

Amlib Bibliographic Reports Training Guide

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Amlib Bibliographic Reports Training Guide

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BIBLIOGRAPHIES - OVERVIEW

This course is offered for those that have come familiar with Amlib/Reports and would like to know more about a specific element of reporting.

An Amlib Bibliography is the listing of a collection of resources in a Table or Report. These could include:

- Simple listings for “easily defined” collections with brief details e.g. Video List, New Items. Setting up reports within Reports, RepStockitem offer the advantage that they are set up and ready for viewing at any time. They can report more than 1000 items
- Simple listings can be presented for particular topics (harder to define than “collections” – usually defined as a result of a search in Stockitem) with brief details e.g. Olympics. Items can be saved to Files or reported from straight from a Table. Searches within Stockitems have a maximum of 1000 per set.
- Detailed listings using Bibliographic information – full listing of new items just received with Subject Headings and Notes etc.
- Detailed listings with Marc Tags – full listing with Marc information including Tag Nos
- The simple listings can be altered with Report Writer. The more detailed listings can be customized by using the More Button associated with Fixed Layout templates. These allow more Customisation to the end result of the Bibliography. If the User of the program has some knowledge of Report Writer the Templates can be enhanced as desired
- Some Report Templates are designed to work well for exporting to Excel
- Usage reports for Borrowers and Stockitems

STOCKITEM REPORT

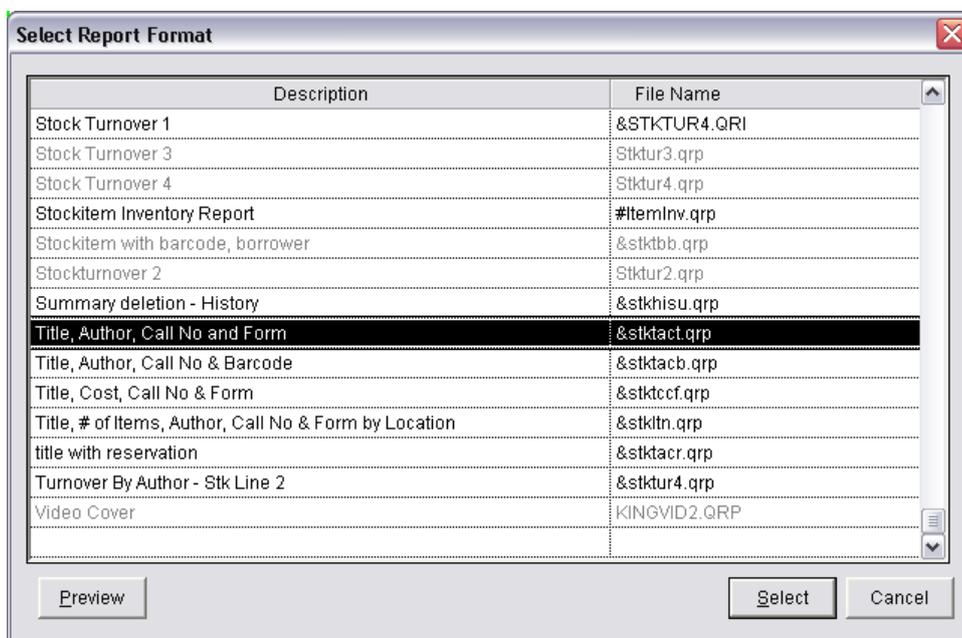
Simple listings for “easily defined” collections with brief details for example DVD List can be created in the Stockitem Reporting Module.

Item Report using RepStockitem

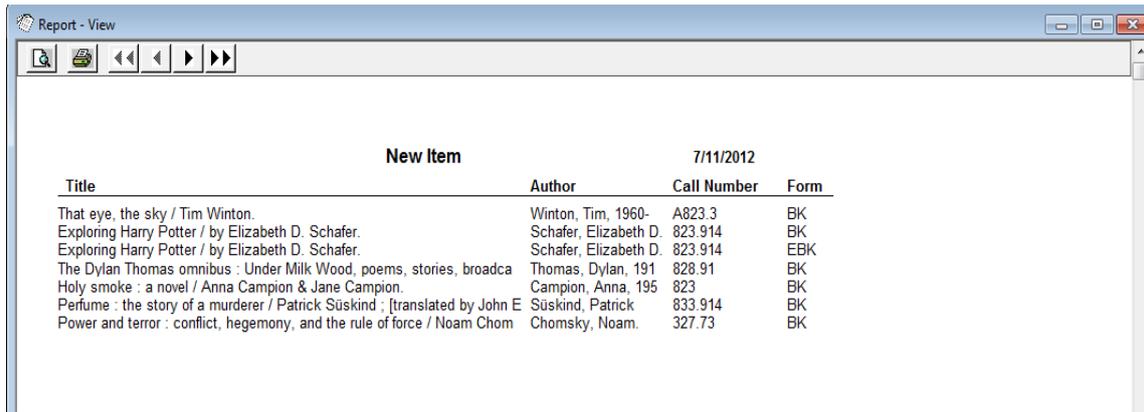
Setting up reports from here offer the advantage in that they are set up and ready for viewing at any time.

There are several Stockitem template designs that can be used to generate such listings. In the example below, the report template **&STKTACT.QRP** is used to generate a list of new Adult Fiction items received in the last 3 months.

1. Launch the *Amlib client*
2. Go to Main > **Reports > RepStockitem** – the Stockitem Report screen will display
3. Click the F1New button – the Select Report Format screen will open:



4. Highlight the Title, Author, Call No and Form template (**&stktact.qrp**) and click the Select button
5. Type in an appropriate Report Description – for example **New Items**
6. Click the **F3 Save** button
7. Click the **F7 Where** button – the Stockitem Report – Where screen will display
8. Include the following statement:
 1. **Stats Code = AF** (or whatever your Stats Code to select)
 2. **Date Received >= Current Date – 3 Months** (select using the Special button)
9. Click the **F3 Save** button when completed
10. Press the **F8 View** button to preview the report – the Report – View screen will display:



The screenshot shows a window titled 'Report - View' with a toolbar at the top containing icons for search, print, and navigation. Below the toolbar is a table with the following columns: Title, Author, Call Number, and Form. The table is titled 'New Item' and '7/11/2012'.

Title	Author	Call Number	Form
That eye, the sky / Tim Winton.	Winton, Tim, 1960-	A823.3	BK
Exploring Harry Potter / by Elizabeth D. Schafer.	Schafer, Elizabeth D.	823.914	BK
Exploring Harry Potter / by Elizabeth D. Schafer.	Schafer, Elizabeth D.	823.914	EBK
The Dylan Thomas omnibus : Under Milk Wood, poems, stories, broadca	Thomas, Dylan, 191	828.91	BK
Holy smoke : a novel / Anna Campion & Jane Campion.	Campion, Anna, 195	823	BK
Perfume : the story of a murderer / Patrick Suskind ; [translated by John E	Suskind, Patrick	833.914	BK
Power and terror : conflict, hegemony, and the rule of force / Noam Chom	Chomsky, Noam.	327.73	BK

Ideas for these format of Bibliographies where the results will be for codes or dates rather than keywords include:

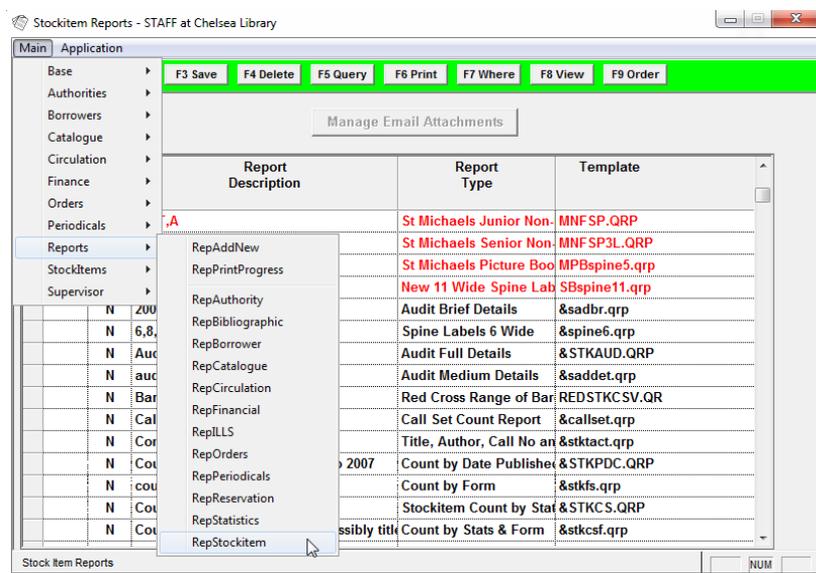
- New Items
- New Items by Form/s (for example BK only)
- New items by a particular Stats code/s (for example Junior)
- DVD list (or other Form codes like MP3 or EBK)
- Non Book items
- Items currently On Loan
- Items Overdue (or to be invoiced) for Shelf Check
- Items currently Not For Loan
- Items received more than 10 years ago
- Items in a particular location with Cost shown and added as a total

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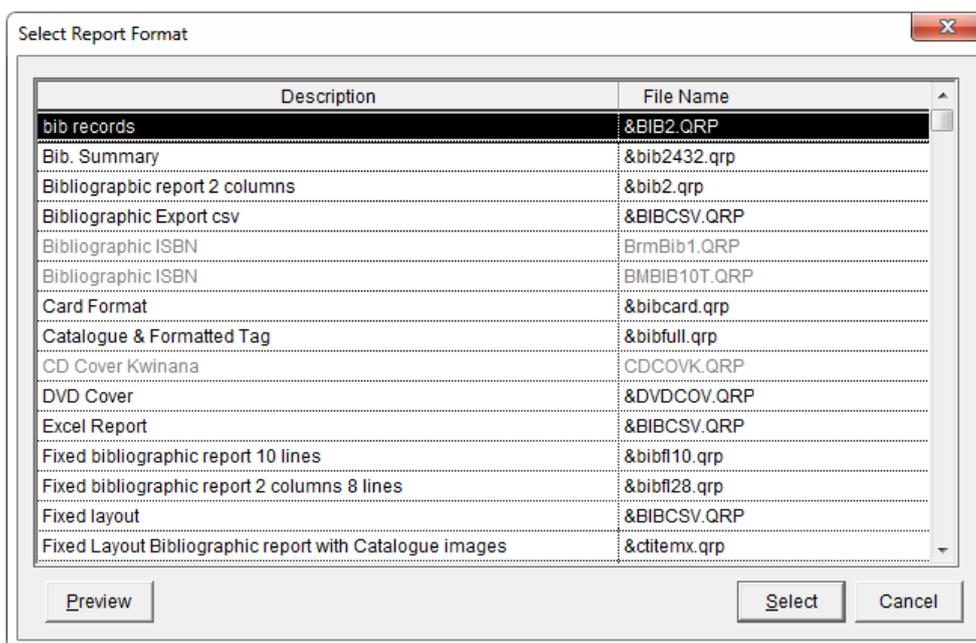
MS EXCEL FORMAT – STOCKITEM BIBLIOGRAPHY

Title, Author, Call No, Form and Stats Code - &xstkcsv.QRP (Stockitems (Default))

1. From Main > Reports > Application select **RepStockitem**



2. Select **New [F1]**
3. The Select Report Format window will display
4. Highlight the MS Excel format – Stockitem List – Title, Author, Call No, Form, Stats

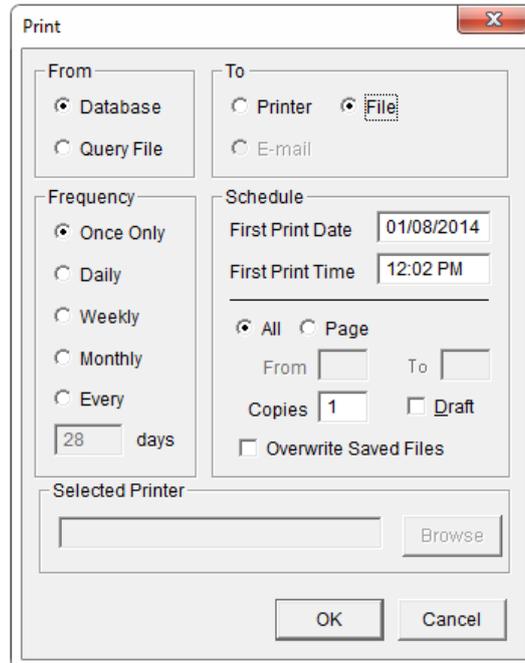


5. Choose the **Select** Button
6. Type a **Description** – for example New Items 2013
7. Select **F3 Save**
8. Select **F7 Where**
9. Choose the relevant Column from Box 1. The choice will depend on what is required. For example, select the Perm Location if you wish to report on only items from particular Location/s.

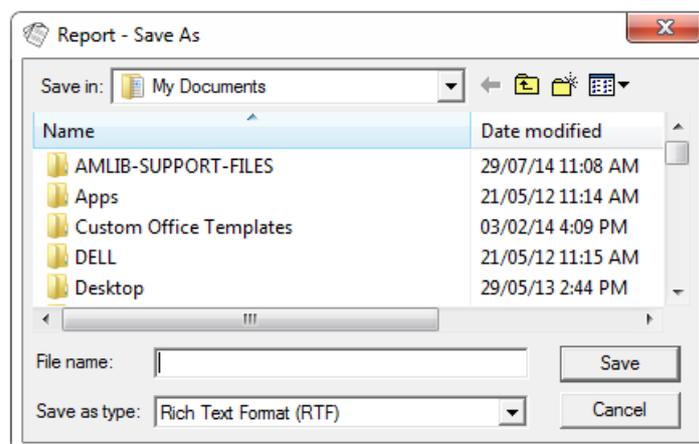
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Select DateReceived if you wish to reports on only those items received before/after a certain date or select a File of items to display

10. Select **F3 Save**
11. The Order can be selected – for example Title. Select **F9 Order** and arrow the Title over to the Sort
12. Select **F6 Print**
13. In the Print dialogue box, To Section, click the Radio button File, to save the report to a **file**

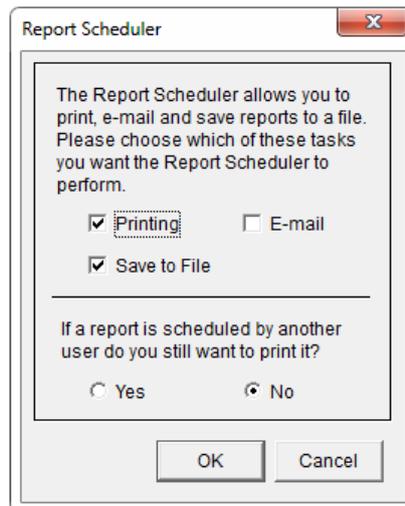


14. Press OK.
15. A Report - Save As Dialogue Box will display. Choose the Destination Folder for the Report and ensure that the Report is saved as a **.txt** file (Text Document)

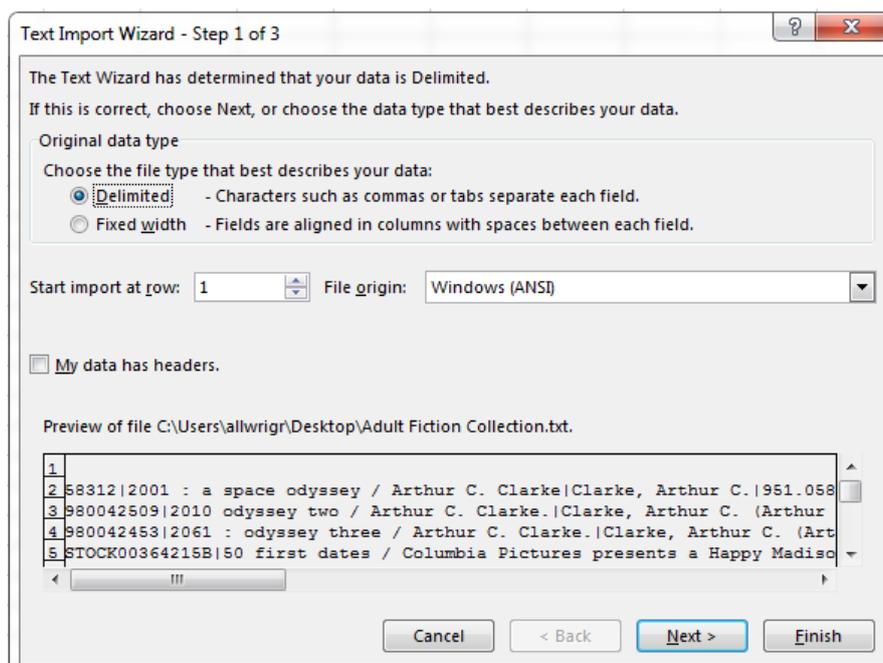


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16. This will set the Report ready to be saved to a File. To proceed, Report Scheduler must be activated. Select **RepStartSchedule** from Reports/Application. Ensure **Save to File** is included in the selections

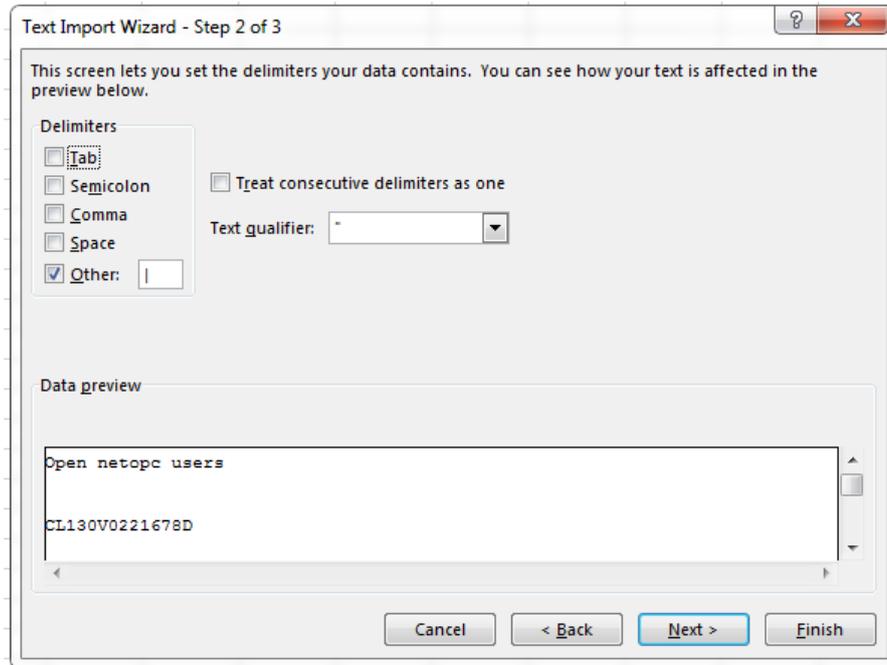


1. The Report's progress can be checked in Reports, Application, **RepPrintProgress**.
2. When the Scheduler has completed the task and the Report has been saved it can be accessed in Excel.
3. Open a Blank page in EXCEL. Use File>Open to load the saved .txt file. The file was saved as a .txt file. Ensure that 'All Files(*,*)' is selected from the 'Files of type:' dropdown list
4. EXCEL will identify that your file is a data delimited file. Use the Text Import Wizard (3 steps) to import your file.

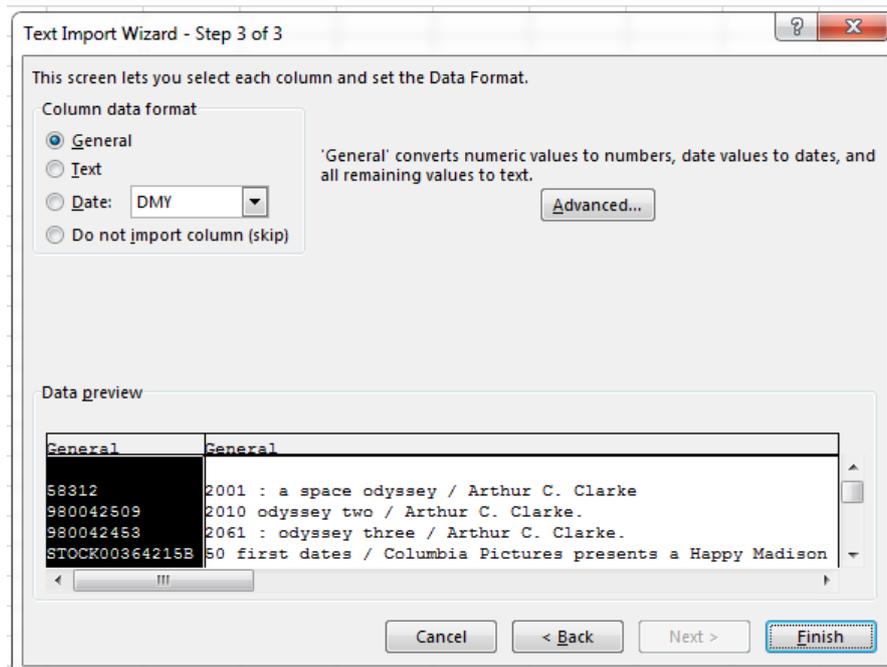


5. Press **Next**.

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6. Select a **Pipe (|)** as this is the Delimiting character used for this report.
7. Press **Next**.



