

Statistics Training

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Statistics Training

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OVERVIEW

Amlib keeps statistics to enable sites to report on System Activity for library management purposes and to send information to other agencies – for example: State Libraries, Councils, School Committees, Principals, etc. *Amlib* statistics can include:

- **Detailed reports of System Activity** defined on the Statistics Codes table in the Supervisor Application – for example: Listing of Borrower Types with Loans split by Stats code
- **Summary reports of System Activity** defined on the Statistics Codes table in the Supervisor Application – for example: Listing of all Events per month over the Year
- **Where searches:** Counts of the number of currently held items and borrowers can be calculated and the Search saved for future use
- **Stockitem Reports:** Counts with Value – for example: Count of Missing, Count of New Items, Count of All Items, Counts of Books, Counts of Non-Books, etc
- **Borrower Reports:** Counts of Borrower by Type, Gender, etc
- **Excel Reports:** From Spreadsheet parameters or special Template reports sent to File
- **System Activity:** Simple Graphs on trends for Issues, Reserves, Returns and Enquiry. Found in **Main > Supervisor > Library Menu**
- **Opac Form Descriptions:** Counts of Form/Stats combinations. Designed for writing user-friendly descriptions to be observed in NetOpac and Opac but useful in checking the numbers.

Amlib reports are very flexible in the data that can be selected. The essence of the reports is understanding how the **Where** parameters are defined. Where Parameters can be altered by *Amlib* client users.

For example, by setting the Where parameters we can determine the detail of the Issues by data presented:

- the hour
- days of a week
- months of a year
- for a calendar year
- for a financial year

There are many Statistics templates available for use with *Amlib*.

Templates can be used over and over again. The Where parameters will determine the content of the report.

Most Statistics reports are similar and reflect different sequencing of data. Because of the sequencing of data, ordering of the reports is essential. Many of the Reports have the Ordering assigned to the report, so that the User cannot alter it. The **Order** button will be grey.

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The report chosen will determine the level of accumulation and detail.

Statistical output is available in the Supervisor module using Activity Graphs and Spreadsheet parameters. Some Borrower, Stockitem and Statistical counts can be sent to a File in a form that can be opened in *MS Excel*.

Statistics are kept on the database until deleted, so there is no urgency in getting certain reports by a certain time (not from the system aspect anyway!). For example: statistics can be gathered for January in June! (As long as you have been using *Amlib* that long, and that the Parameters table was set to collect the statistics).

In order to use the Spreadsheet and System Activity windows you must decide which statistics are to be collected within the system.

Access the Statistics Codes table from the *Supervisor* module:

- **Main > Supervisor > StatsParams.**

The **StatsType** is important and never changes – for example: **Issues = 5, Renewals = 6, Returns = 10** and **Location Transfers = 20**.

COUNTS

Opac Form Descriptions

This option enables the entry of “User friendly” descriptions that are seen by *NetOpacs* users in the Form column of the *NetOpacs* screen.

For example, instead of the *OPAC* user seeing the codes of **LP** and **AF** in the Form column, a Form Description of Large Print Fiction can be given.

1. Launch the *Amlib* client
2. Go to **Supervisor > Opacs > OpacFormDesc** – the Opac Form Descriptions screen will display:

Form	Stats	Item Count	Opac Description
AC	AF	1	ADULT FICTION CASSETTE
AC	AVNF	23	CASSETTE
AC	CAS	102	AUDIO CASSETTE
AC	JCAS	13	JUNIOR CASSETTE
AC	JSW	90	JUNIOR CASSETTE
AC	JTB	1	JUNIOR CASSETTE
AC	JTT	1	JUNIOR CASSETTE
AC	LIT	74	AUDIO CASSETTE
AC	LP	1	AUDIO CASSETTE
AC	TB	109	AUDIO CASSETTE
AC	YATT	6	AUDIO CASSETTE
BK	AF	953	ADULT FICTION BOOK
BK	AFSTA	7	ADULT FICTION BOOK
BK	ANF	1110	ADULT NON FICTION

Shows the numbers for Form and Stats combinations, which is useful for picking up mistakes in Stats or Form codes. The items can then be seen by performing a search in the Stockitem screen with the same combination of Form and Stats codes.

Where Searches

You can access Where searches in the Stockitem and Borrower modules by selecting **Application > Where...** (in the Stockitem module) or **Application > BorrowerWhere** (in the Borrower module)

1. **Choose Search column:** it can be helpful to have a look at the main Stockitem (or Borrower) screen if you're confused about which fields contain what information
2. **Choose Operator:** these are the same as in the Reports module

OPERATOR	DESCRIPTION	EXAMPLE
LIKE	Where the required data in this field begins with the text entered	LIKE ELD (for Eldorado)
LIKE	Where the required data in this field does not begin with the text entered	LIKE ELD (for all except Eldorado)
IN	Useful for selecting multiple codes	IN A,J,YA (for all of these types)
IN	Useful for multiple codes not to be included	IN ILL,LS (to exclude these types)
=	Where the text entered is exactly equal to the data required	= A (borrowers with a code of A for Adult)

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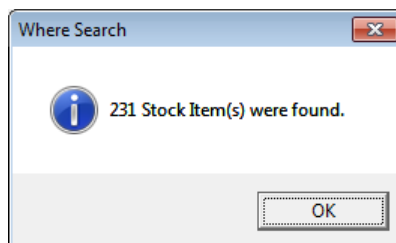
≠	Where the text entered is not equal to the data required Useful for NOT EQUAL TO NULL – choose this operator, do not enter any data and click the Paste button	≠ J (borrowers who do not have a code of J)
<	Where the text entered is less than the data required	< 01/10/10 (less than 1 Oct 2010)
≤	Where the text entered is equal or less than the data required	≤ 01/10/10 (less than or equal to 1 Oct 2010)
>	Greater than	> 01/10/10 (greater than 1 Oct 2010)
≥	Equal or greater than the text entered	≥ 01/10/10 (greater than or equal to 1 Oct 2010)

3. **Type the Where condition:** this can be a date, a code, letters, numbers, etc

BUTTON	DESCRIPTION
Paste	Adds the Where condition to the <u>Query Description</u> table
Special	This button contains useful fields that can be used for any mathematical operand (i.e. =, ≠, <, ≤, >, ≥) – for example: Current Date
Delete	Deletes the highlighted Where condition from the <u>Query Description</u> table
AND	Includes the AND separator to the Where conditions in the <u>Query Description</u> table (this is the default)
OR	Includes the OR separator to the Where conditions in the <u>Query Description</u> table
(Adds a beginning bracket to the Where condition in the <u>Query Description</u> table
)	Adds a closing bracket to the Where condition in the <u>Query Description</u> table

4. Once your Where condition is set up you can either:

a. Count the number of results using the **F6 Count** button



b. Get the list of results using the **F5 Query** button

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Seq	Title	Author	Call No	Form	Stats	On Loa	Due Back	Rsv	Perm Loc	Process	On Ord	Series	Process Date	Ext
1	Allan Border : an autobiograp	Border, Allan, 1955	92 BOR	BK	ANF	N		0	CHEL		N	978-0-454-01		19
2	1, 2, 3 /	Hoban, Tana	E HOBA	BK	E	N		0	CHEL		N	978-0-688-02		19
3	100 years of Australian footb		796.336 ONE	BK	ANF	N		0	CHEL		N	978-0-670-86		19
4	101 computer business ideas	Wang, Wally.	338.47 WANG	BK	ANF	N		0	CHEL		N	978-0-945776		19
5	101 ways to make money	Rose, Alison	658.041 ROSE	BK	ANF	N		0	CHEL		N	978-0-7336-0		19
6	The 14th Dalai Lama : Spiritua	Stewart, Whitney	J294.3 STEW	BK	JNF	N		0	CHEL		N	978-0-8225-4		19
7	1788 : comprising a narrative	Tench, Watkin	994.02 TENC	BK	ANF	N		0	CHEL		N	978-1-87584-		19
8	1788 - the people of the First	Chapman, Don	994.02 CHAP	BK	ANF	N		0	CHEL		N	978-0-7269-1		19
9	2010 odyssey two /	Clarke, Arthur C. (A	AF CLAR	BK	AF	N		0	CHEL		N	978-0-246-11		19
10	2061 : odyssey three /	Clarke, Arthur C. (A	AF CLAR	BK	AF	N		0	CHEL		N	978-0-246-13		19

5. If you wanted to find ALL of something (for example: Borrower, StockItems, items on loan) then you could run a query such as:

- a. **BarCode IS NOT NULL** (all Borrowers)
- b. **ItemNo IS NOT NULL** (all StockItems)
- c. **Issue Due Date Back IS NOT NULL** (all items on loan)

Query Description:

(Column	Operator	Where
	Item No	IS NOT	NULL

The NULL value is achieved by simply leaving a blank space in the field 3 Type the Where Condition and Press Paste – as soon as the **Paste** button is clicked a **NULL** value is entered into the Query Description table.

Special Button

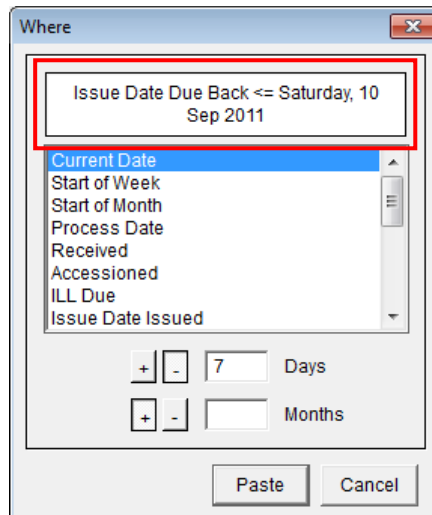
The **Special** button can be used for a number of things including the creation of relational dates (dates that aren't fixed but operate from the concept of a **Current Date** or the **Start of Month**).

For example: if you would like to look at dates from a week ago or further back, you could enter the following Where condition:

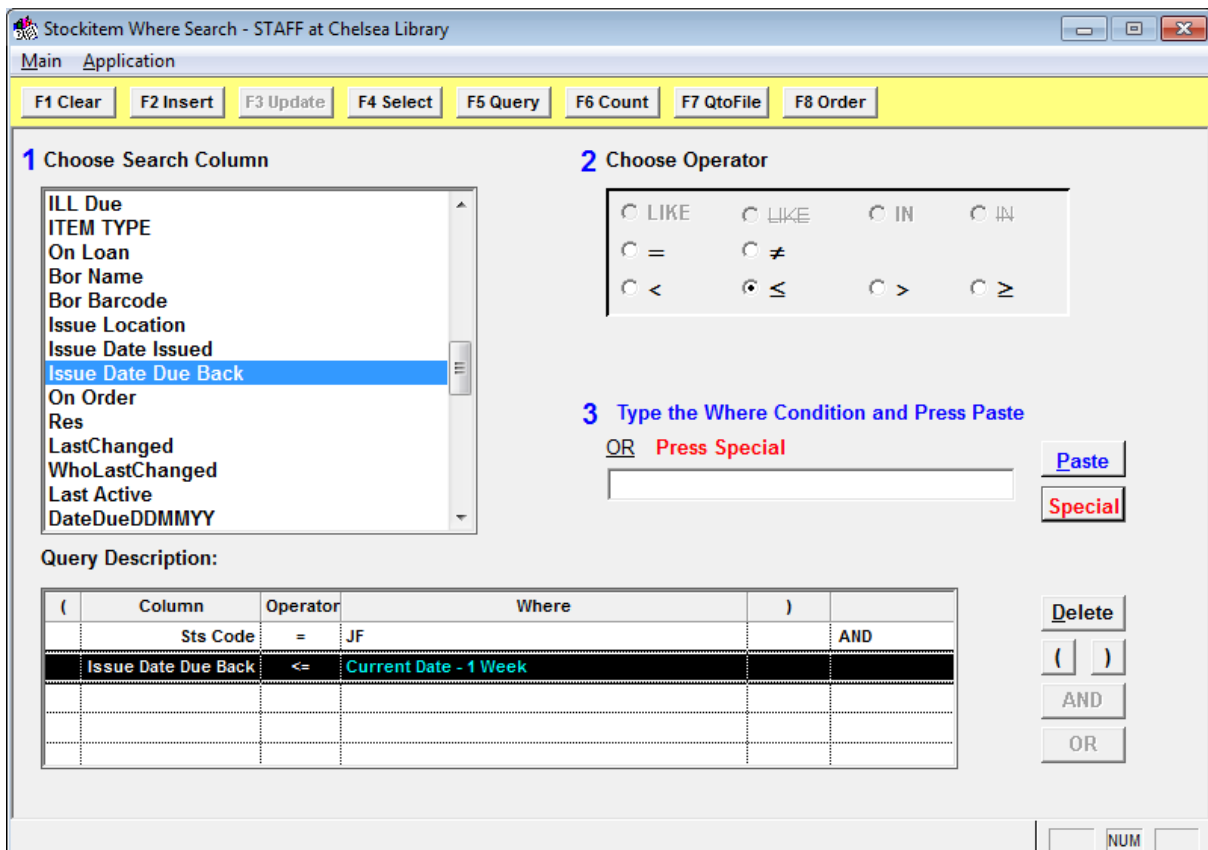
- **Issue Date Due Back <= Current date – 7 Days**
 1. Select **Issue Date Due Back** from the 1 Choose Search Column box
 2. Select the **<=** operand from the 2 Choose Operator box
 3. Click the **Special** button – another Where prompt will display
 4. Select the Special operand from the table – for example: **Current Date**
 5. Adjust the relational value of the selected operand by using the **+** or **-** buttons and the **Days** or **Months** boxes – for example: **- 7 Days**

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- An example of the expressed condition will be visible in the box at the top of the prompt:



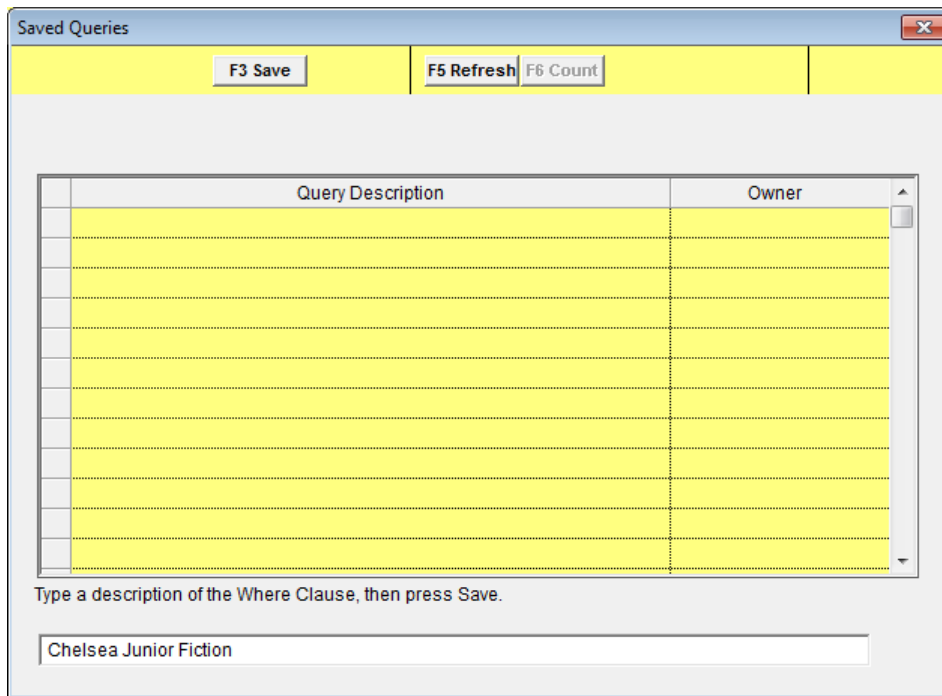
- Click the **Paste** button when complete



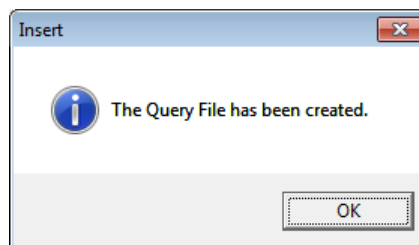
Saving a Where Search

It is possible to save a Where search:

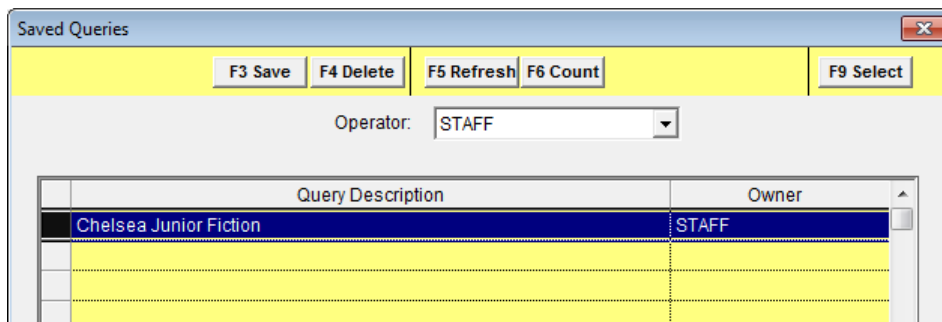
1. Click the **F2 Insert** button – the Saved Queries screen will display:



2. Type in a Description and select the **F3 Save** button – a prompt will display with the following message: **The Query File has been created.**



3. Once saved, you can access saved Where search by clicking the **F4 Select** button in the Where screen, selecting the **Saved Query** from the list and then clicking the **F9 Select** button



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Query to File

It is possible to save the Where search results to a file, which can then be used in other operations (including reports).

1. After choosing your Where parameters, select the **F7 QtoFile** button – the Saved Query Results screen will display:

Details	Allow other operators to access this file (Y/N)	Qty	Last Updated	File No
LibThingMARCEXport	Y	5208	15/09/2011 1:08:55 PM	3245
Add Subject Headings	Y	5	12/09/2011 10:05:43 PM	3244
SPINE LABELS	Y	3	26/08/2011 2:17:00 AM	3243
SCIS JP 25/8	Y	6	26/08/2011 12:00:03 AM	3220
Premiers Reading Challenge	Y	5238	08/08/2011 10:43:28 PM	3156
CLICKVIEW JP 2/8	Y	6	02/08/2011 6:46:37 PM	3130
Harry Potter Books	Y	15	08/07/2011 12:59:59 PM	3079
→ Chelsea Junior Fiction	Y	0	18/09/2011 1:42:52 AM	

2. You can either use a pre-existing list file or create a new list file:
 - a. To use a pre-existing file: select a list entry from the table and click **F9 Select** (click **F2 Empty** first if you would like to clear any pre-existing list items – look at the Qty column to ascertain this)
 - b. Alternatively, a new file can be added by: clicking on the **F1 New** button, typing in the Details (for example: **Chelsea Junior Fiction**) and then clicking on the **F3 Save** button. Then highlight the file and click on the **F9 Select** button.
3. This Saved File can now be used as part of a report or procedure

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REPORTS THAT PRODUCE COUNTS

RepBorrower

- Borrower Type Counts by Location & Gender and Suburb & Location: **&BCT.QRP**

COUNT BY BORROWER TYPE AND LOCATION					
	EAS	NOR	SOU	WES	Total
A	123	70	85	40	318
I	2	1	0	0	3
J	14	1	2	6	23
LS	2	0	4	0	6
YA	0	2	0	0	2
Total	141	74	91	46	352

COUNT BY BORROWER GENDER AND TYPE						
	A	I	J	LS	YA	Total
	1	3	0	5	0	9
F	159	0	13	1	1	174
M	158	0	10	0	1	169
Total	318	3	23	6	2	352

COUNT BY BORROWER SUBURB AND LOCATION					
	EAS	NOR	SOU	WES	Total
	139	73	91	46	349
E	1	0	0	0	1
EC	1	0	0	0	1
SJ	0	1	0	0	1
Total	141	74	91	46	352

- Borrower Type Counts for schools: **&BCTSCH.QRP**

COUNT BY BORROWER TYPE AND LOCATION								
	EAS	L	LIB	NOR	S	SOU	WES	Total
Y10	9	3	0	0	33	0	28	73
Y11	0	7	1	29	23	9	0	69
Y12	0	0	0	0	71	0	0	71
Total	9	10	1	29	127	9	28	213

COUNT BY BORROWER GENDER AND TYPE

	Y10	Y11	Y12	Total
F	33	35	25	93
M	40	34	46	120
Total	73	69	71	213

- Count by Location, Suburbs, Wards: **&BCLTWA.QRP**

Location	LIB			
Borrower TypeA				
Suburb	SJ			
Ward	CEN			
Total Area C		1		
Total Ward	CEN		1	
Total Suburb	SJ		1	
Total BorType A				1

RepStockitem

Count by Stats Code – for example: State Library of Western Australia Statistics

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- **&STKCS.QRP**
- Report Type: **Stockitems (Default)**

&stkcs.qrp		Count by Stats code				16/09/2002
Stockitem counts by stats code						
STATS CODE	COUNT	ISSUES	RESERVES	RENEWALS	VALUE	
AF	3692	36	4	5	\$75,458.63	
AFL	13	0	0	0	\$289.90	
ANF	5363	41	10	5	\$98,484.36	
ANFL	15	3	3	4	\$305.91	
AOL	9	0	2	0	\$208.00	
JF	336	2	0	0	\$4,504.11	
JK	414	3	1	0	\$5,748.43	
JNF	181	3	0	0	\$3,633.46	
LSO	14	0	0	0	\$99.85	
MS	34	0	0	0	\$450.00	
OP	1	0	0	0		
P	1	0	0	0		
PG	5	0	0	0	\$46.84	
PI	1	0	0	0	\$14.95	
SP	17	5	0	2	\$388.03	
GRAND TOTALS	10096	93	20	16	\$189,632.47	

Count by Form and Stats Code

- **&STKCF.S.QRP**
- Report Type: **Stockitems (Default)**

Form	BK	Totals				
Stats Code	F	Totals 49	3	0	1	\$928.40
Stats Code	NF	Totals 262	24	0	2	\$7,403.00
Form	BK	Totals 311	27	0	3	\$8,331.40

Count by Stats Code and Call Set

- **&STKCSC.QRP**
- Report Type: **Stockitems (Default)**

Call Set	S	Totals	1	0	1	0	\$22.00
Call Set	SP	Totals	2	0	1	0	\$37.00
Call Set	T	Totals	1	0	1	0	\$45.00
Stats Code	F	Totals	78	0	1	0	\$1,755.25

Count with Excel

- **&XSTKFS.QRP**
- Report Type: **Stockitems (Default)**

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Send to excel the count by Form code

&XSTKFS.qrp						
Stock Item counts by form						
MS Excel Format - Stockitem Count by Form - Cambridge						
12/04/2005						
	STOCK C	ISSUES	RESER	RENEW	VALUE	
B	2125	0	28	12	\$43,421.55	
CA	54	0	0	0	\$2,863.10	
CD	11	0	0	0	\$787.65	
CD	16	0	0	0	\$478.15	
ILL	8	0	0	0		
LP	112	0	1	0	\$4,250.45	
PE	91	0	1	0	\$676.04	
VIC	367	0	13	4	\$7,644.15	
GRAND TC	2804	0	43	16	\$60,121.09	

Stock Usage

There are four (4) reports that count usage of stockitems:

- **&STKHCSC.QRP** – Stats code order giving details of each Stockitem
- **&STKHCS.QRP** – Stats code order giving a summary only
- **&STKHCC.QRP** – Call number order giving details of each Stockitem
- **&STKHCCS.QRP** – Call number order giving a summary only
- Report Type: **Item History**

These can be set to report ISSUES by adding to the Where parameters: **History Type LIKE ISS**

The screenshot shows the 'Stockitem Reports - Where' dialog box. It has a green header with 'F3 Save' and 'F5 Query' buttons. Below the header, there are three numbered sections:

- 1 Choose Search Column:** A list box containing 'Item No', 'History Type' (highlighted), 'History Value', 'Borrower No', 'History Date', and 'History Contents'.
- 2 Choose Operator:** Radio buttons for 'LIKE' (selected), 'LIKE', 'IN', 'IN', '=', '≠', '<', '≤', '≥', and '>'.
- 3 Type the WHERE Condition and Press PASTE OR Press SPECIAL:** A text input field containing 'ISS'. To the right are 'Paste' and 'Special' buttons.

At the bottom, there is a table with columns 'Column', 'Oper', and 'Where', and a 'Delete' button.

