

SLWA Statistics Training

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OVERVIEW

Amlib keeps statistics to enable sites to report on System Activity for library management purposes and to send information to other agencies – for example: *SLWA*.

SLWA requires the following information from within *Amlib*:

- **Membership Count** – broken down by resident/non-resident and age group
- **Local Stock** – item counts/periodical counts
- **Circulation** – broken down by Type
- **Reference** – OPAC and Reservations counts

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

Some of these reports may require additional Statistics codes to be set up and assigned. Access the Statistics Codes table from the *Supervisor* module: **Main > Supervisor > StatsParams**. The **StatsType** for circulation activities is important and never changes. For example: **Issues = 5, Renewals = 6, Returns = 10** and **Location Transfers = 20**.

BORROWER MEMBERSHIP COUNT

There are several report templates to count Borrower membership. The report templates can break this information down according to Borrower Type, Location, Suburb, Ward, Area, etc.

SLWA uses the following categories (broken down into resident and non-resident):

- Seniors
- Adult
- Young Adult
- Junior
- Family
- Don't Differentiate

In most instances, the Borrower Types in use within *Amlib* should be able to approximate these categories.

TEMPLATE	DESCRIPTION	REPORT TYPE
&B%LTSWA	Borrower count by Location and Type with % of population	Borrower (Default)
&BCAT.QRP	Borrower count by Area and Borrower Type	Borrower (Default)
&BCLT.QRP	Borrower Count by Location and Borrower Type	Borrower (Default)
&BCLTSWA.QRP	Borrower count by Location, Borrower Type, Suburb, Ward and Area	Borrower (Default)
&BCST.QRP	Borrower count by Sex and Borrower Type	Borrower (Default)
&BCT.QRP	Borrower Counts by Location & Borrower Type / Gender & Borrower Type / Suburb & Location – in 3 separate tables	Borrower (Default)
&BCTA.QRP	Borrower count by Borrower Type and Area	Borrower (Default)
&BCTG.QRP	Borrower Count by Location, Borrower Type, Borrower Gender	Borrower (Default)
&BCTS.QRP	Borrower count by Borrower Type and Sex	Borrower (Default)
&BCTSCH.QRP	Counts by Location & Borrower Type / Gender & Borrower Type / Suburb & Location – in 3 separate tables	Borrower (Default)
&BCTSWA.QRP	Borrower count by Borrower Type, Suburb, Ward and Area	Borrower (Default)
&BCTW.QRP	Borrower count by Borrower Type and Ward	Borrower (Default)
&BCWT.QRP	Borrower count by Ward and Borrower Type	Borrower (Default)

Load the Template

Sometimes the template that you would like to use for a report has not been loaded into the system.

1. Launch the *Amlib* client
2. Go to **Main > Reports > RepAddNew** – the Report Files window will display
3. From the Report Entity drop-down, select **Borrower**
4. Click the **F1 New** button – the Borrower New Report File screen will display
5. Enter the following settings:
 - a. Type in a Description – for example: **Borrower Count by Location, Type & Suburb**
 - b. **Browse** to the **Amlib/Reports** folder on your *Amlib* server and locate the template to be loaded (if the template has been loaded onto your PC – then navigate to the local folder)
 - i. Files of type = **System Report Templates (*.qrp)**
 - ii. Highlight the template to be loaded – for example: **&BCT.QRP**
 - iii. Click the **Open** button
 - c. Choose Type: = **Borrower (Default)**
 - d. Leave Default Stats Code blank
 - e. Update Entity (Y/N) = **N**
6. Click the **F3 Update** button
7. Close out of the Report Files window

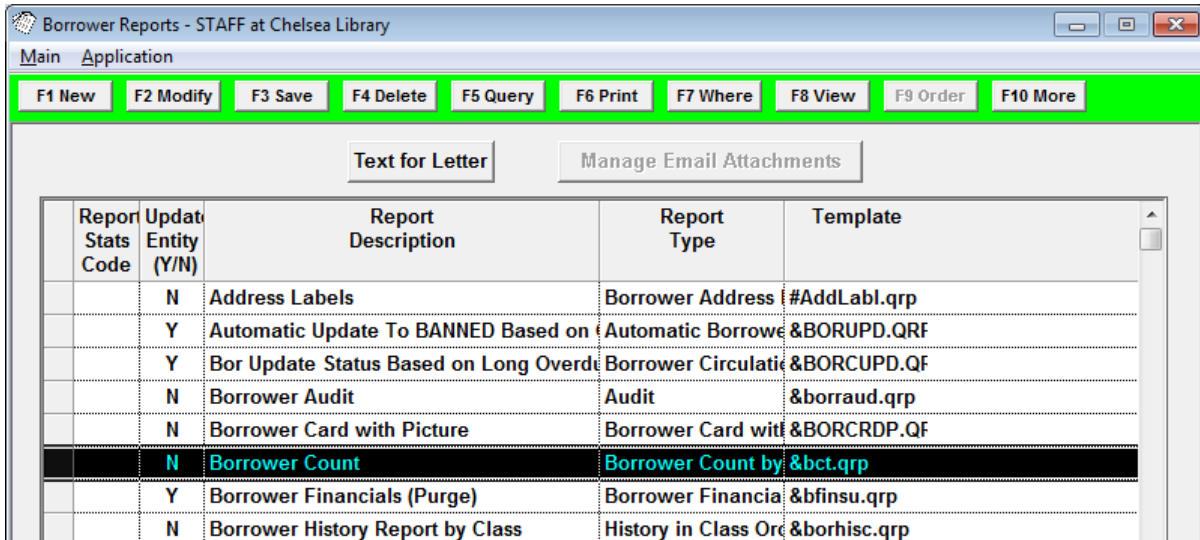
The template is now loaded and available for use in a Report.