8. Select **Finish**
9. The data will be transferred into the **EXCEL** table. Use EXCEL Formatting tools to customise the file as required

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A	B	C
1 58312	2001 : a space odyssey / Arthur C. Clarke	Clarke, Arthur C.
2 980042509	2010 odyssey two / Arthur C. Clarke.	Clarke, Arthur C. (Arthur Charles), 1917-
3 980042453	2061 : odyssey three / Arthur C. Clarke.	Clarke, Arthur C. (Arthur Charles), 1917-
4 STOCK00364215B	50 first dates / Columbia Pictures presents a Happy Madison Anonymous Content and Flowers Films production ; directed by Peter Segal ;	
5 STOCK00364223B	The 5th horseman / James Patterson and Maxine Paetro.	Patterson, James, 1947-
6 892199	Aborigines in colonial society 1788-1850 : from noble savage to rural pest / edited with an in	Woolmington, Jean.
7 980140352	Accident / Danielle Steel.	Steel, Danielle.
8 980144150	Accident / Danielle Steel.	Steel, Danielle.
9 980471039	The accidental tourist / Anne Tyler	Tyler, Anne, 1941-
10 980392963	Across The Sea Wall / C.J.Koch	Koch, C.J.
11 980395769	Across The Sea Wall / C.J.Koch	Koch, C.J.
12 980475005	Adam Steele: No.1 The Violent Peace / George G. Gilman	Gilman, George G
13 I550	Adventure crazy [videorecording] : New Zealand.	Keoghlan, Phil.
14 980386889	The Affacombe Affair / Elizabeth Lemarchand	Lemarchand, Elizabeth, 1906-
15 980160169	After many a summer : a novel / Aldous Huxley.	Huxley, Aldous, 1894-1963.

17. Adjust as required

18.

ITEM REPORT USING STOCKITEM TABLES

Item report can also be created from a resulting query performed within the Stockitem module in **Main > Stockitems > Stockitem**.

Stockitem Query

1. Launch the *Amlib client*
2. Go to **Main > Stockitem > Stockitem** – the Stockitem screen will display
3. Enter a keyword to search, and select one of the option in the Query Via box



Item	Browse search for data displayed within the Stockitem Application
Cat	Browse search for data displayed within the Catalogue Application
Keyword	Searches any keyword within the Stockitem and Catalogue Application using the six lines available within Stockitem: Title, Author, Subject, Series, Publisher or Call No. Typing in the Subject line will search only Subject keywords.
Any	Searches for any keyword within the Stockitem and Catalogue Application e.g. Even if the Title line is chosen the keyword will be search in Title, Author, Notes, Subject etc.

4. Press the **F5 Query** button – the Stockitem List will display with all the matching results

- Highlight items from the Stockitem List to include in the report

Stockitem List - 17 rows

Seq	Title	Author	Call No	Form	Stats	On Loa	Due Back	Rsv	Perm Loc	Process	On Ord	Series	Process Date	Er
1	Checkers / John Marsden	Marsden, John, 195	YAPB MARS	BK	YAPB	N		0	CHEL		N	978-0-330-35		19
2	Creep street : you make it hap	Marsden, John, 195	YA MARS	BK	YAF	N		0	BELM		N	978-0-330-35		19
3	Darkness, be my friend / John	Marsden, John, 195	AF MARS	BK	AF	N		0	CHEL		N	978-0-7329-0		19
4	The dead of the night / John M	Marsden, John, 195	YAPB MARS	BK	YAPB	Y	14/08/20	0	CHEL		N	978-0-330-35		19
5	Dear Miffy / John Marsden	Marsden, John, 195	YA MARS	BK	YAF	N		0	CHEL	PROCESSING	N	978-0-7329-0	1 Apr 1997	19
6	Everything I know about writin	Marsden, John, 195	808.042 MAR	BK	ANF	N		0	CHEL	MISSING	N	978-1-86330-	9 Nov 2011	19
7	The Great Gatenby / John Mar	Marsden, John, 195	YA MARS	BK	YAF	N		0	CHEL		N	978-0-330-27		19
8	The Journey / John Marsden	Marsden, John, 195	YA MARS	BK	YAF	N		0	CHEL		N	978-0-330-27		19
9	Letters from the inside / John	Marsden, John, 195	YAPB MARS	BK	YAPB	N		0	CHEL		N	978-0-330-27		19
10	Looking for trouble / John Mar	Marsden, John, 195	JPB MARS	BK	J	N		0	CHEL		N	978-0-330-27		19
11	Out of Time / John Marsden	Marsden, John, 195	YA MARS	BK	YAF	N		0	CHEL		N	978-0-330-27		19
12	So Much to Tell You / John Ma	Marsden, John, 195	YA MARS	BK	YAF	N		0	CHEL		N	978-0-949183		19
13	Take my word for it : Lisa's jo	Marsden, John, 195	YA MARS	BK	YAF	N		0	CHEL		N	978-0-7329-0		19
14	The third day, the frost / John	Marsden, John, 195	YA MARS	BK	YAF	N		0	CHEL		N	978-0-330-35		19
15	Tomorrow, when the war beg	Marsden, John, 195	YA MARS	BK	YAF	N		0	CHEL		N	Tomorrow se		19
16	Tomorrow, when the war beg	Marsden, John, 195	791.43 MARS	BK	YAF	N		0	CHEL		N	Tomorrow se	6 Nov 2012	19
17	When the war began / John M	Marsden, John, 195	YAPB MARS	BK	YAPB	N		0	CHEL		N	978-0-330-35		19

16 rows selected

- In the Stockitem List menu click **Table > Report** - the List Report screen will display

List Reports

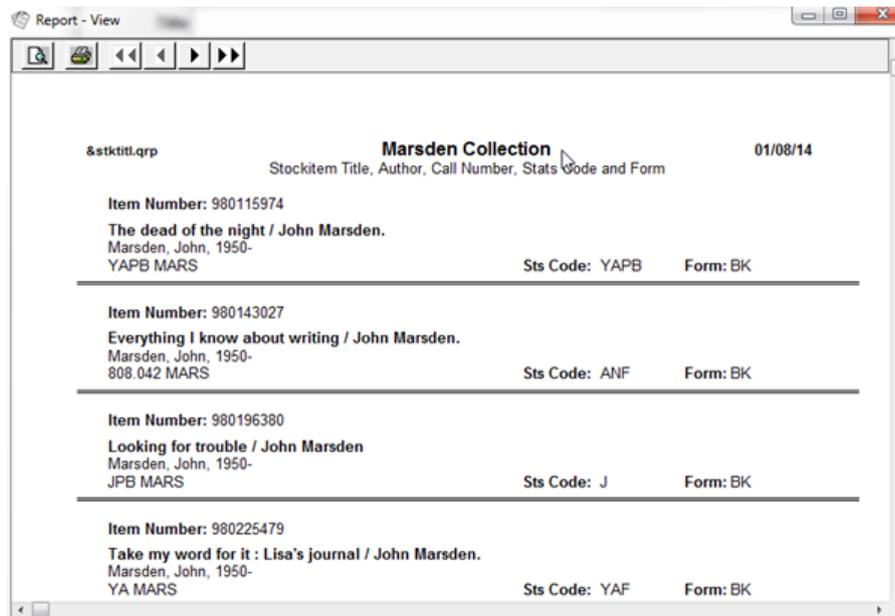
StockItem

F8 View F9 Order

Report Name	Template Name
Author&Title	&stktitl.qrp
Author&Title&Call	&stktitl.qrp
Author, Title, Call No and Form	&stktaca.qrp
Average counts by Stock Item Stats Code	&STKAVG.QRP
borrower list with barcode	&STKBCODE.QRP
Call Set Count Report	&callset.qrp
Cat Ref - Stock inventory	&STKTUR2.QRP
count of titles by collections	&STKTCCF.QRP
Count by Date Published	&STKPDC.QRP

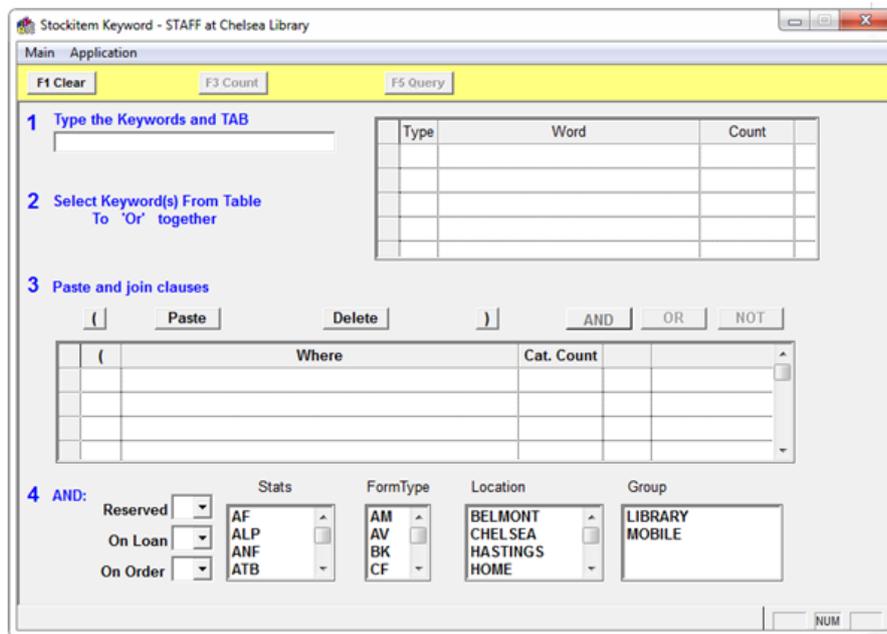
Caption Marsden Collection

11. Highlight a report template that has been setup, and click the **F8 view** button – the Report – View screen will display:

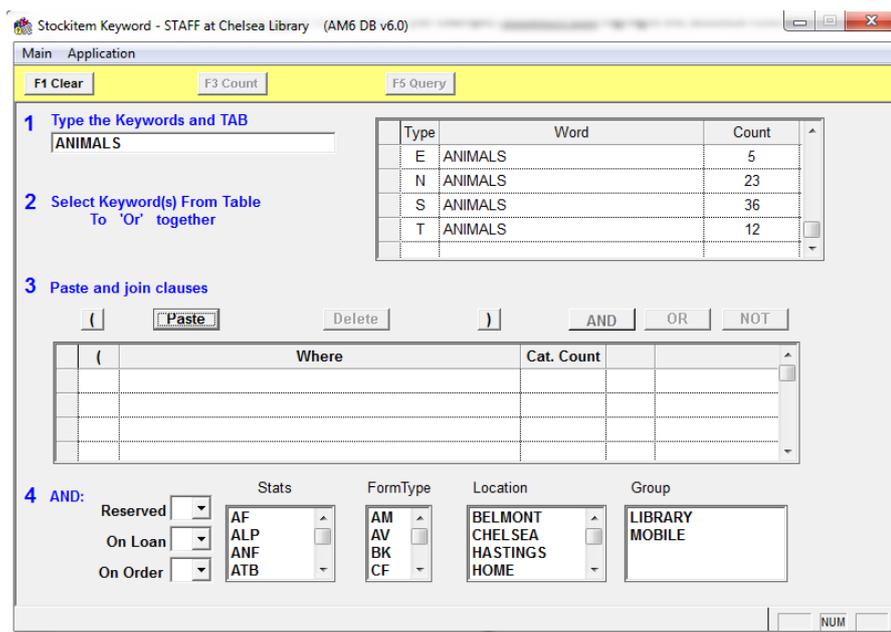


Keyword Query

1. Launch the *Amlib client*
2. Go to **Main > Stockitem > StockitemKeyword** – the Stockitem Keyword screen will display:

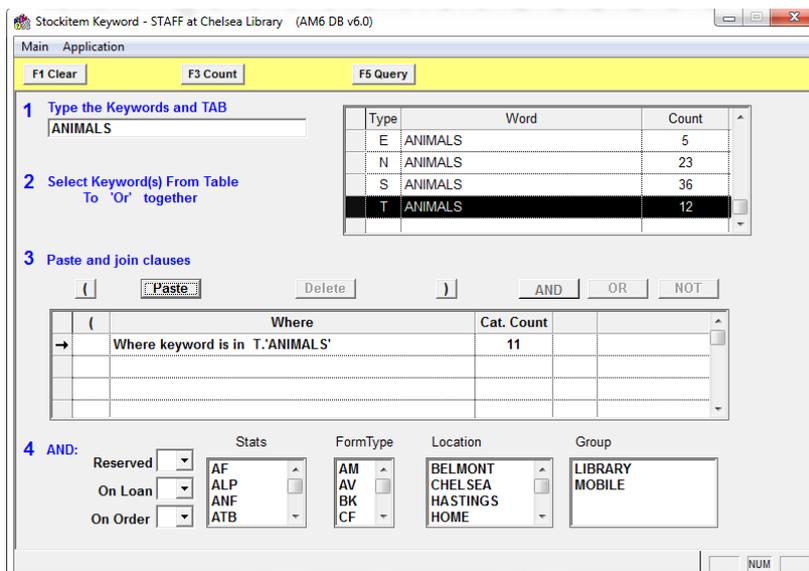


3. Enter the keyword and press the **TAB** key on the keyboard. The keyword table fills with a count of the number of keywords found as a result of the search
4. Highlight the entries to query from the table. For example, a search for **Animals** resulted in four types found for the word 'Animals' Series Title (**E**), Notes (**N**), (Subject (**S**) and Title (**T**), BUT four types were also found for **Animal** Series Title (**E**), Notes (**N**), (Subject (**S**) and Title (**T**).



5. To only select the Title result, highlight the line with Type **T** OR Hold the **CTRL** key on the keyboard and highlight the entries you wish to select

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6. Select **Paste** after the relevant results have been highlighted
7. Select the **F5Query** button, the Stockitem List will display

Seq	Title	Author	Call No	Form	Stats	On Loan	Due Back	Rsv	Perm Loc	Process	On Ord	Series	Process Date	Ec
1	I Love Animals / Flora McDonnell	McDonnell, Flora.	E MCDO	BK	P	N		0	CHELSEA		N	978-0-7445-2		19
2	Dinosaurs and other prehistoric animals	Zallinger, Peter	J567.9 ZALL	BK	NF	N		0	CHELSEA		N	978-0-86272-		19
3	Farm Animals / Emilie Beaumont	Beaumont, Emilie	E BEAU	BK	P	N		0	CHELSEA		N	978-1-85361-		19
4	V for Vanishing: An Alphabet	Mullins, Patricia	E MULL	BK	P	N		0	CHELSEA		N	978-0-94724-		19
5	The Animals' Christmas / Cathie Gardam	Gardam, Catharine	E GARD	BK	P	N		0	CHELSEA		N	978-0-86203-		19
6	Jungle Animals / Angela Royston	Royston, Angela.	E ROYS	BK	P	N		0	CHELSEA		N	978-0-86438-		19
7	Australian marine life : the platypus	Edgar, Graham J	574.994 EDG	BK	ANF	N		0	CHELSEA	MISSING	N	978-0-7301-0	9 Nov 2011	19
8	Bush animals / photographed	Atkinson, Kathie.	591.9/0952	BK	ANF	Y	10/03/20	0	CHELSEA	MISSING	N	My animal bog	9 Nov 2011	C1
9	Endangered animals of Australia	Pyers, Greg.	333.95421609	BK	ANF	N		0	CHELSEA	MISSING	N	Endangered a	9 Nov 2011	20
10	Animals of the forests / Michael Bright	Bright, Michael.	560	BK	ANF	N		0	BELMONT	MISSING	N	Endangered a	9 Nov 2011	20
11	Making crazy animals / Jen Green	Green, Jen, 1955-	QJ745.5928*G	BK	NF	N		0	CHELSEA	AWAITING P	N	Why throw it	29 Sep 2011	19
12	Making crazy animals / Jen Green	Green, Jen, 1955-	QJ745.5928*G	BK	NF	N		0	CHELSEA	AWAITING P	N	Why throw it	29 Sep 2011	19
13	Making crazy animals / Jen Green	Green, Jen, 1955-	QJ745.5928*G	BK	NF	N		0	CHELSEA	AWAITING P	N	Why throw it	29 Sep 2011	19

Note:

- When highlighting more than one entry from the Keyword table and selecting Paste, an OR search is defined between Keyword codes e.g. N.Fish (Notes – Fish) or S.Fish (Subject – Fish) or T.Fish (Title – Fish) . A count of the total catalogues found for the OR search will list in the Cat.Count column. If an AND search is required, the Keywords can be chosen separately from the Table and the AND operand is automatically selected
- This can be repeated for other Terms as required
- The Boolean operand can be manipulated independently by highlight the line from the resultant table and selecting the relevant AND, OR or NOT buttons

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SENDING THE CONTENTS OF A TABLE TO MICROSOFT EXCEL OR WORD

The search results displayed in tables can be copy and then pasted into a *MS Excel* worksheet or *MS Word* document?

- From the List of results screen (for example: Stockitem List) highlight the selected records
- From the menu, select **Main > Base > Copy**
- Open an empty *MS Excel* Worksheet and from the menu, select **Edit > Paste** (or **Ctrl - V**)

From a table of search results highlight the items for the report – there are 3 options : Press **Ctrl + Insert** to copy the text (if you have *Amlib* Shortcuts) or **Ctrl - C** (if you have Windows Shortcuts) or from the menu, select **Main > Base > Copy**.

In *MS Excel* or *MS Word*, paste the data in – all the columns will come across but you can delete those items you do not want:

Seq	Title	Author	Call No	Form	Stats	On Loa	Due Back	Rsv	Perm Loc	Process	On Ord	Series	Process Date	Ec
1	I Love Animals / Flora McDonnell	McDonnell, Flora.	E MCDO	BK	P	N		0	CHELSEA		N	978-0-7445-2246-4		19
2	Dinosaurs and other prehistoric animals	Zallinger, Peter	J567.9 ZALL	BK	NF	N		0	CHELSEA		N	978-0-86272-141-1		19
3	Farm Animals / Emilie Beaumont	Beaumont, Emilie	E BEAU	BK	P	N		0	CHELSEA		N	978-1-85361-301-2		19
4	V for Vanishing: An Alphabet of Endangered Animals	Mullins, Patricia	E MULL	BK	P	N		0	CHELSEA		N	978-0-947241-43-8		19
5	The Animals' Christmas / Catharine Gardam	Gardam, Catharine	E GARD	BK	P	N		0	CHELSEA		N	978-0-86203-432-0		19
6	Jungle Animals / Angela Royston	Royston, Angela	E ROYS	BK	P	N		0	CHELSEA		N	978-0-86438-144-6		19
7	Australian marine life : the plants and animals	Edgar, Graham J.	574.994 EDG	BK	ANF	N		0	CHELSEA	MISSING	N	978-0-7301-0198-8	9 Nov 2011	19
8	Bush animals / photographed by Kathie Atkinson	Atkinson, Kathie.	591.9/0952	BK	ANF	Y	10/03/2014	0	CHELSEA	MISSING	N	My animal book	9 Nov 2011	C1
9	Endangered animals of Australia's for	Pyers, Greg.	333.95421609	BK	ANF	N		0	CHELSEA	MISSING	N	Endangered animals	9 Nov 2011	20
10	Animals of the forests / Michael Bright	Bright, Michael.	560	BK	ANF	N		0	BELMONT	MISSING	N	Endangered animals	9 Nov 2011	20
11	Making crazy animals / Jen Green	Green, Jen, 1955-	QJ745.5928*G	BK	NF	N		0	CHELSEA	AWAITING P	N	Why throw it	29 Sep 2011	19
12	Making crazy animals / Jen Green	Green, Jen, 1955-	QJ745.5928*G	BK	NF	N		0	CHELSEA	AWAITING P	N	Why throw it	29 Sep 2011	19
13	Making crazy animals / Jen Green	Green, Jen, 1955-	QJ745.5928*G	BK	NF	N		0	CHELSEA	AWAITING P	N	Why throw it	29 Sep 2011	19

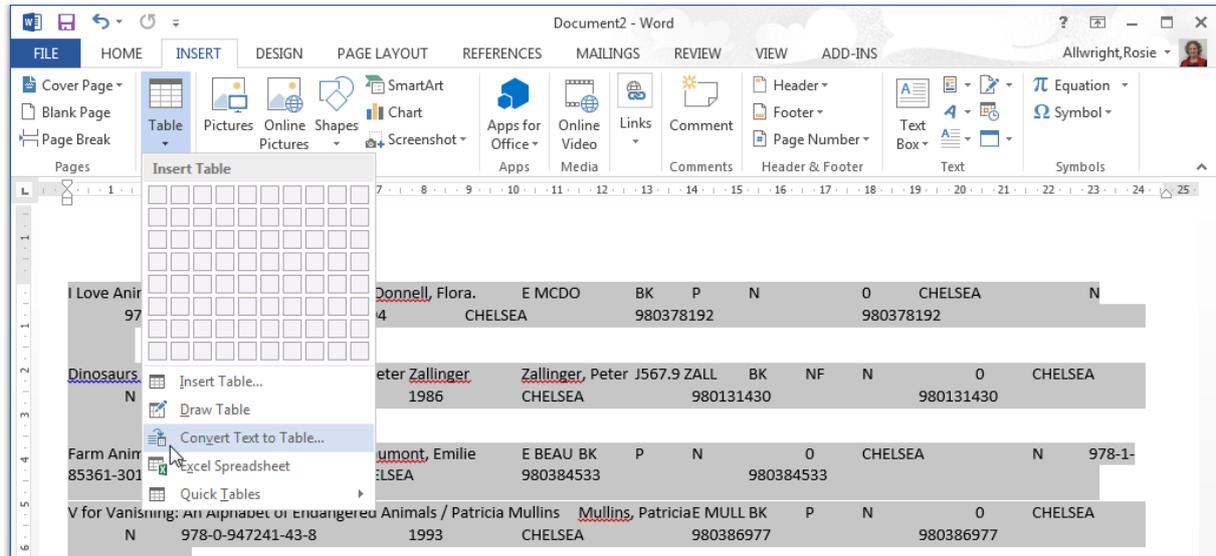


	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	I Love Animals / Flora McDonnell	McDonnell, E	MCDO	BK	P	N			0	CHELSEA		N	978-0-7445-2246-4	1994
2	Dinosaurs and other prehistoric animals	Zallinger, P	J567.9 ZAL	BK	NF	N			0	CHELSEA		N	978-0-86272-141-1	1986
3	Farm Animals / Emilie Beaumont	Beaumont, E	BEAU	BK	P	N			0	CHELSEA		N	978-1-85361-301-2	1991
4	V for Vanishing: An Alphabet of Endangered Animals	Mullins, P	E MULL	BK	P	N			0	CHELSEA		N	978-0-947241-43-8	1993
5	The Animals' Christmas / Catharine Gardam	Gardam, C	E GARD	BK	P	N			0	CHELSEA		N	978-0-86203-432-0	1990
6	Jungle Animals / Angela Royston	Royston, A	E ROYS	BK	P	N			0	CHELSEA		N	978-0-86438-144-6	1991
7	Australian marine life : the plants and animals	Edgar, Gra	574.994 E	BK	ANF	N			0	CHELSEA	MISSING	N	978-0-7301-0198-8	1997
8	Bush animals / photographed by Kathie Atkinson	Atkinson, K	591.9/0952	BK	ANF	Y	10/03/14		0	CHELSEA	MISSING	N	My animal book	C1988
9	Endangered animals of Australia's for	Pyers, Gre	333.9542	BK	ANF	N			0	CHELSEA	MISSING	N	Endangered animals	2000
10	Animals of the forests / Michael Bright	Bright, Mi	560	BK	ANF	N			0	BELMONT	MISSING	N	Endangered animals	2001

