



Minneapolis

# How to make an Alma Analytics report accessible to run

from the Alma dashboard

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# Agenda

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## **Introduction**

Creating an analytics object

Subscribing to and receiving the scheduled report

# Introduction

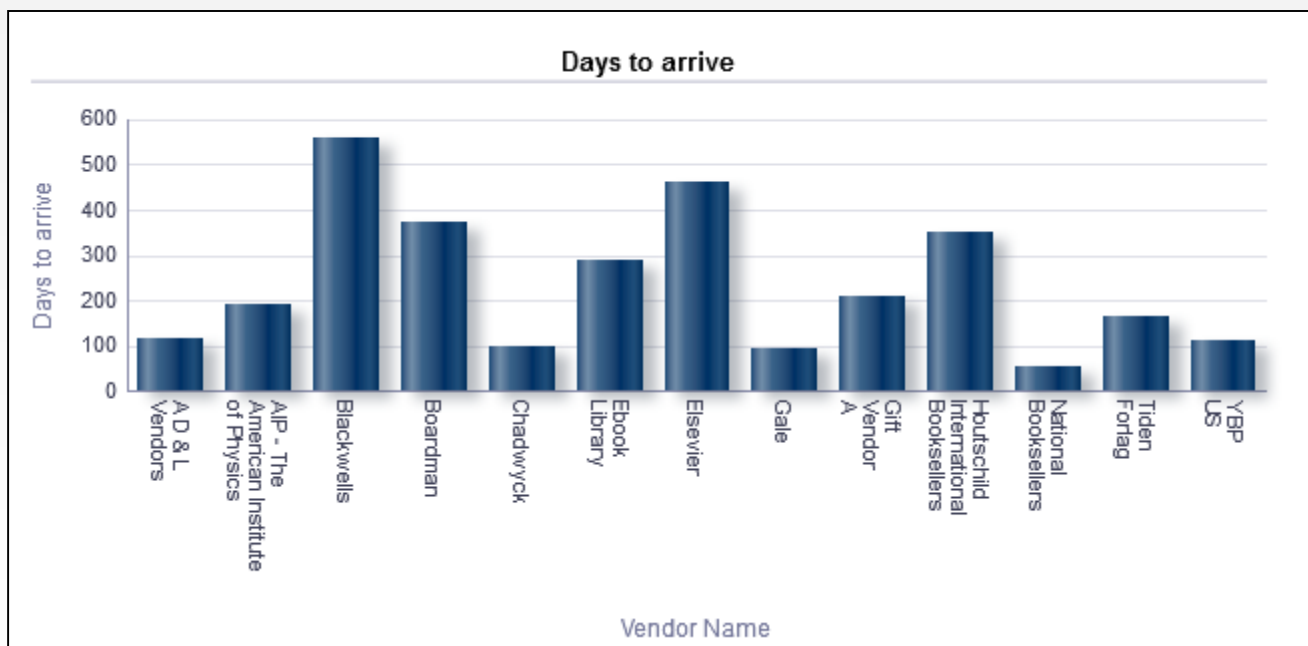
- There may be cases where the library has created a useful report, chart or graph in Alma analytics and certain librarians will want to run it.
- The option here of creating an “Analytics Object” of type “Report” allows the librarian to run an Alma Analytics report “on demand”.
- This differs from the “Scheduled Report” because it is not sent by mail.
- This differs from the widget because it does not appear on the dashboard.
- The advantage here is that a librarian can run a report without entering Alma Analytics

# Introduction

- In our case we will use a report of the average time a vendor takes to send an ordered item.
- The report is called "SS Items ordered with sent date and receiving date and TIMESTAMPDIFF and average" in directory "/Shared Folders/Alma University/Reports/Igelu 2014/"
- We will call the Analytics object report "Average arrival time by vendor"

# Introduction

- This is the report which we want to make accessible to run from the Alma dashboard



# Agenda

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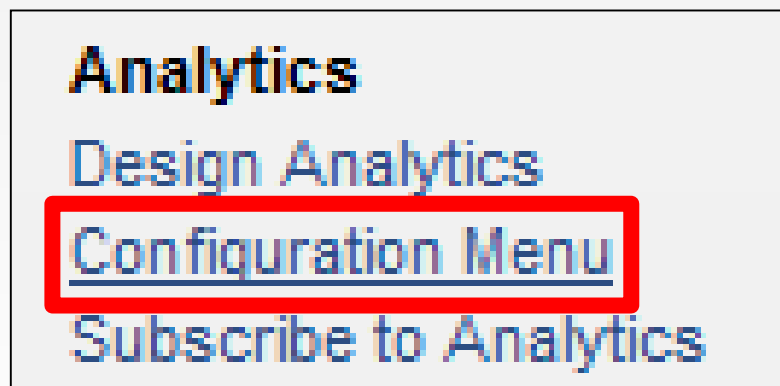
Introduction