Create Report

1. Go to **Main > Reports > RepBorrower** – the Borrower Reports screen will display

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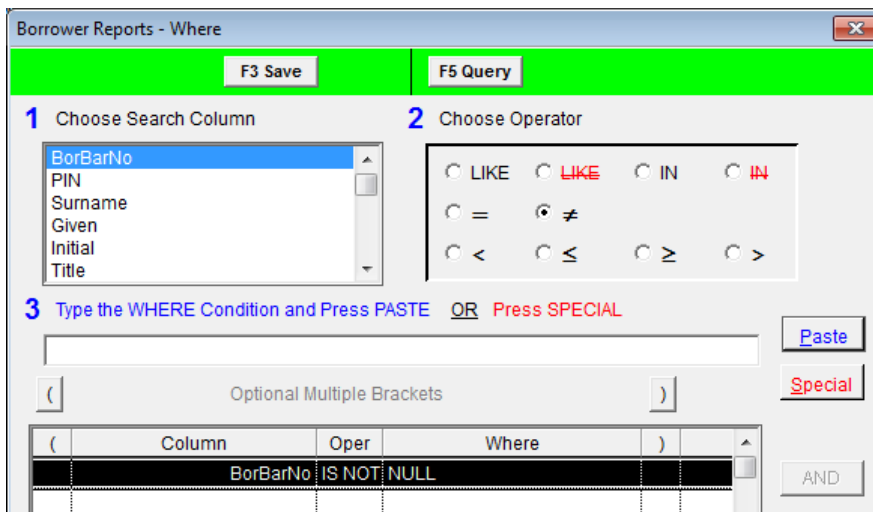
2. Click the **F1 New** button – the Select Report Format screen will display
3. Highlight the report template you would like to use – for example: **&BCT.QRP**
4. Click the **Select** button
5. Type in a Description – for example: **Borrower Count**
6. Ensure the Update Entity (Y/N) column is set to **N**



7. Click the **F3 Save** button

Where Search Parameters

1. Highlight the report and click the **F7 Where** button – the Borrower Reports – Where screen will display

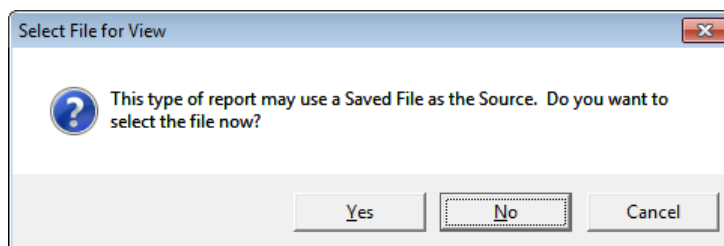


2. Enter the following Where search:
 - a. **BorBarNo IS NOT NULL**
(Paste without putting a value in 3)

- Click the **F3 Save** button when complete – this will return you to the Borrower Reports screen

View/Print Report

- Highlight the report you wish to run and 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?**



- Click the **No** button
- The report will then display:

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

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

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

- Select the **print** button to print the report

LOCAL STOCK COUNT

There are several report templates to count Stockitems. The report templates can break this information down according to Location, Stats Code, Form Code, etc.

SLWA requires the following information:

- Number of local stock resources
- Number of local stock resources acquired during the year
- Number of periodical titles

This will require the running of two different reports.