Summary by Stats Code

- **&STKHCSC.QRP** (based on History Dates)

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&STKHCCS.QRP		Usage by Stats code	7/09/2006
AF	Date Range:	8/09/2005 to 6/09/2006	Usage
			Total: <u>189</u>
AFL	Date Range:	6/01/2006 to 6/01/2006	Usage
			Total: <u>1</u>
ANF	Date Range:	12/10/2005 to 6/09/2006	Usage
			Total: <u>333</u>
ANFL	Date Range:	14/07/2006 to 18/08/2006	Usage
			Total: <u>7</u>
HW	Date Range:	24/04/2006 to 24/04/2006	Usage
			Total: <u>2</u>

Details of Usage by Stats Code with Title, Barcode

- **&STKHCCS.QRP** (based on History Dates)

&STKHCCS.QRP		Usage by Stats code	7/09/2006
AF	Date Range:	8/09/2005 to 6/09/2006	Usage
31111000294130	'48 / James Herbert.		2
31111002182044	A footfall in the mist / Veronica Black.		1
31111003316609	Torchlight / Robert L. Stevenson.		3
31111004382675	Seeing a large cat / Elizabeth Peters.		5
31111004558993	The eleventh plague : a novel of medical terror / John S. Marr and John Baldwin.		5
31111005396492	Stop Rommel / Alan Savage.		5
31111005616865	Nightmare on the Nile / by Charles Leader.		5
31111006290694	4.50 from Paddington / Agatha Christie.		3
31111007063991	Under the Western acacia / Christian Jacq.		5
31111009684711	The ape who guards the balance / Elizabeth Peters.		5
31111012998843	Das Schwert von Shannara ; Der Sohn von Shannara : zwei Romane / Terry Brooks.		1
31111015176736	Wie Sommer und Winter : ein Jugend-Roman / Christine Brkner.		1
31111016468579	Hunting season / Nevada Barr.		1
31111018936318	Delusion / G.H. Ephron.		1
31111019392511	The tail of the tip-off / Rita Mae Brown & Sneaky Pie Brown ; illustrations by		1

Summary by Call Number

- **&STKHCCS.QRP** (based on History Dates)

&STKHCCS.QRP		Usage by Call No.	7/09/2006
F ASH	Date Range:	18/05/2006 to 18/05/2006	Usage
			Total: <u>5</u>
F BAB	Date Range:	22/11/2005 to 22/11/2005	Usage
			Total: <u>1</u>
F BAR	Date Range:	8/06/2006 to 31/07/2006	Usage
			Total: <u>2</u>

Details of Usage by Call Number with Title, Barcode

- **&STKHCC.QRP** (based on History Dates)

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&STKHCC.QRP	Usage by Call No.	7/09/2006
F ASH Date Range: 18/05/2006 to 18/05/2006		
ASLIB30354951B	Moonlight on the Nile.	Usage 5
		Total: 5
F BAB Date Range: 22/11/2005 to 22/11/2005		
31111027685005	Shadows in their blood / Marian Babson.	Usage 1
		Total: 1
F BAR Date Range: 8/06/2006 to 31/07/2006		
31111016468579	Hunting season / Nevada Barr.	Usage 1
31111029621040	Sight unseen / Suzanne Barr.	1
		Total: 2
F BLA Date Range: 24/04/2006 to 24/04/2006		
31111002182044	A footfall in the mist / Veronica Black.	Usage 1
ASLIB32287267B	Dances with wolves.	1
ASLIB48750409B	The daffodil sea [sound recording].	1
		Total: 3
F BLE Date Range: 28/04/2006 to 28/04/2006		
31111019630951	Deranged marriage / Faith Bleasdale.	Usage 1
		Total: 1

Stockitem Average by Stats

- **&STKAVG.QRP**

The report shows the average cost of an item, the average issues of an item, the average renewals of an item, the average usage of an item (issues and renewals together) and the average year that an item was added to the library's collection (all by Stats Code).

&average.qrp	Average counts by Stock Item Stats Code - Averages				7/09/2006
AF					
Totals	Items: 4690	Issues: 105	Renewals: 12		
Averages	Cost: \$23.39	Issues: 0	Renewals: 0	Usage: 0	Received Year: 2001
ANF					
Totals	Items: 6617	Issues: 124	Renewals: 8		
Averages	Cost: \$20.27	Issues: 0	Renewals: 0	Usage: 0	Received Year: 2001
JF					
Totals	Items: 626	Issues: 32	Renewals: 4		
Averages	Cost: \$14.91	Issues: 0	Renewals: 0	Usage: 0	Received Year: 2002
JK					
Totals	Items: 491	Issues: 16	Renewals: 0		
Averages	Cost: \$14.22	Issues: 0	Renewals: 0	Usage: 0	Received Year: 2001

Statistics Training

High Usage

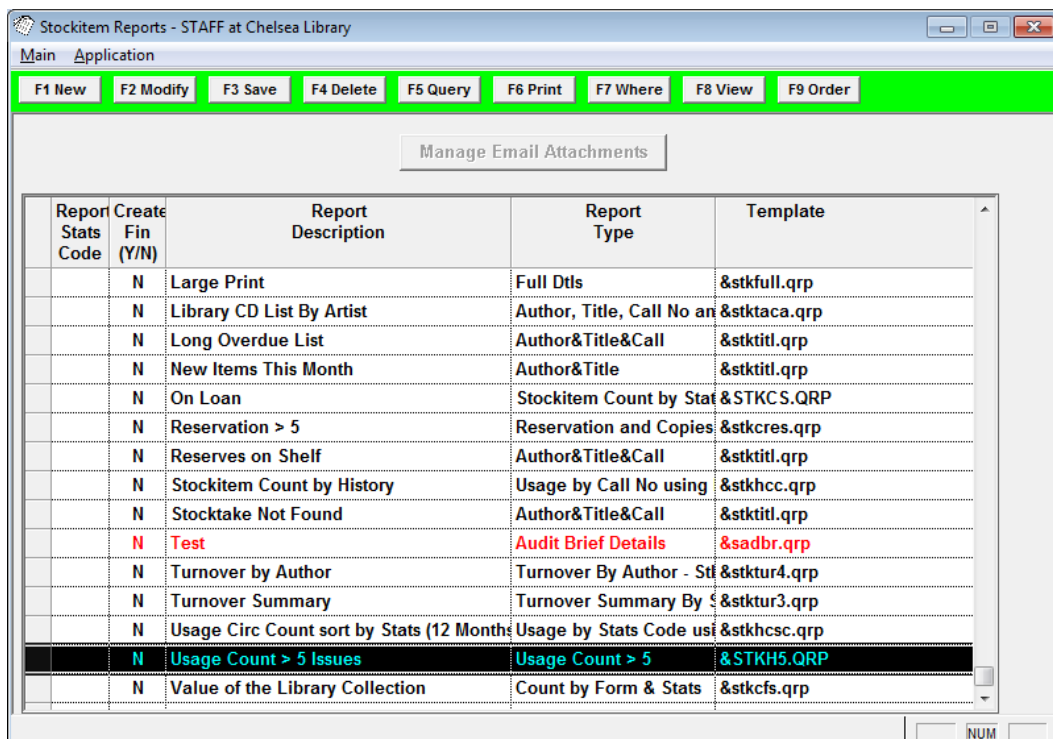
There are several report templates to count high Stockitem usage. The report templates are designed to show items used more than 5, 10 or 20 times within a specified period (using the **F7 Where** statement). The report templates will list the title and the number of times used.

- **&STKH5.QRP** – Shows items where count > 5
- **&STKH10.QRP** – Shows items where count > 10
- **&STKH20.QRP** – Shows items where count > 20

The reports are run against the Stockitem History. Users that delete data from the Stockitem History table need to be aware of the limitations of results.

Create Report

1. Launch the *Amlib* client
2. Go to **Main > Reports > RepStockitem** – the Stockitem Reports screen will display
3. Click the **F1 New** button – the Select Report Format screen will display
4. **Highlight** the Stockitem History report template you would like to use – **&STKH5.QRP** (Usage Count > 5), **&STKH10.QRP** (Usage Count > 10) or **&STKH20.QRP** (Usage Count > 20).
5. Click the **Select** button
6. Type in a Description – for example: **Usage Count > 5 Issues**
7. Ensure the Create Fin (Y/N) column is set to **N**



Report Stats Code	Create Fin (Y/N)	Report Description	Report Type	Template
	N	Large Print	Full Dtls	&stkfull.qrp
	N	Library CD List By Artist	Author, Title, Call No an	&stktaca.qrp
	N	Long Overdue List	Author&Title&Call	&stktitl.qrp
	N	New Items This Month	Author&Title	&stktitl.qrp
	N	On Loan	Stockitem Count by Stat	&STKCS.QRP
	N	Reservation > 5	Reservation and Copies	&stkcres.qrp
	N	Reserves on Shelf	Author&Title&Call	&stktitl.qrp
	N	Stockitem Count by History	Usage by Call No using	&stkhcc.qrp
	N	Stocktake Not Found	Author&Title&Call	&stktitl.qrp
	N	Test	Audit Brief Details	&sadbr.qrp
	N	Turnover by Author	Turnover By Author - St	&stktur4.qrp
	N	Turnover Summary	Turnover Summary By S	&stktur3.qrp
	N	Usage Circ Count sort by Stats (12 Months	Usage by Stats Code use	&stkhsc.qrp
	N	Usage Count > 5 Issues	Usage Count > 5	&STKH5.QRP
	N	Value of the Library Collection	Count by Form & Stats	&stkcfs.qrp

8. Click the **F3 Save** button

Where Search and Order By Parameters

Statistics Training

1. Highlight the report and select the **F7 Where** button – the Stockitem Reports – Where screen will display
2. Enter the following Where search:
 - a. **History Type = ISSUE**
You can use **ISSUE, RENEW OR RETURN**
(Use the **Paste** button to insert the parameter into the list at the bottom of the screen)
 - b. If using **History Type = Issue**, you may want to exclude any alterations made to the due date after renewals: **History Contents NOT LIKE Due Date Altered**
 - c. Enter a start date: **History Date >=** enter a date in DD/MM/YYYY format – for example: **01/01/2010**
 - d. Enter a finish date: **History Date <=** enter a date in DD/MM/YYYY format – for example: **10/10/2010** (a finish date is optional – if not inserted, the report will go up to the current date).
 - e. You may want to add other restrictors – for example: **Borrower No =**

Stockitem Reports - Where

F3 Save F5 Query

1 Choose Search Column

2 Choose Operator

3 Type the WHERE Condition and Press PASTE OR Press SPECIAL

30/10/2010

(Optional Multiple Brackets)

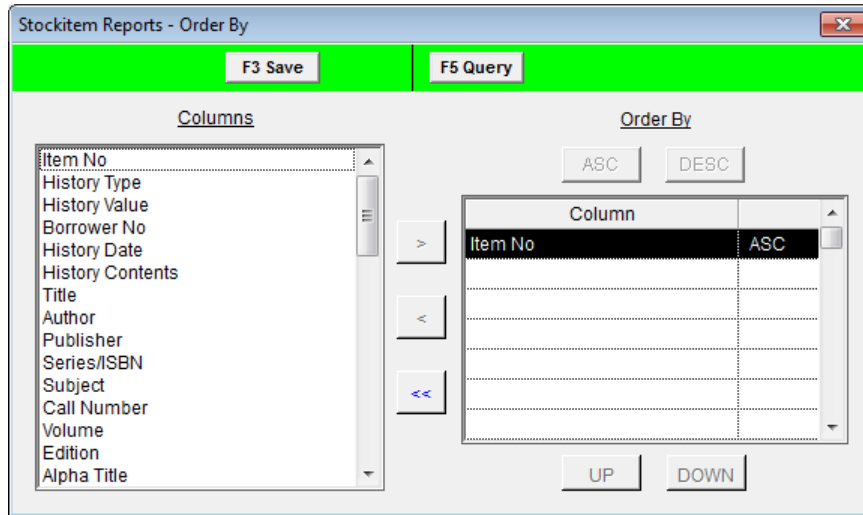
(Column	Oper	Where)
	History Type	=	ISSUE	AND
	History Contents	NOT LIKE	Due Date Altered	AND
	History Date	>=	Friday, 1 Jan 2010	AND
	History Date	<=	Saturday, 30 Oct 2010	

Paste Special AND OR Delete

3. Click the **F3 Save** button when complete – this will close the Stockitem Reports – Where screen and return you to the Stockitem Reports screen

Statistics Training

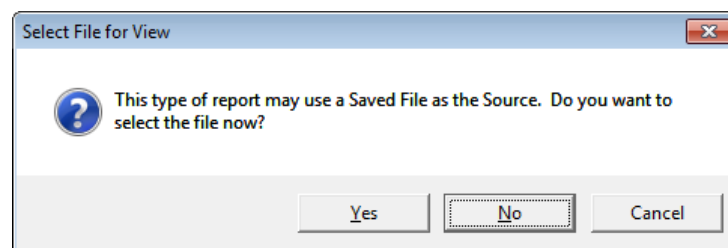
- Click the **F9 Order** button –the Stockitem Reports – Order By screen will display:



- Select **Item No** from the Columns list and arrow it across into the Order By list
- Click **F3 Save** – this will close the Stockitem Reports – Order By screen and return you to the Stockitem Reports screen

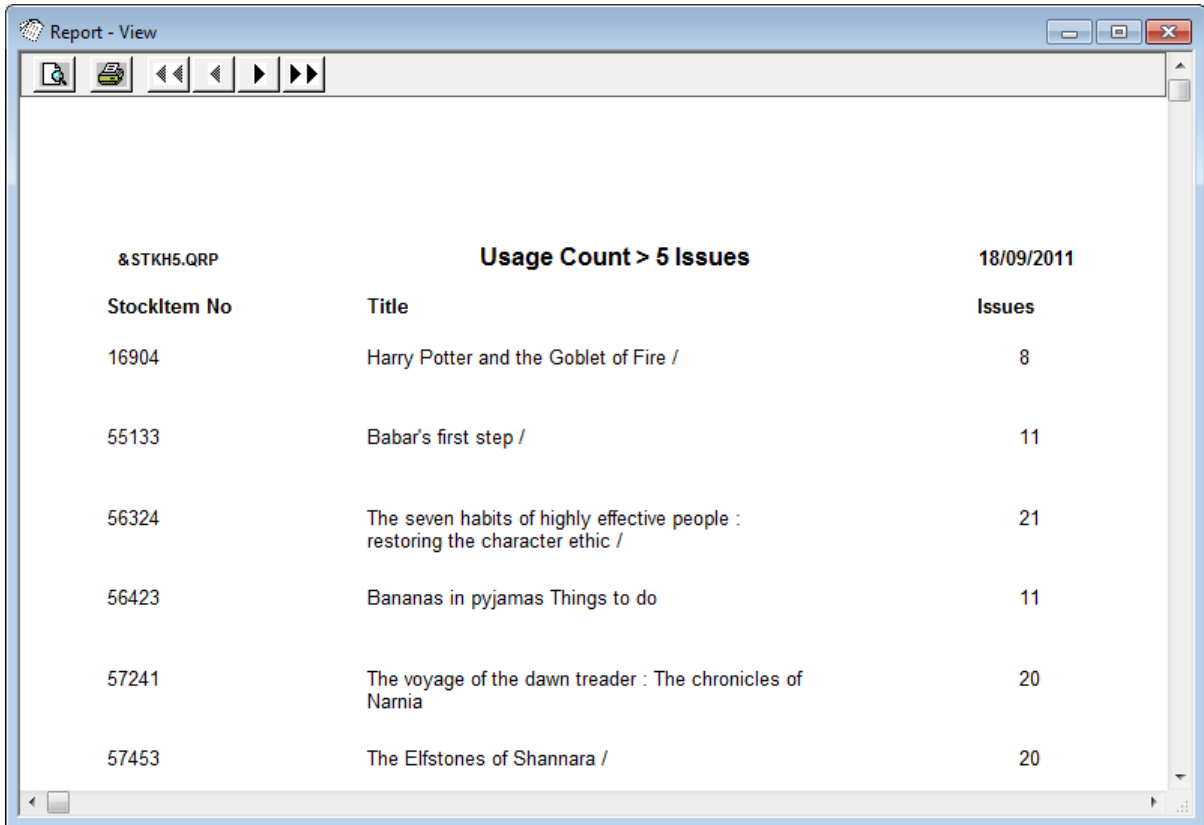
View Report

- Highlight the report you wish to run and click the **F8 View** button
- The following prompt will display: **This type of report may use a Saved File as the Source. Do you want to select the file now?**



- If you would like the report to run using the entire database (rather than a Saved List) then click the **No** button

4. The report will then display:



The screenshot shows a window titled "Report - View" with a toolbar containing icons for search, print, and navigation. The report content is as follows:

&STKH5.QRP		Usage Count > 5 Issues	18/09/2011
StockItem No	Title	Issues	
16904	Harry Potter and the Goblet of Fire /	8	
55133	Babar's first step /	11	
56324	The seven habits of highly effective people : restoring the character ethic /	21	
56423	Bananas in pyjamas Things to do	11	
57241	The voyage of the dawn treader : The chronicles of Narnia	20	
57453	The Elfstones of Shannara /	20	

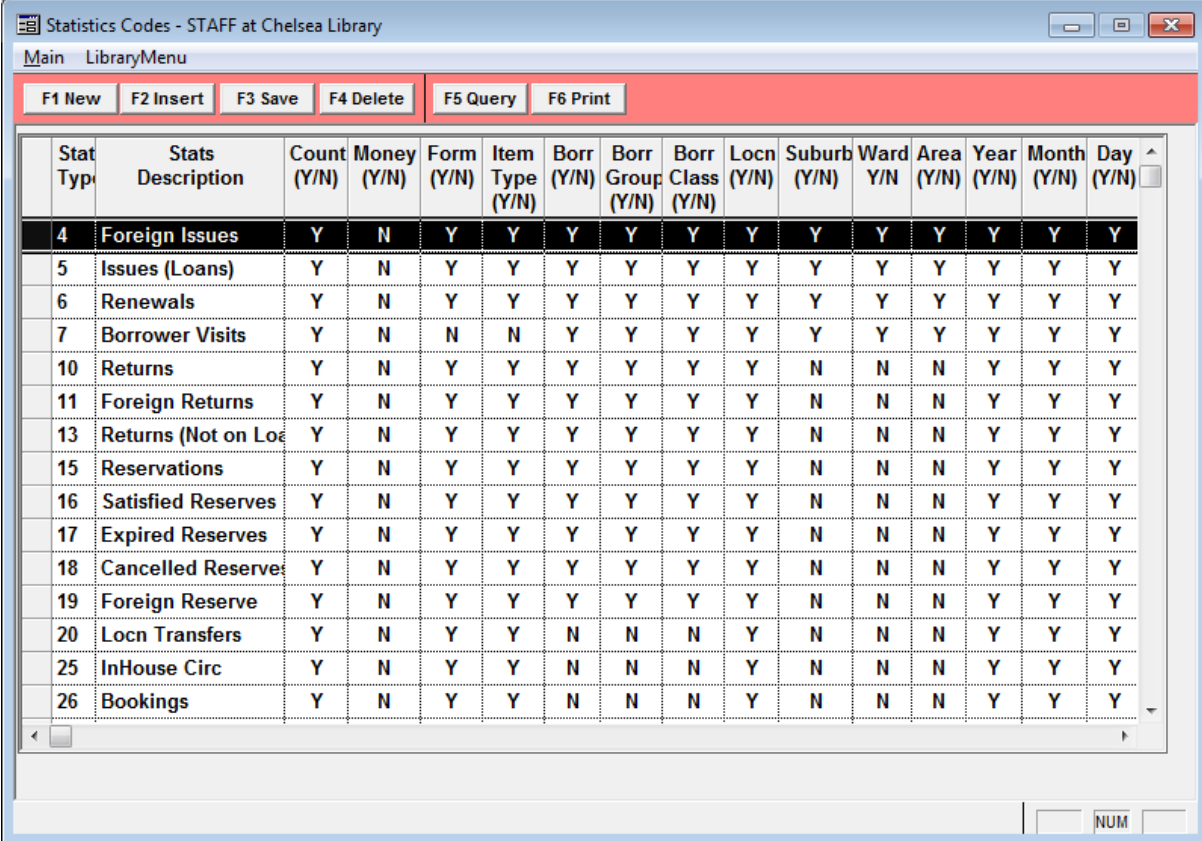
5. Select the **print** button to print the report

Statistics Training

STATS PARAMETERS

The Statistics that *Amlib* collects are selected from the Statistics Code table in the *Supervisor* module.

1. Launch the *Amlib* client
2. Go to **Main > Supervisor > StatsParams** – the Statistics Code table will display:



The screenshot shows a window titled "Statistics Codes - STAFF at Chelsea Library". The window contains a menu bar with "Main" and "LibraryMenu". Below the menu bar is a toolbar with buttons for "F1 New", "F2 Insert", "F3 Save", "F4 Delete", "F5 Query", and "F6 Print". The main area of the window displays a table with 16 columns: Stat Type, Stats Description, Count (Y/N), Money (Y/N), Form (Y/N), Item Type (Y/N), Borr (Y/N), Borr Group (Y/N), Borr Class (Y/N), Locn (Y/N), Suburb (Y/N), Ward (Y/N), Area (Y/N), Year (Y/N), Month (Y/N), and Day (Y/N). The table lists various statistics such as "Foreign Issues", "Issues (Loans)", "Renewals", "Borrower Visits", "Returns", "Foreign Returns", "Returns (Not on Loan)", "Reservations", "Satisfied Reserves", "Expired Reserves", "Cancelled Reserves", "Foreign Reserve", "Locn Transfers", "InHouse Circ", and "Bookings". Each row has a "Stat Type" value and a "Stats Description" value, followed by 15 columns of "Y" or "N" flags.

Stat Type	Stats Description	Count (Y/N)	Money (Y/N)	Form (Y/N)	Item Type (Y/N)	Borr (Y/N)	Borr Group (Y/N)	Borr Class (Y/N)	Locn (Y/N)	Suburb (Y/N)	Ward (Y/N)	Area (Y/N)	Year (Y/N)	Month (Y/N)	Day (Y/N)
4	Foreign Issues	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5	Issues (Loans)	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
6	Renewals	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
7	Borrower Visits	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
10	Returns	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y
11	Foreign Returns	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y
13	Returns (Not on Loan)	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y
15	Reservations	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y
16	Satisfied Reserves	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y
17	Expired Reserves	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y
18	Cancelled Reserves	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y
19	Foreign Reserve	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y
20	Locn Transfers	Y	N	Y	Y	N	N	N	Y	N	N	N	Y	Y	Y
25	InHouse Circ	Y	N	Y	Y	N	N	N	Y	N	N	N	Y	Y	Y
26	Bookings	Y	N	Y	Y	N	N	N	Y	N	N	N	Y	Y	Y

Please Note: You may change the Stats Descriptions and collection flags for any of these items but you may not alter the Stats Type code itself – for example: **5** is always an issue even though you may give it a description of “loan” rather than “issue”. The Circulation module has been set to add **1** to the **5** Stats Type every time an issue is made.

Because statistics are kept by the actual day month and year values, maintenance of statistics (for example: indexing) is not required and you do not need to print monthly stats at the exact end of month. For example: you can print stats for July in December if you so desire.

Some statistics are kept by Location and some are not recorded. For example: Catalogue and Periodicals records are not kept by location. Stockitems and Circulation would however be kept according to location.

Statistics are kept on the database until deleted.

