

Operational Reports and Data Review

Ex Libris Training Services

Hands-On Activities

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# Operational Reports via the Alma Menu

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| **Goals of this training session:**   * introduce operational reports that are easily accessible via the Alma menu * identify reports that are available based on operator roles * run operational reports | |
| **C:\Documents and Settings\cbraun\Desktop\mouse.png**  **C:\Documents and Settings\cbraun\Desktop\results.png** | 1. Begin by opening the Alma menu. 2. Operational reports are found for each functional area:    1. *Acquisitions administrators and managers* will likely see reports for deferred PO Lines, received items awaiting payment, monitoring processes, and viewing exchange rates. For Acquisitions operational reports to be meaningful, choose your preferred **Receiving Department** for the *Currently at:* location.    2. *Cataloging managers* will want to see reports that monitor imports and exports along with monitoring resource-management processes. Other valuable options include performing repository searches and creating sets.    3. *Fulfillment administrators and managers* will likely see reports for daily payments, items to be picked from shelf, items on the active and expired hold shelves, ability to monitor requests and processes. For Fulfillment operational reports to be meaningful, choose your preferred **Circulation Desk** for the *Currently at:* location.    4. *User administrators and managers*will want to view details regarding user information that is entered, imported, stored and used in other functional areas of Alma. 3. Run some operational reports in each functional area:    1. For *Acquisitions*, click on the **Review** link under *Purchase Order Lines* and click on the tabs for “Assigned to Me,” “Unassigned,” and “Assigned to Others,” to see items for which orders have been deferred. Do the same for *POs* and *Invoices*.    2. For *Resource Management*, click on the **Monitor and View Imports** link under *Import* to see all import jobs. In the Filter drop-down, select from Authority, Initial Authority, Remote Digital or Repository to see different results. Monitor activations of electronic resources through the **Manage Electronic Resource Activations**.    3. For *Fulfillment*, click on the **Active** or **Expired Hold Shelf** link under *Resource Requests* to see items waiting for patron pick-up. To view the status of all requests and item process click on the link for **Monitor Requests and Item Processes**. Try out the **Fulfillment Configuration Utility** seeing how a combination of patron and physical item provides an opportunity for data review. |

# Creating Sets and Exporting Results

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| **Goals of this exercise:**   * run operational reports and view results * export the results to Excel and save locally for additional manipulation of data | |
| **C:\Documents and Settings\cbraun\Desktop\mouse.png**  **C:\Documents and Settings\cbraun\Desktop\results.png**  Note: Saving a set means that the set becomes available for other uses and functions such as running processes against its members. | 1. With the Alma menu open, run a report for each functional area:    1. For *Acquisitions*, click on the **Review** link under *Receiving and Invoicing* clicking on the tabs for “Assigned to Me,” “Unassigned,” and “Assigned to Others,” to see received items that await payment. Also take a look at the **Manage Sets** under *Processes and Sets* for options related to creating sets of PO Lines by different criteria that may then be used when running a process.    2. For *Resource Management*, click on the **Manage Sets** link under *Search and Sets* to create a report for a group of records that match certain criteria such as having a certain term in the title or having a certain subject area. Click on the **Add Set** button to begin creating a logical set for all titles where the term, “purple,” is found somewhere in the bibliographic data.   Set name = <your initials> Purple Items in Bib Data (e.g. CLB Purple Items in Bib Data)  Description = this set identifies all items in the collection with the term, purple, somewhere in the record  Note = enter one if you like  Set content type = All Titles  Status = Active  Private = No  Perform an All titles/Keyword search for the term, ***purple***. Scroll to the bottom of the results list and click on the **Save** button to save the set. From the Manage Sets display, we may view the results of our query, click on the **Actions** button for the named set and selecting **Results**.  Create an itemized set performing several searches and adding one or two items from each search. Some suggested search terms: ***space exploration***, ***medieval (mediaeval) history***, ***fashion design***, ***wildflowers***, ***criminal justice***, ***economic\****, ***international affairs***. You can probably think of many other examples that are relevant for your library collections.   * 1. For *Fulfillment*, ensure that your *Currently at:* location is a Circulation Desk of your choosing. On the *Manage Fulfillment Sets* page, enter a name for the set, something like *<your initials> Lost Items*. Enter something similar for the description. Both fields require data. From the **Loan status** drop-down, select *Lost* and click on the **Save** button near the far right. You will receive notification that the “set has been added successfully.” How long this process takes depends largely on the number of items that have been declared lost. To view the contents of this set, click on the **View My Sets** button to be taken to the Manage Sets page. From the **Actions** button on the far right, select *Members* to see all of the items that have been identified as having the *Lost* status associated with them. Do the numbers make sense?  1. When viewing the results of the query, click on the **Tools** button and select **Excel** to export the results and save them locally for additional manipulation in Excel. |

