

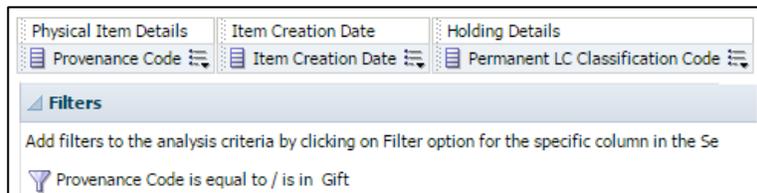
Lesson 10: Prompting the User

There will be times when a relative date is not desired. Instead, the user will want to choose the dates or other information. This video covers how to create a query that will prompt the user. There are three kinds of prompts in Alma's Analytics: column prompt, variable prompt, and image prompt. There is no documentation on the variable or the image prompt, so we will use the column prompt.

Start a simple, new analysis for the **subject Physical Items**. There is a page in the Knowledge Center that explains that subject area:

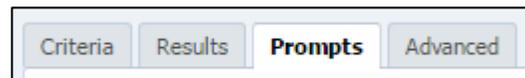
[https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/Alma_Online_Help_\(English\)/Analytics/120Physical_Items](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/Alma_Online_Help_(English)/Analytics/120Physical_Items)

First, we will create a query to report on the number of gifts received for a specific classification code during a prompted date span. For that we can use provenance code, item creation date, and classification code. There are two locations for classification code, one under LC Classifications and another under Holdings Details. They are populated with the same information, so I am going to use the Permanent LC Classification Code under Holdings Details.

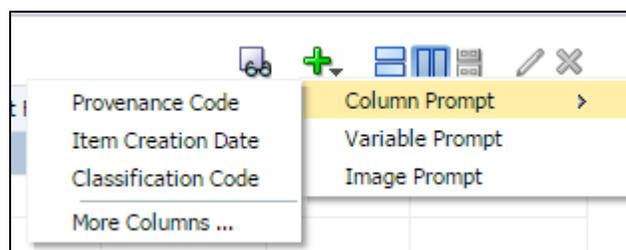


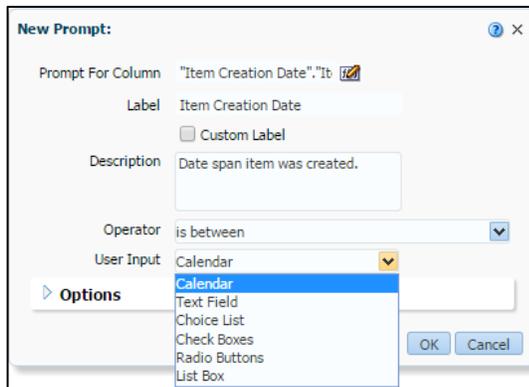
Select the filter for gifts for the provenance code, but do not select a filter for item creation date or for permanent LC classification code. You cannot have filters for prompted fields.

Click the Prompts tab.



On the right side of the screen, click the green plus-sign for New>Column Prompt. You can choose any of the columns in your query. If you want to choose a field not in the query, so not displaying in the report, select "More Columns."





For this, choose item creation date. For Operator, choose “is between.” For User Input, you may choose calendar, text field, choice list, check boxes, radio buttons, or list box. Choose calendar. Click the Options. Place a check next to Require user input. (Calendar Width does not adjust the size of the calendar, but the length of the input field. Look at the display panel for a preview of the size.) Click OK.

Choose New>Column Prompt>Classification Code. Operator should be “is equal to/is in.” User Input should be text field. Click OK.

There is a preview in the bottom panel. You can click the results tab to see the report without the prompts. However, to see it with the prompts, save the report, then navigate to the catalog of queries where you saved it. Use the “Open” option rather than the edit option so you can see the prompts to test the query.

If this is saved as a widget, it will be run with only the specified filter in place and without the prompts. However, if you “Open in a new window” in the widget box on your dashboard, that will activate the prompt(s).

Gifts added this AY		
Open in a new window		
CSUSB gifts added		
Provenance Code	Item Creation Date	Permanent
Gift	2/8/2007	BF
		CS
		ML
		NA
		PN
		PR
		PS

Activity 10-1

Create a query that prompts the user for the LC classification to find the number of lost or missing items and their titles.

- Missing and lost are in the subject Physical Items>Process Type.
- Add the title under Physical Items>Bibliographic Details
- Add the Num of Items under Physical Item Details, then filter for “is equal to” 1.
- For the prompt, make the operator “begins with,” require user input, and use a choice list.

We are searching for a list of items that are lost or missing, including call number and title with only one item on the record.