**Creating an analytics object**

Subscribing to and receiving the scheduled report

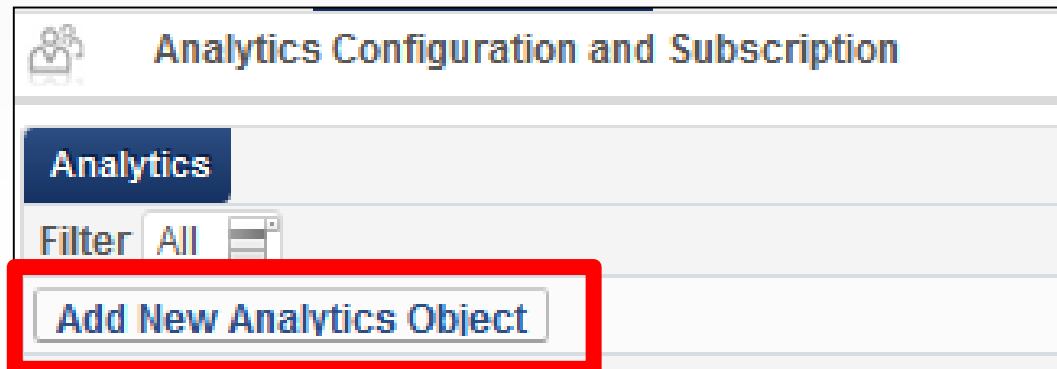
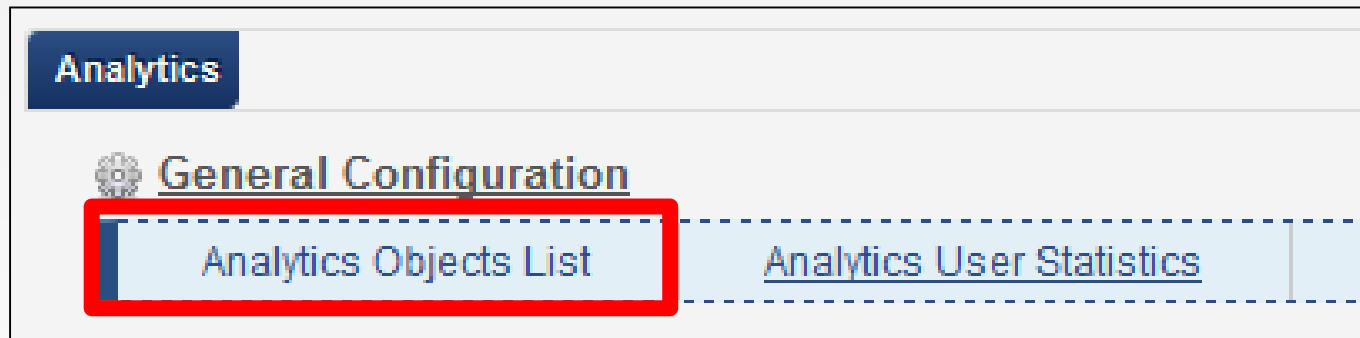
# Creating an analytics object

- From the Alma menu under the “Administration” column we will choose “Analytics > Configuration Menu”



# Creating an analytics object

- Then we will choose “Analytics Object List” and “Add new Analytics Object”





# Creating an analytics object

- After clicking “Add new Analytics Object” fill in relevant information

Specify that it is type Report

The folder and report which we want to be in the widget

**General Information**

Title \* Average arrival time by vendor

Analytic Folder \* Alma University/Reports/Igelu 2014

Type \* Report

Description Average arrival time by vendor

Name \* SS Items ordered with sent date and receiving date and

**Roles**

Add Role

Role	Description
1 Acquisitions Administrator	Manages Acquisitions co
2 Vendor Manager	Manages all aspects of t

A relevant title and description. We call it “Average arrival time by vendor”