Statistics Training

STATS TYPE	STATS DESCRIPTION	EXPLANATION
04	Foreign Issues	All issues from locations other than the Login Location
05	Issues (Loans)	All issues from the Circulation, Issues screen
06	Renewals	All renewals, including single and multiple renewals from the Issues screen
07	Borrower Visits	Every time a borrower's barcode is wanded (has a transaction) in <i>Amlib</i> – either from Issues or Reservation (Borrower <i>OPAC</i> visit is collected separately)
10	Returns	All returns, including Chute Returns, Returns screen, Issues screen returns
11	Foreign Returns	All returns from locations other than the Login Location
13	Returns Not on Loan	All returns where the Item being returned was identified as being Not On Loan
15	Reservations	All reservations made from the Reservation application (<i>OPAC</i> Reservations are collected separately)
16	Satisfied Reserves	Reservations that have been satisfied on the issue of the item to the borrower who has had the reservation on the item
17	Expired Reserves	Reservations that have passed the expiry date set up in Main > Supervisor > Installation – Circulation tab
18	Cancelled Reserves	Reservations cancelled by an operator (<i>OPAC</i> Reservation cancellations are collected separately)
19	Foreign Reserve	Reservations made from any other location other than the Login Location
20	Location Transfers	All Permanent and Temporary Location transfers using the Main > Circulation > Transfers screen for <i>outgoing</i> Transfers
22	Location Transfers IN	All Permanent and Temporary Location transfers using the Main > Circulation > Transfers screen for <i>incoming</i> Transfers
25	InHouse Circ	Stockitem has been wanded in the <i>Circulation</i> module <u>In House Processing</u> screen
26	Bookings	Item has been reserved using the <u>Bookings</u> screen
27	Satisfied Bookings	Bookings made have been
28	Cancelled Bookings	Bookings cancelled by an operator (<i>OPAC</i> Booking and <i>NetOpac</i> Booking cancellations are collected separately)
29	Expired Bookings	
30	New Orders	All orders using the Order Application as well as AOL import
31	Del. Orders	All orders that were deleted
35	New Periodicals	All Master/Main Entry Periodicals newly created in the <i>Periodical</i> module
36	Del. Periodicals	All Deleted Periodical Masters/Main Entries

Statistics Training

41	New Per Copies	Periodical copies received from the <i>Periodical</i> module
42	Del. Per Copies	Periodical copies deleted from the <i>Periodical</i> module
50	All Enquiries	All Enquiries made from the <u>Borrower Details</u> , <u>Stockitem</u> or <u>Catalog</u> screens (<i>OPAC</i> and <i>NetOpac</i> Enquiries are collected separately)
51	Opac Author Enq	All searches performed through the <i>OPAC</i> screens, corresponding to the type of search shown in the Description. This does not include <i>NetOpac</i> searches (these are kept separately in the 500s Statistic parameters)
52	Opac Title Enq	
53	Opac Subject	
54	Opac All Keywords	
55	Opac Periodicals	
56	Opac Borrower	Any time that a Borrower has entered their barcode to look at Borrower Details from the <i>OPAC</i> screen
57	Opac Reserves	Reserves – only made from the <i>OPAC</i> screen. Does not include Reservations made from the <i>Reservation</i> module
58	Opac Renewals	Any renewal made via the <i>OPAC</i> screen. Does not include Renewals made from the <i>Circulation</i> module
61	Borrower Enquiries	Queries performed from the <i>Borrower</i> module for Borrower Details
62	Stock Enquiries	Queries performed from the <i>Stockitem</i> module for Stockitem Details
63	Catalogue Enq.	Queries performed from the <i>Catalogue</i> module for Catalogue Details
64	Authority Enquiries	Queries performed from the <i>Authority</i> module for Authorities
80	New Borrowers	New borrowers manually entered onto the database (does not include Borrower Import)
81	Del. Borrower	Borrowers deleted from the database either individually or as a Borrower Mass deletion
82	Reregister	Borrowers who have been re-registered
83	Updated Borr.	Borrowers who have had their details changed in some way by an operator and these changes have been saved (does not include Mass Borrower Change)
90	New Items	New Stockitems created manually (Items created through an exchange are collected separately)
91	Del. Items	Stockitems deleted from the database either individually or as a Stockitem Mass Deletion
93	Updated Items	Stockitems which have had their details changed in some way by an operator and these changes have been saved (does not include Mass Stockitem Change)
94	New ILL Items	ILLs created in the ILLs screen of the <i>Stockitem</i> module
95	Del ILL Items	Stockitems deleted that were created from the ILLs record of the <i>Stockitem</i>

Statistics Training

		module
96	New Order Items (Received)	New orders received in <i>Order</i> module. Subset of New Items, so counted in that Statistic as well (90). Statistic gets created as soon as the Order Line Item is received
97	Del Order Items	Order items deleted from <i>Order</i> module
98	New Order Placed	New Orders items created in the <i>Order</i> module. Statistic is created as soon as the Status is changed to Ordered
100	New Cats	New catalogues created manually
101	Del. Cats	Catalogue records deleted from the database either individually (via the <i>Stockitem</i> or <i>Catalogue</i> modules) or as a Stockitem Mass deletion if set to delete Catalogue entries if the Stockitem is the last for the catalogue
103	Upd Cats	Catalogues which have had their details changed in some way by an operator and these changes have been saved
110	Cats via MaRC	New catalogues created via the Marc Import process
111	Items via MaRC	New Stockitems created through an exchange, that has been configured to create Stockitems as part of the Marc Import process
112	Orders via MaRC	New orders created through the AOL import process (this would only be valid for WA LISWA sites)
113	Auths via MaRC	New authorities created via the Marc Import process
114	Bumps Cats via MaRC	Any catalogue that has been automatically replaced via the Bump facility in the Marc Import process
200	Opac Other	Users who have used the OPAC Other function in <i>OPAC</i> (usually F10)
201	Other #1	Users who have used the Opac Other function in <i>OPAC</i> (usually F10), which can be specified e.g. #1 may be Word facility, #2 may be linking to the Internet etc. (These need to be set in the parameters in the Main > Supervisor > Opacs > OpacOther screen – first column Sequence refers to the Stats collection code and a corresponding entry in the <u>Statistics Codes</u> table)
203	Other #2	
204	Other #3	
300	Borrower Reports	Borrower reports that have been run (if there is a Stats Code entered for that report in the <u>Report Stats Code</u> and a corresponding entry in the <u>Statistics Codes</u> screen)
310	1 st Overdue	These are user-defined Stats codes. Circulation reports that have been run (if there is a <u>Report Stats Code</u> entered for that report and a corresponding entry in the <u>Statistics Codes</u> table). Statistics on the number of individual notices generated can be gained by adding in a <u>Detail Stats Code</u> (where applicable). 310, 311, 312, 313 are examples.
311	1 st Overdue Cnt	
312	Final Overdue	
313	Count Final	

Statistics Training

500	WebAuthor	Searches performed via the <i>NetOpacs</i> for an Author query	These are user-defined Stats codes. Set also in Main > Supervisor > WebParams screen. The Stats Parameters shown here are examples only and are the defaults set with the system.
501	WebTitle	Searches performed via the <i>NetOpacs</i> for a Title query	
502	WebSubject	Searches performed via the <i>NetOpacs</i> for a Subject query	
503	WebKeyword	Searches performed via the <i>NetOpacs</i> for an Any Keyword query	
507	WebNew	New Item search conducted via the <i>NetOpacs</i> (Newitems.htm usage only)	
510	WebBorView	Members have accessed their details via <i>NetOpacs</i>	
512	WebBorRenew	Members have renewed an item via the <i>NetOpacs</i>	
513	WebReserve	Items reserved via the <i>NetOpacs</i>	
531	Web Join Online	Members joined via the <i>NetOpacs</i>	
532	Web Requests	Requested items via the <i>NetOpacs</i> – for example: Order or ILL requests	
533	Web Change Details	Members who have altered their details via the <i>NetOpacs</i>	

Adding a New Statistics Code

Some codes can be created by users. For example: Stats Codes can be added to Reports (and Report Templates) to collect the number of times a report is run (*RepCirculation* and *RepReservation* reports can also have an additional Detail Stats Code to collect the number of notices generated during each run – for example: How many invoices sent in May).

Corresponding entries have to be made in the Statistics Codes screen.

These customised codes only refer to:

DESCRIPTION	CODES
Opac Other	200s
Reports	300s
NetOpacs	500s

1. Launch the *Amlib* client
2. Go to **Main > Supervisor > StatsParams** – the Statistics Code screen will display
3. Click the **F1 New** or **F2 Insert** button – a new line will appear in the table:

Statistics Training

Stat Type	Stats Description	Count (Y/N)	Money (Y/N)	Form (Y/N)	Item Type (Y/N)	Borr (Y/N)	Borr Group (Y/N)	Borr Class (Y/N)	Locn (Y/N)	Suburb (Y/N)	Ward (Y/N)	Area (Y/N)	Year (Y/N)	Month (Y/N)	I ^
200	OPAC Other	Y	N	N	N	Y	N	N	Y	N	N	N	Y	Y	
310	1st Overdue	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
311	1st Overdue Count	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
312	Final Overdue	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
313	Final Overdue Count	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
→															
320	Avail. Reservations	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	

4. Type in a Stats Type code and a Stats Description – for example: **314 | 1st Email Odue**
5. Enter a **Y** in the Count (Y/N) column and a **Y** in any other column (field) by which you would like to be able to break down the statistics – for example: **Locn (Y/N), Year (Y/N), Month (Y/N), Day (Y/N)**
6. Click the **F3 Save** button when complete

In the example below, two (2) new Stats Types have been created:

- **314 | 1st Odue Email**
- **315 | 1st Overdue Count**

These codes may now be added into a *RepCirculation* report (or report template) for statistics gathering purposes.

Stat Type	Stats Description	Count (Y/N)	Money (Y/N)	Form (Y/N)	Item Type (Y/N)	Borr (Y/N)	Borr Group (Y/N)	Borr Class (Y/N)	Locn (Y/N)	Suburb (Y/N)	Ward (Y/N)	Area (Y/N)	Year (Y/N)	Month (Y/N)	I ^
200	OPAC Other	Y	N	N	N	Y	N	N	Y	N	N	N	Y	Y	
310	1st Overdue	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
311	1st Overdue Count	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
312	Final Overdue	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
313	Final Overdue Count	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
→	314 1st Odue Email	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
→	315 1st Odue Email Count	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	320 Avail. Reservations	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	
	321 Count Avail.	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	
	322 Unavail. Reservations	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	
	323 Count Unavail.	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	
	333 Reservations PickUps	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	334 Reservation PickUps C	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	

Report Stats Codes

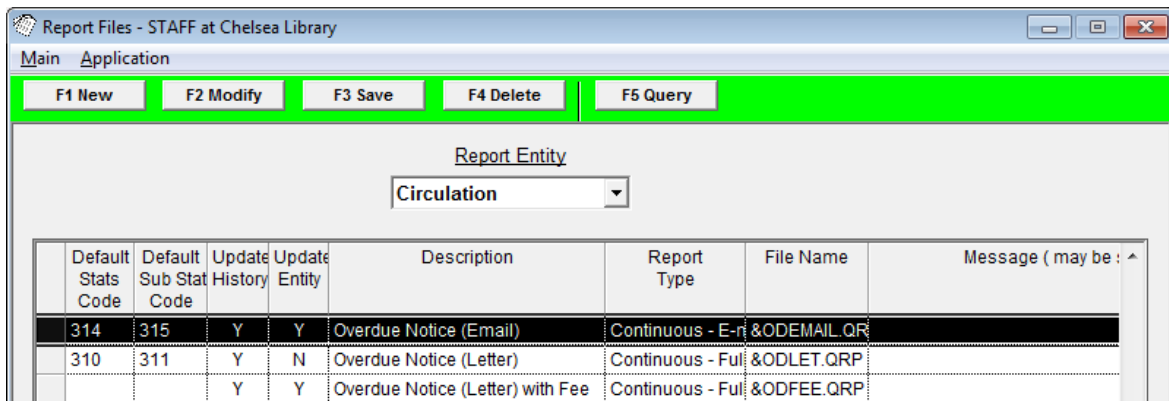
It is possible to add a Stats Code to a Report (or Report Template) which can then be added to the Statistics Codes table.

Statistics Training

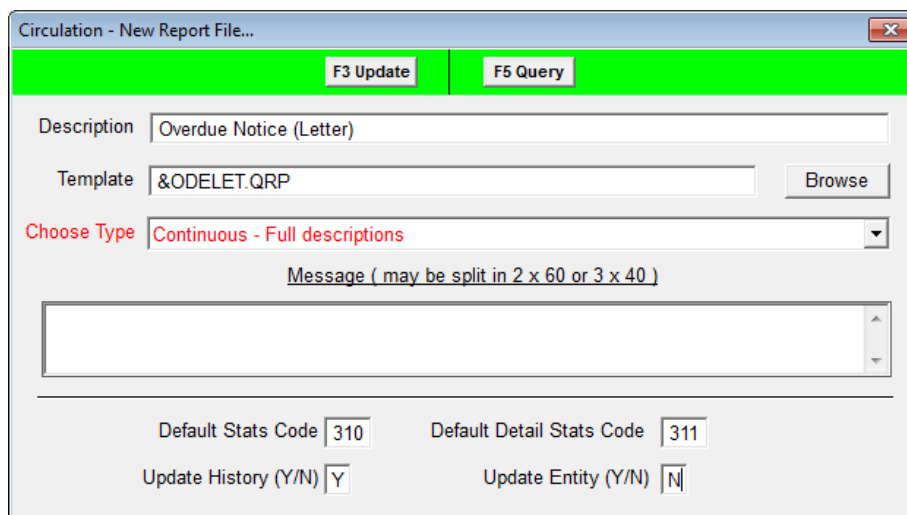
Report Stats Code (RepAddNew: Default Stats Code)	Keeps a count of the number of times this report is requested (for statistics)	Assign a code of after 299 if required – for example: 350
Detail Stats Code (RepAddNew: Default Detail Stats Code)	Keeps a count of the number of items generated by the report	How many items were subject to overdue reports. Assign a code of after 299 if required – for example: 351

To Add a Default Stats Code

1. Launch the *Amlib* client
2. Go to **Main > Reports > RepAddNew** – the Report Files screen will display:



3. From the Report Entity drop-down, select the a Reports module – for example: **Circulation**
4. Either load a report template (using the **F1 New** button) or select an existing report and modify it (using the **F2 Modify** button) – the Circulation – New/Modify Report File screen will display:



5. Enter a Default Stats Code – for example: **310** – this code is used to track the number of times the report is run (this can match an existing code in the Statistics Codes table or can be defined here and added to the Statistics Codes table afterwards)

Statistics Training

- If the file is a Circulation or Reservation template, then enter a (different) Default Detail Stats Code – for example: **311** - this code is used to track the number of notices generated when the report is run (this can match an existing code in the Statistics Codes table or can be defined here and added to the Statistics Codes table afterwards)
- Click the **F3 Update** button when complete

To Add a Stats Code to a Report

- Launch the *Amlib* client
- Select a *Reports* module – for example: **Main > Reports > RepCirculation** – the Circulation Reports screen will display:

Report Stats Code	Detail Stats Code	Create Hist (Y/N)	Create Acct (Y/N)	Report Description	Report Type	Template
✓ 314	315	Y	Y	1st Overdue Notice (Email)	Overdue Notice (Email)	&ODEMAIL.Q
310	311	Y	N	1st Overdue Notice (Letter)	Overdue Notice (Letter)	&ODLET.QRP
		Y	N	1st Overdue Notice (SMS)	Overdue Notice (SMS)	&ODSMS.QRP
		Y	N	Class Overdue List	Overdue List by Class (with	&odlstoc.qrp
310	311	Y	Y	Final Overdue Notice (Letter)	Overdue Notice (Letter)	&ODLET.QRP

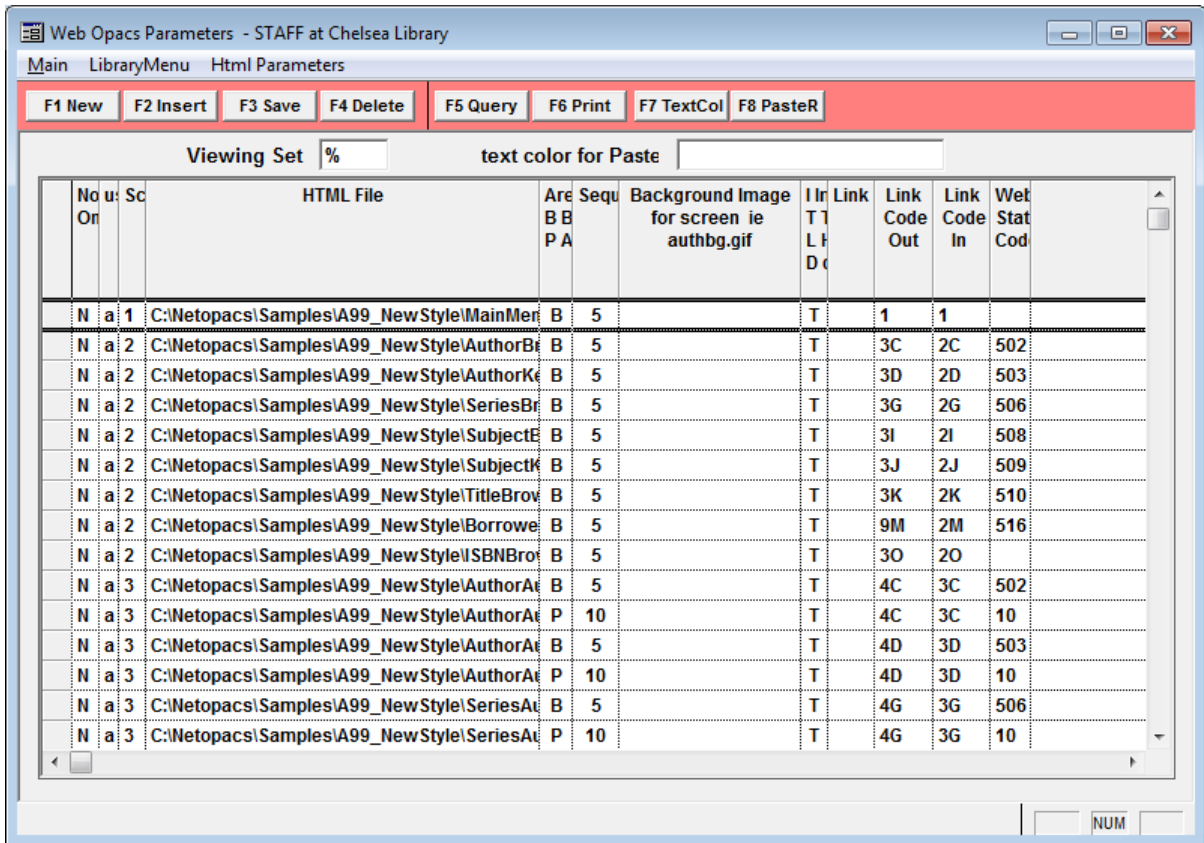
- Select a report in the list to which you would like to add a Report Stats Code – for example: **Email Overdue**
- Enter a Report Stats Code – for example: **314** – this code is used to track the number of times the report is run (this can match an existing code in the Statistics Codes table or can be defined here and added to the Statistics Codes table afterwards)
- If the file is a Circulation or Reservation template, then enter a (different) Default Detail Stats Code – for example: **315** - this code is used to track the number of notices generated when the report is run (this can match an existing code in the Statistics Codes table or can be defined here and added to the Statistics Codes table afterwards)
- Click the **F3 Update** button when complete

Please Note: You may like to use different sets of codes to differentiate between different report templates or even different reports using the same template – this will allow you the opportunity to create highly specific statistics sets.

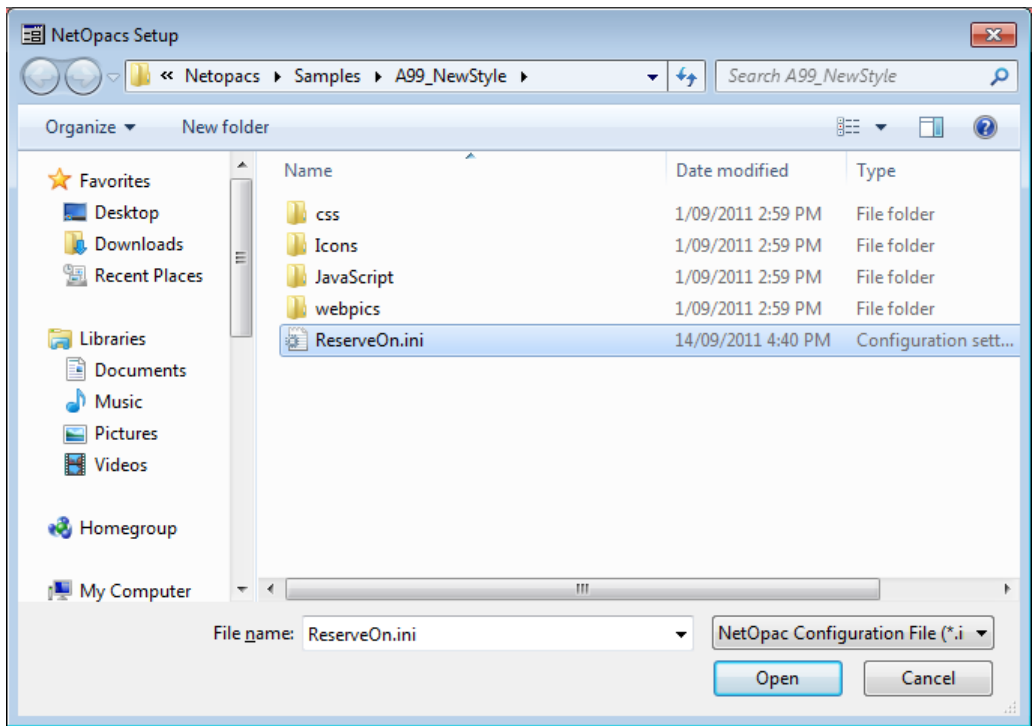
Web Stats Codes

- Launch the *Amlib* client
- Go to **Main > Supervisor > WebParams** – the Web Opac Parameters screen will display:

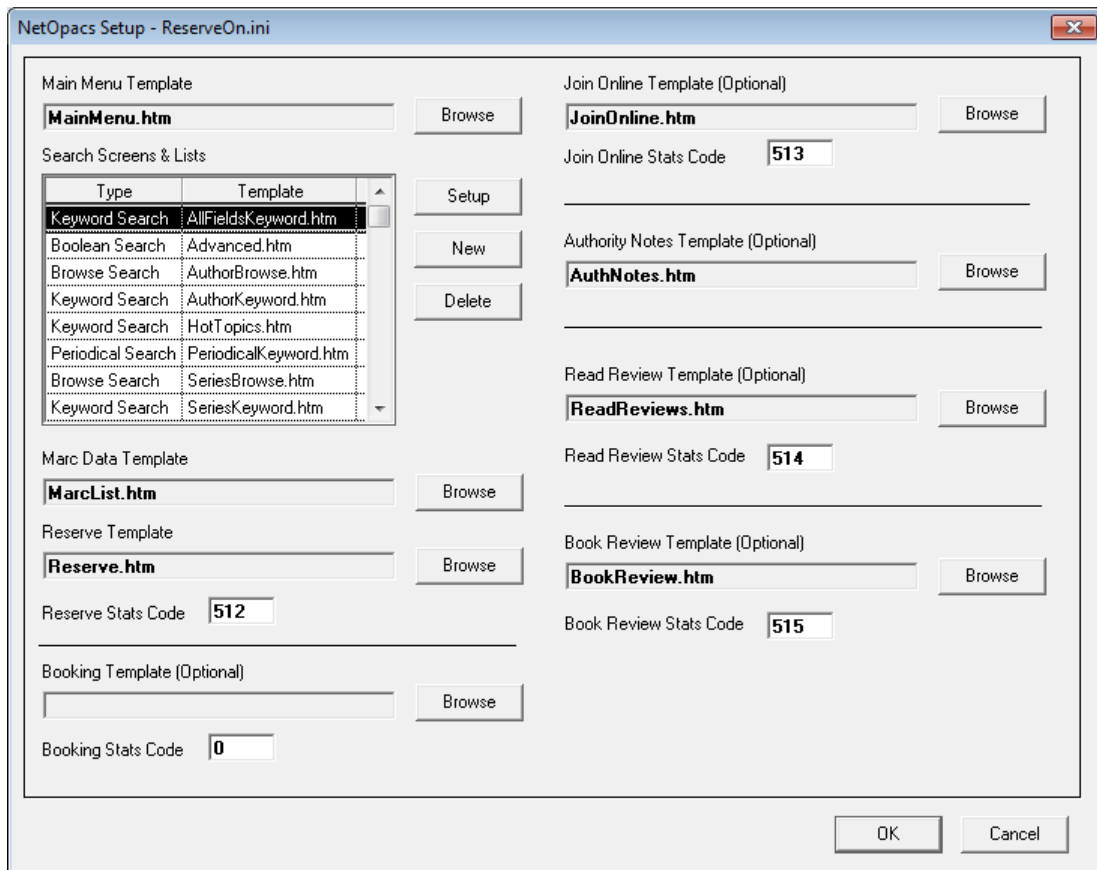
Statistics Training



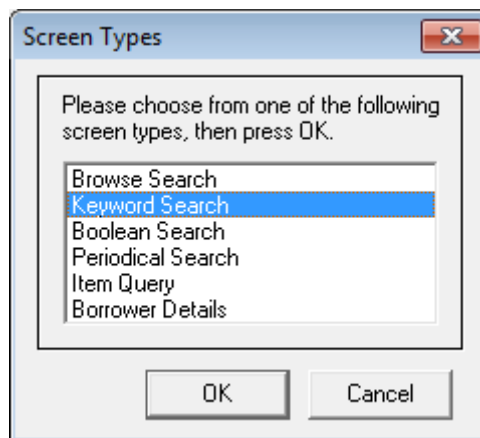
3. From the main menu, select **Html Parameters > Open...**



4. An **.ini** file will be visible, select it and click on the **Open** button
5. The NetOpacs Setup screen will display:



6. Highlight on the **Template** you would like to check: in this case **Keyword Search**
7. Click the **Setup** button – the Screen Types screen will display:



8. Select the Screen Type, in this case: **Keyword Search** and click on the **OK** button
9. The Keyword Search screen will display

10. You will be able to check Eng. Statistics Code:

Keyword Search

Search Template
AllFieldsKeyword.htm

Keyword Codes to Search

Eng. Statistics Code 503

Authority List Template (optional)
Browse

Catalog List Template (optional)
Browse

Total Per Page 0

Sort Columns

Allow Marc List

List Template
ItemList.htm Browse

Total Per Page 20

Sort Columns STK_KEY1,STK_KEY2

Allow Marc List Allow Reserve

OK Cancel

11. Alter Eng. Statistics Code as appropriate

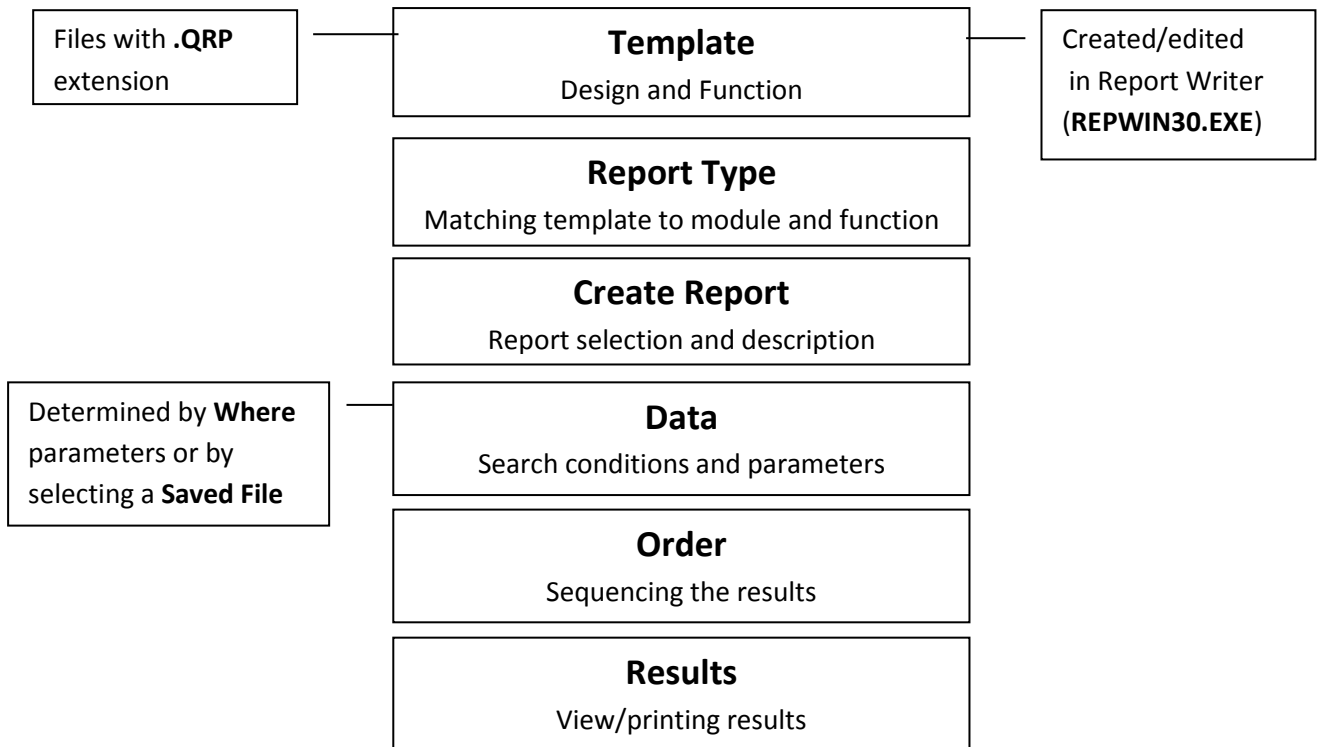
12. Click the **OK** button when complete – the Keyword Search screen will close

13. Click the **OK** button on the NetOpacs Setup screen – you will get a message informing you that you can now recompile the NetOpacs

When changes are made to the *NetOpac* pages or the *NetOpac amlib.ini* file, then it is necessary to recompile the pages and restart the service manager for these changes to fully take effect.