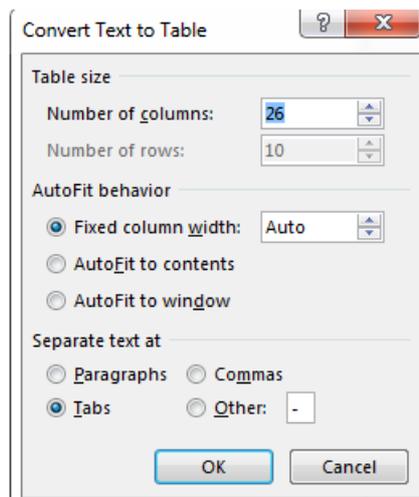
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In MS Word:

1. Make the page a Landscape (**Page Layout** tab > **Orientation** > **Landscape**)
2. **Paste** or **Ctrl - V**
3. **Select All** (**Home** tab > **Select** > **Select All**)
4. Select **Convert Text to Table** (**Insert** tab > **Table** > **Convert Text to Table**)

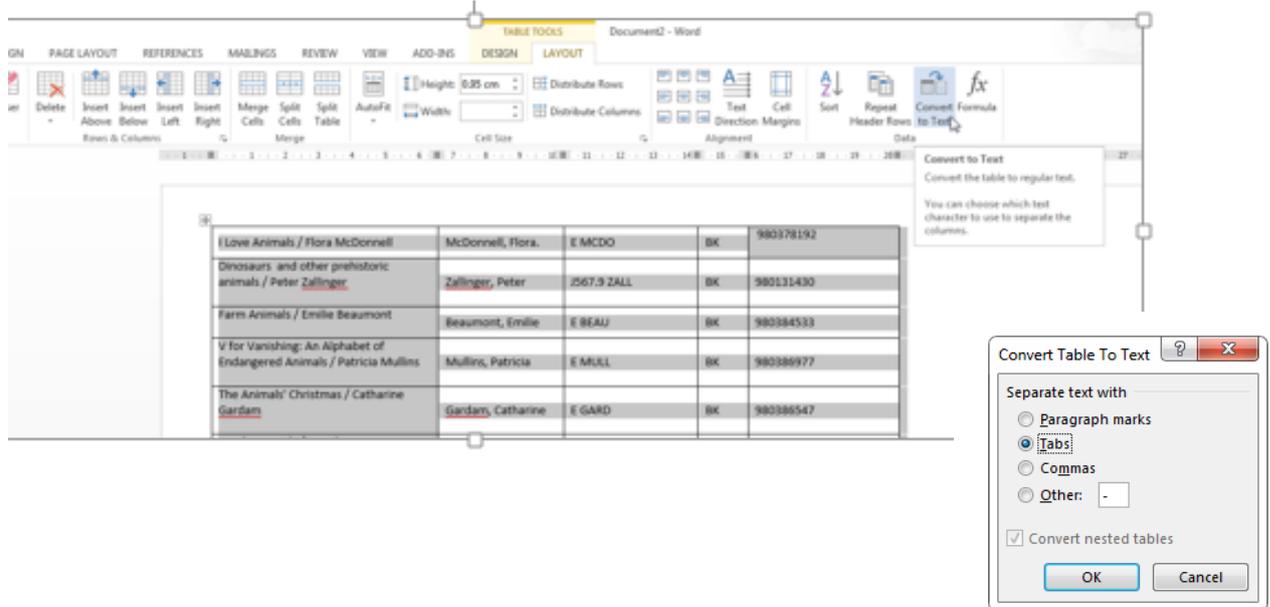


5. The Convert Text to Table screen will display – click the **OK** button



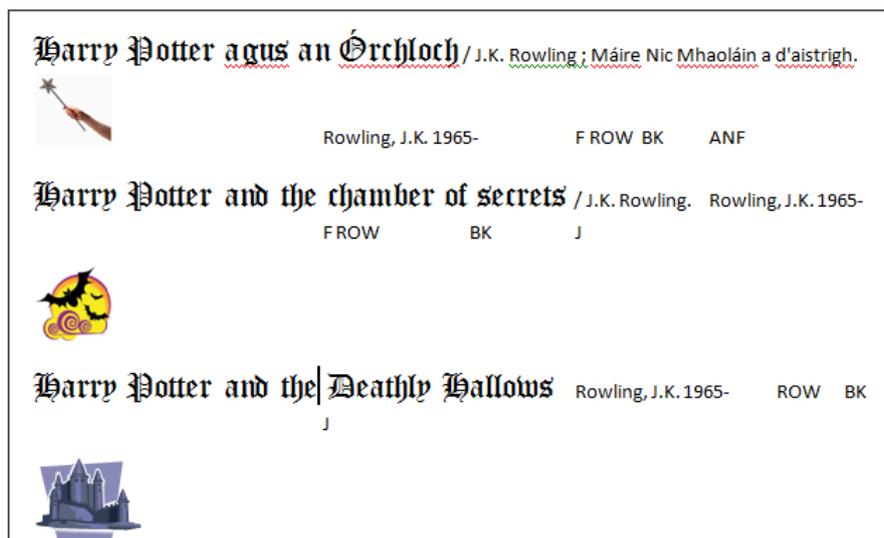
6. It will look rather messy but set this way it is easier to delete Columns

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I Love Animals	<u>McDonnell, Flora.</u>	E MCDO	BK	980378192
<u>Dinosaurs and other prehistoric animals</u>	<u>Zallinger, Peter</u>	J567.9 ZALL	BK	980131430
Farm Animals / Emilie Beaumont	<u>Beaumont, Emilie</u>	E BEAU	BK	980384533
V for Vanishing: An Alphabet of Endangered Animals	Mullins, Patricia	E MULL	BK	980386977
The Animals' Christmas	<u>Gardam, Catharine</u>	E GARD	BK	980386547
Jungle Animals / Angela Royston	Royston, Angela.	E ROYS	BK	980481595

9. Pictures, Cover images or symbols can be added too, if required and extra formatting done etc.



BIBLIOGRAPHIC REPORTS WITH CATALOGUE DATA

Catalogue data such as Subject Headings can be used to generate Bibliographic reports. These reports are generated using a saved catalogue file.

A saved catalogue file can be created in various ways – for example a list of catalogue entries has been created via the Cat keyword search in the *Catalogue*

Alternatively it is possible to search and find items in the Stockitems module first, and XReferenc to the catalogue for the items found in the query. This is the method shown below.

Step 1: Create a Saved File

1. Launch the *Amlib* client
2. Go to **Main > StockItems > Stockitem** – the Stockitem screen will display
3. Enter a keyword to search, and select one of the option in the Query Via box
4. Press the **F5 Query** button – the Stockitem List will display with all the matching result

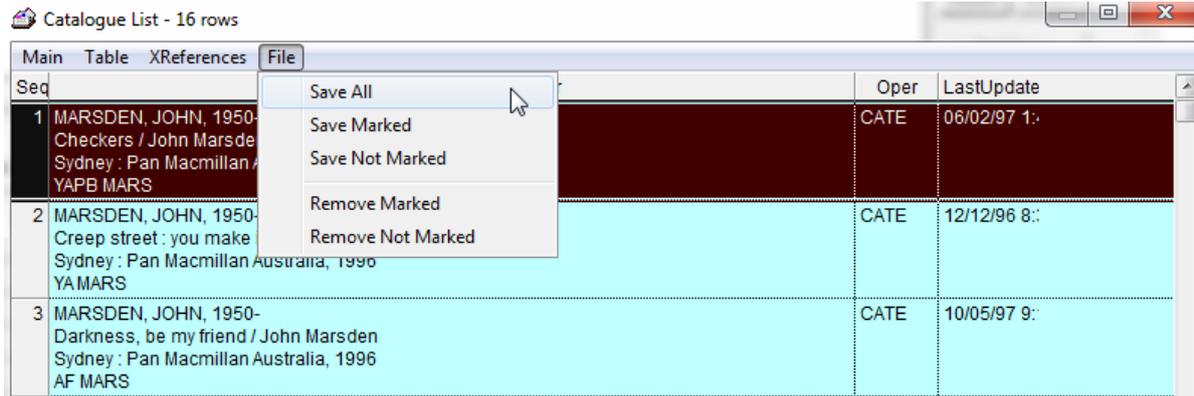
Seq	Title	Author	Call No	Form	Stats	On Loa	Due Back	Rsv	Perm Loc	Process	On Ord	Series	Process Date	Ec
1	Checkers / John Marsden	Marsden, John, 195	YAPB MARS	BK	YAPB	N		0	CHEL		N	978-0-330-35		19
2	Creep street - you make it hap	Marsden, John, 195	YA MARS	BK	YAF	N		0	BELM		N	978-0-330-35		19
3	Darkness, be my friend / John	Marsden, John, 195	AF MARS	BK	AF	N		0	CHEL		N	978-0-7329-0		19
4	The dead of the night / John M	Marsden, John, 195	YAPB MARS	BK	YAPB	Y	14/08/2	0	CHEL		N	978-0-330-35		19
5	Dear Miffy / John Marsden	Marsden, John, 195	YA MARS	BK	YAF	N		0	CHEL	PROCESSING	N	978-0-7329-0	1 Apr 1997	19
6	Everything I know about writi	Marsden, John, 195	808.042 MAR	BK	ANF	N		0	CHEL	MISSING	N	978-1-86330-	9 Nov 2011	19
7	The Great Gatenby / John Ma	Marsden, John, 195	YA MARS	BK	YAF	N		0	CHEL		N	978-0-330-27		19
8	The journey / John Marsden	Marsden, John, 195	YA MARS	BK	YAF	N		0	CHEL		N	978-0-330-27		19
9	Letters from the inside / John	Marsden, John, 195	YAPB MARS	BK	YAPB	N		0	CHEL		N	978-0-330-27		19
10	Looking for trouble / John Mar	Marsden, John, 195	JPB MARS	BK	J	N		0	CHEL		N	978-0-330-27		19
11	Out of Time / John Marsden	Marsden, John, 195	YA MARS	BK	YAF	N		0	CHEL		N	978-0-330-27		19
12	So Much to Tell You / John Ma	Marsden, John, 195	YA MARS	BK	YAF	N		0	CHEL		N	978-0-949183		19
13	Take my word for it : Lisa's jo	Marsden, John, 195	YA MARS	BK	YAF	N		0	CHEL		N	978-0-7329-0		19
14	The third dav. the frost / John	Marsden, John, 195	YA MARS	BK	YAF	N		0	CHEL		N	978-0-330-35		19

5. Highlight items from the Stockitem List to include in the report

Seq	Title	Author	Call No	Form	Stats	On Loa	Due Back	Rsv	Perm Loc	Process	On Ord	Series	Process Date	Ec
1	Checkers /		YAPB MARS	BK	YAPB	N		0	CHEL		N	978-0-330-35		19
2	Creep stree		YA MARS	BK	YAF	N		0	BELM		N	978-0-330-35		19
3	Darkness, b		AF MARS	BK	AF	N		0	CHEL		N	978-0-7329-0		19
4	The dead of		YAPB MARS	BK	YAPB	Y	14/08/2	0	CHEL		N	978-0-330-35		19
5	Dear Miffy /		YA MARS	BK	YAF	N		0	CHEL	PROCESSING	N	978-0-7329-0	1 Apr 1997	19
6	Everything I know about writi	Marsden, John, 195	808.042 MAR	BK	ANF	N		0	CHEL	MISSING	N	978-1-86330-	9 Nov 2011	19
7	The Great Gatenby / John Ma	Marsden, John, 195	YA MARS	BK	YAF	N		0	CHEL		N	978-0-330-27		19
8	The journey / John Marsden	Marsden, John, 195	YA MARS	BK	YAF	N		0	CHEL		N	978-0-330-27		19
9	Letters from the inside / John	Marsden, John, 195	YAPB MARS	BK	YAPB	N		0	CHEL		N	978-0-330-27		19

6. From the menu, select **XReferences > Catalogue** – the Catalogue records for the selected items will then display in a Catalogue List:

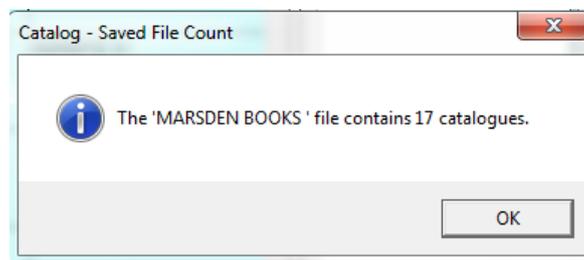
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7. From the menu, select **File > Save All** – the Catalogue Saved Query Results screen will display
8. If a file does not exist that you may wish to add these records to click the **F1 New** button and create a new file, enter in the Details of the file, and click **F3 Save** button



9. Highlight the file and click the **F9 Select** button – a prompt with the following message will display: **The 'XXX' file contains XX catalogues.**



10. Click the **OK** button and close out of the *Catalogue* module

Step 2: Create the Report

Now the report must be setup in the RepBibliographic screen.

TEMPLATE	DESCRIPTION	REPORT TYPE
&BIB.QRP	Full Bibliographic without Tag Numbers	Bibliographic (Default)
&BIB2.QRP	Full Bibliographic without Tag Numbers (in 2 columns)	Bibliographic (Default)
&BIBFULL.QRP	Tag description, Tag No and Data included	Bibliographic (Default)

1. Go to **Main > Reports > RepBibliographic** – the Bibliographic Reports screen will display
2. Click the **F1 New** button – the Select Reports Format screen will display
3. Highlight the **Full Bibliographic without tag # (&BIB.QRP)** template and click the **Select** button
4. Type in a Report Description – for example: **Accession List**
5. Click the **F3 Save** button
6. Click the **F7 Where** button – the Bibliographic Reports – Where screen will display:
7. Enter in the following Where statement:

- a. **Tags to Display** – for example: **TAGS to Display IN 020,082,100,245,650**

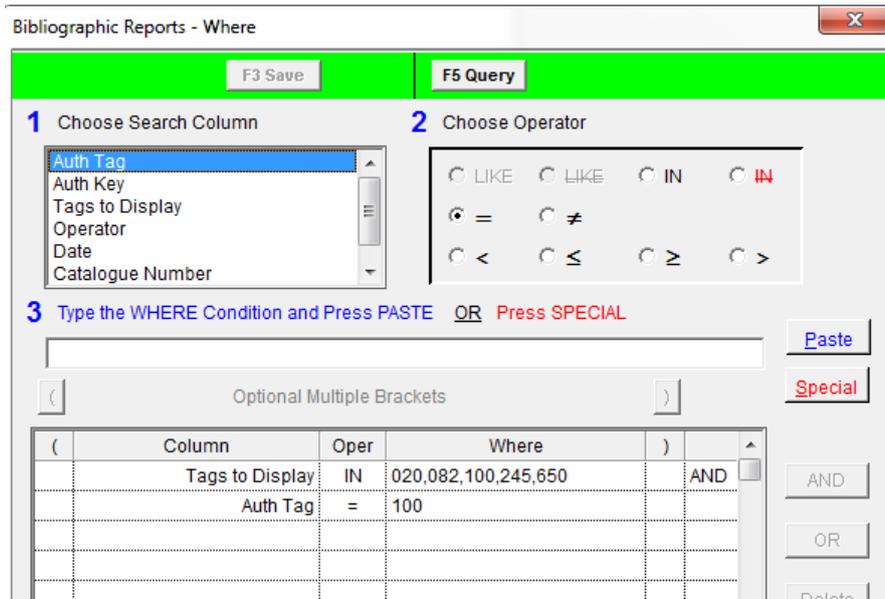
(Only the tags listed will display. If you wish all tags to show you would not list specific tags)

- b. **Auth Tag** – for example: **Auth Tag = 100**

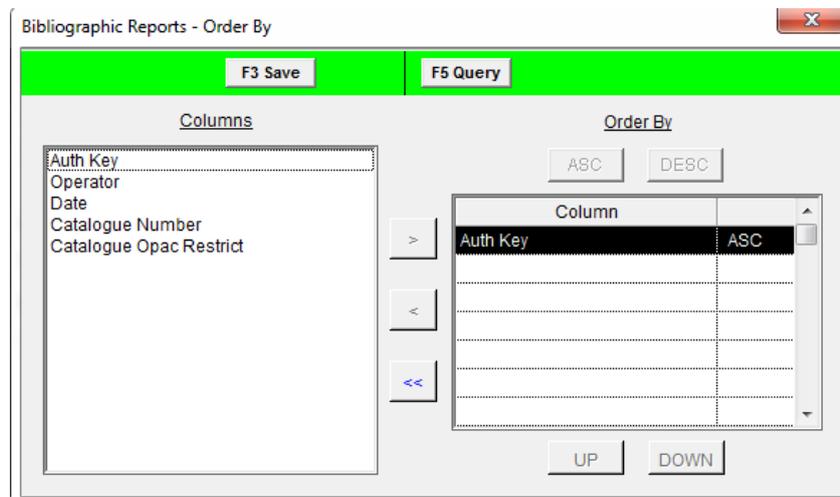
(In this context the **Auth Tag** is used to control the sort order of the items set in **F9 Order** – for example: **100** will list items by the Author, **245** will list the items by title and **082** will list items by Call Number)

8. Click the **F3 Save** button when complete

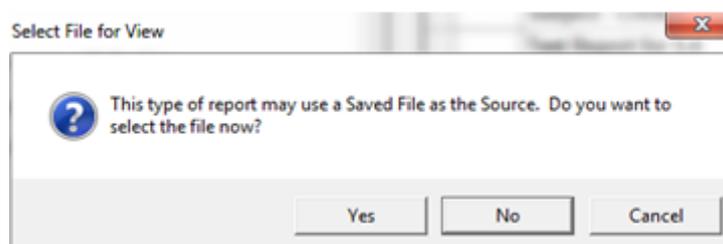
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9. Click the **F9 Order** button – the Bibliographic – Order By screen will display
10. Use the arrow keys, to move **Auth Key** from the Columns box to the Order By box
11. Use the arrow keys to highlight and move **Auth Key** from the Columns box to the Order By box (the **Auth Key** using the **Auth Tag** set up at 7b)

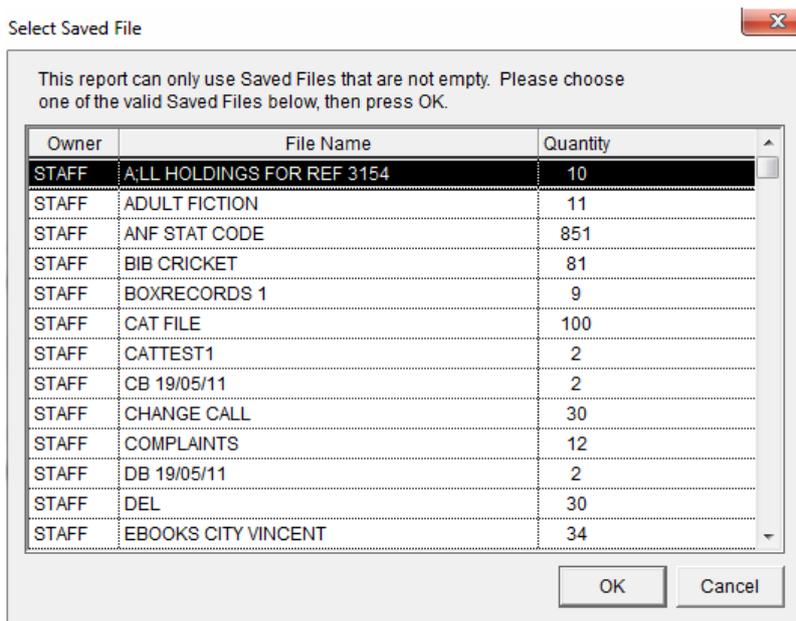


12. Click the **F3 Save** button when complete
13. Click the **F8 View** button – a prompt with the following message will display: **This type of report may use a Saved File as the Source. Do you want to select the file now?**