These are the roles which a user must have in order to be able to run the report

# Agenda

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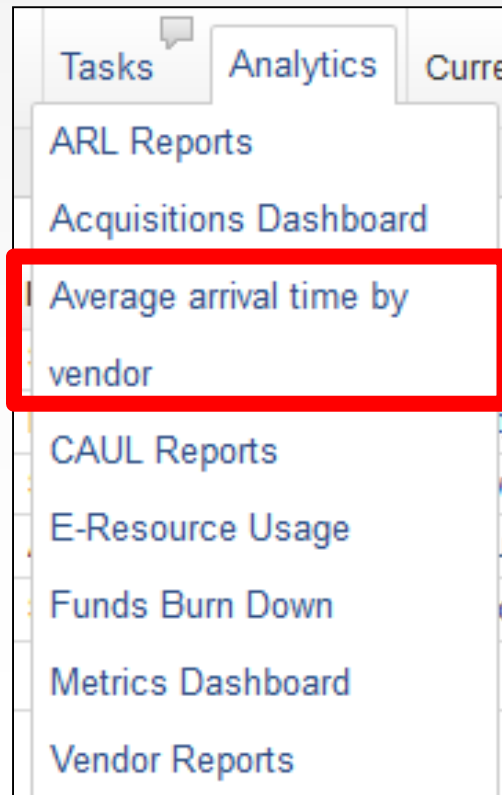
Introduction

Creating an analytics object

**Running the report**

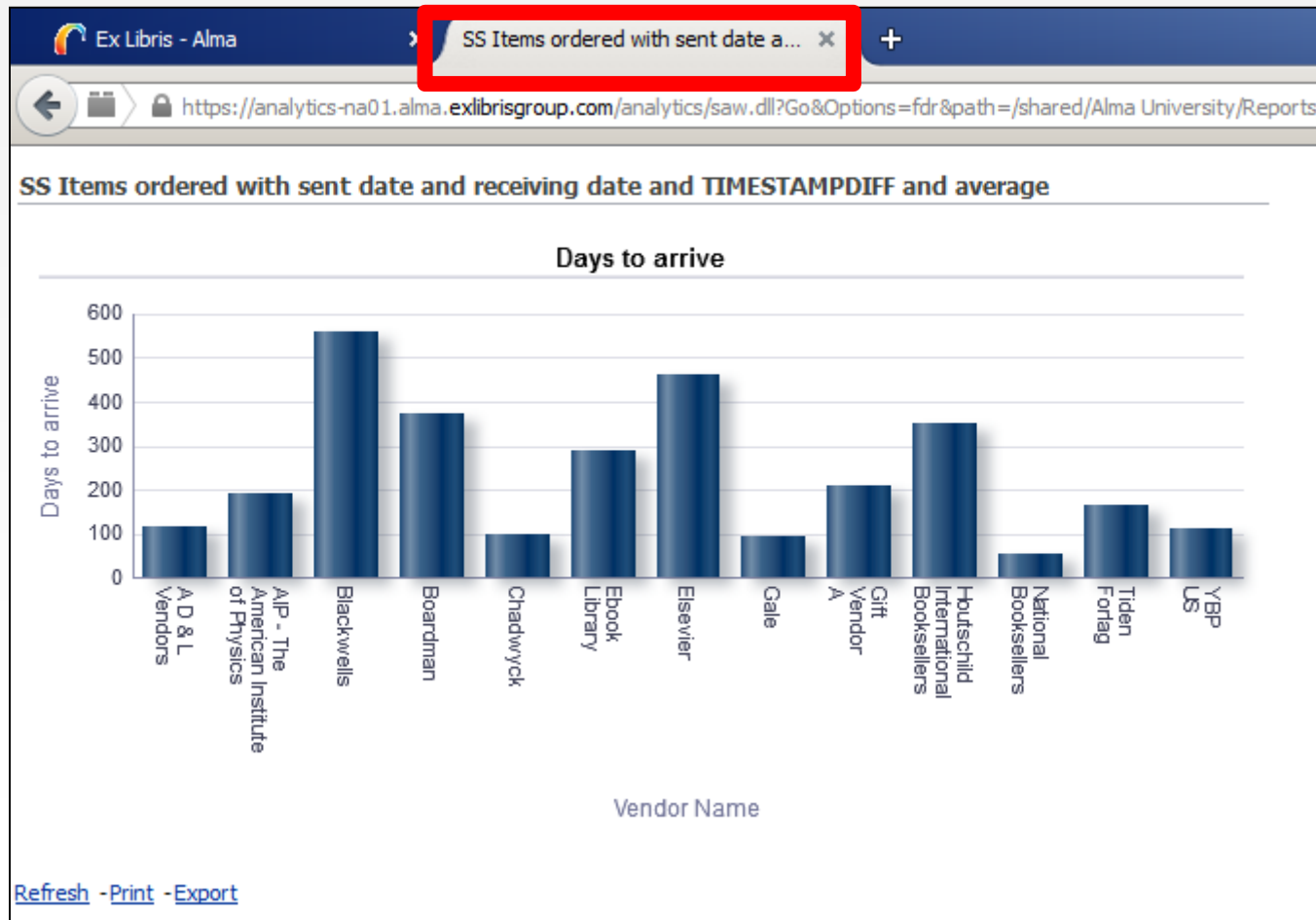
# Subscribing to and receiving the scheduled report