STATISTICS REPORTS

The creation of a report is covered in broad terms by the following flowchart:



RepStatistics (Statistics Reports)

- Go to **Main > Reports > RepStatistics**
 - If Report Stats Codes set – Statistics table updated

Most template names begin with **&STAT** and are all similar but reflect different sequencing of data. The report names will give an indication of the order in which parameters should be selected:

TEMPLATE CODES
<ul style="list-style-type: none"> • &STAT1 – summaries by Year, Form • &STAT2 – summaries by Year, Month • &STAT3 – summaries by Year, Month, Day • &STAT4 – summaries by Year, Month, Day, Hour • &STAT5 – details by Borrower Type • &STAT6 – count by Location, Type, Borrower • &STAC – Location, Borrower Class, Form • &STAG – Location, Borrower Group, Form

Some Statistic Reports have the Order predefined. If using a Statistic Report that has not been updated, the letters in the Description indicates the content and how the order is to be defined.

LETTER	DESCRIPTION
l	location
t	type (Statistical Type)
b	borrower
f	form
s	stats code
y	year
m	month
d	day
h	hour

Statistics Training

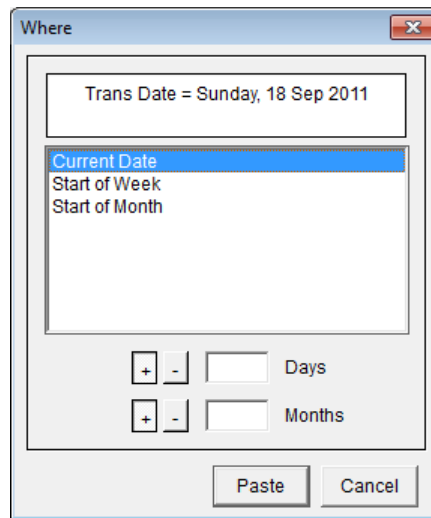
Order

The updated reports have their Order predefined and cannot be changed. If using a Report where the Order is not predefined, set the Order in the order the description displays – for example: **ltfb** will be ordered by Location (**l**), Trans Type (**t**), Item Form (**f**) and Borrower Type (**b**).

If you do not set the order correctly you will get an incorrect result in the report which could result in forests of paper being printed!

Special Button

Useful for Dates as options include **Current Date**, **Start of Week**, Start of Month.



Heading for the Report

On many Templates the Heading is taken from the Report Description as written.

Report Stats Code	Report Description	Report Type	Template
	2003 Circ Stats	Summary of Statistics by	#SumMnth.qrp
	Activity Summary (Sept 2010)	Details by Location, Tran	&stat500.qrp
	Circ by Bor Type	Summary of Circulation	#SumBorr.qrp
	Circ by Item	Summary of Circulation	#SumItem.qrp
	Daily by Form and Collection	Details by Location, Tran	&stat526.qrp
	Daily Statistics by Item Form and Borrow	Details - tffb	&stat511.qrp
	Daily statistics for the day before.	Details - tfsb	&stat531.qrp
	Daily Statistics 2009	Details by Location, Tran	&stat500.qrp
	Excel Output - CHELSEA 2006	MS Excel format - Detail	&XSTAT52.QR

Ensure it is correct for the details of the Report. The actual data that displays comes from the Where parameters and not the Report Description. This Report Description will be important as it is an indication of what the report will show so that you will know for next time, and that it also forms part of the heading for the Report (dependent on the Template of the Report).

Statistics Training

<code>&stat500.qrp</code>	Details by Location, TransType, BorType, ItemForm	17/05/2011
Daily Stats 2009		
CHELSEA - Chelsea Library		14/01/2009 to 18/11/2009
06 - Renewals		
A - Adult	AC Audio Cassettes	5
	BK Books	19
	Total:	24
S - Staff	BK Books	7
	CD Music Compact Disks	2
	Total:	9
	Renewals Total:	33
07 - Borrower Visits		
A - Adult	* Code * Not Recorded	16
	Total:	16

HINT: When it comes to changing the Where parameters for the Month, Year etc. ensure that you also change the Report Description and Save before Viewing to ensure the Heading is also correct!

Setting Time Periods

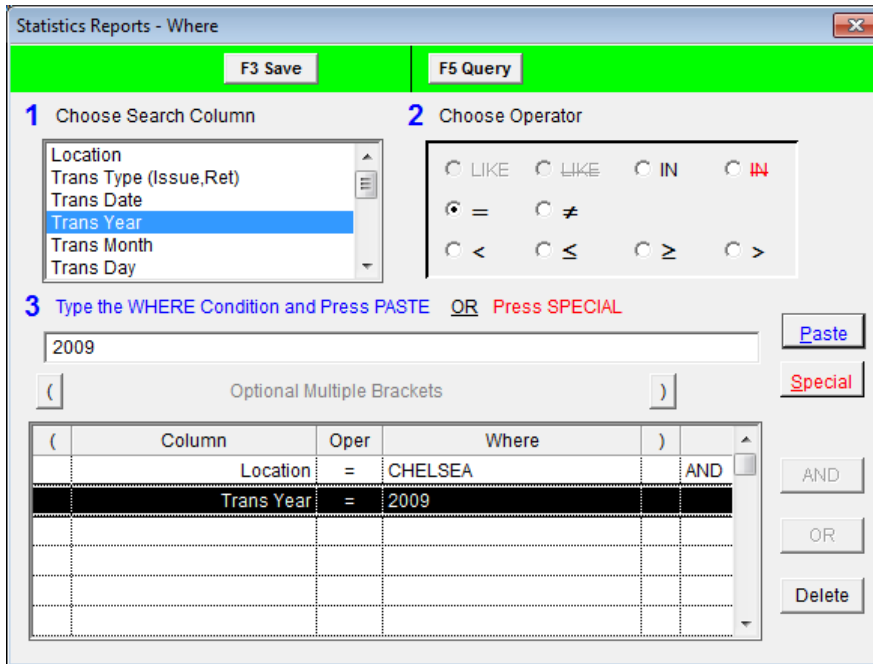
Setting Time Periods is very flexible and uses the Where parameters to get the time period required. For example:

Calendar Year	Trans Year = 2010
Several Years	Trans Year IN 2009,2010,2011
Financial Year	Trans Date ≥ 01/07/2009 and Trans Date ≤ 30/06/2011
Quarter – for example: 1 st Qtr 2011	Trans Year = 2011 and Trans Month IN 01,02,03
Month – for example: March 2011	Trans Year = 2011 and Trans Month = 03
Term – for example: Term 1, 2011	Trans Date ≥ 01/02/2011 and Trans Date ≤ 17/04/2011
Semester – for example: Sem 1, 2011	Trans Date ≥ 01/02/2011 and Trans Date ≤ 03/07/2011
Week	Trans Date ≥ Start of Week (via Special Button) ≤ Current Date (via Special button) or Trans Date ≥ 08/09/2010 and Trans Date ≤ 13/09/2010
Day	Trans Date = Current Date (via Special button), or Trans Weekday = 3 (Sun 0, Mon 1, Tue 2, Wed 3, Thur 4, Fri 5, Sat 6), 10/09/06 for a specific date, or Trans Day = 10 (for 10th)
Hour	Trans Year = 2011 and Trans Month = 03 and Trans Day = 10 and Trans Hour > 15 (for 3pm)

STATISTIC REPORTS - SAMPLES

Summary Statistics (Predefined Order)

In the Where parameters the **Trans Type** can be defined so as to only get the summary of the Trans type/s to be reported, or left undefined so that the report will give a summary of ALL statistics kept by *Amlib* (as in the following example):



Location, Trans Type, Trans Year: &STAT100.QRP

EAS - Eastville		7/01/2002 to 5/09/2003	
	2002	2003	Total
004 - Foreign Issues	12	13	25
005 - Issues	40	30	70
006 - Renewals	10	8	18
007 - Borrower Visits	54	41	95
010 - Returns	30	12	42
011 - Foreign Returns	8	3	11
015 - Reservations	7	17	24
016 - Satisfied Reserves	2		2
017 - Expired Reserves	1	3	4
018 - Cancelled Reserves	1	6	7
019 - Foreign Reserve	3	2	5
041 - New Per Copies		2	2
050 - All Enquiries	312	172	484
051 - Opac Author Enq	1		1
052 - OpacTitle Enq	10		10
053 - Opac Subject	7	3	10
056 - Opac Borrower	2	16	18
057 - OpacReserves	2		2
061 - Borrower Enquiries	95	85	180
062 - Stock Enquiries	154	71	225
064 - Authority Enquiries	63	16	79
080 - New Borrowers	7	5	12
081 - Del. borrower	3	1	4
083 - Upd. Borrower	4	3	7
090 - New Items	17	6	23

Statistics Training

Location, Trans Type, Trans Year, Trans Month &STAT200.QRP

EAS - Eastville

04 - Foreign Issues

	2002	2003	Total
February	10		10
March		9	9
July		2	2
August		2	2
September	1		1
November	1		1
Total	12	13	25

05 - Issues

	2002	2003	Total
January	2		2
February	23		23
March	1	20	21
May	2		2
July		7	7
August		3	3
September	5		5
October	4		4
November	3		3
Total	40	30	70

06 - Renewals

	2002	2003	Total
January	1		1
February	2		2
March		3	3
May	6		6
July		5	5
November	1		1
Total	10	8	18

Location, Trans Type, Trans Weekday, Trans Hour &STAT4I.QRP

This report can be set to show what was loaned out for a single week, patterns over a month, a quarter etc. depending on what is set in the Where Parameters.

Statistics Reports - Where

F3 Save F5 Query

1 Choose Search Column

Location
Trans Type (Issue,Ret)
Trans Date
Trans Year
Trans Month
Trans Day

2 Choose Operator

LIKE LIKE IN IN
 = \neq
 < \leq \geq >

3 Type the WHERE Condition and Press PASTE OR Press SPECIAL

Paste
Special

(Optional Multiple Brackets)

(Column	Oper	Where)
	Trans Type (Issue,Ret)	=	5	AND
	Trans Date	>=	Current Date - 1 Week	

AND
OR
Delete

Statistics Training

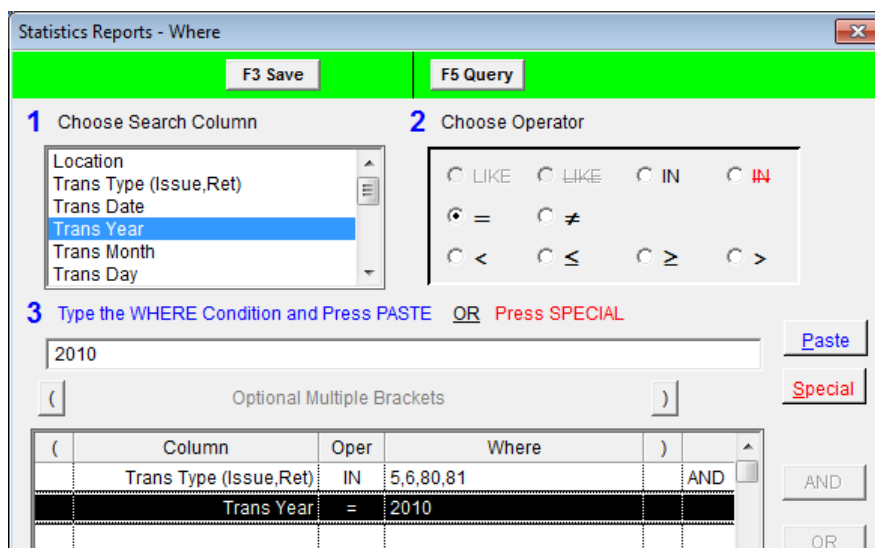
&stat4i.qrp	Summary by Location, TransType - Weekday/Hour Matrix	10/09/2003				
Weekly Matrix						
EAS - Eastville (005 - Issues)		15/01/2002 to 8/11/2002				
	Mon	Tue	Wed	Thu	Fri	Totals
13:00 - 14:00			3			3
14:00 - 15:00		1				1
15:00 - 16:00	1	4			2	7
16:00 - 17:00	1	1	21	1	5	29
Total for Day	2	6	24	1	7	40

Location, Trans Type, Trans Weekday (week matrix) &STAT4J.QRP

EAS - Eastville (005 - Issues)						
	Mon	Tue	Wed	Thu	Fri	Totals
2002 - Week 02		1				1
2002 - Week 03				1		1
2002 - Week 05	1				2	3
2002 - Week 06			20			20
2002 - Week 10			1			1
2002 - Week 21		2				2
2002 - Week 35			3		2	5
2002 - Week 40	1	3				4
2002 - Week 44					3	3
Totals	2	6	24	1	7	40

Detailed Statistics (Predefined Order)

In the Where parameters the Trans Type is usually defined to ensure that only the details of certain Trans Type/s are to be reported – otherwise the report will be huge and largely irrelevant! For example the details required in the report below are only for Issues, Renewals, New and Deleted Borrowers.



Statistics Training

Details by Location, Trans Type, Borrower Type - &STAT600.QRP

<small>&stat600.qrp</small>	Details by Location, TransType, BorType	12/04/2005
Loan Statistics by Borr,Form		
<hr/>		
L - Library	23/01/2001 to 14/02/2005	
05 - Issues		
J	Junior Staff	2
PP	Preprimary	5
T	Teacher	24
Y01	Year 1	14
Y04	Year 4	3
Y06	Year 6	1
Y07	Year 7	2
Y08	Year 8	71
Y09	Year 9	6
Y10	Year 10	9
Y11	Year 11	63
Y12	Year 12	24
Issues Total:		224

<small>&stat600.qrp</small>	Details by Location, TransType, BorType	10/09/2003
2003 Loans, Renewals, New Borrowers, Deleted Borrowers		
<hr/>		
EAS - Eastville		
05 - Issues		
A	Adult	27
J	Junior	2
YA	Young Adult	1
Issues Total:		30
06 - Renewals		
A	Adult	8
Renewals Total:		8
80 - New Borrowers		
A	Adult	5
New Borrowers Total:		5
81 - Del. borrower		
A	Adult	1
Del. borrower Total:		1
Eastville Total:	44	

Statistics Training

Details by Location, Trans Type, Item Form Type, Borrower Type - &STAT500.QRP

L - Library				
05 - Issues				
T - Teacher	AO	Art Original		3
	BK	Book		20
	C	Chart		2
	VID	Videorecording		3
		Total:	28	
Y01 - Year 1	BK	Book		14
			Total:	14
Y06 - Year 6	BK	Book		1
			Total:	1
Y07 - Year 7	BK	Book		2
			Total:	2
Y08 - Year 8	BK	Book		5
	VID	Videorecording		1
			Total:	6
Y11 - Year 11	BK	Book		57
	VID	Videorecording		3
			Total:	60
Y12 - Year 12	BK	Book		10
			Total:	10
		Issues Total:	121	
		Library Total:	121	

&stat500.qrp	Details by Location, TransType, BorType, ItemForm	10/09/2003		
2003 Loans, Renewals				
EAS - Eastville				
05 - Issues				
A - Adult	BK	Books	16	
	CAS	Cassette	4	
	ILL	InterLibraryLoan	3	
	LP	Large Print Books	3	
	VID	Videorecording	1	
		Total:	27	
J - Junior	BK	Books	1	
	VID	Videorecording	1	
		Total:	2	
YA - Young Adult	BK	Books	1	
			Total:	1
		Issues Total:	30	
06 - Renewals				
A - Adult	BK	Books	3	
	ILL	InterLibraryLoan	5	
			Total:	8
		Renewals Total:	8	
		Eastville Total:	38	

Statistics Training

Details by Location, Trans Type, Borrower Type, Item Stats Collection Code - &STAT520.QRP

EAS - Eastville				
05 - Issues				
A - Adult	AF	Adult Fiction	12	
	ANF	Adult Non Fiction	10	
	JF	Junior Fiction	2	
	JK	Junior Kindergarten	2	
	SP	Special Sample Collection	1	
	Total:		27	
J - Junior	AF	Adult Fiction	1	
	JF	Junior Fiction	1	
	Total:		2	
YA - Young Adult	AF	Adult Fiction	1	
			1	
	Total:		1	
	Issues Total:		30	
06 - Renewals				
A - Adult	AF	Adult Fiction	7	
	JF	Junior Fiction	1	
	Total:		8	
	Renewals Total:		8	
	Eastville Total:		38	

Details by Location, TransType, ItemForm, Item Stats Collection Code - &STAT560.QRP

L - Library				
05 - Issues				
AO - Art Original	N	Non-Fiction	3	
			3	
	Total:		3	
BK - Book	F	Fiction	24	
	N	Non-Fiction	81	
	R	Reference	4	
	Total:		109	
C - Chart	N	Non-Fiction	2	
			2	
	Total:		2	
VID - Videorecording	N	Non-Fiction	7	
			7	
	Total:		7	
	Issues Total:		121	
	Library Total:		121	

Statistics Training

EAS - Eastville			
05 - Issues			
BK - Books	AF	Adult Fiction	5
	ANF	Adult Non Fiction	8
	JF	Junior Fiction	2
	JK	Junior Kindergarten	2
	SP	Special Sample Collection	1
		Total:	18
CAS - Cassette	AF	Adult Fiction	3
	ANF	Adult Non Fiction	1
		Total:	4
ILL - InterLibraryLoan	AF	Adult Fiction	3
		Total:	3
LP - Large Print Books	AF	Adult Fiction	2
	ANF	Adult Non Fiction	1
		Total:	3
VID - Videorecording	AF	Adult Fiction	1
	JF	Junior Fiction	1
		Total:	2
		Issues Total:	30

Please Note: If the totals are showing accumulative totals, contact Amlib Support for an updated template.

Details by Location, Trans Type, Item Form Type - &STAT640.QRP

&stat640.qrp	Details by Location, TransType, ItemForm		10/09/2003
2003 Loans, Renewals			
EAS - Eastville			
05 - Issues			
BK	Books		18
CAS	Cassette		4
ILL	InterLibraryLoan		3
LP	Large Print Books		3
VID	Videorecording		2
		Issues Total:	30
06 - Renewals			
BK	Books		3
ILL	InterLibraryLoan		5
		Renewals Total:	8
Eastville Total:	38		

Statistics Training

Details by Location, TransType, Item Stats Collection Code - &STAT620.QRP

&stat620.qrp	Details by Location, TransType, ItemStats	10/09/2003
2003 Statistics		
L - Library		
05 - Issues		
F	Fiction	24
N	Non-Fiction	93
R	Reference	4
Issues Total:		121
Library Total:	121	

Daily Statistics

Use the current date in the Special button with the chosen report template – for example: **Summary by Weekday, Hour - &STAT41.QRP**. This will display the activity, showing hours and totals for the current day.

F3 Save
F5 Query

1 Choose Search Column

Location
Trans Type (Issue,Ret)
 Trans Date
 Trans Year
 Trans Month
 Trans Day

2 Choose Operator

LIKE LIKE IN IN
 = ≠
 < ≤ ≥ >

3 Type the WHERE Condition and Press PASTE OR Press SPECIAL

5

Optional Multiple Brackets ()

(Column	Oper	Where)	
	Location	=	CHELSEA		AND
	Trans Date	=	Current Date		AND
	Trans Type (Issue,Ret)	=	5		

Paste
Special
AND
OR
Delete

Today's Loans		
EAS - Eastville (005 - Issues)		
	Wed	Totals
10:00 - 11:00	2	2
13:00 - 14:00	4	4
21:00 - 22:00	1	1
22:00 - 23:00	2	2
23:00 - 24:00	2	2
Total for Day	11	11

Daily Statistics for the Week

HINT: Use the **Special** button to get **Start of Week** or **Current Date** (Start of Week = Sunday of each week)

Statistics Reports - Where

F3 Save F5 Query

1 Choose Search Column

- Location
- Trans Type (Issue,Ret)
- Trans Date**
- Trans Year
- Trans Month
- Trans Day

2 Choose Operator

LIKE LIKE IN IN
 = ≠
 < ≤ ≥ >

3 Type the WHERE Condition and Press PASTE OR Press SPECIAL

Paste Special

Optional Multiple Brackets ()

(Column	Oper	Where)	
	Trans Type (Issue,Ret)	=	5		AND
	Trans Date	>=	Start of Week		AND
	Trans Date	<=	Current Date		

AND OR Delete

&stat4i.qrp	Summary by Location, TransType - Weekday/Hour Matrix	5/09/2003				
Weekly Matrix						
EAS - Eastville (005 - Issues)	4/09/2003 to 10/09/2003					
	Mon	Tue	Wed	Thu	Fri	Totals
08:00 - 09:00	4					4
10:00 - 11:00	3	2	2	3		10
12:00 - 13:00		2			3	5
13:00 - 14:00			4			4
14:00 - 15:00					3	3
15:00 - 16:00					3	3
21:00 - 22:00			1			1
22:00 - 23:00			2			2
23:00 - 24:00			2			2
Total for Day	7	4	11	3	9	34

Monthly Statistics

Gathering monthly statistics take a large amount of system resources so are best done when the library is not busy. You are able to modify the same report that you used last month.

1. Launch the *Amlib* client
2. Go to **Main > Reports > RepStatistics** – the Statistics Reports screen will display
3. Select the report required (or create a new report via the **F1 New** button) – for example: Summary **lty** or **ltym(s)** if wanting a breakdown of Monthly activities
4. Change the Report Description to be accurate for this report – for example: **Activity Summary (Sept 2010)**

Statistics Training

- Click the **F3 Save** button when complete

Report Stats Code	Report Description	Report Type	Template
	2003 Circ Stats	Summary of Statistics by	#SumMnth.qrp
	Activity Summary (Sept 2010)	Details by Location, Tran	&stat500.qrp
	Circ by Bor Type	Summary of Circulation	#SumBorr.qrp
	Circ by Item	Summary of Circulation	#SumItem.qrp
	Daily by Form and Collection	Details by Location, Tran	&stat526.qrp

- Highlight the report, and click the **F7 Where** button – the Statistics Reports – Where screen will display
- Delete the previous **Trans Month** condition by highlighting the line and clicking the **Delete** button
- Enter a new Trans Month condition:
 - 1 – Choose Search Column: select **Trans Month**
 - 2 – Choose Operator: select =
 - 3 – Type the WHERE Condition: enter the relevant month in two digit format – for example: **09** (for September).
 - Click the **Paste** button

1 Choose Search Column

2 Choose Operator

3 Type the WHERE Condition and Press PASTE OR Press SPECIAL

09

Optional Multiple Brackets

(Column	Oper	Where)
	Trans Type (Issue,Ret)	IN	5,6,10	AND
	Trans Year	=	2010	AND
	Trans Month	=	09	

Paste Special AND OR Delete

- If the Year or Month needs changing, delete the **Trans Year** or **Trans Month** condition from the existing Report and enter a new condition – for example: **Trans Year = 2011** or **Trans Date = 10**
- Click the **F3 Save** button when complete

Statistics Training

11. Click the **F8 View** button to preview the report – the report will display in the Report – View screen
12. Click on the print icon to print the report – the report may take some time to print, depending on system resources and the size of the statistics, etc

Statistics between a Range of Dates

- For example: Quarterly, Term, Semester Dates

Can be collected as above but use the **Trans Date** in **dd/mm/yyyy** format to enter the date range to begin (using > or ≥) and the date to end (using < or ≤)

Statistics Reports - Where

F3 Save F5 Query

1 Choose Search Column

2 Choose Operator

3 Type the WHERE Condition and Press PASTE OR Press SPECIAL

30/06/2010

(Optional Multiple Brackets)

(Column	Oper	Where)	
	Trans Type (Issue,Ret)	IN	5,6,10		AND
	Trans Date	>=	Friday, 1 Jan 2010		AND
	Trans Date	<=	Wednesday, 30 Jun 2010		

Paste Special AND OR Delete

EXCEL REPORTS

A number of report templates have been designed to save statistical and count data in **.txt** format and is semi-comma delimited. The output from the report templates can be saved as a **.txt** file by using the Reports *Scheduler*. Once opened in *MS Excel*, the data can be customised using the formatting the tools of Ms Excel.