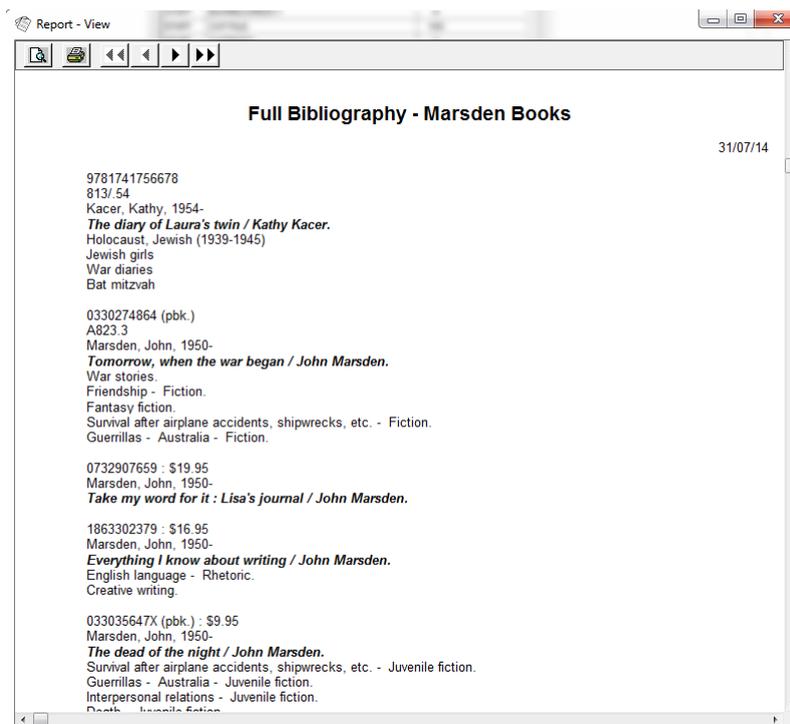
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14. Click the **Yes** button – the Select Saved File list will display:



15. Highlight the Saved File (in this example: **Marsden Books**) and click the **OK** button

16. The list will display in Report – View:



17. Use the **print** button to print off the report

Full Bibliographic details (&bibfull.qrp)

Useful for checking Cataloguing Details

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&bibfull.qrp		Details		21/03/13
Cat No.	Last Updated/Operator			
TAG DESCRIPTION	TAG	Indicators	Bibliographic Details	
40371 Jun 22, 2012 4:56 PM STAFF				
Leader information	0		01545nam a2200217 a 4504	
Control number	1		31177657	
Fixed Length Data Elements	8		120531s2012 meu 000 0 eng d	
ISBN	20		9781416206545 (pbk.)	
	20		141620654X (pbk.)	
Cataloguing source	40		WLB	
Dewey with Suffix	99		646.79	
	99		SX	
Title statement	245	0 0	65 things to do when you retire : more than 65 notable achievers on how to make the most of the rest of your life / edited by Mark Evan Chimsky.	
Varing Title	246	3	Sixty five things to do when you retire.	
Publisher (Imprint)	260		South Portland, ME : Sellers Pub., c2012.	
Physical description	300		400 p. ; 22 cm.	
Summary	520		LEISURE. Retirement is no longer just about recreational activities like shuffleboard and golf nowadays, it's often about re-creation: reinventing oneself and having the time to do all the things that got deferred while working 9 to 5 and/or raising a family. 65 Things To Do When You Retire is a fun, lively, and inspiring guide to how to make the most of the years ahead. This book includes 65 essays, with practical advice from noted authors, retirement experts, and people who have used their retirement as an opportunity to turn their personal dreams into a reality, whether it's starting a nonprofit, writing a novel, or inventing new technologies to help others. Contributors include President Jimmy Carter, Gloria Steinem, Ernie J. Zelinski, Jeri Sedlar and Rick Miners, and Nancy K. Schlossberg.	
Subject - Topical term	650	0 0	Retirement	
	650	0	Retirement - Psychological aspects.	
	650	0	Retirees - Psychology.	
Added entry - Personal name	700	1	Chimsky, Mark Evan.	
Converted Item Details	945		31111049738048 \$16.35	
40384 Jun 22, 2012 4:56 PM STAFF				
Leader information	0		01070cam a2200265 a 4504	
Control number	1		31226577	
Fixed Length Data Elements	8		120525s2012 enk b 000 1 eng d	
ISBN	20		9781407130354	
Cataloguing source	40		UKMGB	
Call Number	82	0 0	823.914	
Dewey with Suffix	99		JF	
	99		CRO	
Author - Personal name	100	1	Cross, Vince.	
Title statement	245	1 0	Berlin Olympics / Vince Cross.	
Publisher (Imprint)	260		London : Scholastic, 2012.	
Physical description	300		155 p. ; 20 cm.	
Series Statement	490	1	My story.	
Summary	520		As 2012 Olympic fever takes over London, My Story winds the clock back to 1936, the year the Olympics took place in Nazi Germany. London born Eleanor Rhys Davies' dream comes true when she is selected to represent Britain as a swimmer. But Berlin under Hitler can be a hostile place, and Eleanor is witness to the murmurings that will finally erupt into WWII.	
Subject - Meetin/Conference name	611	2 0	Olympic Games	
Index Term - Genre	655	7	Diary fiction.	
Converted Item Details	945		31111049837626 \$12.77	

Can also use **Auth Key > LIKE** if you want to be more specific of what is returned on these Marc tags chosen like a specific title, author or subject perhaps.

F3 Save
F5 Query

1 Choose Search Column

Auth Tag

Auth Key

Tags to Display

Operator

Date

Catalogue Number

2 Choose Operator

LIKE LIKE IN IN

= ≠

< ≤ ≥ >

3 Type the WHERE Condition and Press PASTE OR Press SPECIAL

Paste

(
)
Optional Multiple Brackets

(Column	Oper	Where)	
	Auth Key	LIKE	Cric		AND
	Auth Tag	=	650		AND
	Tags to Display	IN	82,100,245,500,650,856		

AND
OR
Delete

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FIXED LAYOUT REPORTS

A Bibliographic report can use a fixed layout templates to enable users to customize the output of a report by mapping required Catalogue data to Marc Tag fields in a report using the **F10 More** parameter.

It takes a little while to understand how the parameters are set up but once you command it, this becomes a useful way to present the information from Catalogue records. It enables you to determine:

- The exact Content of the report – by picking specific Marc Tags
- Allows you to Order the sequence of the data displayed
- Report over 250 characters if required – for example from the Notes fields
- Report only one Subject Heading or every Subject Heading contained in the Catalogue
- Allows you to display or hide certain Subfields
- If you can edit Report Writer Templates it allows for specific layouts of how the data is presented – for example, a DVD cover or Line 1 always in bold, Line 2 always in italics etc.

Set Up F10 More Parameters

1. Click the **F10 More** button – the More screen will display
2. Click the **F1 New** or **F2 Insert** button
3. Enter the following parameters (see examples below)
4. Click the **F3 Save** button when complete

Note: A report that uses the **F10 More** Parameter must run via the *Scheduler*.

Bibliographic (Fixed Layout Reports)

This function is used for mapping data to fields in Fixed Layout reports – for example: the DVD Cover template (&DVDCOV.QRP).

Each row of this table may be used to collect 1 of the 20 fields on the report template. These first 20 fields contain Tag or Subfield data (**Fields 1-20**), and the next 20 fields (**Fields 1A – 20A**) contain the associated Tag Descriptions (Go to **Main > Authorities > MarcTags** to see a complete list of Tag Nos and Tag Descriptions). The report outputs all the MARC data to the report. The inclusion of **Fields 1A – 20A** in the report is optional.

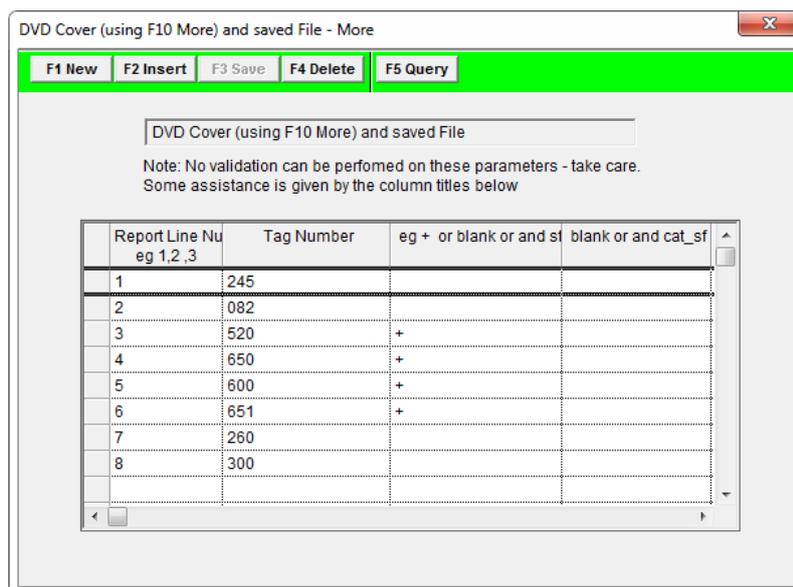
	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
HEADING	Report Line Number	Tag Number	eg + or blank or and sf in ('a', 'b')	blank or and cat_sf in ('a', 'b')	Not used
EXAMPLE	1	100			

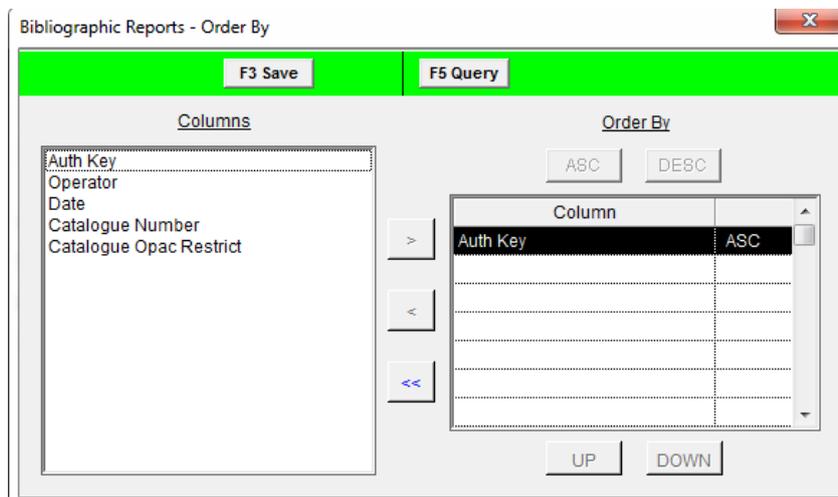
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	2	245			
	3	082			
	4	650			
COMMENT	Can be any number between 1 and 20	MARC Tag field number – for example: 245 (Title) Any Tag can be matched to ant Line Number	Specify which part of the MARC tag to send - see table below for more details	Specify which part of the MARC tag to send - see table below for more details	

The table below explains how the user can specify which parts of the MARC tag to send:

OPERATOR	DESCRIPTION	EXPLANATION
blank (Default)	The entire MARC tag is printed	If the column is left blank, then the entire MARC tag is printed
+	All data in the specified tag is printed no matter how many tags are included in the record	All Subject listings are printed, where there is only one or several or hundreds!
and sf in ('p', 'n')	Only the subfields specified to be printed within this Authority Tag	If 490 Series statement tag, only the Series name and number printed
and cat_sf in ('c')	Only the subfields specified to be printed within this Non-Authority Tag	If 260 Publisher tag, only the 'c' (Date) subfield printed (and not Place or Publisher)





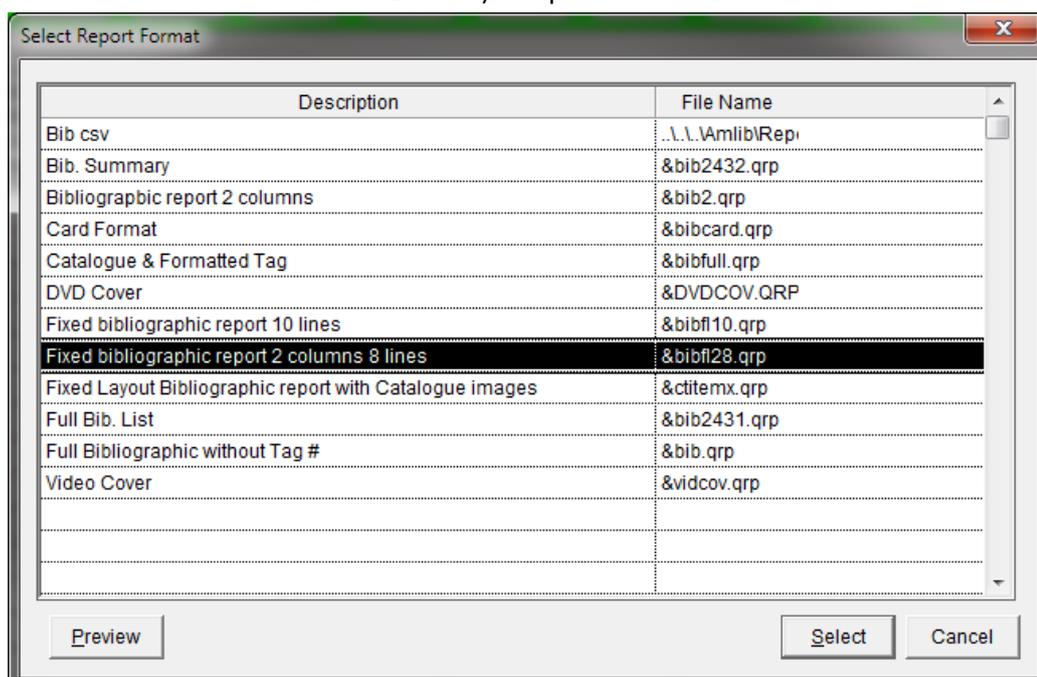
Note: Once this is set, when you run the using **F6Print** or **F8View** button, you generally must remember to click **'Yes'** when the following message display as you usually have a File to choose, rather than setting the Where parameters: **This type of report may use a Saved File as the Source. Do you want to select the file now?**

New items

It is possible to use this style of Format to display **New Resources**

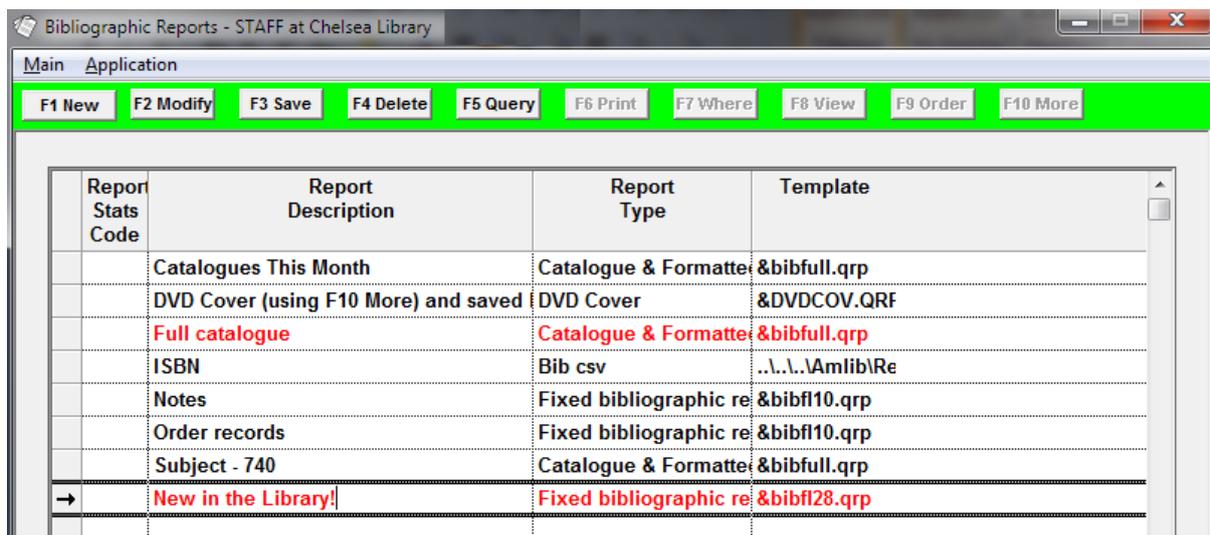
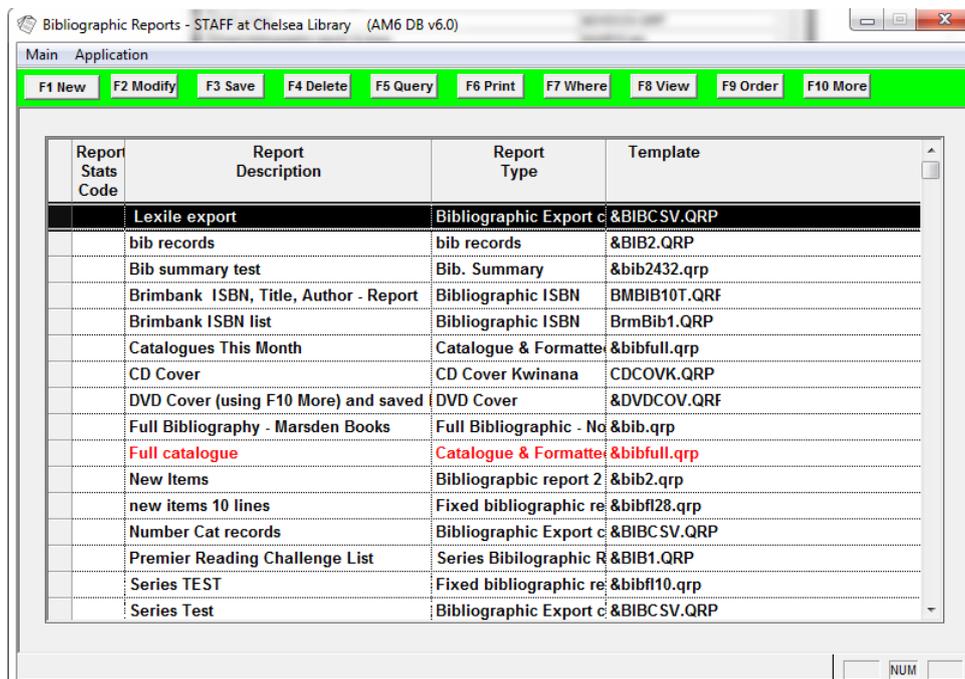
In this case Date is available from the Where parameters

1. Launch the *Amlib* client
2. Go to **Main > Reports > RepBibliographic** – the Bibliographic Reports window will open
3. Select **F1 New**
4. Highlight the Template required – for example Fixed Layout report with 10 lines (it is possible not to use all 10 lines) and press the **Select** button

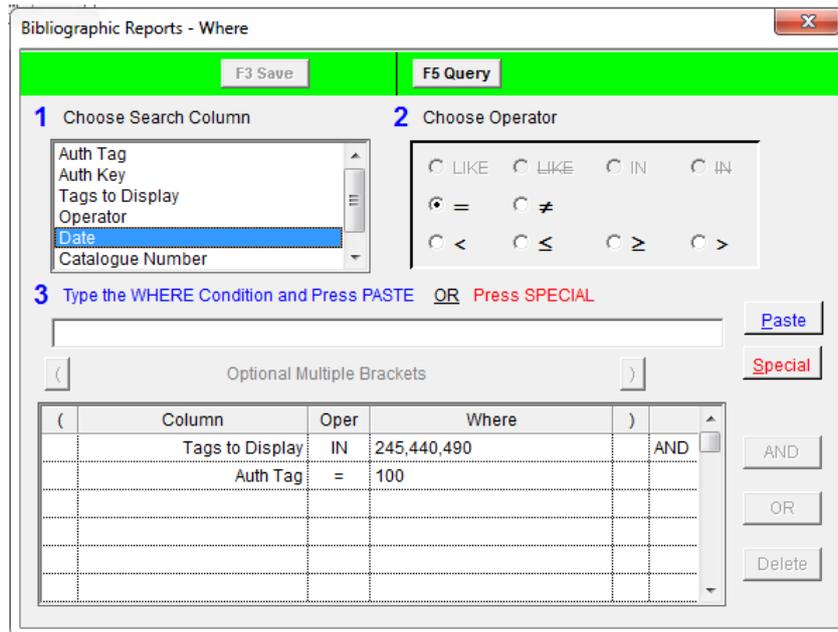


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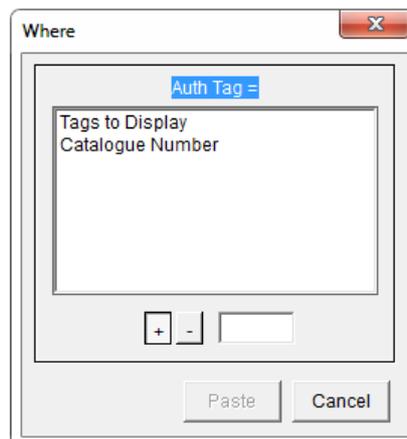
5. Enter a description into the Description column



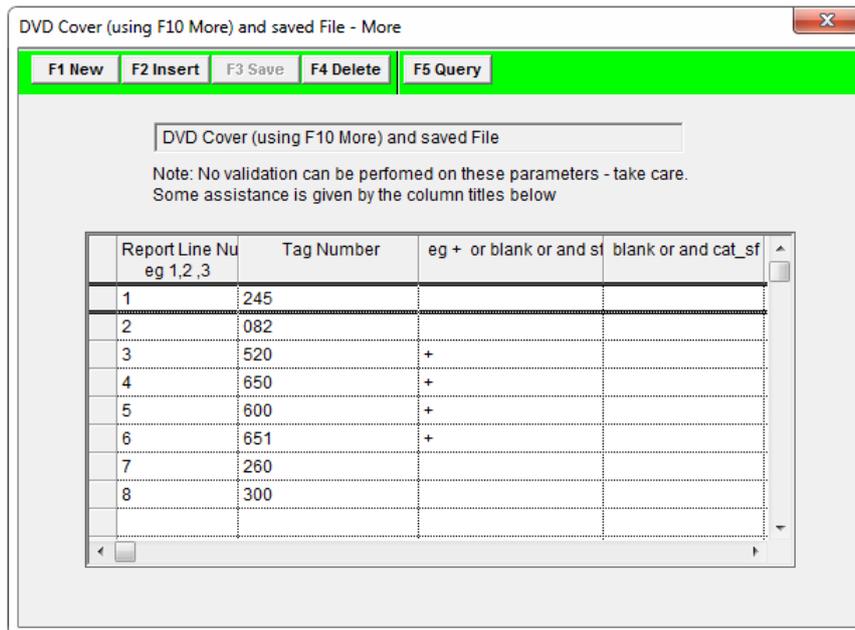
6. Press **F3 Save**
7. Select the **F7 Where** button



8. Choose Date from the Search Column
9. Select ≥ from the Operator box
10. Click the **S**pecial button
11. Enter the required No of Days or Months and ensure the – (minus) button is clicked as we are looking back in the past

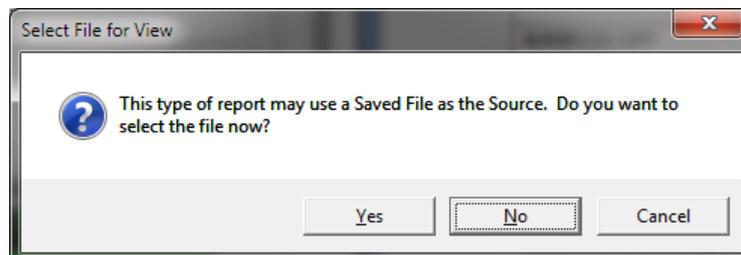


12. Click **P**aste
13. Click **S**ave **F**3
14. Now set the **F**10 **M**ore **b**utton as required
15. Click **S**ave **F**3



16. Click **View**

17. Because this is set by Date, say **No** to the message about the File



The Report will display:

&bibfl10.qrp	22/01/2013
New in the Library!	
Title statement	After the war is over / Maureen Lee.
Author - Personal name	Lee, Maureen.
Dewey with Suffix	F LEE
Publisher (Imprint)	London : Orion, 2012.
Summary	Three women, the strongest of friends, return home, trying to fit back into their old lives after they've been demobbed after the Second World War. -- Cover.
Subject - Personal name	
Subject - Topical term	Female friendship - Great Britain
Index Term - Genre	
Subject - Geographic term	Liverpool (England)
Added entry - Personal na	
Title statement	Avengers. [writers, Mark Gruenwald ... [et al.] ; pencilers, John Romita Jr. ... [et al.] ; inkers, Pablo Marcos ... [et al.] ; colorists, Andy Yanchus ... [et. al.]].
Author - Personal name	Gruenwald, Mark.
Dewey with Suffix	F GRU
Publisher (Imprint)	New York : Marvel Worldwide, c2012.
Summary	Time and again, the Grandmaster sets heroes against heroes in cosmic games with billions of lives at stake! Daredevil vs. Iron Fist! Captain America vs. Mockingbird! Iron Man vs. She-Hulk! Black Knight vs. Moon Knight! Wolverine vs. Black Panther! Thor vs. Wonder Man! Plus: Bucky, Mar-Vell, Dracula, Dax, the Green Goblin, the Red Guardian and so many more!
Subject - Personal name	
Subject - Topical term	Avengers (Fictitious characters)
Index Term - Genre	Good and evil. Graphic novels. Superhero comic books, strips, etc. Young adult fiction.
Subject - Geographic term	
Added entry - Personal na	Marcos, Pablo. Romita, John. Yanchus, Andy.

