Session 5: Creating and Managing Prompts
# Session Topics

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• What is a Prompt in an Alma Analytics Report?

• Create a Prompt

• Refine Your Prompts
What is a Prompt?

• Allows the person running the report to choose specific parameters
• Multiple prompts can be used on a report
• Can be used in reports and dashboards
• What is a Prompt in an Alma Analytics Report?

• Create a Prompt

• Refine Your Prompts
Steps to Create a Prompt

1. Create the report
   • Make sure the field you will prompt is included, but don’t include filters for the field you will prompt

2. Switch to the Prompts tab and start a new Prompt
   a) Choose Column Prompt
   b) Choose the field in the report you want to be prompted
   c) Repeat as needed for more Prompts

3. Run the report, and test the Prompts
Break time! Back in 5 minutes

- What is a Prompt in an Alma Analytics Report?
- Create a Prompt
- Refine Your Prompts
Refine Your Prompts

• Case-insensitive (upper- and lower-case)
• Prompt Default to 6 Months Ago
• Prompt Default to Current Year
• NULL or NOT NULL
• Prompt result appears in the report header
• Link to re-run a prompted report
Link to Re-Run a Prompted Report

1. Copy the URL of the report to a text editor

2. From the URL, keep everything starting with `saw.dll` ...

https://analytics12-naw.alma.exlibrisgroup.com/analytics/saw.dll ... 20Year
Link to Re-Run a Prompted Report (cont.)

3. Add HTML code to make a link:

```html
<a href="saw.dll? ... 20Year">Rerun the report</a>
```

4. Put the HTML code in a Static Text box in the report.
Button to Re-Run a Prompted Report

Or make it a button, so it is more obvious:

```html
<button onclick="window.location.href='saw.dll ... 20Year'">Rerun the report</button>
```
Conclusion
Additional Resources

• Alma Analytics Documentation
  • Knowledge Center > Alma > Online Help > Analytics > Common Analytics Procedures # Prompts

• Training Videos
  • Knowledge Center > Alma > Training > Analytics
  • Ex Libris YouTube Channel – search for Alma Analytics

• Custom Training
  • Premium.Services@exlibrisgroup.com
Next Week: Filters and Functions

- Filter by contents of specific position of a control field
- One filter for both upper- and lower-case strings
- Use multiple filters
- Concatenate multiple rows of the same field
- Convert date-time field to only a date
- Use RCOUNT, CASE, and SUBSTRING functions
Thank you!

Please fill out the survey that will appear when you close the WebEx meeting.