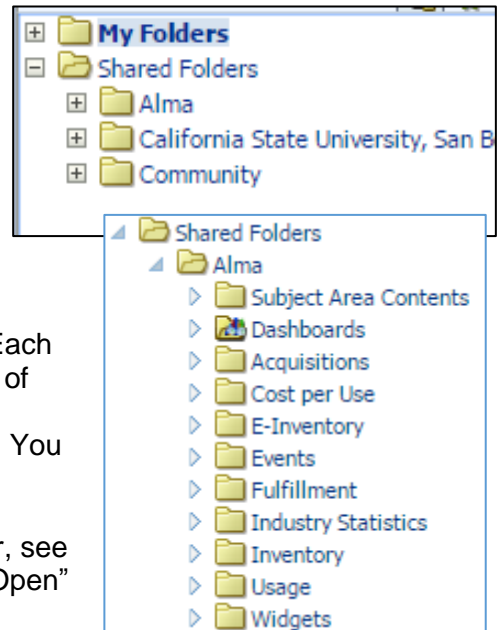


Expand "Shared Folders" by clicking the arrow next to it. There are three additional sub-folders. In the Alma folder is where Ex Libris has placed a collection of out-of-the box searches for our use.

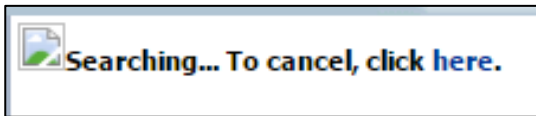
Expand the Alma folder and you can see many areas, such as "Subject Area Contents," "Dashboards," "Acquisitions," and so on.

Expand the folders named Acquisitions and Cost per Use. Each of them have a sub-folder called Reports. By clicking on any of the Reports sub-folders, you will see in the center panel a collection of out-of-the box reports you can run on your data. You may then edit the query or export that information.

Let's look more closely at E-Inventory>Reports. In the center, see the report called "Electronic Inventory Count." Click on the "Open" link to run the query.



If you see this screen, don't worry. This means it is working on the query. Do not cancel the query.



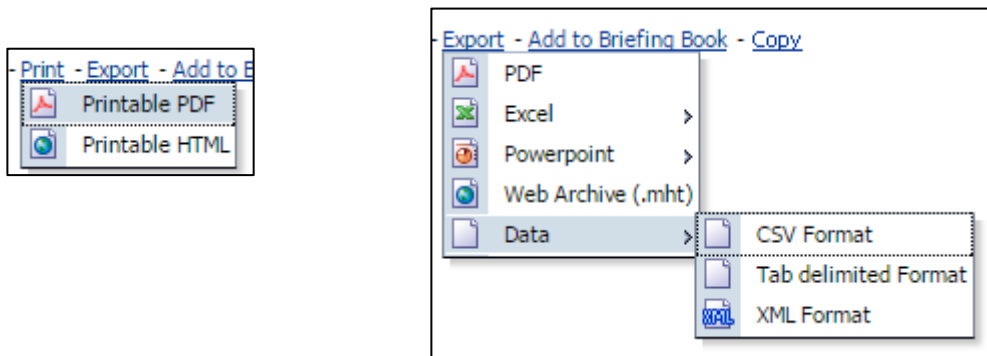
This is the completed report.

**Electronic Inventory Count**  
Total number of portfolios broken down by material type  
Time run: 7/25/2016 1:37:47 PM

Material Type	Number of Portfolios
Book	184,950
Computer file	601
Journal	36,527
Map	6,856
Mixed material	9
Music	26,512
Visual material	11,765
<b>Grand Total</b>	<b>267,220</b>

[Edit](#) - [Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#) - [Copy](#)

Using the links at the bottom of the finished report, you can print in both html and pdf or you can export it as PDF, Excel, Powerpoint, Web archive (mht), or data (csv, tab delimited, and xml). Or you could use a screen capturing software or use alt-print screen and then paste it into Paint.



Let's do one more. Under Shared Folders>Alma, expand the Inventory sub-folder. Click on the Reports folder. In the center panel, click the "Open" link under Physical Inventory Count. It should look something like this.

**Physical Inventory Count**  
Total number of items broken down by material type  
Time run: 7/25/2016 3:21:21 PM

Material Type	Number of Items
Book	930,756
Computer file	981
Journal	85,399
Map	6,688
Mixed material	1,141
Music	33,058
Visual material	8,138
<b>Grand Total</b>	<b>1,066,161</b>

[Edit](#) - [Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#) - [Copy](#)

Being familiar with the out-of-the-box reports can save you a great deal of time and energy since you will not have to create these reports from scratch.

## Activity 1-1

Pause the video as necessary to complete activity 1-1.

Expand all of the sub-folders under Shared Folders>Alma. Find the Reports sub-folder in them. Not all of these sub-folders have a Reports folder. Which Alma sub-folder do NOT have a Reports folder?

## Activity 1-2

Go to the Fulfillment folder. Click on the Reports sub-folder. You can see a number of reports in the center panel. Click the Open link on one of them. Wait for the results to display. Use the Export link at the bottom of the display and choose pdf or Excel, depending on your preference. Save it to your desktop. Go to your desktop and open the file. Compare it to the display. Is it identical? Do you see any problems or have questions about the table?

1-1 answer:  
Under Shared Folders>Alma, only "Subject Area Contents," "Industry Statistics," and "Widgets" do NOT have a Reports folder.