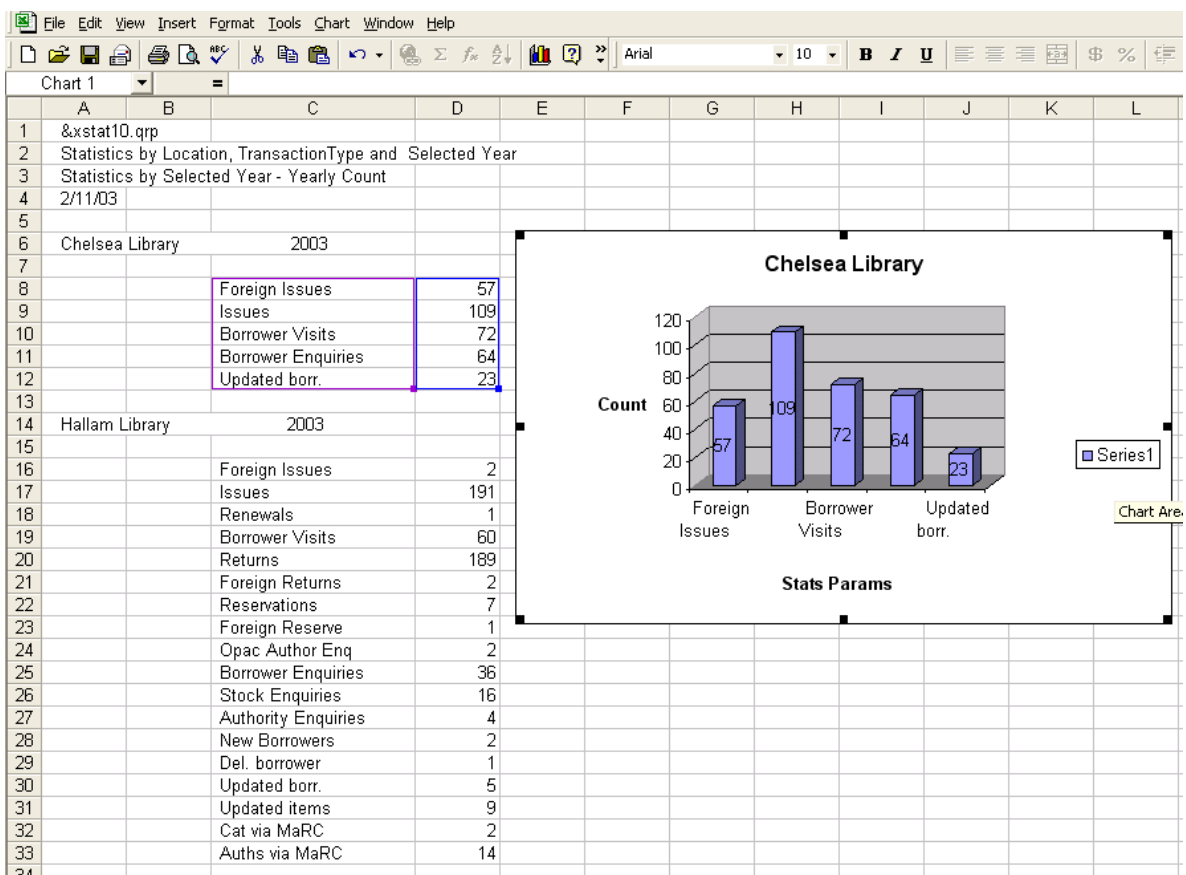
Listed below are the CSV reports based on existing Amlib Report Templates:

Statistics Reports

- Reports Module: *RepStatistics*

Yearly Basis

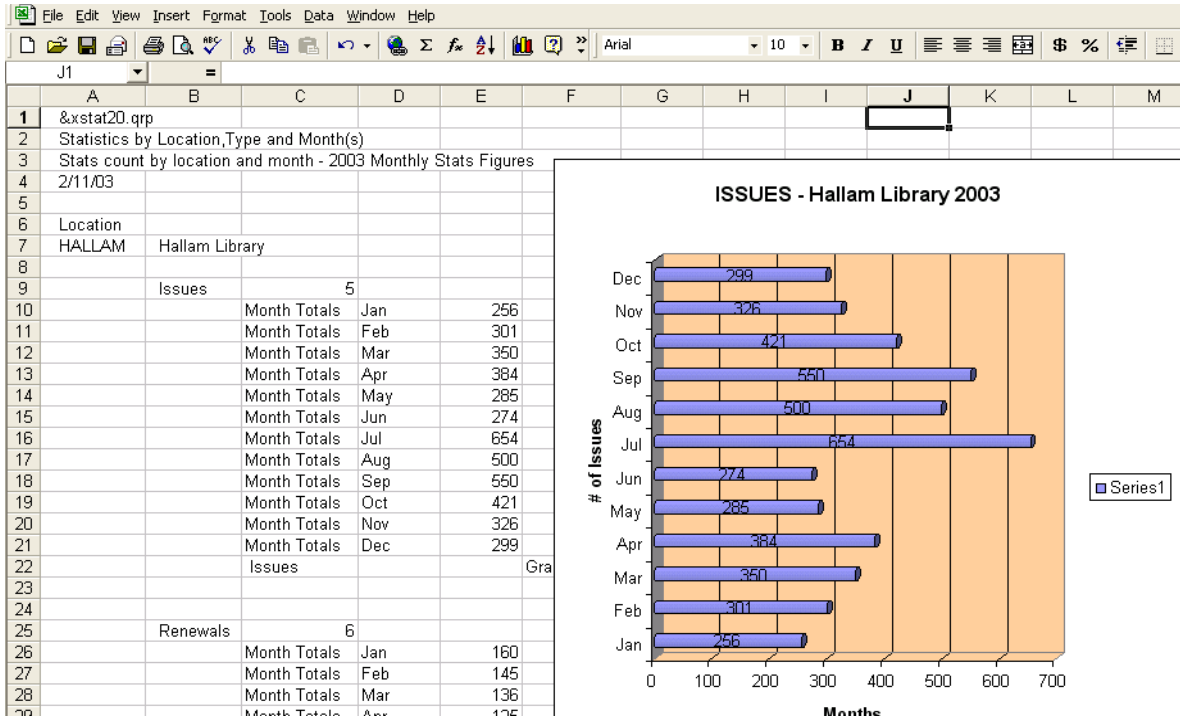
- &XSTAT10.QRP – Summary by Location, Trans Type, Trans Year



Statistics Training

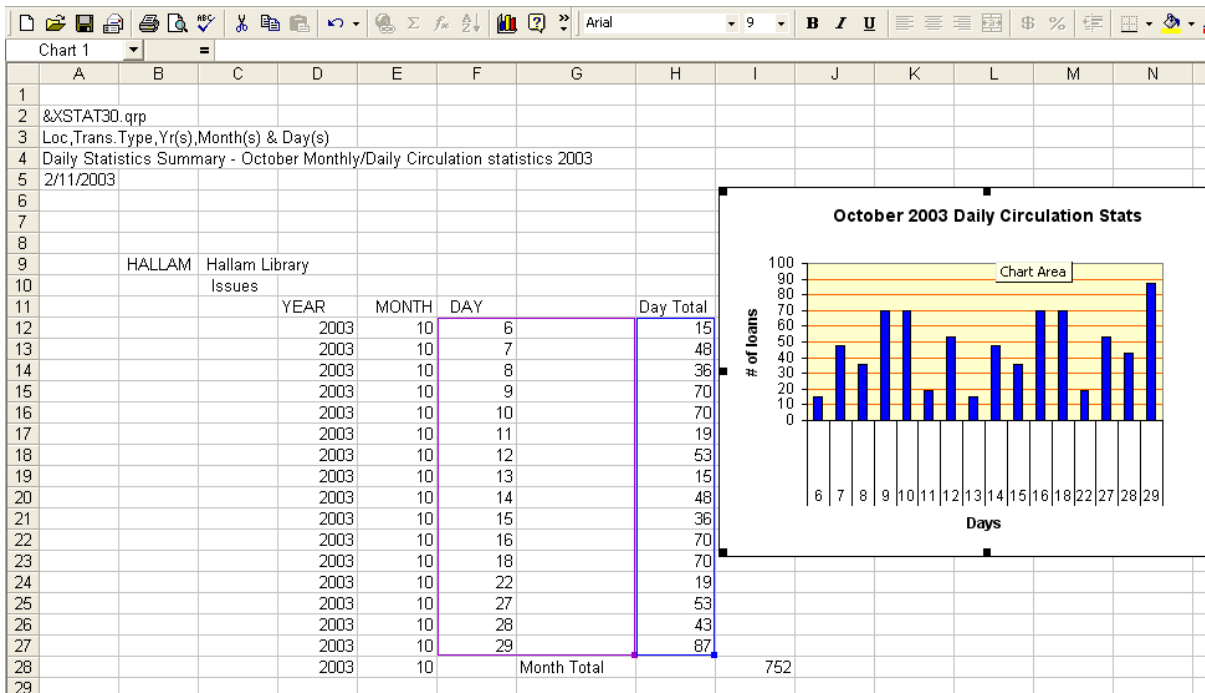
Monthly Basis

- &XSTAT20.QRP - Summary by Location, Trans Type Trans Year, Trans Moth



Daily Basis

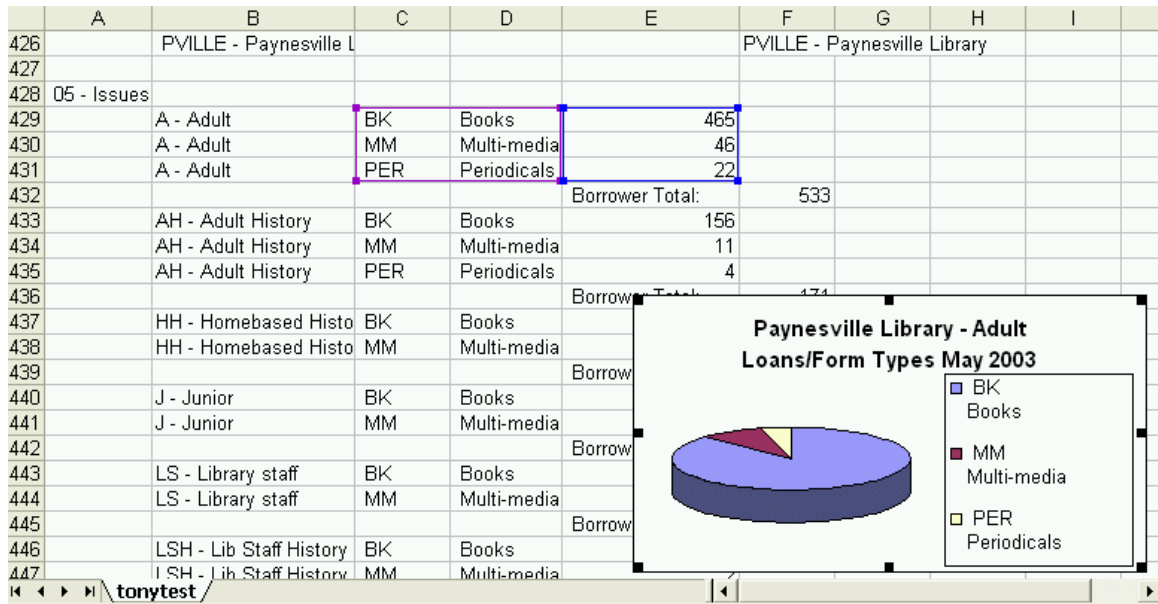
- &XSTAT30.QRP Summary by Location, Trans Type, Trans Year, Trans Month, Trans Day



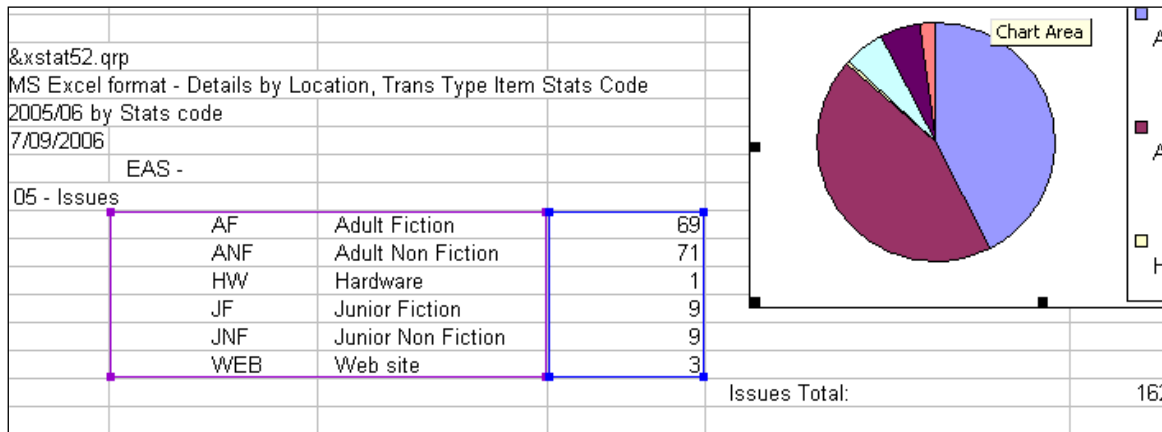
Statistics Training

Detail Summary

- &XSTAT50.QRP – Details by Location, Trans Type, Borrower Type, Item Form Type



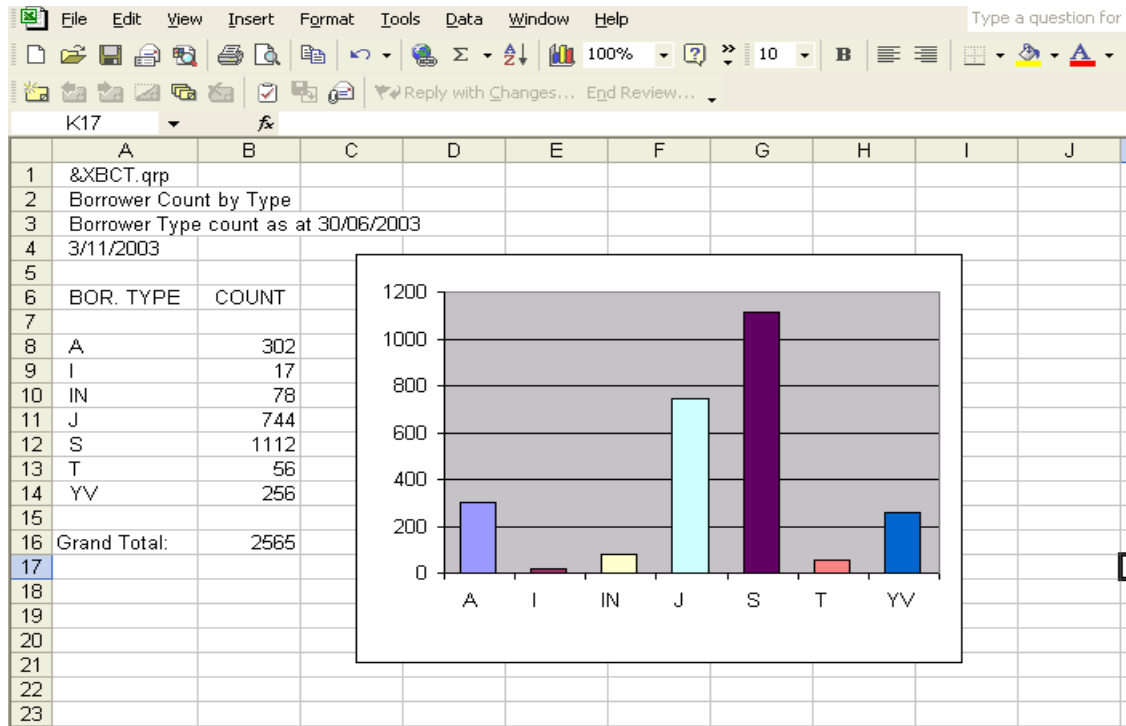
- &XSTAT52.QRP – Details by Location, Trans Type and Stats Code



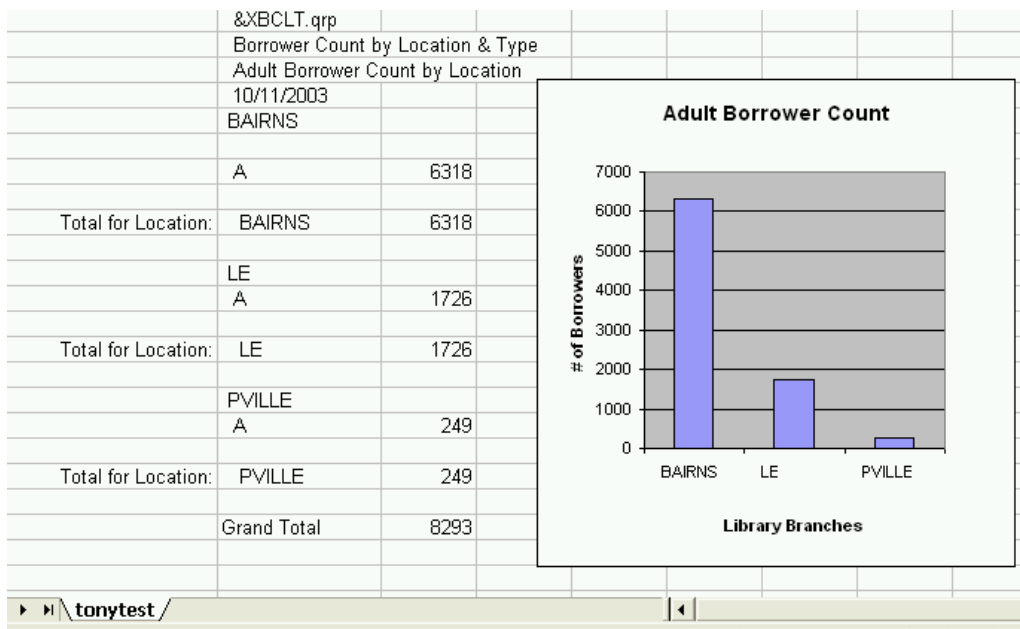
- &XSTAT53.QRP – Details by Location, Trans Type & Form Code

Borrower Count Reports

- Reports Module: *RepBorrower*
- &XBCT.QRP – Counts by Borrower Type



- &XBCLT.QRP – Counts by Location & Borrower Type



Stockitem Counts Reports

- Reports Module: *RepStockitem*
- &XSTKCS.QRP – Stockitem Count by Stats Code

	A	B	C	D	E	F	G
3	&XSTKCS.qrp						
4	Stats code count						
5	Stockitem counts by stats code						
6	10/11/2003						
7							
8		STATS CODE	COUNT	ISSUE	RESERVE	RENEWALS	VALUE
9							
10		ANF0	408	62	6	14	\$12,734.75
11		ANF1	661	93	19	42	\$12,416.99
12		ANF2	425	35	8	10	\$7,981.01
13		ANF3	2949	250	33	92	\$58,067.30
14		ANF4	115	10	1	0	\$1,920.92
15		ANF5	1350	153	27	72	\$32,509.81
16		ANF6	3062	490	46	172	\$66,478.92
17		ANF6G	727	134	9	46	\$15,756.10

- &XSTKCLS.QRP – Stockitem Count by Location & Stats Code

	A	B	C	D	E	F	G	H	I
1									
2	&xstkcls.qrp								
3	Stock Item counts by location and stats code of item								
4	Stockitem count by location and stats code - New Items -Financial Year 2002/03								
5	20/11/2003								
6									
7			Totals by	RecordCounts	Issues	Reserves	Renews	Value	
8									
9	Location:	BAIRNS							
10	Stats Code:	AF	Totals:	176	7438	109	175	\$5,989.91	
11	Stats Code:	AFAU	Totals:	4	26	3	5	\$138.85	
12	Stats Code:	AFFA	Totals:	18	83	6	15	\$571.91	
13	Stats Code:	AFFO	Totals:	1	7	2	0	\$29.29	
14	Stats Code:	AFGL	Totals:	1	4	0	1	\$13.07	
15	Stats Code:	AFHI	Totals:	17	80	1	11	\$608.36	
16	Stats Code:	AFHO	Totals:	2	23	0	3	\$65.95	

- &XSTKFS.QRP – Stockitem Count by Form Code

	A	B	C	D	E	F	G
1							
2	&XSTKFS.qrp						
3	Stock Item counts by form						
4	Stockitem count by Form code - Form Code Count - Fountain Lakes						
5	20/11/2003						
6							
7			STOCK COUNT	ISSUES	RESERVES	RENEWS	VALUE
8							
9							
10		BK	10980	20430	1464	2992	\$306,133.99
11		MM	811	2958	233	383	\$78,134,466.56
12		PER	437	590	30	78	\$2,562.18
13							
14		GRAND TOTALS	12228	23978	1727	3453	\$78,443,162.73
15							

- &XSTKCSV.QRP – Stockitem List: Title, Author, Call No, Form Code, Stats Code, Location, Floor, Cost in CSV format (delimited by '|')

Statistics Training

	A	B	C	D	E
4	Music Cd's				
5					
6	Title	Author	Call No.	Subject	Locatio
7	Party starter [sound recording] / various artists	New Woman.	CD NEWWVO	Popular music 2001-2	LE
8	Home [sound recording] / Dixie Chicks	Dixie Chicks (Musical gro	CD DIXIE	Country music 2001-2	LE
9	Planning and design of bicycle facilities	State Bicycle Committee.	CORP 711.72 PLA	Bicycles - Road plann	BAIRNS
10	On top of the world [sound recording] / The Saddle Club.		CD J SADDL	Childrens music.	BAIRNS
11	Dreaming [sound recording] : the sounds of ca	Various	CD DREAM	Instrumental music.	BAIRNS
12	Complete greatest hits [sound recording] / The	The Cars	CD CARS	Popular music 1981-1	PVILLE
13	Old McDonald's farm [sound recording]		CD J OLDMA	Music - Juvenile.	ORB
14	Filippa Giordano [sound recording]	Giordano, Filippa.	CD GIORD	Operas - Librettos	MOBILE
15	Mortal combat [sound recording] : original motion picture soundtrack.		CD MORTA	Motion picture soundt	ORB
16	Clap your hands [sound recording]		CD J CLAPY	Music - Juvenile.	BAIRNS
17	My favourite songs in the bath (compact disc)	Humpty Dumpty Music Co	CD J HUMPT		PVILLE
18	The Wiggles movie soundtrack (compact disc)	Wiggles (musical group)	CD J WIGGL		LE
19	Celebrating Australia's Year of the Outback [s	Various	CD CELEB	Popular music - Austr	MOBILE
20	Tummy tunes (compact disc)		CD J TUMMY		MOBILE
21	Grumpier old men [sound recording] : music from the motion picture.		CD GRUMP	Motion picture music.	ORB

SAVING A REPORT TO FILE (FOR IMPORT INTO EXCEL)

You can save your reports to a file, for email or formatting, or just to keep it in an electronic format rather than paper. The two ways of doing this are by Table or Report.

Table

1. Access a module and perform a search – the results will display in a List
2. **Highlight** the items you would like to save to file
3. Type **Ctrl-C** to copy them
4. Open up *MS Excel* or *Word*
5. Type **Ctrl-P** to paste the selection into a table or page

After getting a table of results in one of the modules, you can highlight them all to select them and do **Ctrl + Insert** to copy them. Then you can paste the items into Excel or Word.

Seq	Title	Author	Call No	Form	Stats	On Loa	Due Back	Rsv	Perm Loc	Process	On Ord	Series	Process Date	Ex
1	Exploring Harry Potter /	Schafer, Elizabeth	823/.914	BK	JNF	N		0	CHELSEA		Y	Beacham's sourcebo		20
2	Harry Potter and the chamber	Rowling, Joanne K.	F ROW	BK	ANF	Y	21/03/2	1	CHELSEA		N	Harry Potter		19
3	Harry Potter and the chamber	Rowling, Joanne K.	F ROW	BK	JF	Y	10/08/2	2	BELMONT		N	Harry Potter		19
4	Harry Potter and the chamber	Rowling, Joanne K.	F ROW	BK	JF	N		0	CHELSEA		N	Harry Potter		19
5	Harry Potter and the chamber	Rowling, Joanne K.	F ROW	BK	JF	Y	07/07/2	0	CHELSEA		N	Harry Potter		19
6	Harry Potter and the Goblet of	Rowling, Joanne K.	F ROW	BK	AF	Y	17/05/2	0	CHELSEA	AWAITING PA	N	Harry Potter	23 Aug 2011	19
7	Harry Potter and the Goblet of	Rowling, Joanne K.	F ROW	BK	JF	Y	12/09/2	0	CHELSEA	MISSING PA	N	Harry Potter	11 Aug 2011	19
8	*Harry Potter and the half-blo	Rowling, Joanne K.	F ROW	BK	AF	N		3	BELMONT		N	PRC 6-9		20
9	*Harry Potter and the half-blo	Rowling, Joanne K.	F ROW	BK	AF	N		3	CHELSEA		N	PRC 6-9		20
10	*Harry Potter and the Order of	Rowling, Joanne K.	F ROW	BK	JF	N		4	CHELSEA		Y	PRC 6-9		20



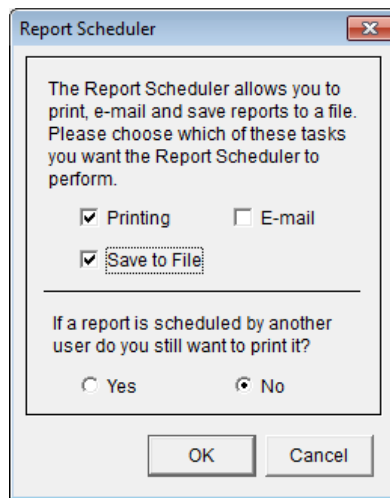
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Exploring	Schafer, E	823/.914	BK	JNF	N			0	CHELSEA		Y	Beacham's sourcebo	2000
2	Harry Pott	Rowling, J	JFIC ROW	BK	J	N			0	CHELSEA		N	978-0-439-06486-6 (h	1999
3	Harry Pott	Rowling, J.K.		BK	J	N			0	CHELSEA		Y	978-0-439-06486-6 (h	1999
4	Harry Pott	Rowling, J.K.		BK	J	N			0	CHELSEA	AWAITING	Y	978-0-439-14-Oct-10	1999
5	Harry Pott	Rowling, J.K.		BK	J	N			0	CHELSEA	AWAITING	Y	978-0-439- 7-Dec-10	1999
6	Harry Pott	Rowling, J.K.		BK	J	N			0	CHELSEA		N	978-0-439-06486-6 (h	1999
7	Harry Pott	Rowling, J.K.		BK	J	N			0	CHELSEA		N	978-0-439-06486-6 (h	1999
8	Harry Pott	Rowling, J.K.		BK	J	Y	8/11/2010		0	CHELSEA		N	978-0-439-06486-6 (h	1999
9	Harry Pott	Rowling, J.K.		BK	J	N			0	CHELSEA		N	978-0-439-06486-6 (h	1999
10	Harry Pott	Rowling, J.F	ROW	BK	J	N			0	CHELSEA		N	978-0-439-06486-6 (h	1999

This method works best if you don't have a large number of results.