Some Notes about the Report

Order is attained by:

Choose a Marc Tag that all records will have (for example Auth Tag = 245 for Title) in the Where parameters as well as having the Date)

1 Choose Search Column

- Auth Tag
- Auth Key
- Tags to Display
- Operator
- Date
- Catalogue Number

2 Choose Operator

LIKE LIKE IN IN

= ≠

< ≤ ≥ >

3 Type the WHERE Condition and Press PASTE OR Press SPECIAL

Paste Special

(Column	Oper	Where)	
	Date	>=	Current Date - 1 Week	AND	
	Auth Tag	=	245		

CUSTOMISING FIXED LAYOUT TEMPLATES

Using the Report writer application REPWIN fixed layout templates can be altered as required. For detailed instruction on how to edit report template using REPWIN – please contact Amlib Support.

The table here provides a list of fixed layout template that can be altered:

TEMPLATE	DESCRIPTION	REPORT TYPE
&BIBCSV.QRP	Bibliographic Export	Fixed layout Reports
&BIBFIXD.QRP	Fixed Layout Catalogue Print	Fixed layout Reports
&BIBFIXS.QRP	Fixed Layout Catalogue Print with Subject Headings	Fixed layout Reports
&BIBFL10.QRP	Fixed Layout 10 fields	Fixed layout Reports
&BIBFL28.QRP	Fixed Layout 2 columns 8 fields	Fixed layout Reports
&DVDCOV.QRP	DVD Cover	Fixed layout Reports
&VIDCOV.QRP	Video Cover	Fixed layout Reports

Note: Before altering any of the above templates, duplicate the template and rename it. The general practice of renaming a report template is to remove the ampersand (&) and add in a few letters indicating your library name for example:

- &BIBFL10.QRP → EBIBFL10.qrp (Modified template name for Eldorado Library)

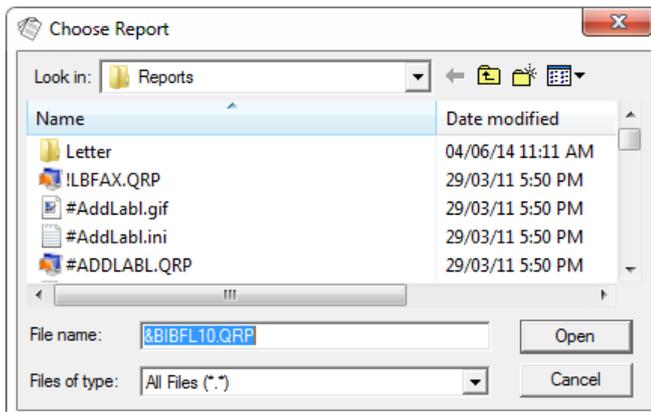
Once a fixed template has been modified, the template needs to be loaded into Amlib (**Main >Report>RepAddNew**)

Loading Fixed Layout Template (RepAddNew)

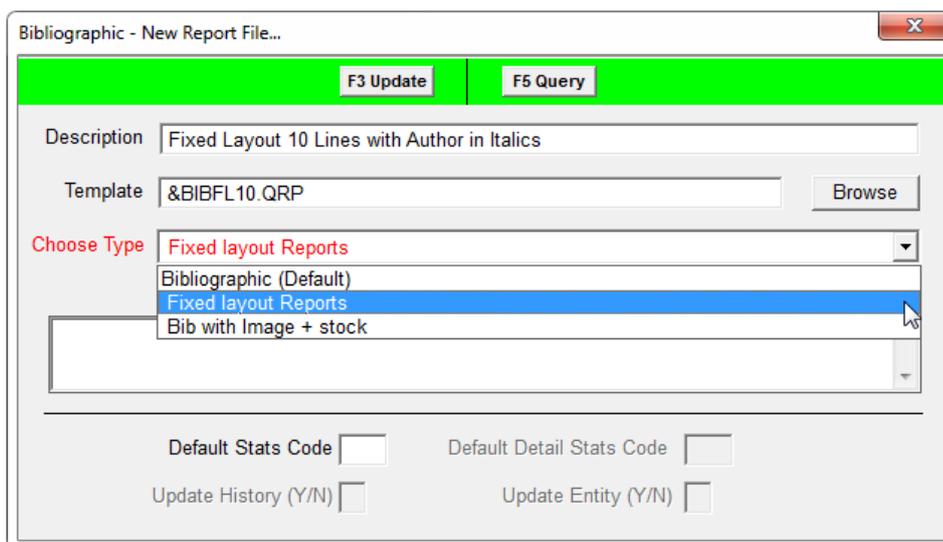
1. Launch the *Amlib* client
2. Go to **Main > Reports > RepAddNew** – the Report Files window will open
3. From the Report Entity down box select ‘Bibliographic’
4. Click the **F1 New** button – the Bibliographic – New Report File screen will display:

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- Type in an appropriate Description – for example: **Author List – Fixed Layout 10 Lines with Author in Italics**
- Template – click on the **Browse** button – the Choose Report window will open



- Navigate to the **Amlib/Reports** folder on your *Amlib* Server (if the template has been loaded onto your PC – then navigate to the local folder)
- Files of type:
 - Select **Custom Report Templates (*.qrp)** for customised templates
 - Select **System Report Templates (*.qrp)** for all standard system templates
- Locate the template to be loaded and highlight it **&BIBFL10.QRP**
- Click the **Open** button – the template will be selected the Choose Report window will close
- Choose Type – it is *essential* that the appropriate type be chosen that this will inform how your template operates and the information that is sent to it – in this example: **Fixed layout Reports** has been selected. Note that the Type will be the same as the original template the edited version was based on



- Message – leave blank

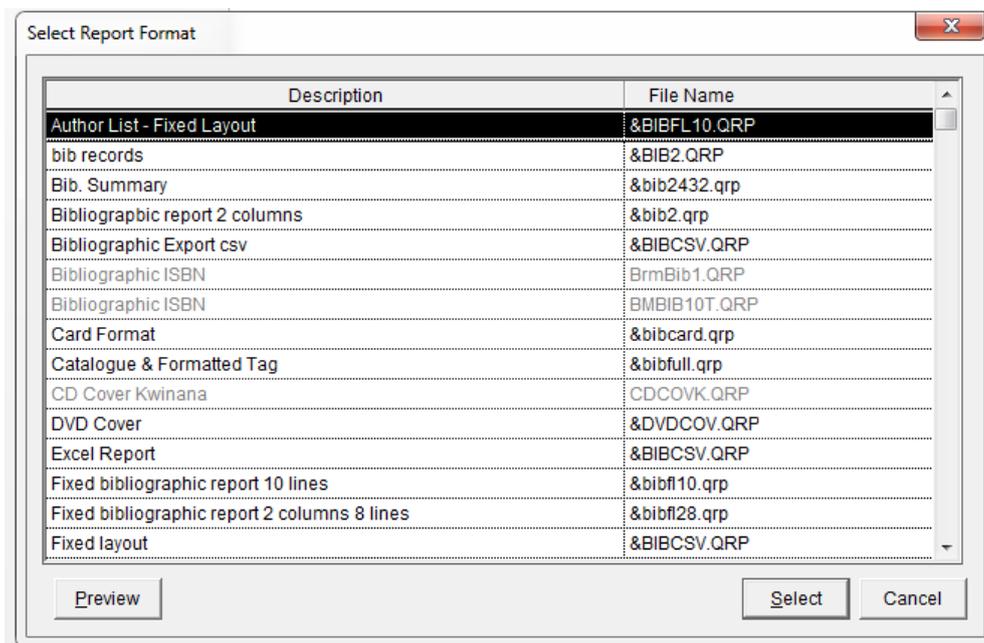
Amlib Bibliographic Reports Training Guide

13. Click the **F3 Update** button
14. Close out of the Report Files window. The template is now loaded and available for use in a Report.

Adding Template to Reports Module

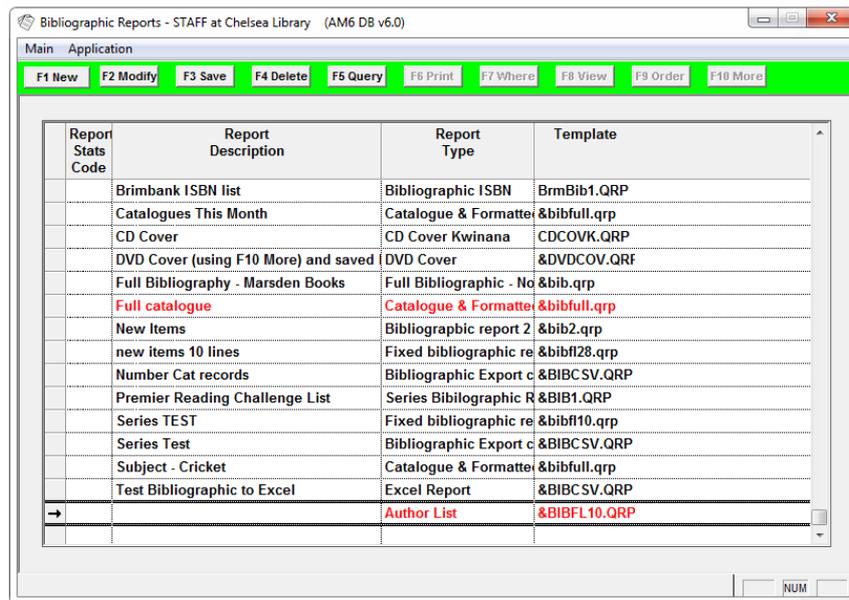
Now that the template has been loaded into Amlib it will need to be added to the Bibliographic Reporting module.

1. Launch the *Amlib* client
2. Go to **Main > Reports > Bibliographic**
3. Click the **F1 New** button – the Select Report Format screen will display:



4. Highlight the report you would like to use and click the **Select** button
5. Your selection will appear at the bottom of the Report table in **red**:

Amlib Bibliographic Reports Training Guide



6. Type in an appropriate Report Description – for example: **Authors Like King**

- This description often serves as the heading of the report as well



7. Click the **F3 Save** button

EXPORTING BIBLIOGRAPHIC DATA

Bibliographic reports can be saved to a windows file and imported into application such as MS Word & Excel. These files can be used for a variety of purposes for example:

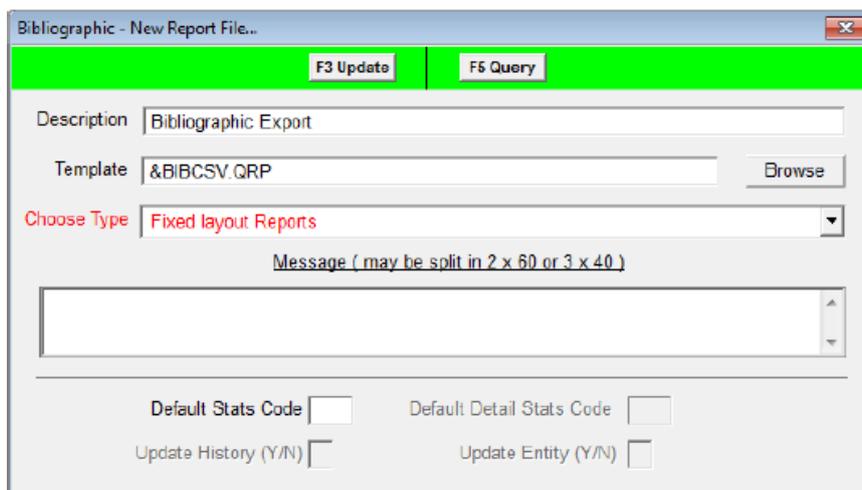
- Enhancing the Report by adding graphics, changing fonts, adding text in a Word document etc.
- Save it for a later date to view
- Avoid using paper if the Report is for “In-house” purposes

The following template needs to be added to Amlib to export Bibliographic data

- BIBCSV.QRP

Step 1: Load the Template

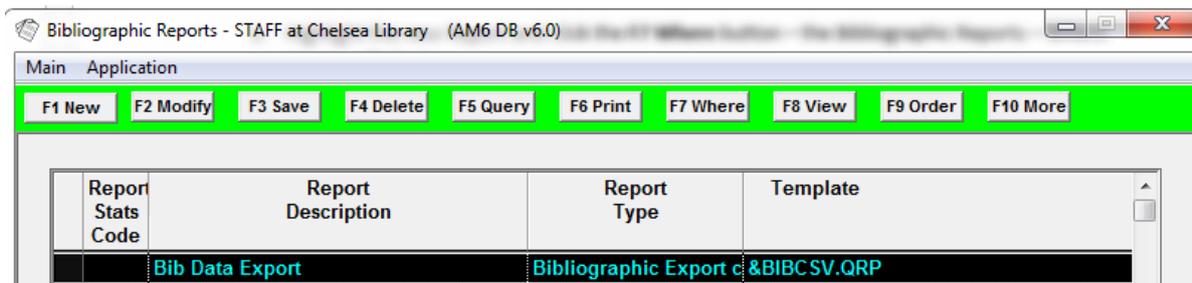
1. Launch the *Amlib* client
2. Go to **Main > Reports > RepAddNew** – the Reports Files screen will display
3. From the Report Entity drop-down, select choose **Bibliographic**
4. Click the **F1 New** button – the Bibliographic – New Report File screen will display:



5. Enter the following details:
 - a) Description: **Bibliographic Export**
 - b) Template: click on the **Browse** button, change the Files of Type drop-down to **System Report Templates (*.qrp)**, select the **&BIBCSV.QRP** template and click the Open button
 - c) Choose Type = **Fixed layout reports**
6. Click the **F3 Update** button when complete

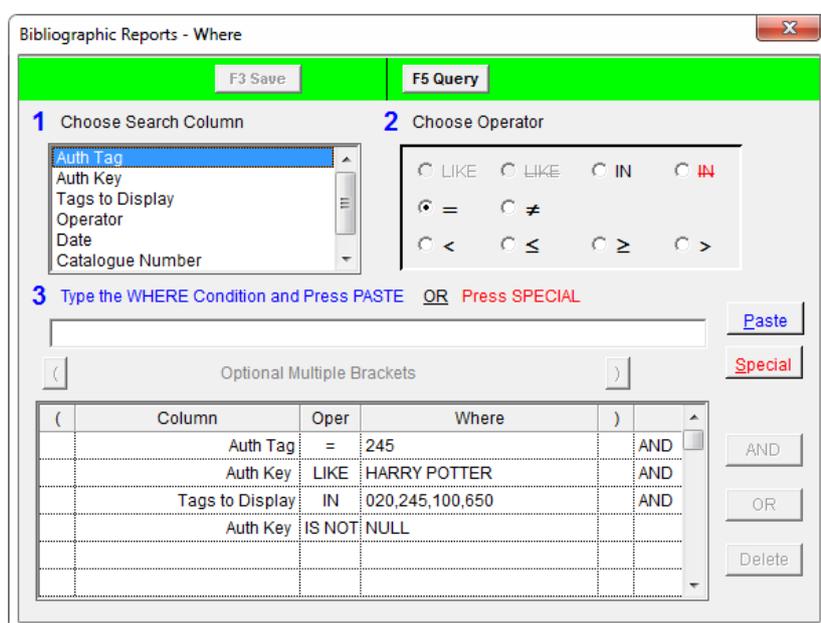
Step 2: Create the Report

1. From the Report Files screen choose **Main > Reports > RepBibliographic** – the Bibliographic Reports screen will display
2. Click the **F1 New** button – the Select Report Format screen will display
3. Highlight the **&BIBCSV.QRP (Bibliographic Export)** template and click the **Select** button
4. Type in a Description – for example: **Bib Data Export**
5. Click the **F3 Save** button



Where Statement

1. Highlight the new Report and click the **F7 Where** button – the Bibliographic Reports – Where screen will display
2. There are three unique parameters:
 - **Auth Tag:** Search for a particular MARC tag
 - **Auth Key:** Check for particular data contained in the MARC tag
 - **Tags to Display:** MARC tags to display in report



3. The statement can include the following settings:

- a) Auth Tag – for example: **Auth Tag = 245** (Title)
- b) Auth Key – for example: **Auth Key LIKE Harry Potter** (looks for all matching items where the Title BEGINS with **Harry Potter**)

Please Note: If you want to export ALL holdings: **Auth Key IS NOT NULL** (pastewithout a value in 3)

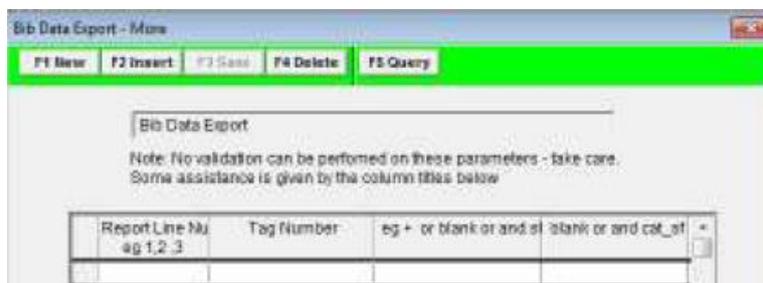
- c) Tags to Display – for example: **Tags to Display IN 020,100,245** (will display ISBN,author and Title in report)
- d) Tags to Display – for example: **Tags to Display IN 020,100,245** (will display ISBN,author and Title in report)
- e) (optional) Enter a finish date: **Date <=** enter a date in DD/MM/YYYY format – forexample: **10/10/2010** (a finish date is optional – if not inserted, the report will go up to the current date).
- f) You may also want to limit by **Catalogue Number(s)**

4. Click the **F3 Save** button when complete

Map the Output

It is possible to export up to 20 fields or subfields (Fields 1-20). Go to **Main > Authorities > MarcTags** to see a complete list of Tag Nos). This F10 More screen allows you to determine the order in which the fields will be output and the format.