# User Management

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| **Goals of this exercise:**   * review migration of user data | |
| Note: the **User Administrator** or **Manager** role is required to be able to work in this functional area of Alma.    **C:\Documents and Settings\cbraun\Desktop\mouse.png**  **C:\Documents and Settings\cbraun\Desktop\results.png** | 1. Open the Alma menu and go to *Administration—User Management*. Select **Find and Manage Users**. 2. Confirm that the number of users loaded to Alma is something that makes sense to you. 3. Click on **Account Filter** and select *Internal users* to see how many user records have been entered manually in Alma. Click on **Account Filter** again and select *External users* to view user records that have been imported to Alma with the Patron Loader. Click on **Account Filter** again and select *All* so that you are viewing all of your users. 4. Click on **Role filter** and select *Cataloger* to see how many user records have this role assigned to it. Are the correct names on the list? If so, you’re in great shape. If not, you’ll need to add roles to or remove roles from individual user accounts to adjust these details. 5. Click on **Role filter** again and select other roles to confirm that the list correctly comprises individuals who should be on it. Add roles to or remove them from user accounts as necessary. When done, click on **Role Filter** again and select *All* so that you are viewing all of your users. 6. Review the **Status** and **Expiration date columns**. Are there any users with *Active* status and an *Expiration date* in the past? To filter the list, click on **Status filter** and select *Active and non-expired* to see your list of currently active users. Click on **Status filter** again and select *Not active or expired* to view a list of users with expiration dates in the past. Do you notice anything interesting or useful about this filtered list? 7. Click on **Status filter** once again and select *Locked out*. There shouldn’t be anyone listed here, however, it is a place to visit from time to time to see if any Alma staff operators have attempted to log in unsuccessfully at least 10 times. 8. For *User Management*, click on the **Staff**, **Public** and **Contact** tabs to view all users associated with these user type records. Filter the user lists by choosing different options for *Account*, *Role* or *Status.* Create a set of users and start the process of running a job, getting as far as selecting the set. |

# Finding Bibliographic Records without Inventory

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| **Goals of this exercise:**   * locate Bibliographic records that do not have inventory associated with them * use options available only via the Advanced search | |
| **C:\Documents and Settings\cbraun\Desktop\mouse.png**  **C:\Documents and Settings\cbraun\Desktop\results.png** | 1. Open the Alma menu and select Repository Search. 2. Click on the **Advanced search** link located toward the right. From the drop-down list associated with *Find*, choose **All titles**. 3. Click on the **Add conditions** button to open the *Advanced Search – Add Conditions* window. 4. Scroll down in the list beyond the half-way point in the All titles column and locate *Has inventory*. Place a check in the box to the left before clicking the **Add Conditions** button to display this condition on the Advanced Search window. 5. In the drop-down box to the right of **Equals**, select *No* to include only records without attached inventory. 6. Click on the **Go** button located at the far right to retrieve and view a list of results that show Bibliographic records without associated inventory (holdings and items). |

# Finding Holdings without Items

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| **Goals of this exercise:**   * locate Holdings records that do not have items associated with them * use options available only via the Advanced search | |
| **C:\Documents and Settings\cbraun\Desktop\mouse.png**  **C:\Documents and Settings\cbraun\Desktop\results.png** | 1. Open the Alma menu and select Repository Search. 2. Click on the **Advanced search** link located toward the right. From the drop-down list associated with *Find*, choose **Physical titles**. 3. Click on the **Add conditions** button to open the *Advanced Search – Add Conditions* window. 4. Scroll down in the list in the Holding column and locate *Has items*. Place a check in the box to the left before clicking the **Add Conditions** button to display this condition on the Advanced Search window. 5. In the drop-down box to the right of **Equals**, select *No* to include only records without items. 6. Click on the **Go** button located at the far right to retrieve and view a list of results that show Bibliographic records without items. |