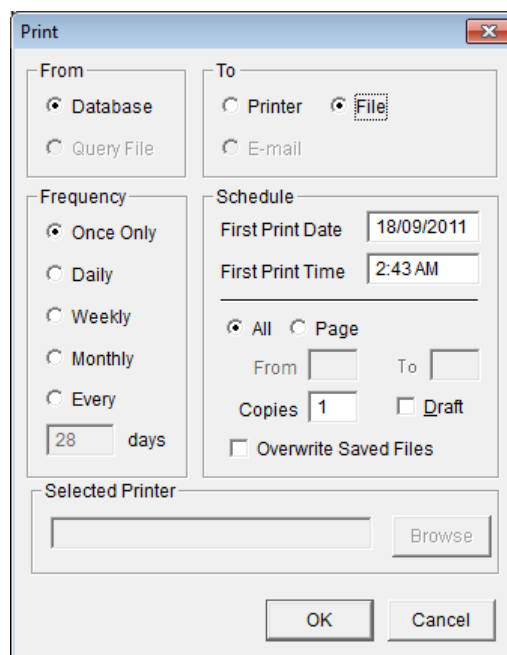
Report

There are several Excel report templates available which can be used to save to a file. In this example, we are going to use the **&XSTKCSV.QRP** template in the **Reports > RepStockitem** module:

1. Go to **Main > Reports > RepStockitem** – the Stockitem Reports screen will open
2. Click the **F1 New** button and select the **&XSTKCSV.QRP** template
3. Type in an appropriate Description and click the **F3 Save** button
4. Enter an appropriate **F7 Where** search – for example: **Title LIKE Harry Potter**
5. Order the Report – for example: **Title | ASC**
6. Select **Application > RepStartSchedule** – ensure that **Save to File** is ticked and click on the **OK** button



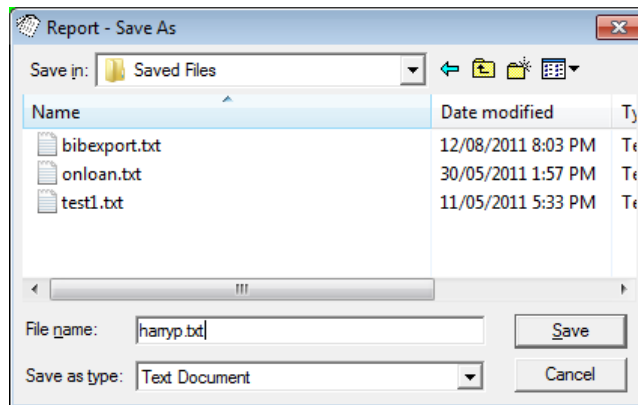
7. Click the **F6 Print** button – change the To: option to **File** and click the **OK** button



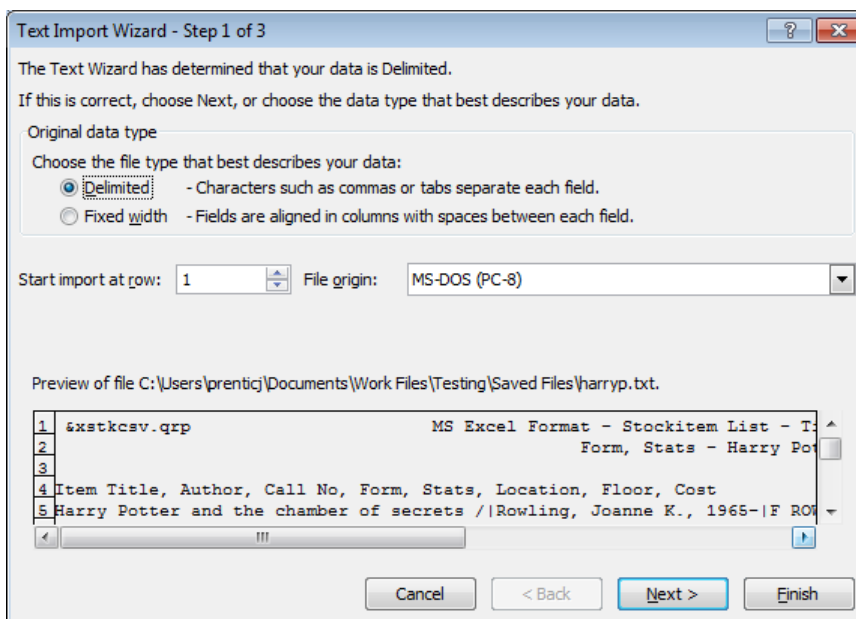
8. A Report – Save As dialogue box will open:

Statistics Training

- a. To save it for a Word document, leave the Save as type: as **Rich Text Format (RTF)**
- b. To be able to open it in Excel, change the Save as type: to **Text Document**

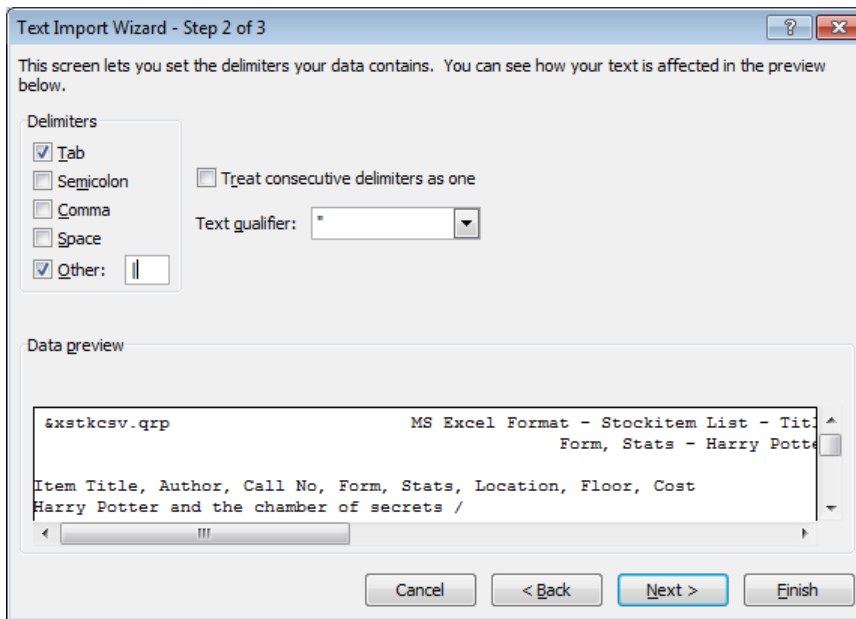


9. You can check the progress of your report in *Reports > RepPrintProgress*
10. If you've saved the report to open in Excel (Text Document) then you will need to follow these steps so it is displayed correctly:
 - a. Open *Microsoft Excel*
 - b. Use **File > Open** to open the text file you've saved – ensure that the Files of type: = **All Files (*.*)**
 - c. The Text Import Wizard will open



Statistics Training

- d. Excel will recognise your file as **Delimited**, so click the **Next** button
- e. Delimiters: select **Semicolon** and add a pipe | in the **Other** box
- f. Click the **Next** button and then the **Finish** button



11. Your data will be transferred into the *Excel* sheet and you can now use the formatting tools to customise it:

	A	B	C	D	E	F	G	H	I	J
1	&xstksv.qrp	Stock Details (CSV) - Harry Potter Books								9/12/2010
2	Item no ,	Item Title,	Author,	Call No,	Form,	Stats,	Location,	Floor,	Cost	
3										
4	STOCK003	Harry Pott	illustratic	Rowling, J	F ROW	BK	J	CHELSEA		35
5	STOCK003	Harry Pott	illustratic	Rowling, J.K.		BK	J	CHELSEA		35
6	STOCK003	Harry Pott	illustratic	Rowling, J.K.		BK	J	CHELSEA		35
7	STOCK003	Harry Pott	illustratic	Rowling, J.K.		BK	J	CHELSEA		35
8	ORDER00C	Harry Pott	illustratic	Rowling, J.K.		BK	J	CHELSEA		0
9	STOCK003	Harry Pott	illustratic	Rowling, J.K.		BK	AF	CHELSEA		0
10	STOCK003	Harry Pott	illustratic	Rowling, J.K.		BK	J	CHELSEA		35
11	ORDER00C	Harry Pott	illustratic	Rowling, J.K.		BK	J	CHELSEA		20.9
12	NC039251	Harry Pott	illustratic	Rowling, J	JFIC ROW	BK	J	CHELSEA		20.9
13	ORDER00C	Harry Pott	illustratic	Rowling, J.K.		BK	J	CHELSEA		0
14	16906	Harry Pott	Rowling, J	F ROW		BK	J	CHELSEA		15
15	16907	Harry Pott	Rowling, J	F ROW		BK	J	BELMONT		15
16	STOCK003	Harry Pott	Rowling, J	F ROW		BK	J	CHELSEA		24
17	STOCK003	Harry Pott	Rowling, J	F ROW		BK	J	HASTINGS		24

SYSTEM AUDITS & AUDIT REPORTS

The audit reports list stockitems/authorities/borrowers that have been deleted, inserted (added) or updated (modified/changed) within a specified time period.

In addition to the audits, there are a number of Statistics Reports Audits that look at Operator logons and alterations, as well as searches performed in each module.

Supervisor Settings: Setting Up Audits

The Audit must be switched on first, before the data can be collected. To check this:

1. Launch the *Amlib* client
2. Go to **Main > Supervisor > Installation > Other** tab
3. There are several types of audit:
 - Create an audit for all Authorities (Y/N)
 - Create an audit for all Borrowers (Y/N)
 - Create an audit for all issues prompted with messages (Y/N)
 - Create an audit for all Stockitems (Y/N)
4. If you would like to keep audit details, ensure that these are set to **Y** (particularly the last)
5. Make sure you also check your settings by individual Location:
 - a. Select **Installation > Choose Location**
 - b. Select location and click on the **OK** button
 - c. Select the **Other** tab

Please Note: Any record/s that were deleted, inserted or updated prior to the audit being switched on will not be recorded.

Description	Value
Create an audit for all Authorities (Y/N)	Y
Create an audit for all Borrowers (Y/N)	Y
Create an audit for all Issues prompted with messages (Y/N)	Y
Create an audit for all Stockitems (Y/N)	Y

Issues Audit

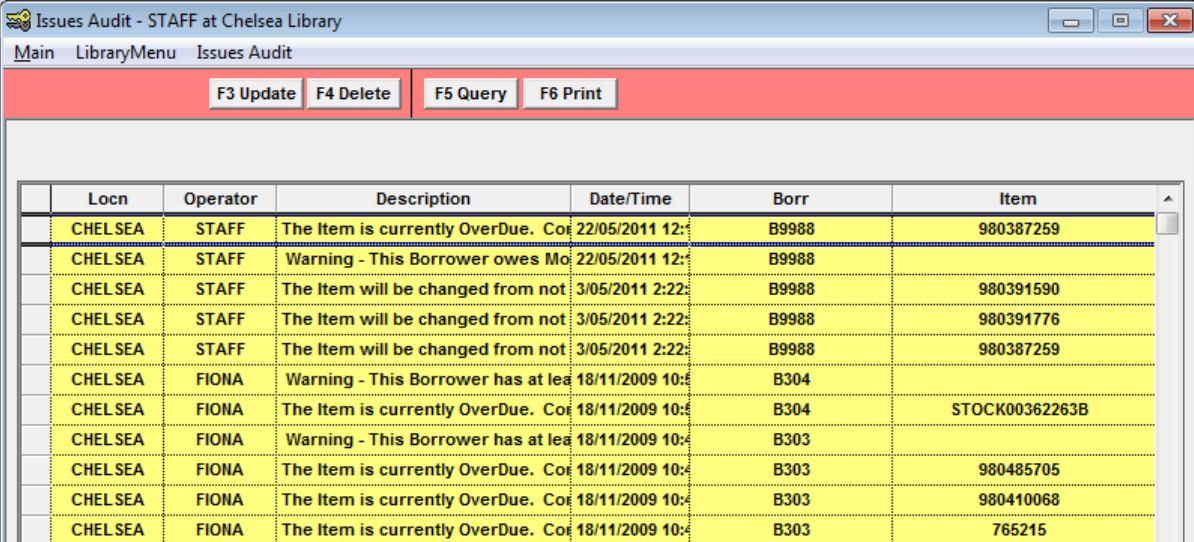
Issues Audit records all messages that are displayed in issues. If you do not use this particular function, make sure the audit is switched off (see [Supervisor Settings](#) above):

- Create an audit for all issues prompted with messages (Y/N) = N

As the logs fill up quickly and must be regularly maintained (old entries deleted daily or weekly).

To access the Issues Audit:

1. Open the *Supervisor* module
2. Select **LibraryMenu > IssuesAudit** – the Issue Audit table will display
3. Select the **F6 Print** button to print up the list



Locn	Operator	Description	Date/Time	Borr	Item
CHELSEA	STAFF	The Item is currently OverDue. Co	22/05/2011 12:4	B9988	980387259
CHELSEA	STAFF	Warning - This Borrower owes Mo	22/05/2011 12:4	B9988	
CHELSEA	STAFF	The Item will be changed from not	3/05/2011 2:22	B9988	980391590
CHELSEA	STAFF	The Item will be changed from not	3/05/2011 2:22	B9988	980391776
CHELSEA	STAFF	The Item will be changed from not	3/05/2011 2:22	B9988	980387259
CHELSEA	FIONA	Warning - This Borrower has at lea	18/11/2009 10:4	B304	
CHELSEA	FIONA	The Item is currently OverDue. Co	18/11/2009 10:4	B304	STOCK00362263B
CHELSEA	FIONA	Warning - This Borrower has at lea	18/11/2009 10:4	B303	
CHELSEA	FIONA	The Item is currently OverDue. Co	18/11/2009 10:4	B303	980485705
CHELSEA	FIONA	The Item is currently OverDue. Co	18/11/2009 10:4	B303	980410068
CHELSEA	FIONA	The Item is currently OverDue. Co	18/11/2009 10:4	B303	765215

To delete entries from the table:

1. Open the *Supervisor* module
2. Select **LibraryMenu > IssuesAudit** – the Issue Audit screen will display
3. **Highlight** the entries in the list to be deleted
4. Click the **F4 Delete** button – this will mark the entries for deletion
5. Click the **F3 Update** button to delete the marked entries

Load the Template

Some audit report templates may need to be loaded before they can then be used in a report. You can also use this method to double-check the Choose Type of an already loaded template.

1. Go to **Main > Reports > RepAddNew** – the Report Files window will open
2. Select the appropriate Report Entity: either **Authority**, **Borrower**, **Statistics** or **Stockitem** – in the example below: Report Entity = **Stockitem**
3. Click the **F1 New** button – the New Report File pane will open
4. Type in a Description – for example: **Audit Full Details**
5. Click on the **Browse** button to view the **Amlib/Reports** folder on your *Amlib* server and locate the template to be loaded – be sure to change the Files of type: drop-down to **System Report Templates (*.grp)**
6. **Select** the template to be loaded and click on the **Open** button
7. Change the Choose Type to select an **Audit** type:
 - Authority: **Authority Audits**
 - Borrower: **Audit Report**
 - Stockitem: **Item Audit**
 - Statistics: **Access Audit**, **Logon Audit** or **Search Audit**
8. You can leave Default Stats Code blank
9. Update Entity (Y/N) = **N**
10. Click on the **F3 Update** button
11. Close out of the Report Files screen

The template is now loaded and available for use in a Report.

Stockitem - New Report File...

F3 Update F5 Query

Description Audit Brief Details

Template &STKAUD.QRP Browse

Choose Type Item Audit

Message (may be split in 2 x 60 or 3 x 40)

Default Stats Code Default Detail Stats Code

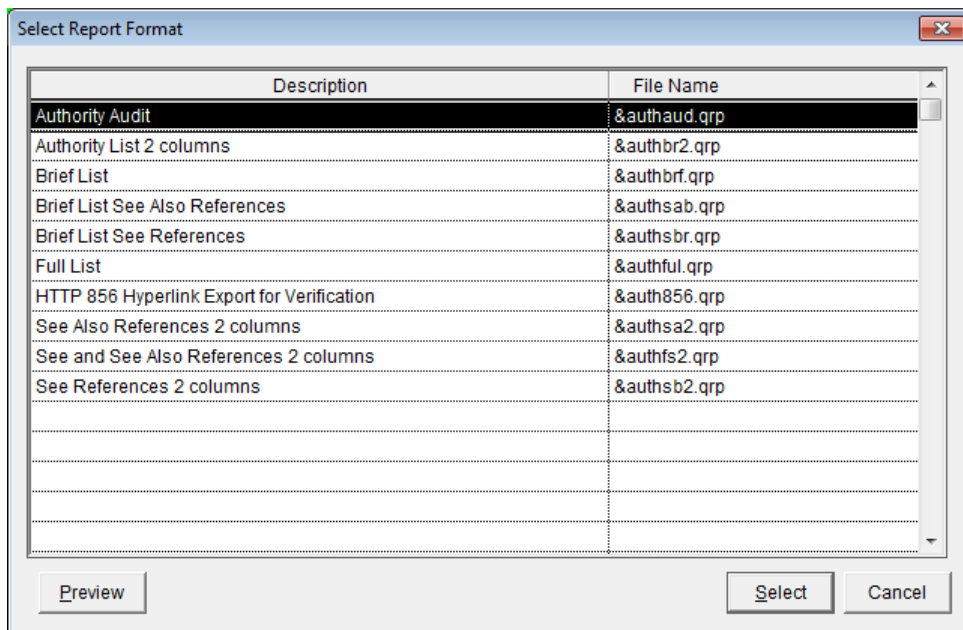
Update History (Y/N) Update Entity (Y/N) N

Authority Audit Reports

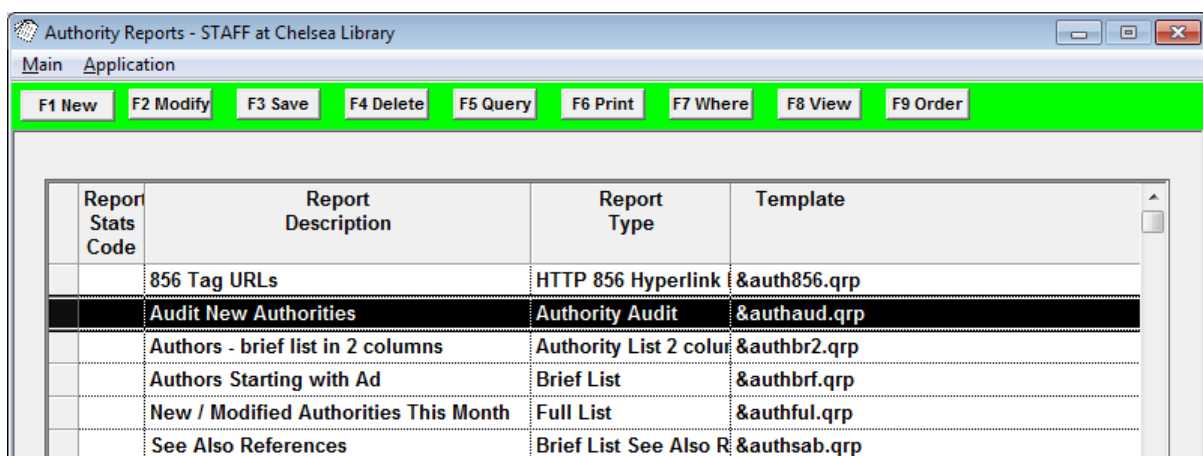
- Reports can be set up in **Main > Reports > RepAuthority**

There is only one type of audit report available:

- Audit report: **&AUTHAUD.QRP**
1. Go to **Main > Reports > RepAuthority** – the Authority Reports screen will display
 2. Click the **F1 New** button
 3. Select the **&AUTHAUD.QRP** template



4. Type a Report Description – for example: **Audit New Authorities**
5. Click the **F3 Save** button



6. Highlight the Audit report and click the **F7 Where** button – the Authority Reports – Where pane will display
7. Enter your Where parameters – there are three audit types:

Statistics Training

- **D:** Deleted
- **I:** Inserted
- **U:** Updated

The Where parameters will depend on what you are after. Typically you would set the **Date** and **Audit Type (I/U/D)**. You may also include tag numbers or span of numbers (for example: **> 600 AND < 700**).

Authority Reports - Where

F3 Save F5 Query

1 Choose Search Column

2 Choose Operator

3 Type the WHERE Condition and Press PASTE OR Press SPECIAL

Optional Multiple Brackets

(Column	Oper	Where)	
	Audit Type (I/U/D)	=	I		AND
	Date	>=	Friday, 1 Jan 2010		AND
	Tag	=	650		

Buttons: AND, OR, Delete

8. Click the **F3 Save** button when complete
9. (Optional) Click the **F9 Order** button – you can then set the order for the report to print in. You can sort by **Date** and **Tag** (or vice versa if you're looking for a particular tag). Click the **F3 Save** button when complete.