TEMPLATE	DESCRIPTION	REPORT TYPE
&STKCFS.QRP	Stockitem Count by Form and Stats Codes	Stockitems (Default)
&STKCLFS.QRP	Stockitem Count by Location, Form and Stats Codes	Stockitems (Default)
&STKCLSF.QRP	Stockitem Count by Location, Stats Codes and Form	Stockitems (Default)
&STKCS.QRP	Stockitem count by Stats Code	Stockitems (Default)
&STKCSC.QRP	Stockitem count by Stats Code and Call Set	Stockitems (Default)
&STKCSF.QRP	Stockitem Count by Stats Codes and Form	Stockitems (Default)
&STKFS.QRP	Stockitem Count by Form	Stockitems (Default)
TEMPLATE	DESCRIPTION	REPORT TYPE
&PE0001.QRP	Periodical Title Listing	Periodical
&PE0010.QRP	Periodicals listing (short details)	Periodical
&PE0100.QRP	Periodicals listing (medium details)	Periodical

Load the Template (Stockitem Count)

Sometimes the template that you would like to use for a report has not been loaded into the system.

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

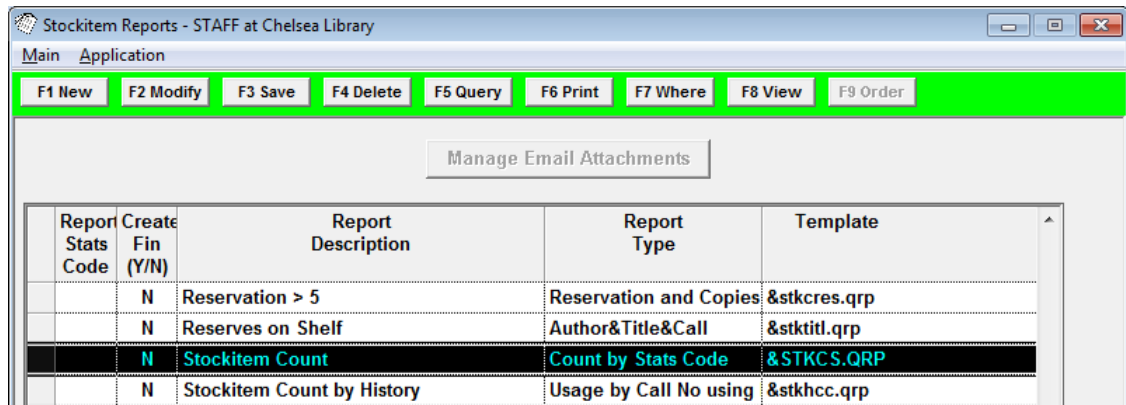
5. Enter the following settings:
 - a. Type in a Description – for example: **Count by Stats Code**
 - b. **Browse** to the **Amlib/Reports** folder on your *Amlib* server and locate the template to be loaded (if the template has been loaded onto your PC – then navigate to the local folder)
 - i. Files of type = **System Report Templates (*.qrp)**
 - ii. Highlight the template to be loaded – for example: **&STKCS.QRP**
 - iii. Click the **Open** button
 - c. Choose Type: = **Stockitems (Default)**
 - d. Leave Default Stats Code blank
 - e. Update Entity (Y/N) = **N**
6. Click the **F3 Update** button
7. Close out of the Report Files window

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

Create Report (Stockitem Count)

1. Go to **Main > Reports > RepStockitem** – the Stockitem Reports screen will display
2. Click the **F1 New** button – the Select Report Format screen will display
3. Highlight the report template you would like to use – for example: **&STKCS.QRP**
4. Click the **Select** button
5. Type in a Description – for example: **Stockitem Count**
6. Ensure the Update Entity (Y/N) column is set to **N**

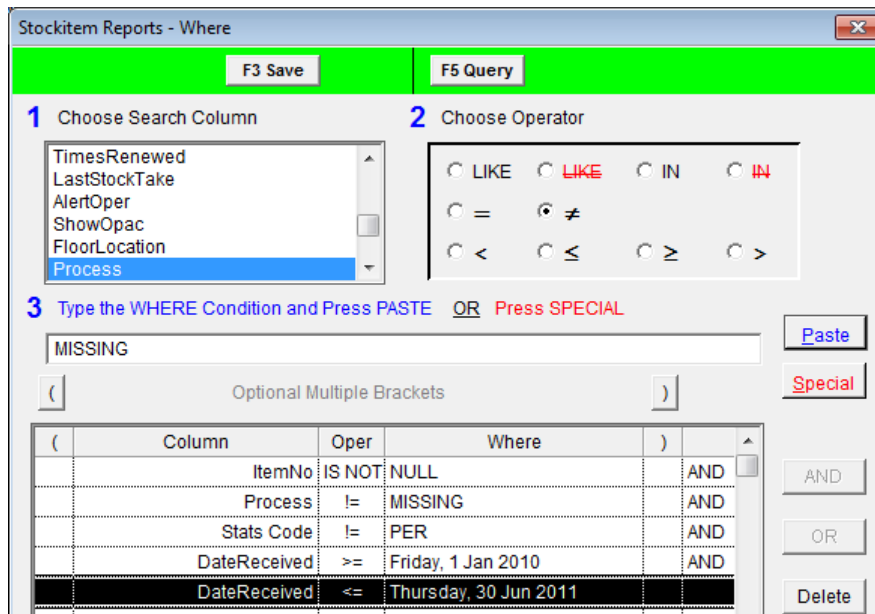
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7. Click the **F3 Save** button