1. Highlight the report and click the **F10 More** button – the More screen will display:



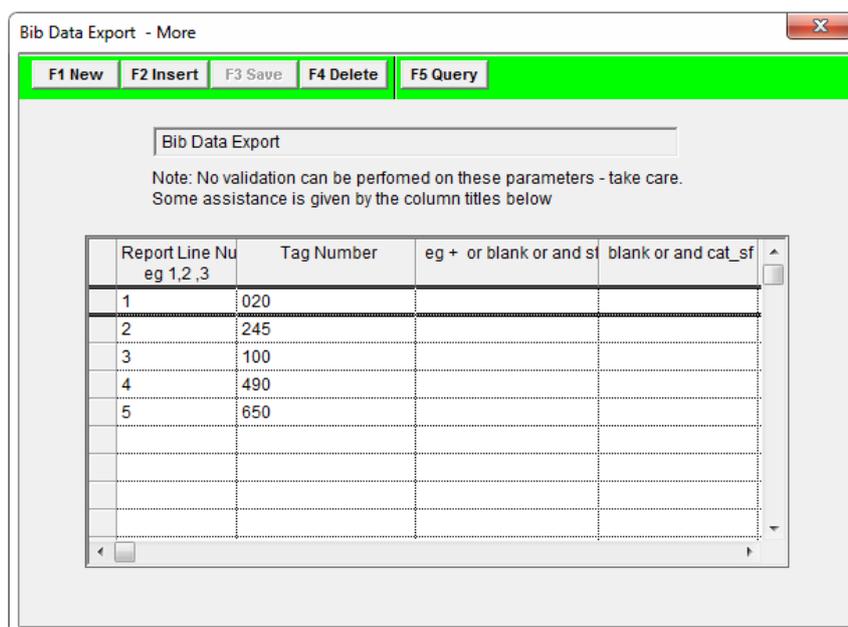
Amlib Bibliographic Reports Training Guide

	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
HEADING	Report Line Number	Tag Number	eg + or blank or and sf in ('a', 'b')	blank or and cat_sf in ('a', 'b')	Not used
EXAMPLE	1	100			
	2	245			
	3	082			
	4	650			
COMMENT	Can be any number between 1 and 20	MARC Tag field number – for example: 245 (Title) Any Tag can be matched to any Line Number	Specify which part of the MARC tag to send - see table below for more details	Specify which part of the MARC tag to send - see table below for more details	

The table below explains how the user can specify which parts of the MARC tag to send:

OPERATOR	DESCRIPTION	EXPLANATION
blank (Default)	The entire MARC tag is printed	If the column is left blank, then the entire MARC tag is printed
+	All data in the specified tag is printed no matter how many tags are included in the record	All Subject listings are printed, where there is only one or several or hundreds!
and sf in ('p', 'n')	Only the subfields specified to be printed within this Authority Tag	If 440 (Series) tag, only the Series name and number printed
and cat_sf in ('c')	Only the subfields specified to be printed within this Non-Authority Tag	If 260 (Publisher) tag, only the 'c' (Date) subfield printed (and not Place or Publisher)

- Use the **F1 New** button to insert export lines

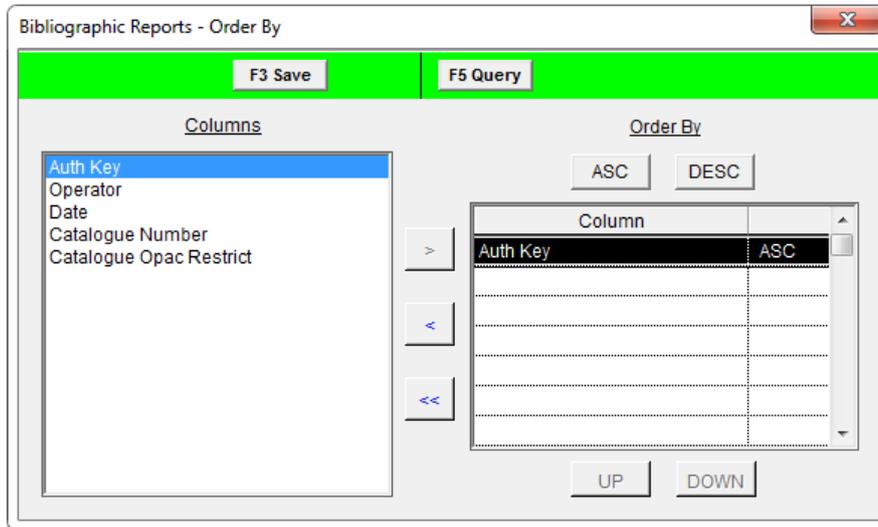


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3. Click the **F3 Save** button when complete

Order the Report

1. Highlight the report and click the F9 Order – the Order By screen will display:

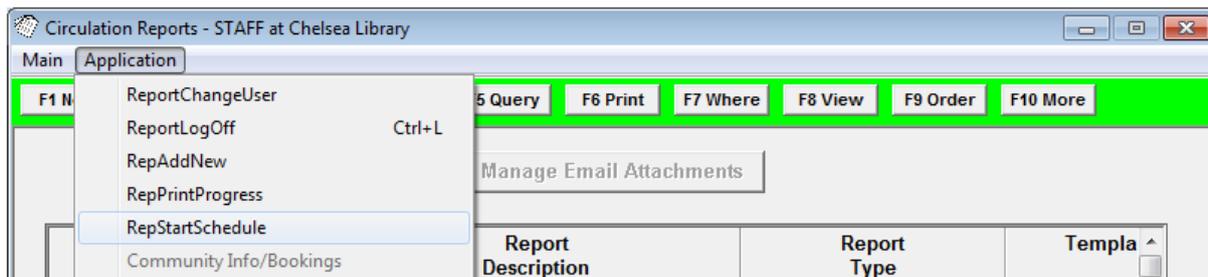


2. Select **Auth Key** and use the **arrow** to move it to the right column
3. Click the **F3 Save** button when complete

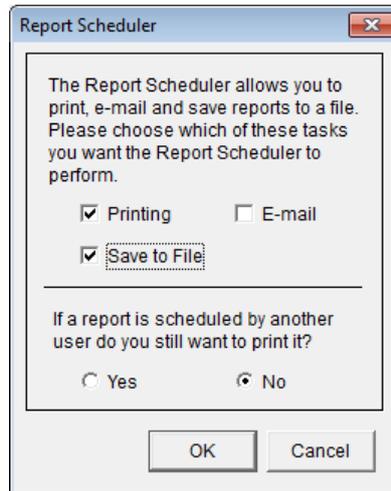
Step 3: Run the Report

Start the Scheduler

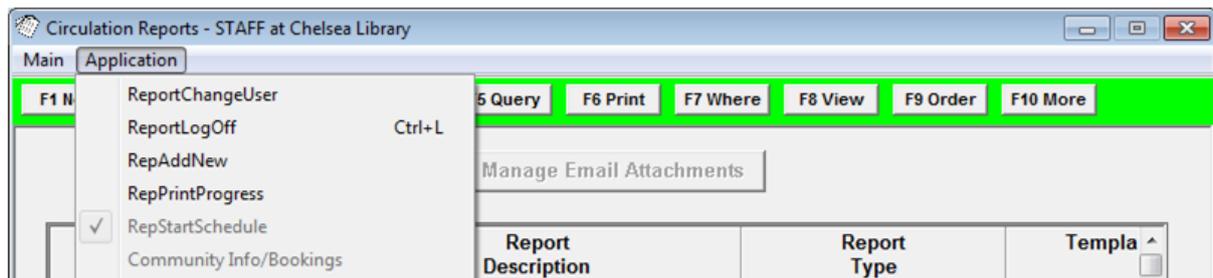
1. From the Reports screen, select **Application > RepStartSchedule**



2. The Report Scheduler screen will then display
3. Select your printing options: Ensure **Save to File** is ticked
4. Also decide If a report is scheduled by another user do you still want to print it? = Yes/No



5. Then click the **OK** button
6. After clicking **OK**, if you go back into the **Application** menu you will see that *RepStartSchedule* is now greyed out with a tick next to it – this indicates that the *Scheduler* is now running



Please Note: If you need to restart the scheduler at any point, you will need to log out of all *Report* screens (**Ctrl + L**) and start at the beginning of these instructions.

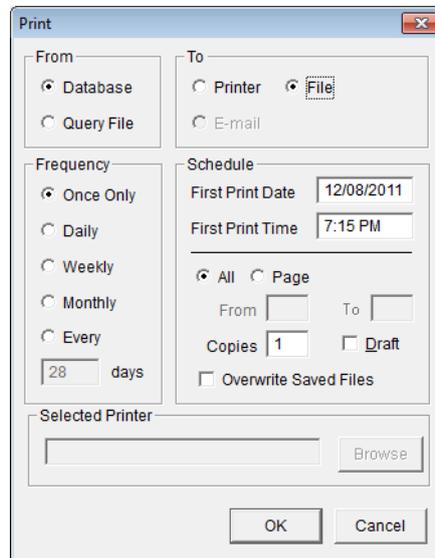
Scheduling the Report

1. With your report highlighted, select the **F6 Print** button – the Print dialogue box will display
2. Select from the following options:
 - a. From:
 - **Database** (to search the entire database)
 - b. To:
 - **File** (to save the report as a file)
 - c. Frequency:
 - **Once Only** (if this is the only time you're going to print this report)
 - d. Schedule:
 - **First Print Date** (defaults to current date)

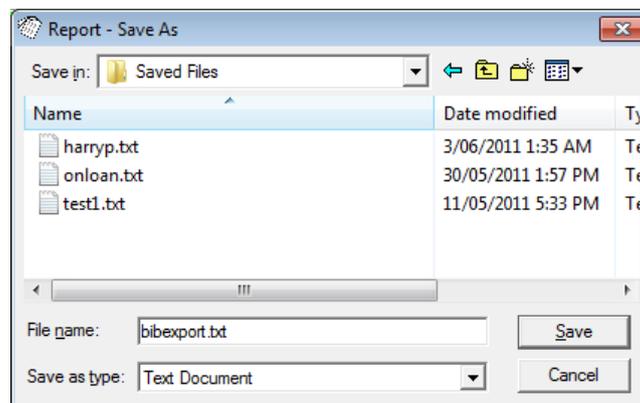
- **First Print Time** (defaults to current time)

e. Selected Printer:

- You can specify any active printer on the network to print to – including virtual printer drivers such as a third party software that allows you to print to PDF (For example: **CutePDF Writer**)



3. Once you have selected all of your settings, click the **OK** button – the Report – Save As... screen will display – navigate to the location where you want to save the file, enter a File name (for example: bibexport.txt), change the Save as type to **Text Document** and click the **Save** button

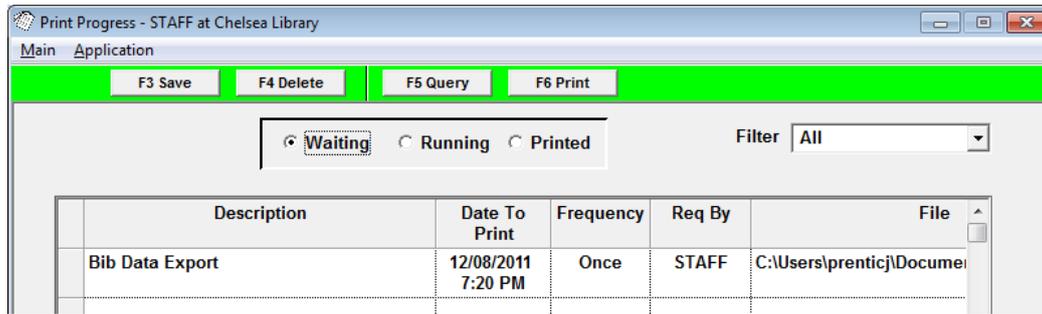


The report will then be sent for processing.

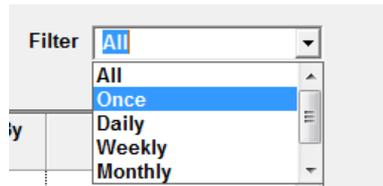
Check Print Progress

1. You can check the progress of your reports at any time by going into **Main > Reports > RepPrintProgress**

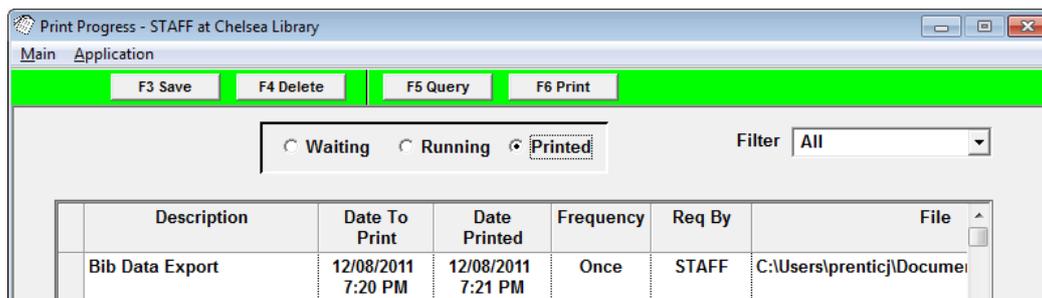
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2. If your library uses the scheduler for a lot of reports, you can select a frequency type from the Filter drop-down menu at the top

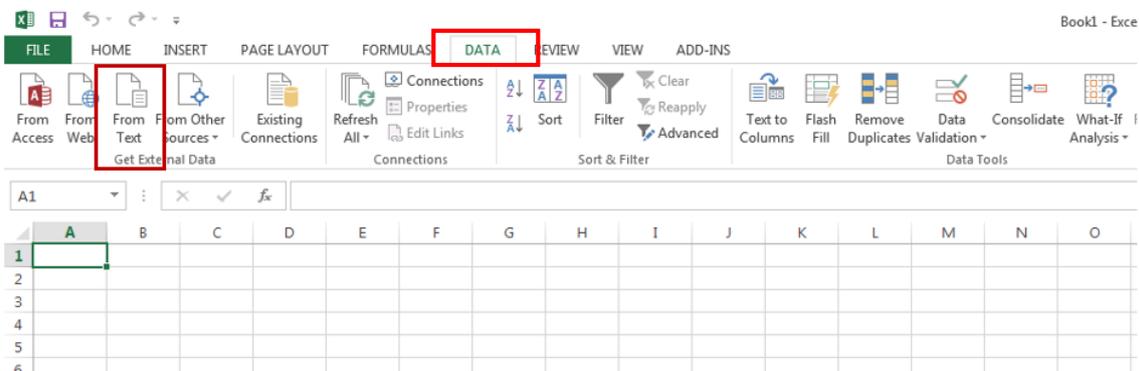


3. Your report will show up in Printed when it is complete

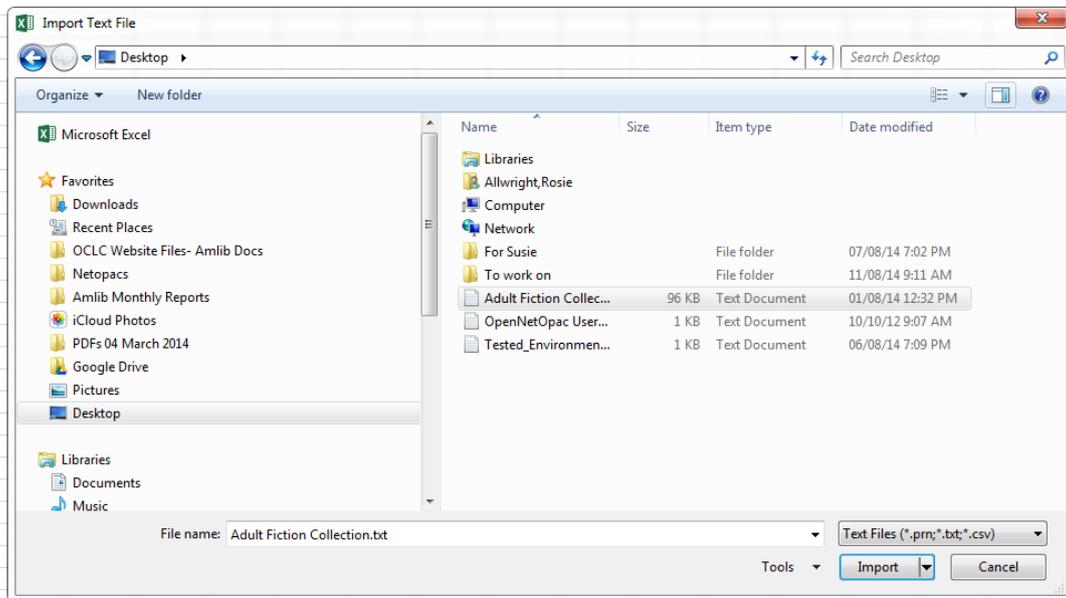


Step 4: Open in Excel

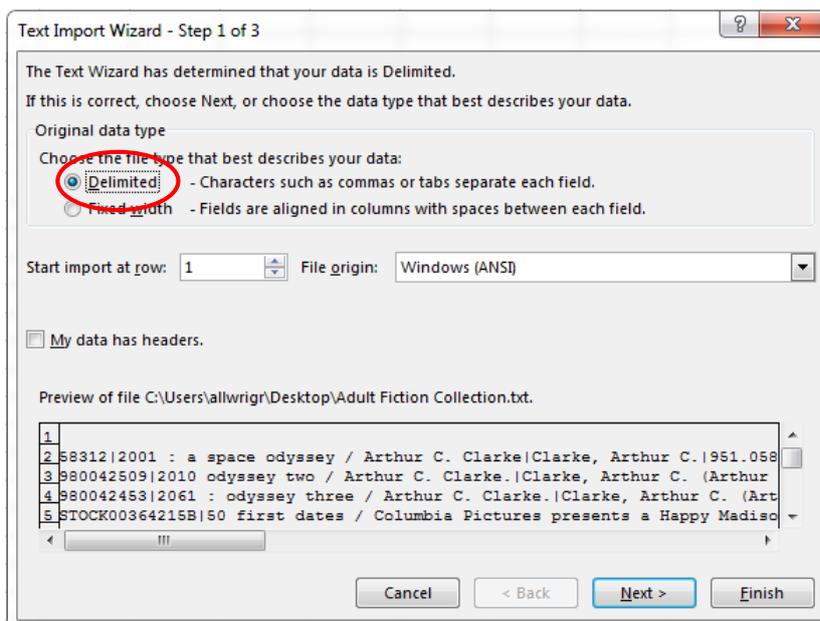
1. Launch *MS Excel*
2. Select the **Data** tab and then the From Text button:



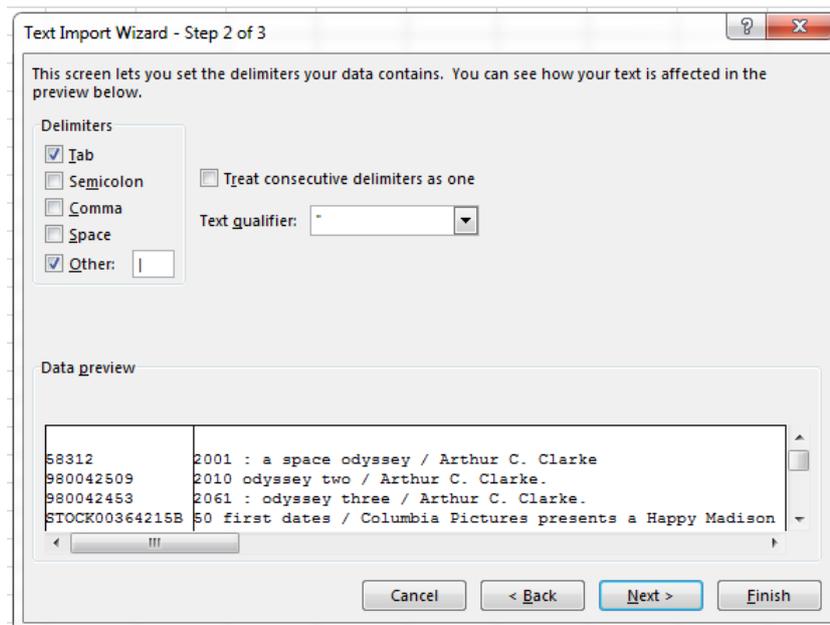
3. Navigate to the text file you've saved – ensure that the Text Files = (*.prn;*.txt;*.csv) highlight it, and click on the **Import** button



4. The Text Import Wizard will open:



5. Ensure that Original data type = **Delimited**, and then click the **Next** button
6. Delimiters: deselect **Tab** and add a pipe | in the **Other** box (it is possible to use both if you don't know which one the report is using but this may cause cell contents to be misaligned – so check carefully!)
7. Click the **Next** button and then the **Finish** button



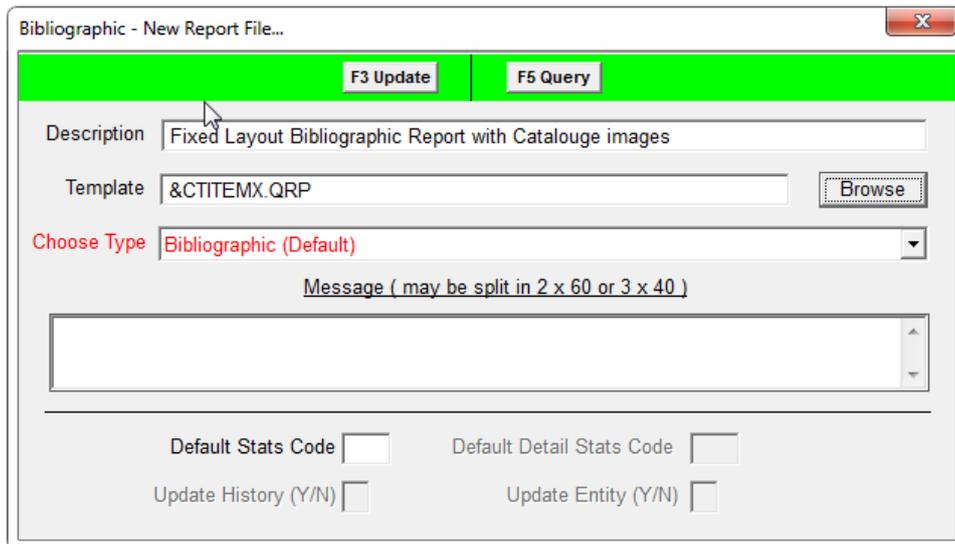
8. Your data will be transferred into the *Excel* sheet and you can now use the formatting tools to customise it:

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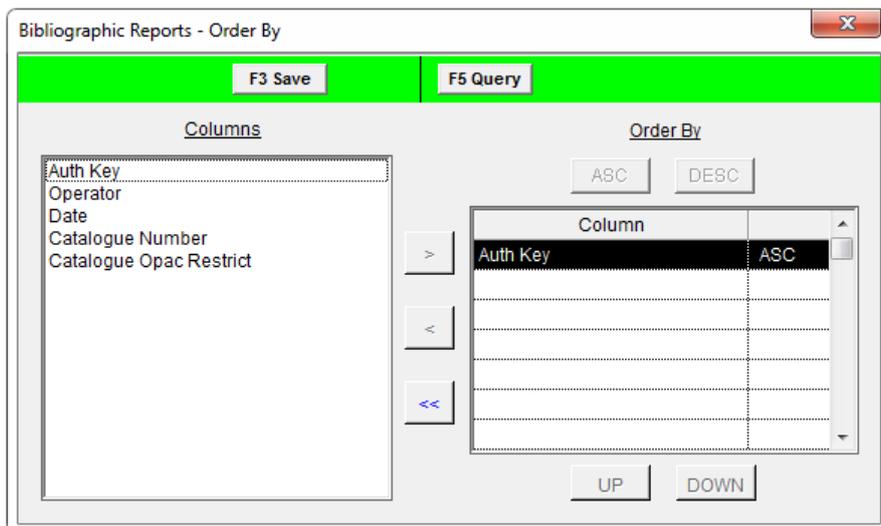
FIXED LAYOUT REPORT WITH IMAGES (&CTITEMX.QRP)

This report also automatically includes some Stockitem data. Allows stored catalogue images to be printed (max 5 per catalogue with max 10 tags). A File is generally select to display the Catalogues with images. As this is a Fixed Layout Report, the **F10More** button is used to select the Catalogue Tag information to be printed in the first 6 lines of the Information about each image. Just ensure the template has the image placeholder size set to 'size for best fit' so you images display well.