# Titles Lists Based on Different Search Criteria

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| **Goals of this exercise:**   * create titles lists based on different search criteria * revise results by applying different criteria * apply facets * save the query for future use * use options available only via the Advanced search | |
| **C:\Documents and Settings\cbraun\Desktop\mouse.png**  **C:\Documents and Settings\cbraun\Desktop\results.png** | Titles by Call Number Type and Limiting by Facets  1. Begin by going to the Repository Search and clicking on the **Advanced search** link located toward the far right. From the drop-down list associated with *Find*, choose **All titles**. 2. To apply an initial filter to our results, click on the **Add conditions** button. From the **All titles** column, place a check in the box for *LC Call Number* and click on the **Add conditions** button to apply this condition to our results. An All titles condition now displays in which we have one drop-down list and a text box. 3. With *Contains Keyword* selected, enter “HV” into the text box and click on the **Go** button to retrieve an All titles results list where HV is found in the LC call number field. 4. From the facets on the left, narrow the results by selecting ***Material Type = Book***. Narrow the results further by selecting a ***Publication Year*** range of your choosing. 5. At any time, we can modify the query by clicking on the **Change Query** link and select ***Contains Phrase*** from the drop-down list, entering part of a different LC call number into the text box, adding another condition or clearing the condition(s) to start over again. 6. Save the query for future use by clicking on the **Save Query** button in the upper right corner and enter   Set name = <your initials> Titles by Call Number Type = (LC, Dewey, NLM, etc.) and Limited by Facets  Description = this set identifies all titles by Call Number Type and limited by facets for Material Type = book  Note = enter one if you like  Set content type = Physical Titles  Status = Active  Private = No |
| **C:\Documents and Settings\cbraun\Desktop\mouse.png**  **C:\Documents and Settings\cbraun\Desktop\results.png**  Note: Alternatively, you may select *Not Equals*to exclude a characteristic from the results. | Physical Items by Permanent Call Number Type and Location  1. Continue by clearing the current condition and selecting **Physical items** from the drop-down list associated with *Find*. 2. Add a **Holding condition** for *Permanent call number type*. The Holding condition now displays with two drop-down lists. From the first, select ***Equals*** to limit the results to the classification scheme selected in the second drop-down list. Click on the **Go** button to view your results. 3. Now, let’s add another **Holding condition** to our search to filter the results by *Location****.*** Click on the **Change query** link and add a condition for *Permanent physical location*. Click on the **Add conditions** button to view the both Holding conditions. 4. To identify a *Location* filter, click on the **magnifying glass** to select a location via the *Organization Unit List*. From this list, we need to choose the Library Unit that holds the Location we intend to use. Then, choose the *Location* andclick on the **Select** button located at the bottom right of the list of possible locations. View the change to the appearance of the Holding conditions and click on the **Go** button to display the results. 5. These results may be exported via the **Tools** button for further manipulation in Excel. 6. Save the query for future use by clicking on the **Save Query** button in the upper right corner and following the instructions to create a *Set*. |
| **C:\Documents and Settings\cbraun\Desktop\mouse.png**  **C:\Documents and Settings\cbraun\Desktop\results.png**  Note: You may select *Not Equals*to exclude titles from the results. | Titles List by Publisher and Electronic Collection Type  1. To create a new report in which we obtain a list of electronic titles, return to the Advanced Search and clear any conditions that applied to previous activities. Then, select ***Electronic titles*** from the drop-down list associated with *Find*. 2. Add a condition for *Publisher* from the **All titles** column and enter the term, “association,” in the text box and click on the **Go** button to view the results. 3. Change the query to add another condition, this time for *Electronic collection type*. With ***Equals***selected in the first drop-down, choose “Aggregator package”from the second drop-down list before clicking on the **Go** button to view the changed results. 4. Change the query to select ***Not Equals*** in the first drop-down and click on the **Go** button to view results where “Aggregator package” is excluded. 5. Filter the results further by clicking on one of the entries in the *Language*facet. 6. Export the results to Excel and save the file to desktop of your computer. |
| **C:\Documents and Settings\cbraun\Desktop\mouse.png**  **C:\Documents and Settings\cbraun\Desktop\results.png**  Note the change in conditions that are available when *All titles* is chosen as the search type. | List of Titles by Subjects (LC)  1. Return to Advanced Search and clear the existing conditions to build a query that will retrieve titles by subject. This query may be useful in monitoring the growth and/or contraction of the library collection by subject area. 2. Select **All titles** and add an **All titles** **condition** for *Subjects (LC)*, choosing the entry from the **All titles** column. As LC subject entries tend to be very precise, use the options in the drop-down to ensure that we are collecting all results. 3. In the text box, enter the term, “information technology,” and in the drop-down list, choose **Contains Keywords** before clicking on the **Go** button to view the results. Note the number of items that is retrieved. 4. Change the query and choose **Contains Phrase**. Click on the **Go** button to view the results. Note the number of items retrieved. 5. Change the query again, choosing **Starts With** and **Equals**, noting the number of items retrieved for each. 6. Export the results to Excel and save the file to desktop of your computer. |
| **C:\Documents and Settings\cbraun\Desktop\mouse.png**  **C:\Documents and Settings\cbraun\Desktop\results.png**  Note the available options in the facets to modify the results we are viewing. | Age of Physical Library Collection by Date  1. Go to the Advanced Search and clear the existing conditions. Then, add conditions for *Publication Year* from the **All titles** column and *Material Type* from the **Physical items** column. 2. From the drop-down list for *Publication Year*, select **>** (greater than) and enter the year, “1950,” in the text box. From the drop-down list for *Material Type*, select “Book” before clicking on the **Go** button. Examine the facets and see how you might further filter the results by language and range of years. 3. Change the query and select **<** (less than) and retain the year, “1950” in the text box. Again, examine the facets and see how you might further filter the results. 4. Change the query once more, this time adding a **Holding condition** for *Permanent physical location*. Select the library and location of your choosing as another way to filter the results. |
| **C:\Documents and Settings\cbraun\Desktop\mouse.png**  **C:\Documents and Settings\cbraun\Desktop\results.png**  Note the available options in the facets to modify the results we are viewing. | Other Types of Advanced Searches  1. Search for items that may be associated with “locations” used to identify electronic resources in legacy systems. 2. Try out different combinations looking at your data every which way that you can. 3. Anything else you can think of… |