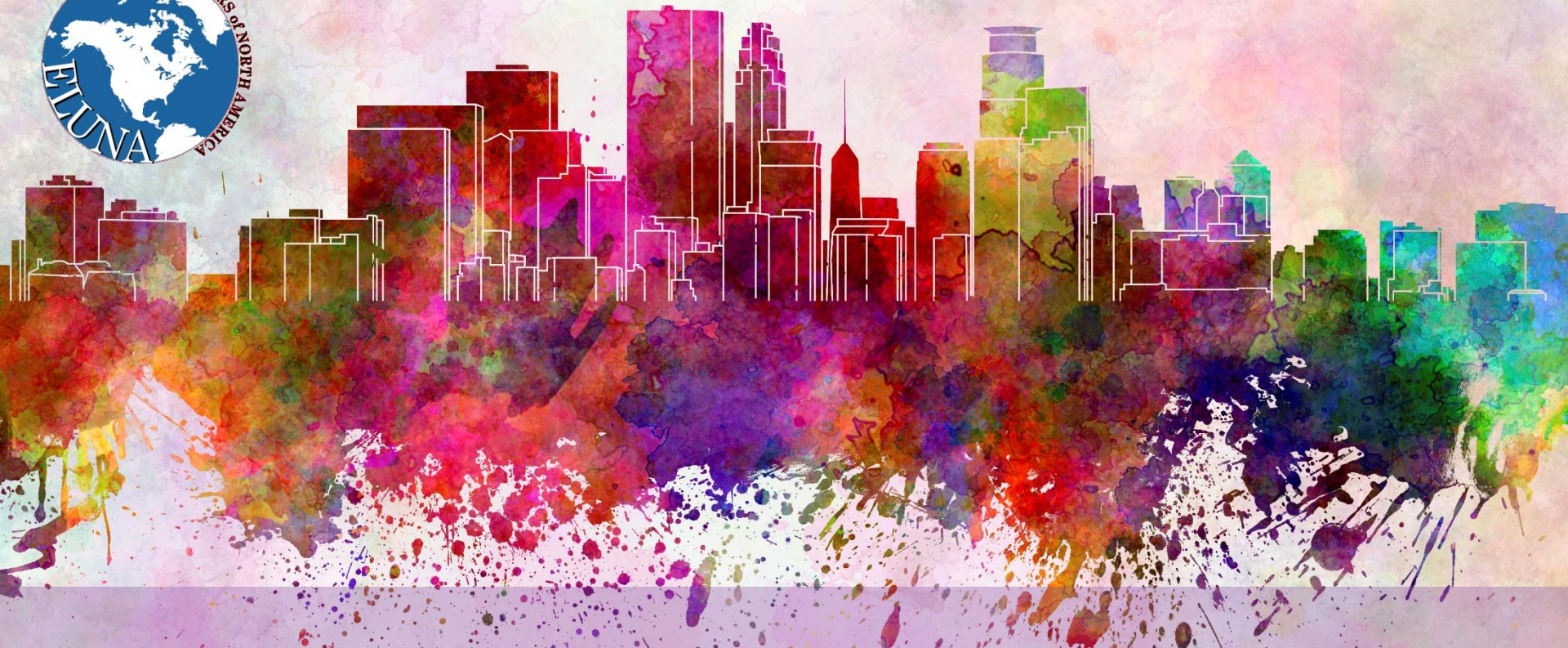
- Any user who has the roles specified in the Analytics object report will see it in the “Analytics” menu on the top of his or her dashboard



# Subscribing to and receiving the scheduled report

- Clicking the report name will run it in a new tab





Thank You

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