There is a special Report Type to use for this Template.



The Order can be set to e.g. Auth Key



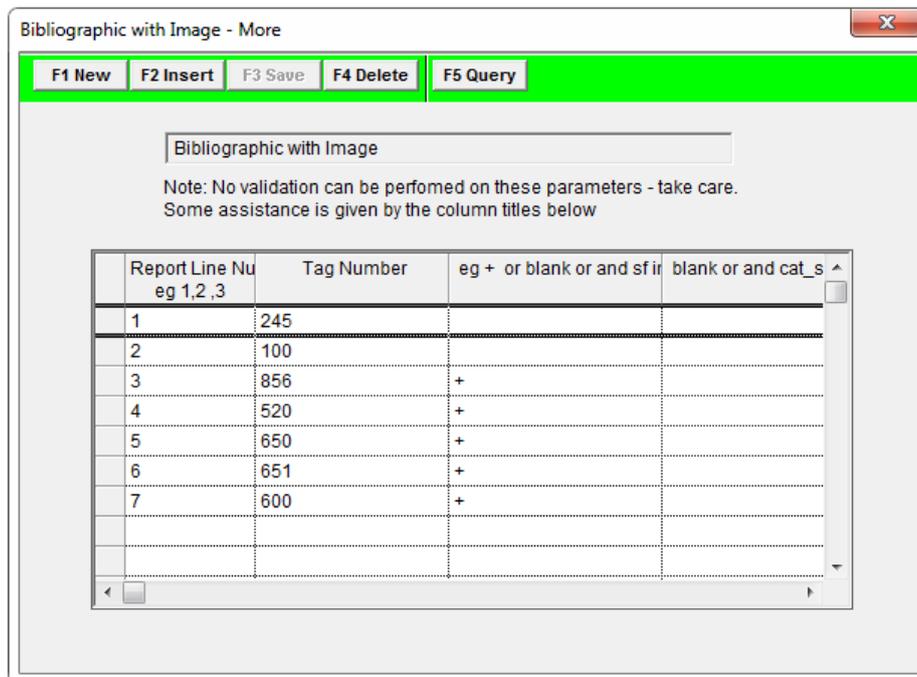
This reports needs to be run on a saved catalogue file, no **Where** statements are required.

The Item information is hard coded into the Report and cannot be customised without programming changes.

It includes:

- Barcode
- Description
- Perm Location
- Received
- Current Cost
- Original Cost
- Memo
- History
- Cat Reference

The data to become the relevant Fields are determined using the **F10More** button.



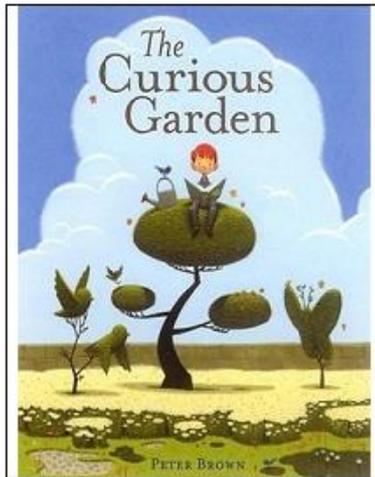
&ctitemx.qrp

Bibliographic with Image

11 Aug 2014

Cat Reference:

37301



Title statement

The curious garden / Peter Brown.

Author - Personal name

Brown, Peter, 1979-

URL Link

Summary

Liam discovers a hidden garden and with careful tending spreads colour throughout the grey city.

Subject - Topical term

City and town life - Juvenile fiction.
Gardening - Juvenile fiction.
Gardening.

Barcode

STOCK00384038B

Asset No.

Current Location

Date Acquired

07 Aug 2014

Current Cost

\$0.00

Original Cost

\$0.00

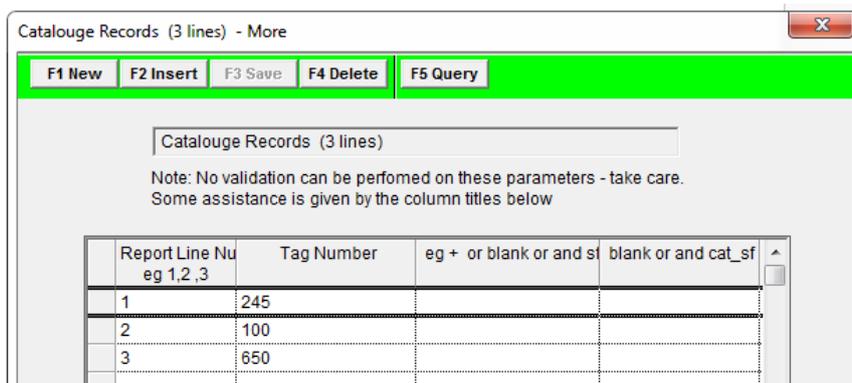
Memos:

History

APPENDIX 1: EXAMPLE FIXED LAYOUT REPORTS

- **Fixed Layout Catalogue Print (BIBFIXD.QRP)**

The **F10 More** lines must correlate with the Report Template. The template is set with only 3 lines available. Therefore the **F10 More** option can only have 3 lines set. If more lines are wanted, the template will need to have more fields added.



&bfixd.qrp	Catalogue List - 3 Line	11/08/14
Title statement	Blood trail / C.J. Box.	
Author - Personal name	C J Box	
Subject - Topical term	Game wardens	
Title statement	Blue heaven / C.J. Box.	
Author - Personal name	C J Box	
Subject - Topical term	Child witnesses	
Title statement	Free fire / by C.J. Box.	
Author - Personal name	C J Box	
Subject - Topical term	Game wardens	
Title statement	Out of range / C.J. Box.	
Author - Personal name	C J Box	
Subject - Topical term	Game wardens	
Title statement	Savage run / C.J. Box.	
Author - Personal name	C J Box	
Subject - Topical term	Conspiracies	
Title statement	Force of nature / C.J. Box.	
Author - Personal name	C J Box	
Subject - Topical term	Game wardens	

- **Fixed Layout Catalogue Print with Subject Headings (BIBFIXS.QRP)**

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The template itself has been set to display a single subject heading. Again only 3 lines of display are available; therefore the **F10 More** screen can only be set for 3 lines.

&bfixs.qrp		11/08/14
Marsden Books		
Title statement	The dead of the night / John Marsden.	
Subject - Topical term	Death	
Author - Personal name	Marsden, John, 1950-	
Title statement	The third day, the frost / John Marsden.	
Subject - Topical term	Courage	
Author - Personal name	Marsden, John, 1950-	
Title statement	Out of time / John Marsden.	
Subject - Topical term	Time travel	
Author - Personal name	Marsden, John, 1950-	

- **Fixed Layout – 10 fields (&BIBFL10.QRP)**

The Template allows for up to 10 lines to be set in the **F10 More** screen.

&bibfl10.qrp		11/08/14
Series TEST		
Series Statement	A Capucine culinary mystery.	
Title statement	Death of a chef / Alexander Campion.	
Author - Personal name	Campion, Alexander.	
Series Statement	A classic collectible pop-up.	
Title statement	The little mermaid : a pop-up adaptation of the classic fairy tale / Robert Sabuda.	
Author - Personal name	Sabuda, Robert,	
Series Statement	A Cupid, Texas novel.	
Title statement	Somebody to love / Lori Wilde.	
Author - Personal name	Wilde, Lori,	
Series Statement	A Detective Inspector Horton mystery.	
Title statement	A killing coast / Pauline Rowson.	
Author - Personal name	Rowson, Pauline.	

- **Fixed Layout – 2 columns 8 fields (&BIBFL28.QRP)**

The report displays in 2 columns, without the Marc Tag descriptors. Eight lines are available to set within the **F10 More** window.

bib28.qrp

11/08/14

SPORT Books

The footy coach from hell /

Hyde, Michael, 1945-
978-0-12-360237-4 (pbk.)
Australian football

Bob Rose : a dignified life /

Stevens, Steve.
978-1-7411-4093-4 (pbk.)
Australian football

**Football yearbook 2003-4 : the complete
guide to the world game /**

Goldblatt, David.
978-1-405-30053-7
Soccer - Tournaments.

**Exercise management for persons with
chronic diseases and disabilities**

Brown, Peter, 1979-
978-0-7360-7433-9 (hard cover)
Chronic Disease - rehabilitation

**NFL official encyclopedia of American
football /**

Smith, Don R.
978-0-600-56634-2
Football, American.

**American football : a complete guide to
playing the game /**

Namath, Joe.
978-0-330-30115-2
Football, American.

**Football is for me ; photographs by Alan
Oddie.**

Dickmeyer, Lowell A.
978-0-8225-1087-1
Football, American.

American football /

Barrett, Norman.
978-0-86313-685-6

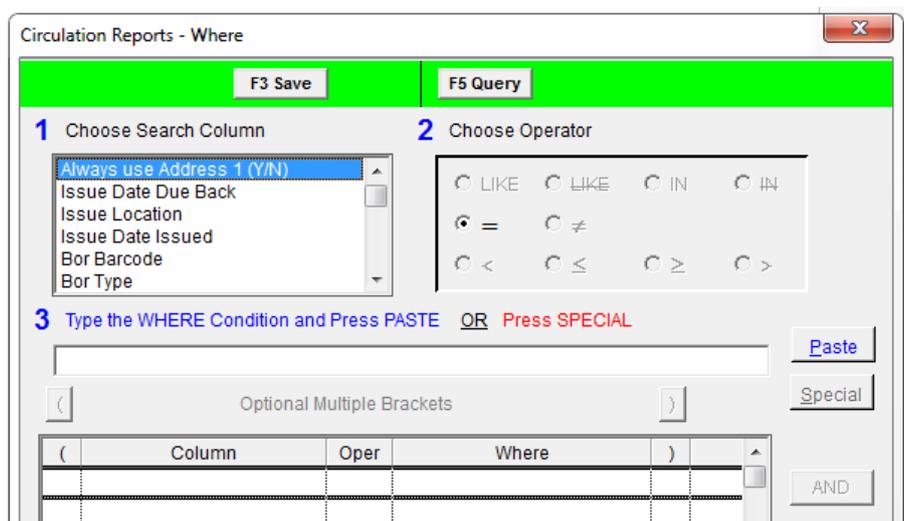
APPENDIX 2: WHERE STATEMENT AND SPECIAL BUTTON

Where Statement

These are the set conditions that the report uses to determine the data to be sent from the database to the report template. In general, they are just search terms – for example: All borrowers, all borrowers except library staff, members at particular locations, etc

A good way of getting familiar with **Where** statements is to perform Where searches in the *Borrower* and *Stockitem* modules (see below).

1. Highlight the report in the Reports table and click the **F7 Where** button – the Reports - Where screen will display:



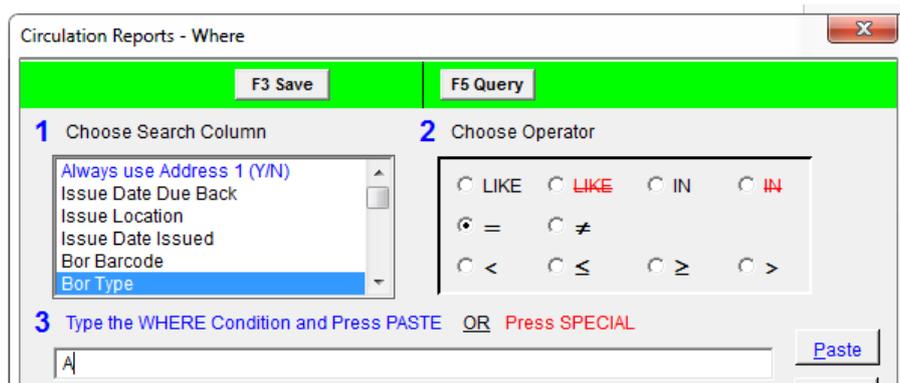
2. You can then enter one or more search conditions:
 - a. Choose Search column: The options differ between [Report Categories](#) and [Report Types](#). If you're not sure which of these is the correct one, it can help to have a look at the corresponding module screen you want to get information from – for example: the Borrower screen

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	< 01/10/13 (less than 1 Oct 2013)
≤	Where the text entered is equal or less than the data required	≤ 01/10/13 (less than or equal to 1 Oct 2013)
>	Greater than	> 01/10/13 (greater than 1 Oct 2013)
≥	Equal or greater than the text entered	≥ 01/10/13 (greater than or equal to 1 Oct 2013)

- b. Choose operator – select from the above list:
- c. Type the WHERE condition - this could be letters, numbers, dates, codes, etc (see also the **Special** button below)



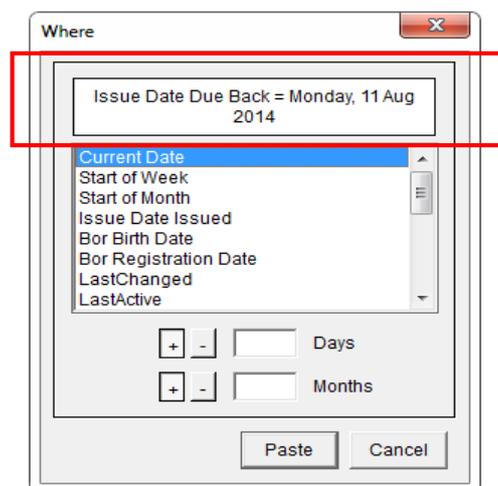
- d. Once you have entered the Where (or Search) condition, click the **Paste** button – the condition will be added to the table at the bottom of the screen:
3. You can then add in further conditions:
 - Join conditions together using the **AND** and **OR** Boolean operands buttons.
 - Delete unwanted items by **highlighting** the line and clicking the **Delete** button
 4. Click the **F3 Save** button when complete

Special Button

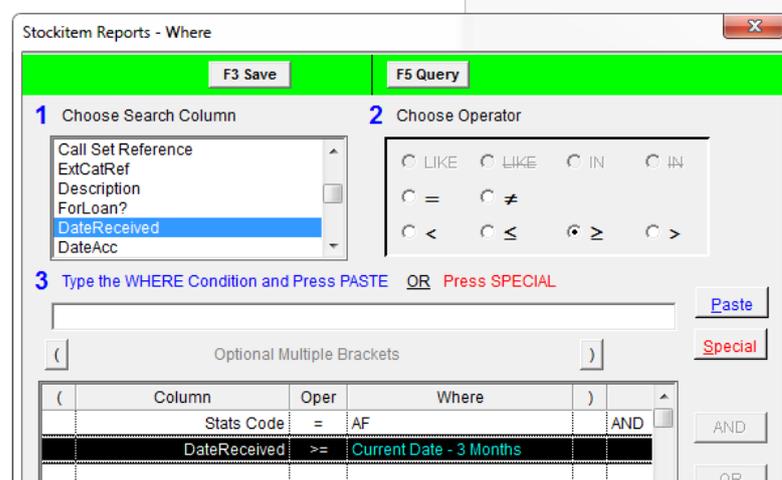
The **Special** button can be used for a number of things including the creation of relational dates (dates that aren't fixed but operate from the concept of a **Current Date** or the **Start of Month**).

For example: if you would like to look at dates for items received since 3 months ago you could select the following

- **Issue Date Due Back >= Current date - 3 Months** (minus sign before the 3 months)
1. Select **Date Received** from the 1 Choose Search Column box
 2. Select the \geq operand from the 2 Choose Operator box
 3. Click the **Special** button – another Where window will open
 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: - **3 Months**
 6. An example of the expressed condition will be visible in the box at the top of the window:



7. Click the **Paste** button when complete



APPENDIX 3: USEFUL COMMON REPORTS - BORROWER HIGH USAGE COUNT

There are several report templates to count high Borrower usage. The report templates are designed to show items used more than 3, 6, 10 or 100 times within a specified period (using the **F7 Where** statement). The report templates will list the title and the number of times used.

- **&BORH3.QRP** - Shows count where transactions > 3
- **&BORH6.QRP** - Shows count where transactions > 6
- **&BORH10.QRP** - Shows count where transactions > 10
- **&BORH100.QRP** - Shows count where transactions > 100

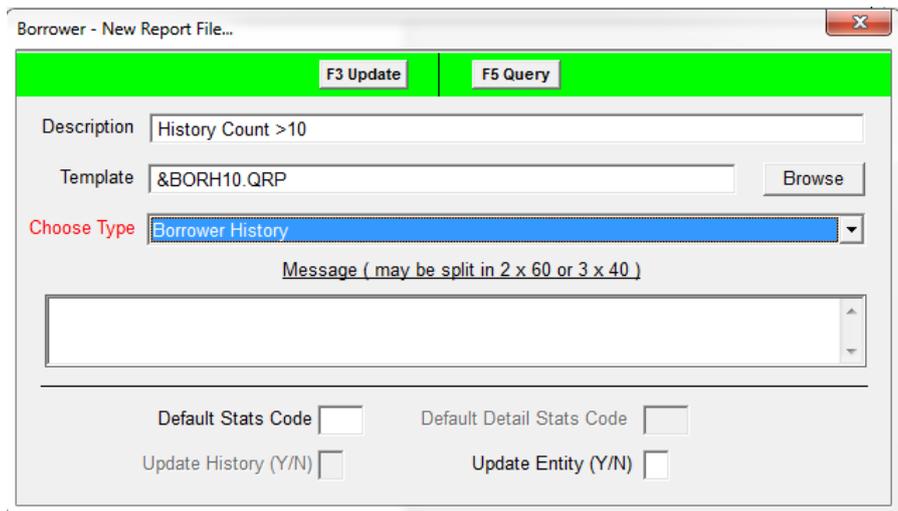
The reports are run against the Borrower History. Users that delete data from the Borrower History table need to be aware of the limitations of results.

Load/Check the Template Type

1. Launch the *Amlib* client
2. Go to **Main > Reports > RepAddNew**
3. The Report Files window will open.
4. From the **Report Entity** drop-down menu , select the **Report Screen** (module) you would like to load a template for – for example: **Borrower**
5. Highlight a borrower history report (see list above) and click the **F2 Modify** button – the Borrower Modify Report File window will open
(To load a new report template: click the **F1 New** button instead)
6. Type in a Description – for example: **Borrower History Count**
7. Choose Type: – ensure that **Borrower History** is selected
8. You can leave Default Stats Code blank
9. Update Entity (Y/N) = **N**
10. Click the **F3 Update** button
11. Close out of the Report Files window

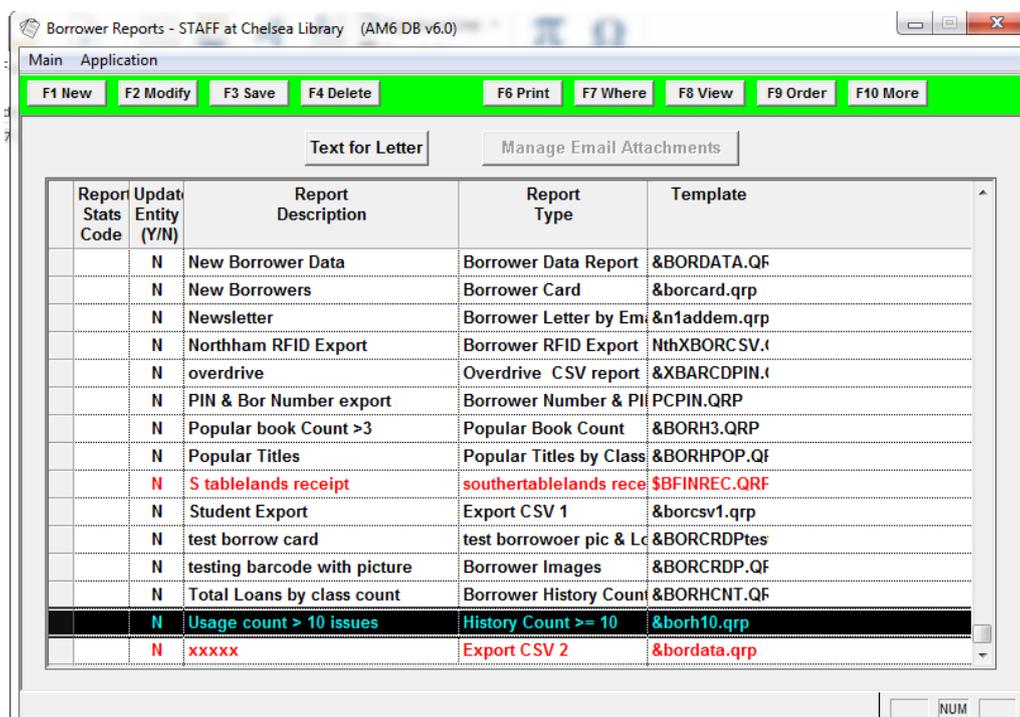
The template is now loaded and available for use in a Report.