Authority Reports - Order By

F3 Save F5 Query

Columns

Order By

Buttons: ABC, DESC

Column	
Date	ASC
Tag	ASC

10. Click the **F8 View** button to view the report
11. Select the **print** icon to print the report

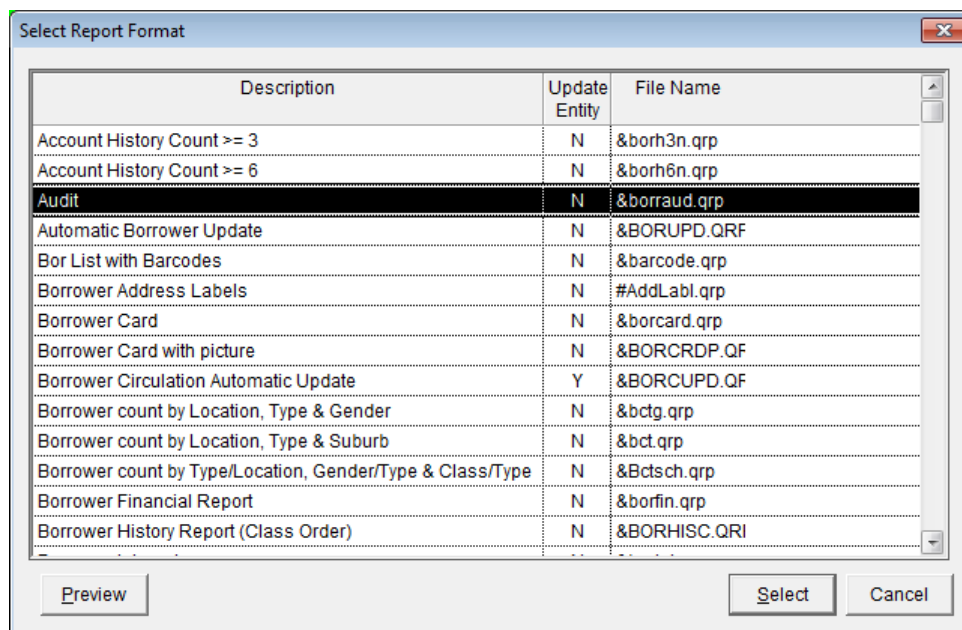
&authaud.qrp	AUTHORITY AUDIT REPORT Audit New Authorities	17/11/2010																														
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Tag Indicators</th> <th style="text-align: left;">Authority / Database Key</th> <th style="text-align: left;">Operator</th> <th style="text-align: left;">Date/Time</th> <th style="text-align: left;">Audit</th> </tr> </thead> <tbody> <tr> <td>650</td> <td>Being Rich - Lifestyle <i>BEING RICH LIFESTYLE</i></td> <td>JOHN PR</td> <td>Apr 8, 2010 12:04 PM</td> <td> </td> </tr> <tr> <td>650</td> <td>Rummy <i>RUMMY</i></td> <td>JOHN PR</td> <td>Apr 19, 2010 5:05 PM</td> <td> </td> </tr> <tr> <td>650</td> <td>Jax <i>JAX</i></td> <td>JOHN PR</td> <td>Apr 19, 2010 5:06 PM</td> <td> </td> </tr> <tr> <td>650</td> <td>Olympic Games <i>OLYMPIC GAMES</i></td> <td>JOHNPR</td> <td>Jul 7, 2010 5:56 PM</td> <td> </td> </tr> <tr> <td>650</td> <td>Science fiction - - television <i>SCIENCE FICTION TELEVISION</i></td> <td>JOHNPR</td> <td>Oct 19, 2010 9:37 PM</td> <td> </td> </tr> </tbody> </table>			Tag Indicators	Authority / Database Key	Operator	Date/Time	Audit	650	Being Rich - Lifestyle <i>BEING RICH LIFESTYLE</i>	JOHN PR	Apr 8, 2010 12:04 PM		650	Rummy <i>RUMMY</i>	JOHN PR	Apr 19, 2010 5:05 PM		650	Jax <i>JAX</i>	JOHN PR	Apr 19, 2010 5:06 PM		650	Olympic Games <i>OLYMPIC GAMES</i>	JOHNPR	Jul 7, 2010 5:56 PM		650	Science fiction - - television <i>SCIENCE FICTION TELEVISION</i>	JOHNPR	Oct 19, 2010 9:37 PM	
Tag Indicators	Authority / Database Key	Operator	Date/Time	Audit																												
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650	Olympic Games <i>OLYMPIC GAMES</i>	JOHNPR	Jul 7, 2010 5:56 PM																													
650	Science fiction - - television <i>SCIENCE FICTION TELEVISION</i>	JOHNPR	Oct 19, 2010 9:37 PM																													

Borrower Audit Reports

- Reports can be set up in **Main > Reports > RepBorrower**

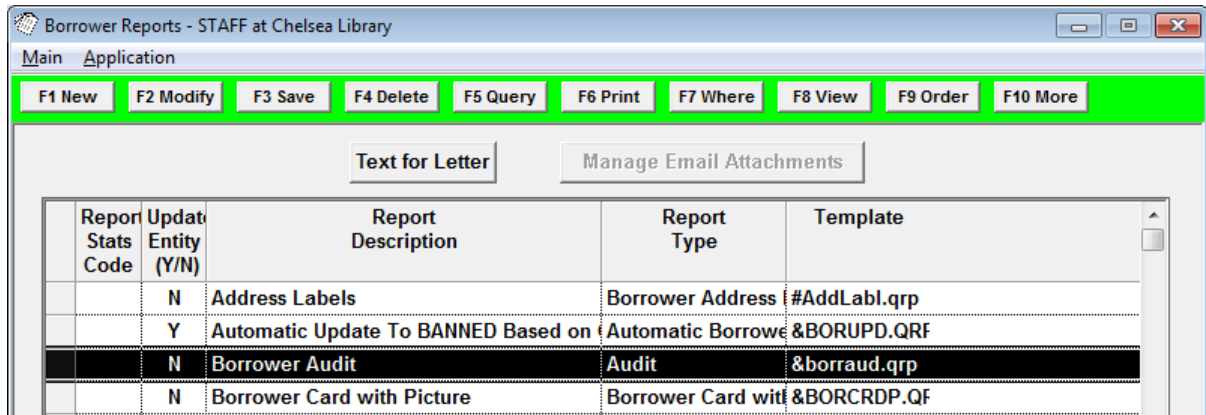
There is only one type of audit report available:

- Audit: **&BORRAUD.QRP**
1. Go to **Main > Reports > RepBorrower** – the Borrower Reports screen will display
 2. Click the **F1 New** button
 3. Select the **&BORRAUD.QRP** template



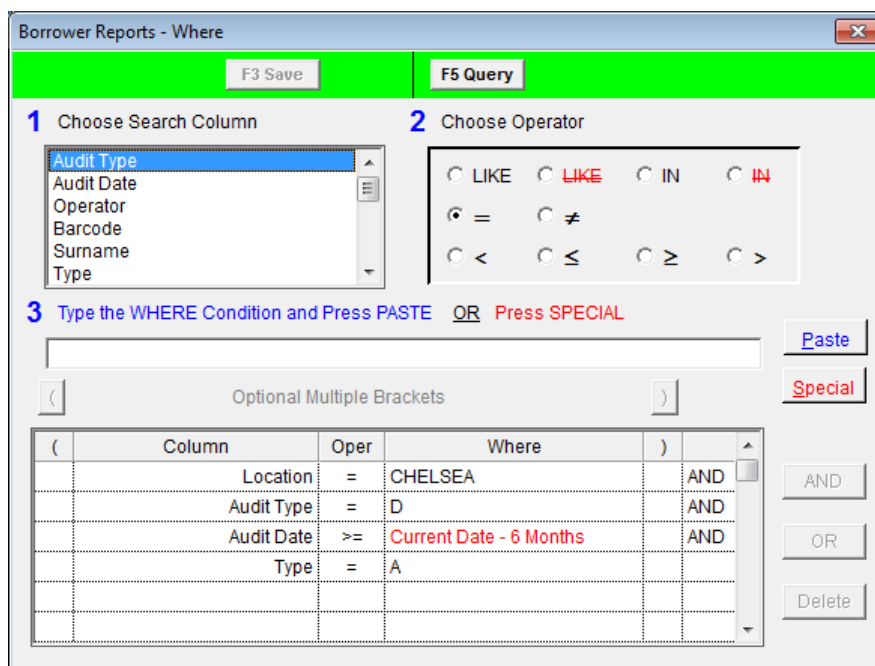
4. Type a Report Description – for example: **Borrower Audit**
5. Click the **F3 Save** button

Statistics Training



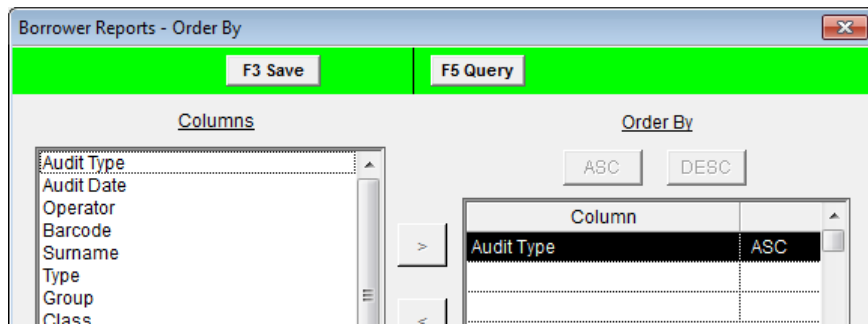
6. Highlight the Audit report and click the **F7 Where** button – the Borrower Reports – Where screen will display
7. Enter your Where parameters – there are three audit types:
 - **D:** Deleted
 - **I:** Inserted
 - **U:** Updated

The Where parameters will depend on what you are after. Typically you would set the **Audit Date** and **Audit Type (I/U/D)**. You may also want to limit by **Location**, Borrower **Type**, etc.



8. Click the **F3 Save** button when complete
9. (Optional) Click the **F9 Order** button – you can then set the order for the report to print in. You can sort by **Audit Date** and **Barcode** (or vice versa if you're looking for a particular patron). Click the **F3 Save** button when complete.

Statistics Training



10. Click the **F8 View** button to view the report
11. Select the **print** icon to print the report

&authaud.qrp

AUTHORITY AUDIT REPORT

17/11/2010

Audit New Authorities

<u>Tag</u>	<u>Indicators</u>	<u>Authority</u> / Database Key	<u>Operator</u>	<u>Date/Time</u>	<u>Audit</u>
650		Being Rich - Lifestyle <i>BEING RICH LIFESTYLE</i>	JOHN PR	Apr 8, 2010 12:04 PM	I
650		Rummy <i>RUMMY</i>	JOHN PR	Apr 19, 2010 5:05 PM	I
650		Jax <i>JAX</i>	JOHN PR	Apr 19, 2010 5:06 PM	I
650		Olympic Games <i>OLYMPIC GAMES</i>	JOHNPR	Jul 7, 2010 5:56 PM	I
650		Science fiction - - television <i>SCIENCE FICTION TELEVISION</i>	JOHNPR	Oct 19, 2010 9:37 PM	I

Statistics Audit Reports

- Reports can be set up in **Main > Reports > RepStatistics**

There are three types of audit reports available:

- Access Audit: **&SAAUDIT.QRP**

This report displays access to the *Authorities* and *Catalogue* modules by Operator showing alterations made.

Audit for catalogue						7/09/2006
Date	Operator	Module	Location	Oper Sec.	Object Sec.	
24-Jul-2006 1:38:02 PM	STAFF	AUTHORITY	EAS	93	0	
	Detail	Authors - Services for - Western Australia - Handbooks, manuals, etc.				
17-Aug-2006 10:23:47	AMSTAFF	AUTHORITY	EAS	93	50	
	Detail	000025084723				
22-Aug-2006 11:49:45	AMSTAFF	AUTHORITY	EAS	93	0	
	Detail	Attachments re: /Bali.				

- Logon Audit: **&SLAUDIT.QRP**

This report displays the date and time Operators logged onto the *Authorities* and *Catalogue* modules.

Access to Authority, Catalogue					7/09/2006
Date	Operator	Module	Location	IP_Address	
01-Sep-2006 1:05:52 PM	STAFF	AUTHORITY	LIB		
01-Sep-2006 1:06:10 PM	STAFF	AUTHORITY	LIB		
01-Sep-2006 2:13:19 PM	STAFF	CATALOGUE	LIB		
01-Sep-2006 2:39:07 PM	STAFF	AUTHORITY	LIB		

- Search Audit: **&SAUDIT.QRP**

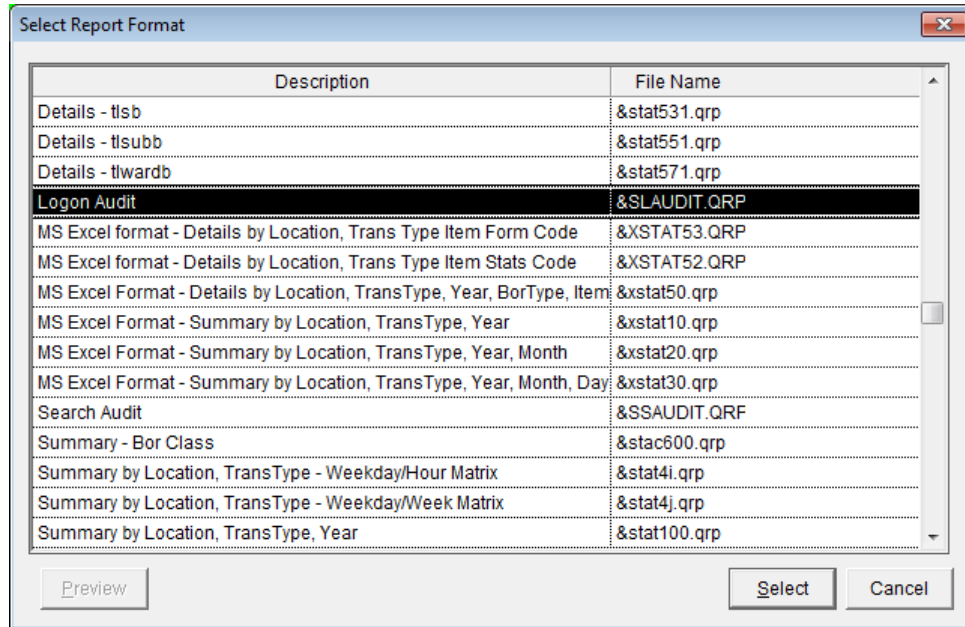
This report displays Search terms used with the *Authorities* and *Catalogue* modules and the type of search done.

Searches - Authority, Catalogue						7/09/2006
Date	Operator	Module	Location	Oper Sec.	Type	
10-Aug-2006 10:18:59 AM	STAFF	CATANET	LIB	100	Catalogue Ref Number	
	Term	13107				
11-Aug-2006 4:04:05 PM	STAFF	CATANET	LIB	100	BR: Title	
	Term	sky				
11-Aug-2006 4:04:48 PM	STAFF	CATANET	LIB	100	BR: I.S.B.N.	
	Term	0037-6604				

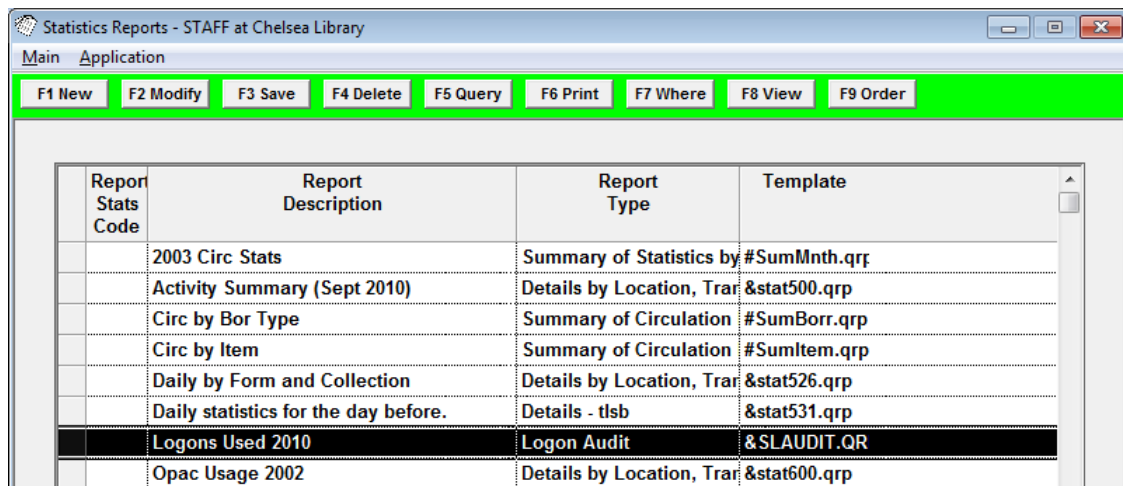
Statistics Training

Creating a Statistics Audit Report

1. Go to **Main > Reports > RepStatistics** – the Statistics Reports screen will display
2. Click the **F1 New** button
3. Select an audit **template** (Access, Logon or Search)



4. Type a Report Description – for example: **Logons Used 2010**
5. Click the **F3 Save** button



6. Highlight the Audit report and click **F7 Where** – the Statistics Reports – Where screen will display
7. Enter your Where parameters – there are two module types:
 - AUTHORITY
 - CATALOGUE

Statistics Training

The Where parameters will depend on what you are after. Typically you would set the **Date** and **Module** parameters, and perhaps **Location** (Operator Logon Location).

Statistics Reports - Where

F3 Save F5 Query

1 Choose Search Column

Operator
Date
Module
Location

2 Choose Operator

LIKE LIKE IN IN
 = \neq
 < \leq \geq >

3 Type the WHERE Condition and Press PASTE OR Press SPECIAL

Paste
Special

Optional Multiple Brackets ()

(Column	Oper	Where)
	Date	>=	Friday, 1 Jan 2010	AND
	Module	=	CATALOGUE	AND
	Operator	=	STAFF	

AND
OR
Delete

8. Click the **F3 Save** button when complete
9. (Optional) Click the **F9 Order** button – you can then set the order for the report to print in. You can sort by **Operator** and **Module** (or vice versa if you're looking for a particular item). Click the **F3 Save** button when complete.

Statistics Reports - Order By

F3 Save F5 Query

Columns

Operator
Date
Module
Location

Order By

ASC DESC

Column	
Operator	ASC
Module	ASC

UP DOWN

10. Click the **F8 View** button to view the report
11. Select the **print** icon to print the report

Stockitem Audit Reports

- Reports can be set up in **Main > Reports > RepStockitem**

There are three types of audit reports available:

- Audit Brief Details: **&SADBR.QRP**

This report displays a small amount of information for each item.

&sadbr.qrp		Audit - 2002		18/09/2008	
The bird of happiness. Barcode: 317005603212		Call No. F STE Author: Stewart, Sally.	Cat No.: 5153 Audit Date: 15/01/2002	Accn Date: Times Borrowed: 0	Cost:
Bird designs stained glass pattern book / Carolyn Relei Barcode: 364218956232		Call No. Q748.5 REL Author: Relei, Carolyn.	Cat No.: 2905 Audit Date: 15/01/2002	Accn Date: Times Borrowed: 0	Cost:
It seems just yesterday...[picture] : wander through We Barcode: +60011352329		Call No. 919.41 IT Author:	Cat No.: 9913 Audit Date: 24/01/2002	Accn Date: Times Borrowed: 0	Cost: \$12.50
Landscape Spring, 2001 Barcode: STOCK00104280B		Call No. LAN PER Author:	Cat No.: Audit Date: 11/03/2002	Accn Date: 15/03/01 Times Borrowed: 0	Cost: \$14.95

- Audit Medium Details: **&SADET.QRP**

This report includes some additional fields: location, publisher, form and stats codes.

&audget.qrp		Audit Medium Details - Audit - 2002		18/09/2008	
The bird of happiness. Barcode: 317005603212 Cat No.: 5153 Author: Stewart, Sally. Publisher:		Location: EAS Call No. F STE	Audit Type: I Audit Date: 15/01/2002 Form: BK Stats: AF	Accession Date: Last Active: Times Borrowed: 0.00 Cost:	
Bird designs stained glass pattern book / Carolyn Relei. Barcode: 364218956232 Cat No.: 2905 Author: Relei, Carolyn. Publisher: 60 p. : chiefly ill. ; 28 cm.		Location: EAS Call No. Q748.5 REL	Audit Type: I Audit Date: 15/01/2002 Form: BK Stats: ANF	Accession Date: Last Active: Times Borrowed: 0.00 Cost:	
It seems just yesterday...[picture] : wander through Weste Barcode: +60011352329 Cat No.: 9913 Author: Publisher: 1 poster : col.		Location: EAS Call No. 919.41 IT	Audit Type: I Audit Date: 24/01/2002 Form: BK Stats: ANF	Accession Date: Last Active: Times Borrowed: 0.00 Cost: 12.50	

Statistics Training

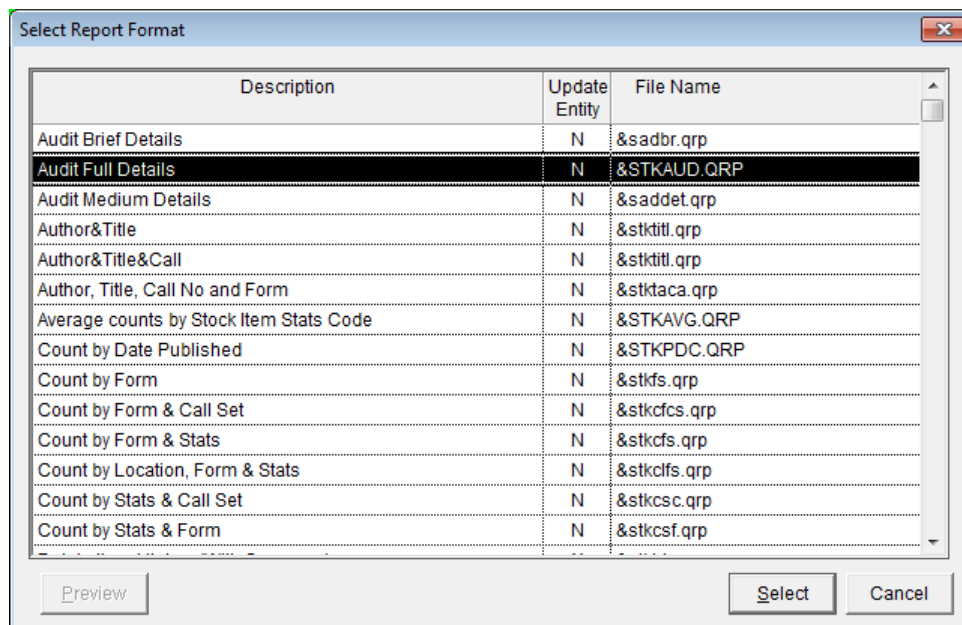
- Audit Full Details: **&STKAUD.QRP**

This report displays many additional fields for each item.

&stkaud.qrp		Audit - 2002		18/09/2008	
Operator: STAFF					
Audit Type: I			Date and Time: 15/01/2002		
Item Number: 317005603212		Cat Ref Number: 5153		Unique Number: 10418	
The bird of happiness. Stewart, Sally.					
F STE			Vol: Ed: 1991		
			Sts Code: AF		Form: BK
Description:			Convert Val:		
Location	Perm: EAS	Temp: EAS	Floor:	Source:	
For Loan: Y	Loan Type:		Process:	Process Date:	
On Order: N	Received: 15/01/2002		Accessioned:	Current Cost:	
On Loan: N	Borrower:		Barcode:		
Due Date:	Times Borrowed: 0		Last Active:		
Reserves: 0	Times Reserved: 0		Times Renewed: 0		for this issue
Stock Take:			Last Stock Take:		
Date Issued:		Issue Location:		Issue Type:	

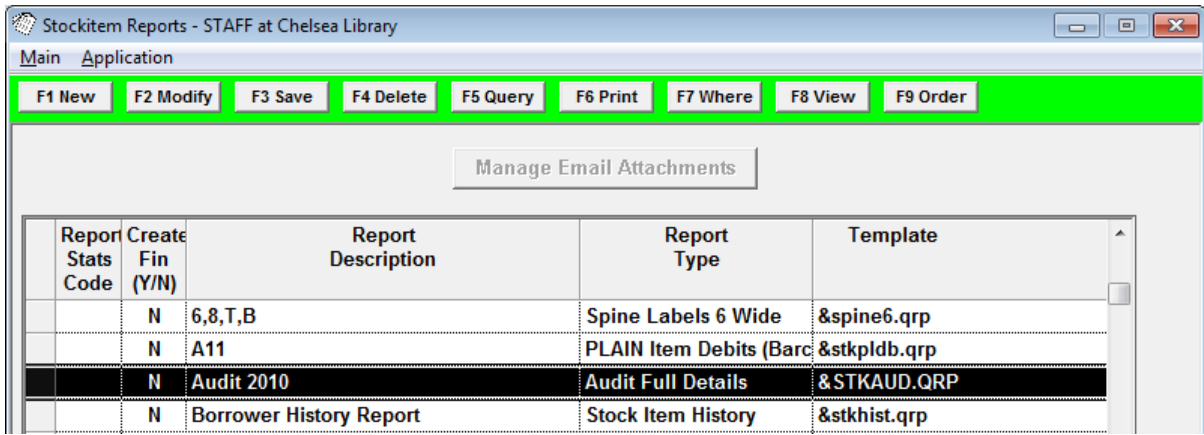
Creating a Stockitem Audit Report

1. Go to **Main > Reports > RepStockitem** – the Stockitem Reports screen will display
2. Click the **F1 New** button
3. Select an audit **template** (brief, medium or full details)



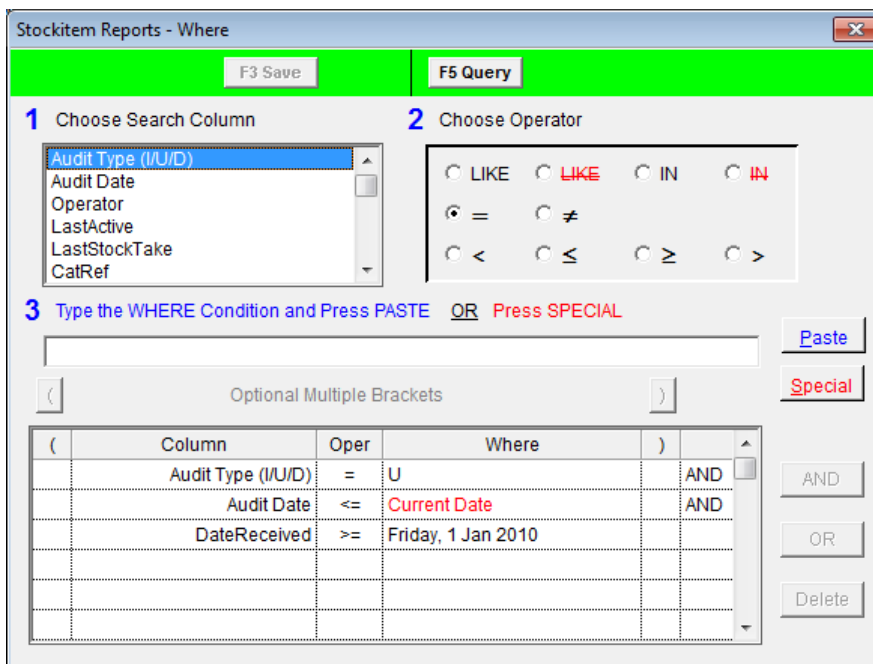
4. Type a Report Description – for example: **Audit 2010**
5. Click the **F3 Save** button

Statistics Training

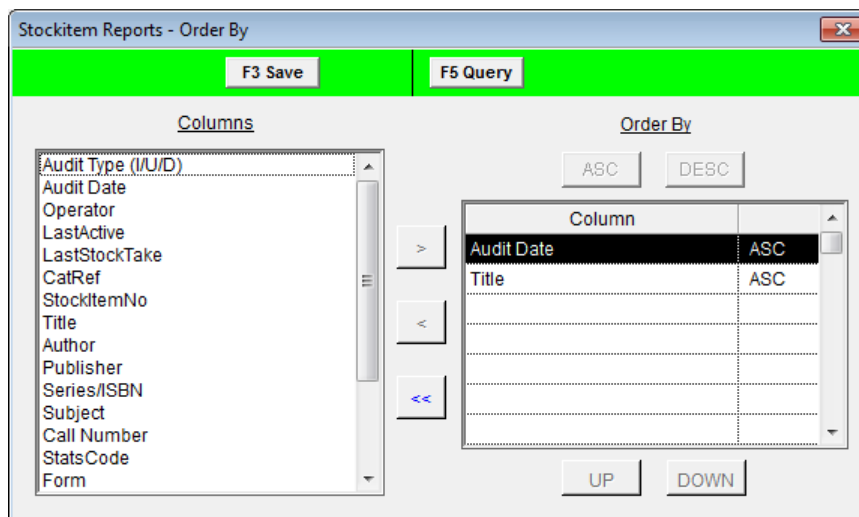


6. Highlight the Audit report and click the **F7 Where** button – the Stockitem Reports – Where screen will display
7. Enter your Where parameters – there are three audit types:
 - **D:** Deleted
 - **I:** Inserted
 - **U:** Updated

The Where parameters will depend on what you are after. Typically you would set the **Audit Date** and **Audit Type (I/U/D)** parameters, and perhaps **PermLoc** (Permanent Location).