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Create Report

1. Go to **Main > Reports > RepBorrower**
2. Select **F1 New** – the Select Report Format screen will appear
3. Highlight the Stockitem History report template you would like to use – **&BORH3.QRP** (Usage Count > 5), **&BORH6.QRP** (Usage Count > 10), **&BORH10.QRP** (Usage Count > 10) or **&BORH100.QRP** (Usage Count > 20)
4. Click the **Select** button type in a Description – for example: **Usage Count > 10 Issues**



5. Ensure the Update Entity (Y/N) column is set to **N**
6. Click **F3 Save**

Where Search Parameters

1. Highlight the report and select the **F7 Where** button – the Borrower Reports – Where screen will open
2. Enter the following Where search:
 - a. **History Type LIKE READ**
(Use the **Paste** button to insert the parameter into the list at the bottom of the screen)

The screenshot shows the 'Borrower Reports - Where' window. It has a green header with 'F3 Save' and 'F5 Query' buttons. Below the header, there are two main sections: '1 Choose Search Column' and '2 Choose Operator'. In section 1, 'History Type' is selected in a list. In section 2, 'LIKE' is selected with a radio button. Below these sections, there is a text input field containing 'READ' and a 'Paste' button. At the bottom, there is a table with columns: '(', 'Column', 'Oper', 'Where', ')'. The table is currently empty.

- b. Enter a start date: **History Date >=** enter a date in DD/MM/YYYY format – for example: **01/01/2010**
 - c. 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).

The screenshot shows the 'Borrower Reports - Where' window with a completed query. The '1 Choose Search Column' list now includes 'BorBarNo'. The '2 Choose Operator' section has '=' selected. The text input field is empty. The table at the bottom now contains the following rows:

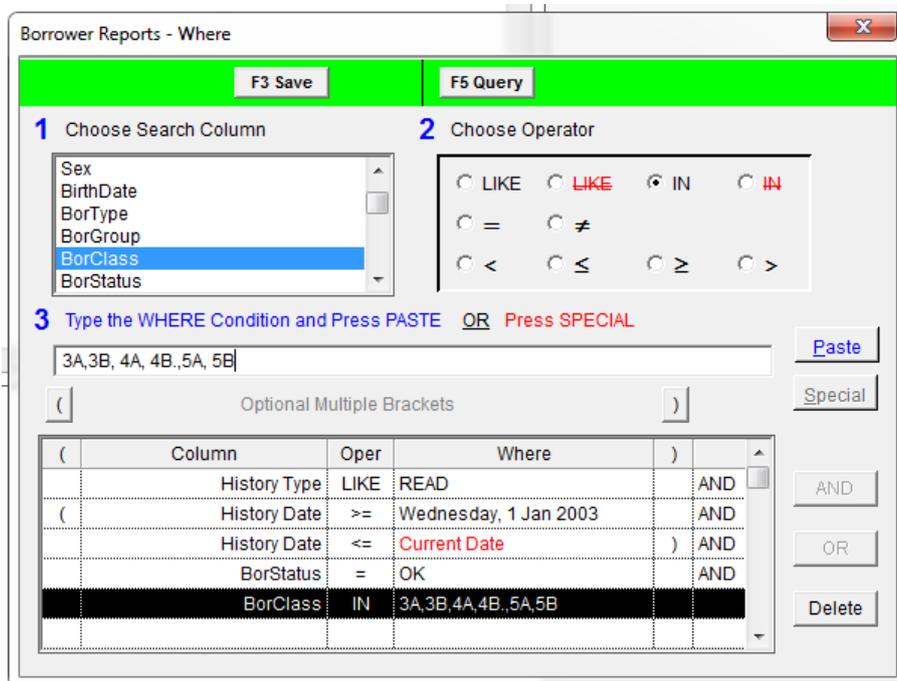
(Column	Oper	Where)	
	History Type	LIKE	READ		AND
(History Date	>=	Wednesday, 1 Jan 2003)	AND
	History Date	<=	Current Date		

Red circles highlight the opening and closing parentheses of the date range in the table. To the right of the table are buttons for 'AND', 'OR', and 'Delete'.

- d. When using a range of dates, you should use the brackets to enclose the date range.

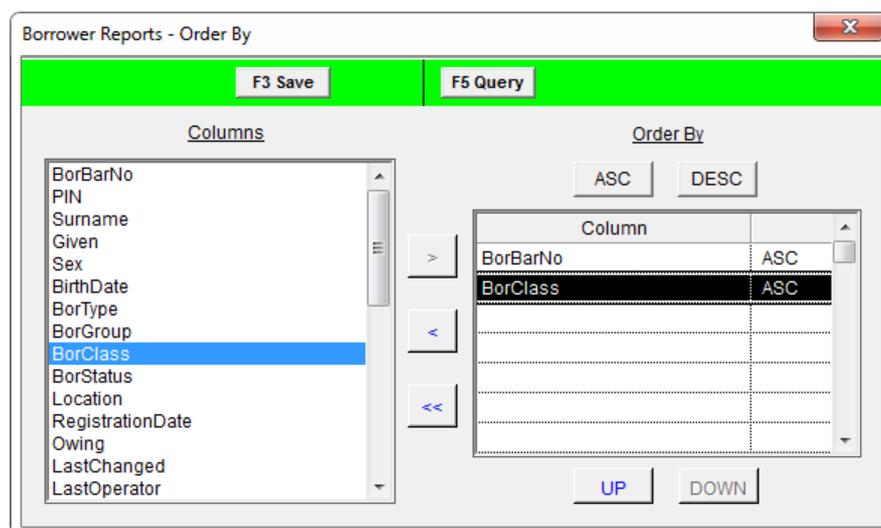
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- e. You may want to add other restrictors – for example: **Borrower No =** or **Borrower Class =**
3. Click the **F3 Save** button when complete – this will close the Borrower Reports – Where screen and return you to the Borrower Reports screen



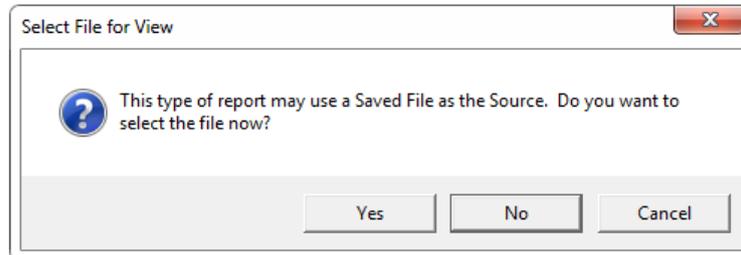
Order By Parameters

1. Click the **F9 Order** button – the Borrower Reports – Order By screen will open
2. Select **BorBarNo** from the Columns list and arrow it across into the Order By list
3. Click the **F3 Save** button when complete – this will close the Borrower Reports – Order By screen and return you to the Borrower Reports screen

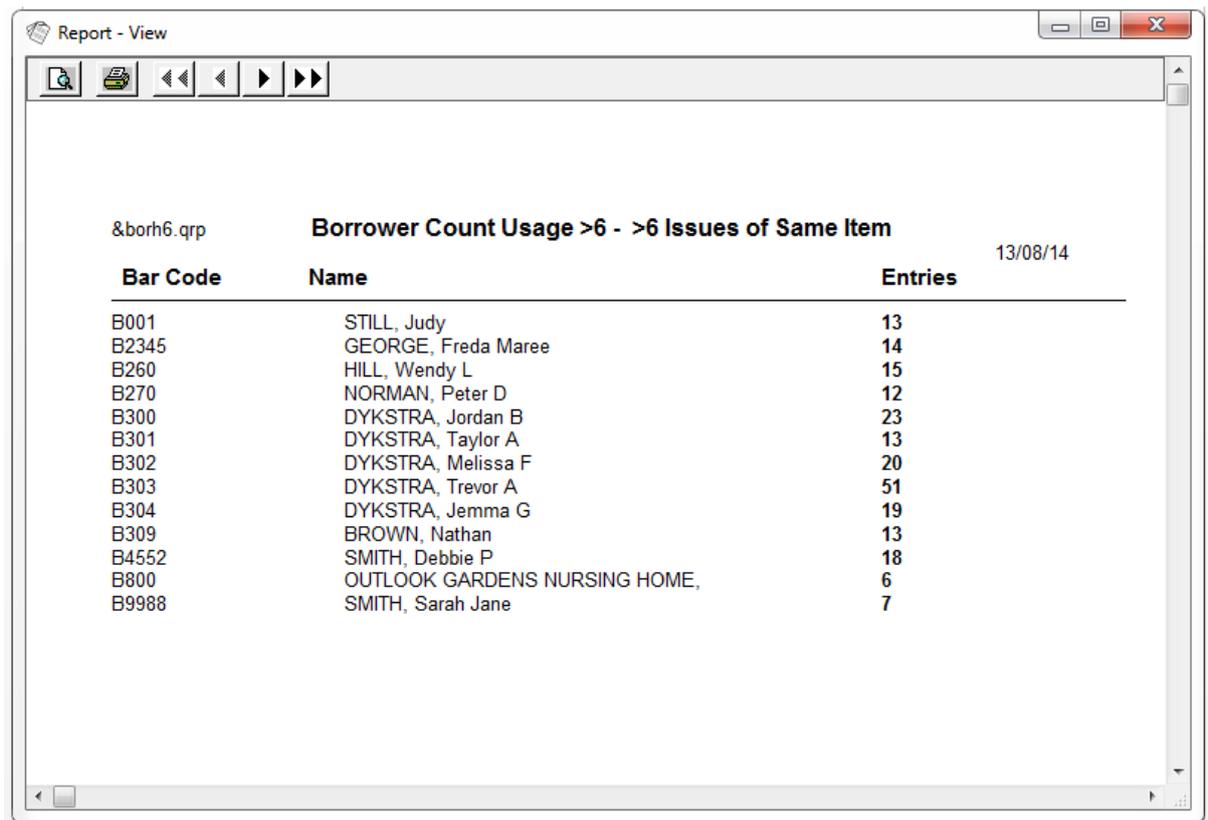


View/Print Report

1. Highlight the report you wish to run and select the **F8 View** button
2. The following message will appear:



3. If you would like the report to run using the entire database (rather than a Saved List) then select **No**
4. The report will then display:



Bar Code	Name	Entries
B001	STILL, Judy	13
B2345	GEORGE, Freda Maree	14
B260	HILL, Wendy L	15
B270	NORMAN, Peter D	12
B300	DYKSTRA, Jordan B	23
B301	DYKSTRA, Taylor A	13
B302	DYKSTRA, Melissa F	20
B303	DYKSTRA, Trevor A	51
B304	DYKSTRA, Jemma G	19
B309	BROWN, Nathan	13
B4552	SMITH, Debbie P	18
B800	OUTLOOK GARDENS NURSING HOME,	6
B9988	SMITH, Sarah Jane	7

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

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APPENDIX 4: USEFUL COMMON REPORTS - STOCKITEM HIGH USAGE COUNT

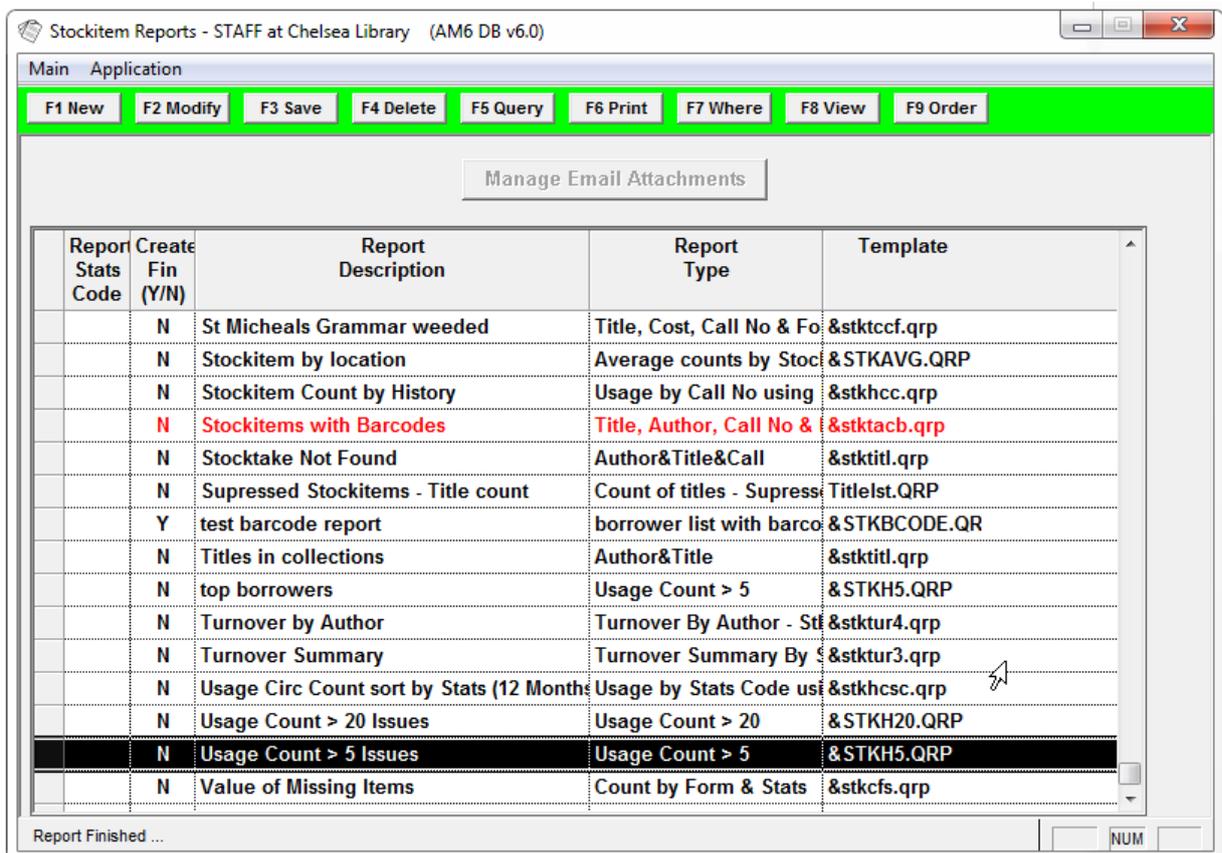
There are several report templates to count high Stockitem usage. The report templates are designed to show items used more than 5, 10 or 20 times within a specified period (using the F7 Where statement). The report templates will list the title and the number of times used.

- **&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

7. Launch the *Amlib* client
8. Go to **Main > Reports > RepStockitem** – the Stockitem Reports screen will open
9. Click the **F1 New** button – the Select Report Format screen will appear
10. **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).
11. Click the **Select** button
12. Type in a Description – for example: **Usage Count > 5 Issues**
13. Ensure the Create Fin (Y/N) column is set to **N**



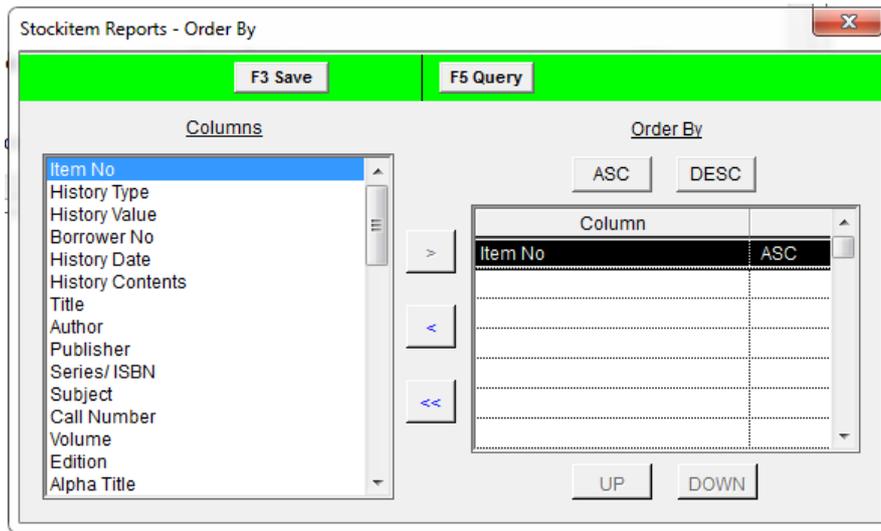
14. Click the **F3 Save** button

Where Search and Order By Parameters

4. Highlight the report and select the **F7 Where** button – this will bring up the Stockitem Reports – Where screen
5. 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 =**
 - f. Click the **F3 Save** button when complete – this will close the Stockitem Reports – Where screen and return you to the Stockitem Reports screen

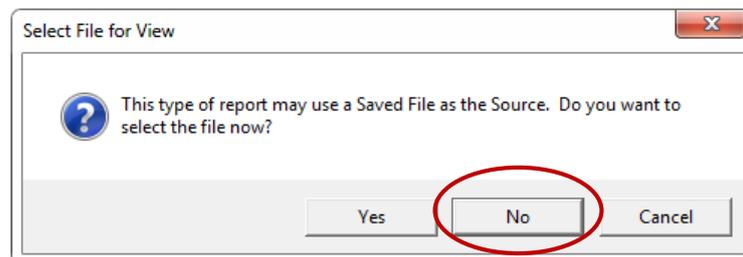
(Column	Oper	Where)	
	History Type	=	ISSUE		AND
(History Date	>=	Saturday, 1 Jan 2000		AND
	History Date	<=	Current Date)	AND
	History Contents	NOT LIKE	Date Due Altered		

6. Click the **F9 Order** button – this will bring up the Stockitem Reports – Order By screen
 - a. Select **Item No** from the Columns list and arrow it across into the Order By list
 - b. Click **F3 Save** – this will close the Stockitem Reports – Order By screen and return you to the Stockitem Reports screen

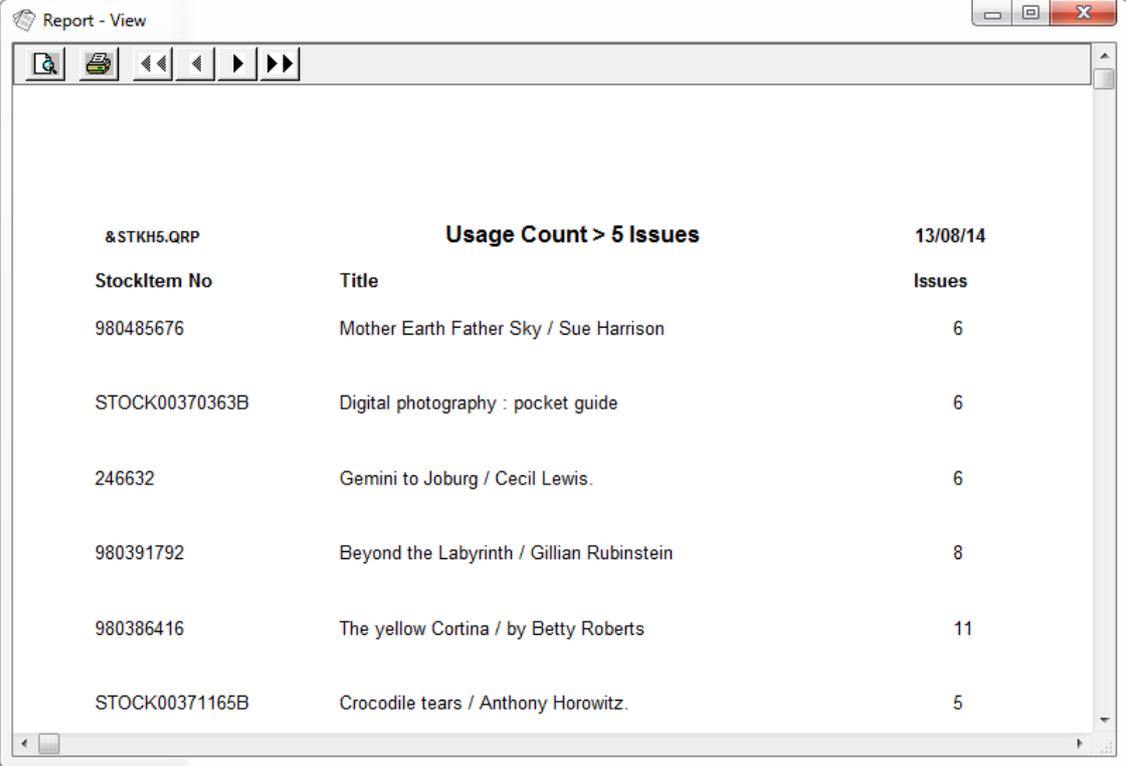


View Report

6. Highlight the report you wish to run and select **F8 View**
7. The following message will appear: **This type of report may use a Saved File as the Source. Do you want to select the file now?**



8. If you would like the report to run using the entire database (rather than a Saved List) then select the **No** button
9. The report will then display:



The screenshot shows a window titled "Report - View" with a toolbar containing icons for search, print, and navigation. The main content area displays a table with the following data:

StockItem No	Title	Issues
980485676	Mother Earth Father Sky / Sue Harrison	6
STOCK00370363B	Digital photography : pocket guide	6
246632	Gemini to Joburg / Cecil Lewis.	6
980391792	Beyond the Labyrinth / Gillian Rubinstein	8
980386416	The yellow Cortina / by Betty Roberts	11
STOCK00371165B	Crocodile tears / Anthony Horowitz.	5

10. Select the **print** button to print the report (unfortunately it is not possible to order this report by highest usages first)