8. Select the **F3 Save** button when complete
9. (Optional) Click the **F9 Order** button – you can then set the order for the report to print in. You can sort by **Audit Date** and **Title** (or vice versa if you're looking for a particular item). Click the **F3 Save** button when complete.



10. Click **F8 View** to view the report
11. Select the **print** icon to print the report

SPREADSHEET PARAMETERS

It is possible to define any number of spreadsheets within the system. You may then choose to export data and titles to other spreadsheets and continue manipulation in a spreadsheet package (for example *MS Excel*). It may be preferable to set up a spreadsheet first in the chosen Spreadsheet software, knowing the statistics to be collected. The headings and layout can be created, using the *Amlib* Spreadsheet purely to collect the data and transfer it into the chosen spreadsheet template. You will need to identify which rows the data will be transferred to within the chosen spreadsheet so that you can accurately enter the Data on the correct row in the *Amlib* spreadsheet.

Spreadsheets take some time to set up, but once defined they can be copied and manipulated for other spreadsheets you wish to define.

Presenting data graphically, especially if you have access to a colour printer can be a powerful tool in presenting statistics.

To actually transfer data using a stored spreadsheet the System Activity Window in Supervisor is used.

The Spreadsheet within *Amlib* is made up of Heading lines and Data lines.

Example:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2	New													
3	Borrowers													
4	Issues													
5	Returns													
6	Renews													
7	Reservations													
8														

Format

- The first (1st) column contains the spreadsheet name.
- The second (2nd) column contains the sequence number for the *Amlib* system. This is not very important and only affects the order in which the data is presented in this maintenance table. It can be useful when setting up the Spreadsheet to keep datalines together (For example, Stats code of AF could be kept together, number from 10 to 19, ANF 20 to 29 etc.)
- The third (3rd) and fourth (4th) columns relate to the columns and rows in the actual spreadsheet itself and should be unique as a combination within this table.

Statistics Training

- The 5th column indicates whether the information in the particular row is a Heading or Data.

Headings

Headings are indicated by an 'H' in the 5th column.

Please Note: You do not need to enter any heading lines. If you prefer, you can keep these in the actual spreadsheet file to which you will then only transfer data.

- Column six contains the heading text

Spread Name	Seq	Start Column	Start Row	H or D	These Years	These Months	These Days	These Hours	From This Date	To
Statistics 0	2	2	2	H	CIRCULATION SERVICES (ISSUES)					
Statistics 1	4	5	5	H	Month					
Statistics 2	2	3	3	H	LIBRARY					
Statistics 3	5	3	3	H	January					
Statistics 4	6	3	3	H	February					
Statistics 4	7	3	3	H	March					
Statistics 10	4	4	4	H	Books					
Statistics 11	5	4	4	D	1999	01				
Statistics 12	6	4	4	D	1999	02				
Statistics 13	7	4	4	D	1999	03				
Statistics 20	4	5	5	H	Cassette					
Statistics 21	5	5	5	D	1999	01				
Statistics 22	6	5	5	D	1999	02				
Statistics 23	7	5	5	D	1999	03				
Statistics 30	4	6	6	H	Compact Disks					
Statistics 31	5	6	6	D	1999	01				
Statistics 32	6	6	6	D	1999	02				

Data Lines

- Datalines are indicated by an 'D' in the 5th column

The important element is the text entered in the columns following the 5th column. This will determine the data that is transferred from the database into the spreadsheet. Where a column has some data then only that data is included. For example, to include data transactions for a certain year, the year is entered in the 6th column.

Where no data is specified then all possibilities under that column will be included. i.e. if we leave the date blank we will get all possible years (accumulated into this column).

All numeric data can be entered as is. All alpha data needs to be entered with inverted commas. For example 'LIB'.

Columns exist for the following:

DATA COLUMNS	DESCRIPTION	EXAMPLE
--------------	-------------	---------

Statistics Training

Year	Four digit format	1999
Month	Numbered as to each month of the year 01 - 12	01 for January
Day	Numbered as to each day of the month	23 for 23 rd of January
Hours	Numbered as for a twenty four clock	8 – 16 for 8am – 4pm
From this date	To determine beginning date range (dd/mm/yy)	12/04/99 for 12 th April 1999
To this date	To determine ending date range (dd/mm/yy)	04/10/99 for 4 th October 1999
Current date minus n days	Specific date.	7 would indicate data from a week ago.
Transactions	Codes that derive from the Stats Parameters in Supervisor.	05,06 indicate issues (05) and renewals (06).
Locations	If getting data for one branch enter the branch code from the Location table in Supervisor.	'ELD' for Eldorado Branch, or 01 if numeric.
Stock Codes	From the table Stockitem, Application, Item Stats.	'AF' for Adult Fiction.
Form Codes	From the table Stockitem, Application, Item Forms	'BK' for Book
Borrower Types	From the table Borrower, Application.	'A' for Adult, 'Y07' for Year 7 etc.
Borrower Groups	From the table Borrower, Application.	'E' for Endeavour etc.
Borrower Class	From the table Borrower, Application.	'R8' for Room 8 etc.
Suburbs	From the table Borrower, Application.	'MAN' for Manning
Wards	From the table Borrower, Application.	'C' for Civic
Areas	From the table Borrower, Application.	'NE' for North East Metropolitan etc.

If you have several codes in the same field, the data that will be transferred will be the combined value. Therefore, if you want separate values, these must be on different lines. For example, if you want figures for two different locations, each location would need to be given a separate data line.

Statistics Training

Each data line gets one total from the database. We could have a data line totaling each of the columns 5,6, 8 and 9 and have this passed through to the spreadsheet but it would more efficient to have the spreadsheet calculate this itself.

Spread sheet definitions - STAFF at LIBRARY
TR Db / 2.90

Main Application Window

F1 New F2 Insert F3 Save F4 Delete F5 Query F6 Print F7 CopyR F8 PasteR

Statistics by Form Type

Spread Name	Seq. Colun	Start Row	H or B Items	D B I	These Years DH	These Months D	T D	T D	F D	T D	C D	These Transactions D	T D	T D	These Forms DI	the Bor Typ DB	these Borrower Groups DB	the Bor Clas D
Statistics 11	5	4	D		1999	01						5			'BK'			
Statistics 12	6	4	D		1999	02						5			'BK'			
Statistics 13	7	4	D		1999	03						5			'BK'			
Statistics 20	4	5	H		Cassette													
Statistics 21	5	5	D		1999	01						5			'CA'			
Statistics 22	6	5	D		1999	02						5			'CA'			
Statistics 23	7	5	D		1999	03						5			'CA'			
Statistics 30	4	6	H		Compact													
Statistics 31	5	6	D		1999	01						5			'CD'			
Statistics 32	6	6	D		1999	02						5			'CD'			
Statistics 33	7	6	D		1999	03						5			'CD'			
Statistics 40	4	7	H		Charts													
Statistics 41	5	7	D		1999	01						5			'CH'			
Statistics 42	6	7	D		1999	02						5			'CH'			
Statistics 43	7	7	D		1999	03						5			'CH'			
Statistics 50	4	8	H		Comp. Sc													
Statistics 51	5	8	D		1999	01						5			'CS'			

Supervisor Supervisor Supervisor Supervisor Supervisor Supervisor Supervisor Supervisor Supervisor Supervisor Supervisor
NUM

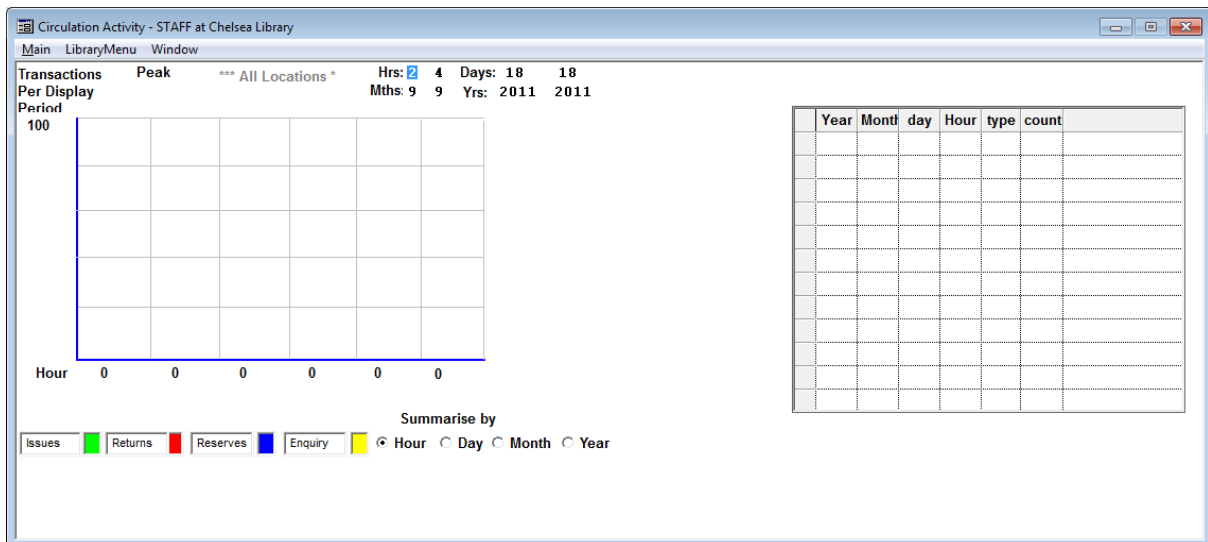
SYSTEM ACTIVITY

The system activity window gives a brief overview of the system for the following activities. The colours used in the graph are different for each activity.

- Issues (Green)
- Returns (Red)
- Reserves (Blue)
- Enquiry (Yellow)

This window may also be used to initiate spreadsheet data transfer.

1. Launch the *Amlib* client
2. Go to **Main > Supervisor > System Activity** – the Circulation Activity screen will display:

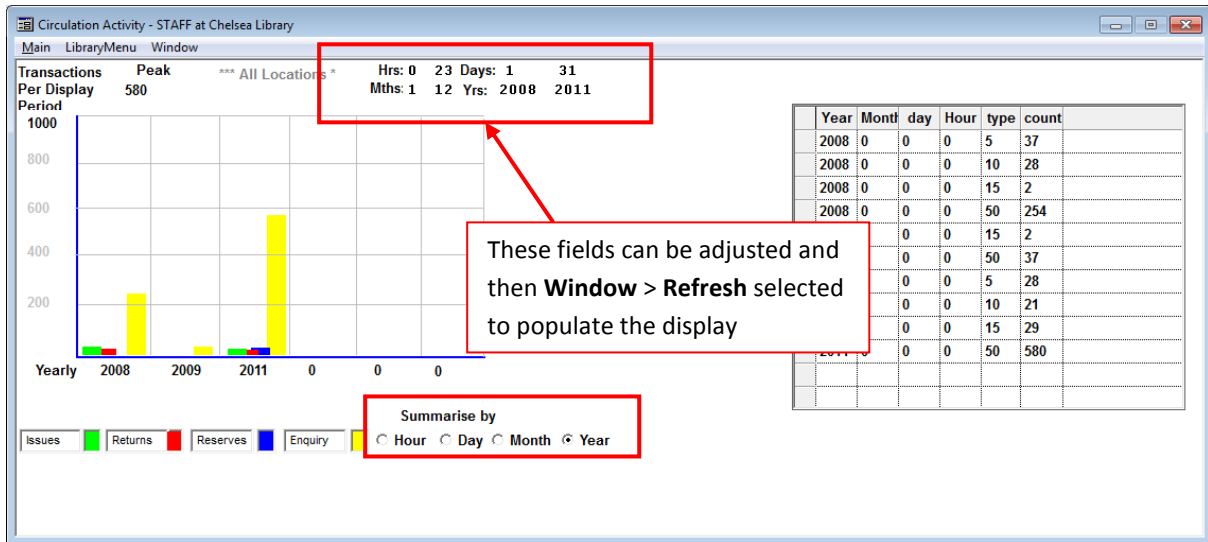


3. This window is actually using the collected statistics and may be used to view any period by changing the **from** and **to** values for Hrs, Days, Mths and Yrs fields from the top of the window (highlight the field with your mouse and overwrite it) and then selecting **Window > Refresh** from the menu – the following ranges apply:
 - a. Hrs: **0 – 23** – for example: 8 – 18 (for stats between 8am and 6 pm)
 - b. Days: **1 – 31** – for example: 1 – 12 (for the first 12 days of the month)
 - c. Mths: **1 – 12** – for example: 1 – 3 (for the first quarter)
 - d. Yrs: **2XXX – 2XXXX** – for example: 2009 – 2010 (for the 2009 and 210 stats)

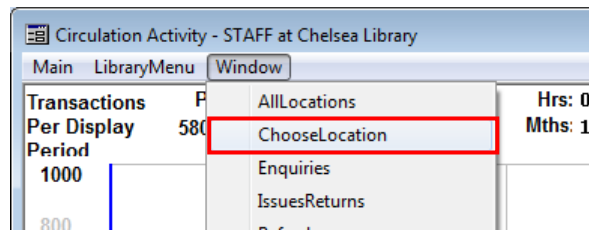
Please Note: By default, the Hrs, Days, Mth and Yrs fields will default to the current date and time.

Please Note: When viewing statistics on the system activity window you may only view down to the level at which stats are being collected – for example: if you are not collecting by hour enter **0 - 23** in the hours fields.

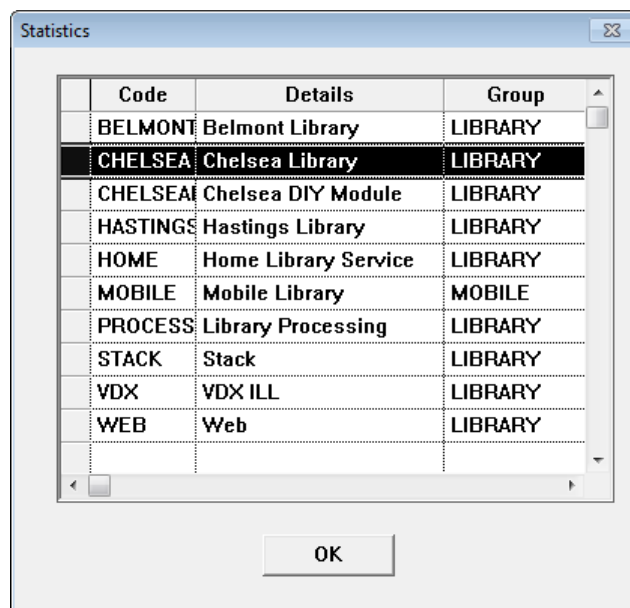
Statistics Training



4. The display can be changed to be **Hour, Day, Month** or **Year** using the Summarised by radio button selections at the bottom of the screen
5. The default display is: **All Locations** – to view a particular location in isolation:
 - e. Select **Window > ChooseLocation** from the menu



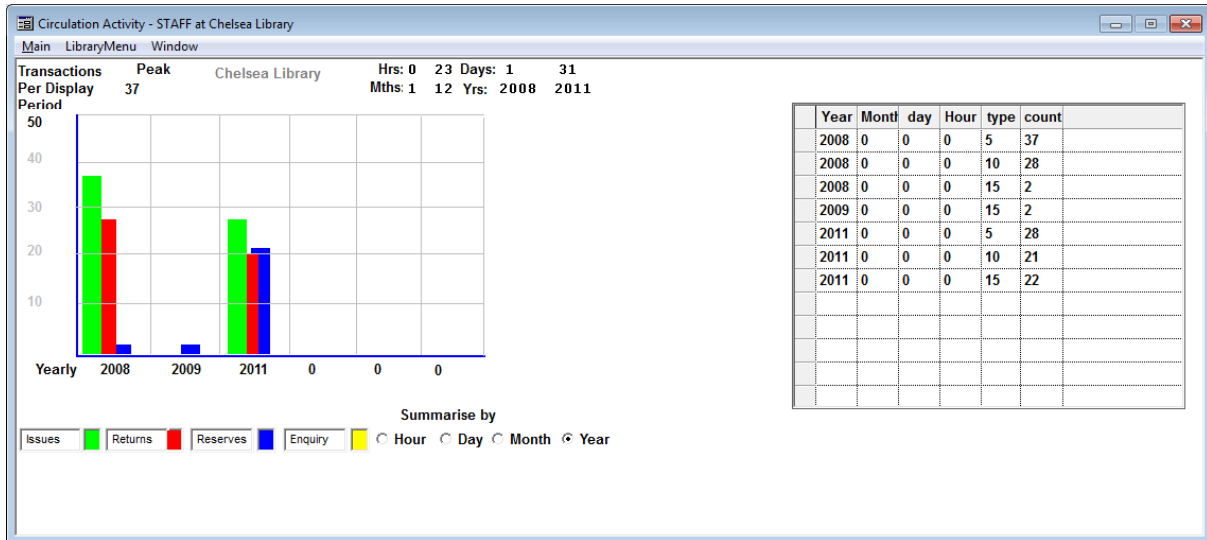
- f. The following prompt will display:



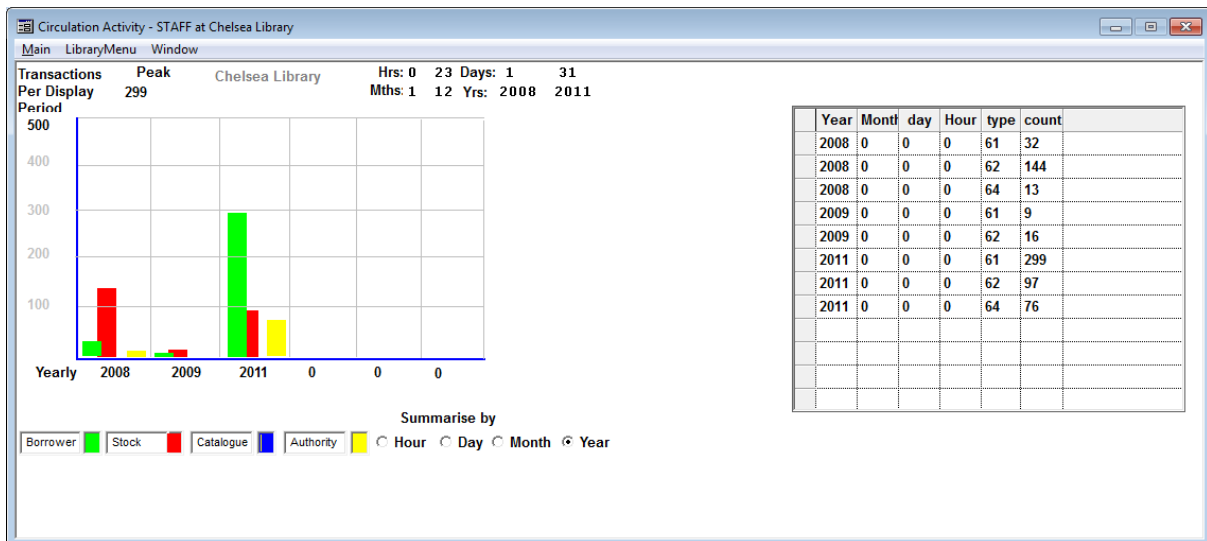
- g. **Highlight** the desired location and click the **OK** button – the Location at the top of the screen will change to match the selected Location

Statistics Training

h. **Select Window > Refresh** to refresh the statistics displayed



6. The default display is to show **IssuesReturns** – the system activity can be changed to be viewed by Borrower (**Green**), Stockitem (**Red**), Catalogue (**Blue**) and Authority (**Yellow**) by selecting **Window > Enquiries** and then **Window > Refresh**



As the population of statistics grows the data collection queries may take some time so this should not be activated when the system is busy.

Please Note: Use **Window > Refresh** whenever you have changed any of the selection fields.

Printing

If you have a colour printer, you can print the image. There is no Print button in the *Amlib* client but you can capture a screenshot by holding the **Alt** button while clicking the **PrtScn** button on your keyboard. You can then paste (**Ctrl + V**) the image into Word or WordPad for printing.

Spreadsheet Facility

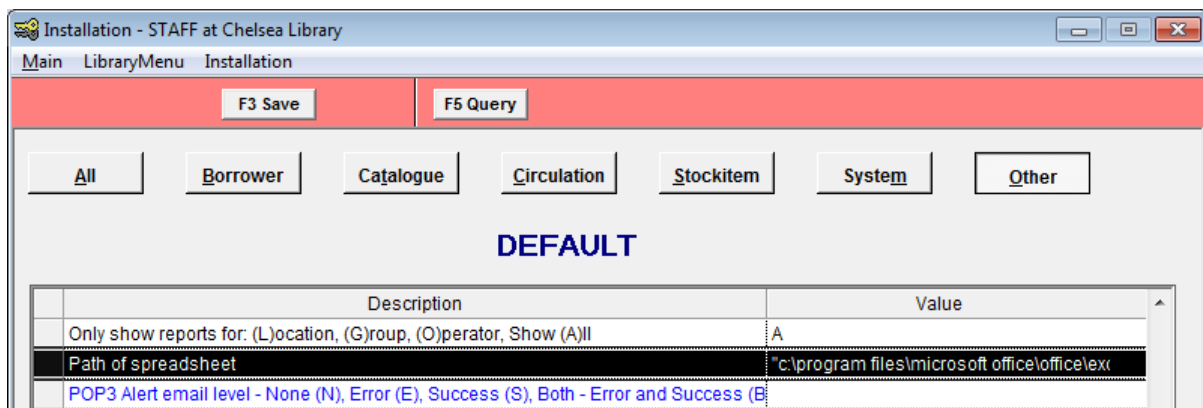
The System Activity window may also be used to initiate spreadsheet data transfer.

1. Launch the *Amlib* client
2. Go **Main > Supervisor > System Activity** – the Circulation Activity window will display
3. Set the statistics you would like to export to Excel (see above)

At this point you have the option of creating a new Spreadsheet (Load Spreadsheet) or opening one already created (Open Spreadsheet).

Load Spreadsheet

This option will load the spreadsheet software from the area defined in the Installation window (**Main > Supervisor > Installation > Other** tab – Path of spreadsheet).



1. From the menu, select **Window > LoadSpreadSheet** – the Spreadsheet program should open (in this example: *MS Excel*)

Open Spreadsheet

Allows you to open an existing spreadsheet file. You are able to transfer data to an existing spreadsheet.

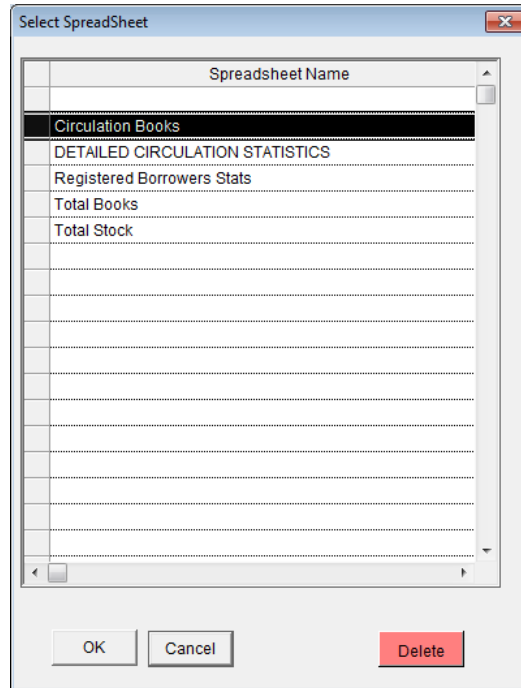
1. From the menu, select **Window > OpenSpreadSheet** – the Circulation Activity – Open window will display
2. Locate the existing spreadsheet and click on the **Open** button

Statistics Training

Select Sheet Formula (Optional)

It is possible to use one of the Spreadsheets previously defined in the Spread sheet definitions table (**Main > Supervisor > Supervisor, LibraryMenu > SpreadSheetParams**)

1. From the menu, select **Window > SelectSheetFormula** – the Select Spreadsheet table will display with a list of pre-defined spreadsheet parameters:



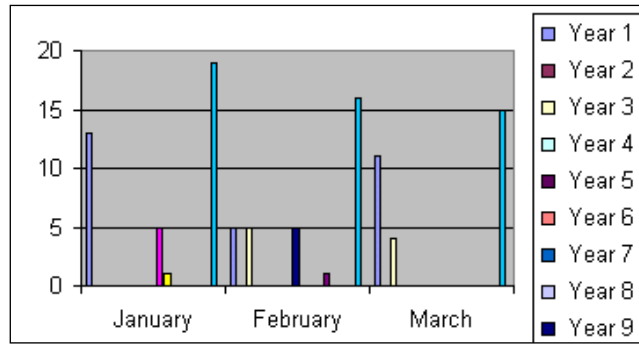
2. Select the desired set of parameters and click the **OK** button

Transfer Data

1. The **Transfer Data** option will now be available (from the menu, select **Window > Transfer Data**)
2. The data will be transferred to the open spreadsheet
3. You may then leave *Amlib* to go and work on the spreadsheet if desired, this could look like the following, including the ability to graph results if required:

			January	February	March
1	Statistics by Form Type				
2	CIRCULATION SERVICES (ISSUES)				
3	LIBRARY				
4	Books		6	6	5
5	Cassette				
6	Compact Disks				
7	Charts				
8	Comp. Software				1
9	Equipment				
10	Games		3		1
11	Kit		3	1	2
12	Map				
13	Music				
14	Periodical		1		1
15	Picture		2		1
16	Realia				
17	Video		3	8	4
18	Vertical File				
19					

Statistics Training



4. Select **Save As...** within the spreadsheet program and save the file when complete

Please Note: If you want to transfer more data to another spreadsheet then use the **Window > StopSpreadSheet** option to disconnect from the first spreadsheet.