Where Search Parameters

1. Highlight the report and click the **F7 Where** button – the Stockitem Reports – Where screen will display



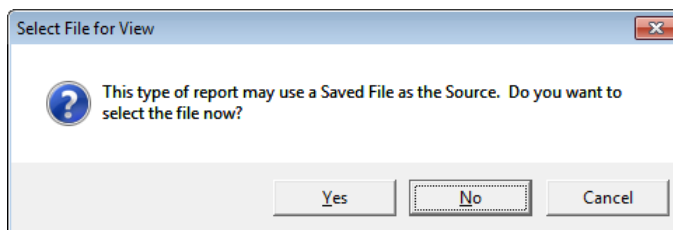
2. Enter the following Where search:

- BorBarNo IS NOT NULL** (Paste without putting a value in 3)
- Process !=MISSING** (or a comparable code)
- Stats Code != PER** (or a comparable code)
- DateReceived** (Optional – use for items acquired during year) – for example:
 - DateReceived >= 01/07/2010 AND**
 - DateReceived <= 30/06/2011**

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

View/Print Report

1. Highlight the report you wish to run and click the **F8 View** button
2. 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?**



3. Click the **No** button
4. The report will then display:

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

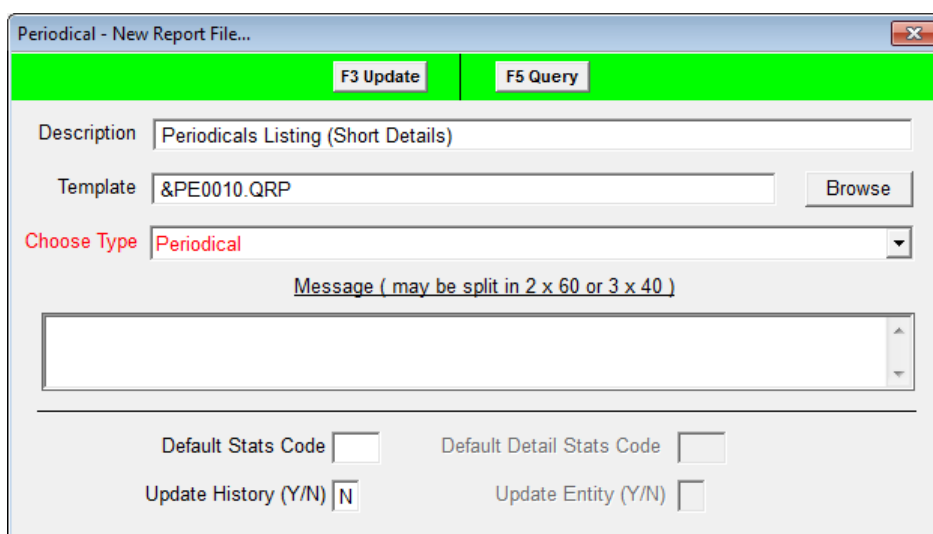
5. Select the **print** button to print the report

Load the Template (Periodical Count)

Sometimes the template that you would like to use for a report has not been loaded into the system.

1. Launch the *Amlib* client
2. Go to **Main > Reports > RepAddNew** – the Report Files window will display
3. From the Report Entity drop-down, select **Periodical**
4. Click the **F1 New** button – the Periodical New Report File screen will display
5. Enter the following settings:
 - a. Type in a Description – for example: **Periodicals Listing (Short Details)**
 - b. **Browse** to the **Amlib/Reports** folder on your *Amlib* server and locate the template to be loaded (if the template has been loaded onto your PC – then navigate to the local folder)
 - i. Files of type = **System Report Templates (*.qrp)**
 - ii. Highlight the template to be loaded – for example: **&PE0010.QRP**
 - iii. Click the **Open** button
 - c. Choose Type: = **Stockitems (Default)**
 - d. Leave Default Stats Code blank
 - e. Update History (Y/N) = **N**
6. Click the **F3 Update** button
7. Close out of the Report Files window

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



Periodical - New Report File...

F3 Update F5 Query

Description Periodicals Listing (Short Details)

Template &PE0010.QRP Browse

Choose Type Periodical

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

Default Stats Code Default Detail Stats Code

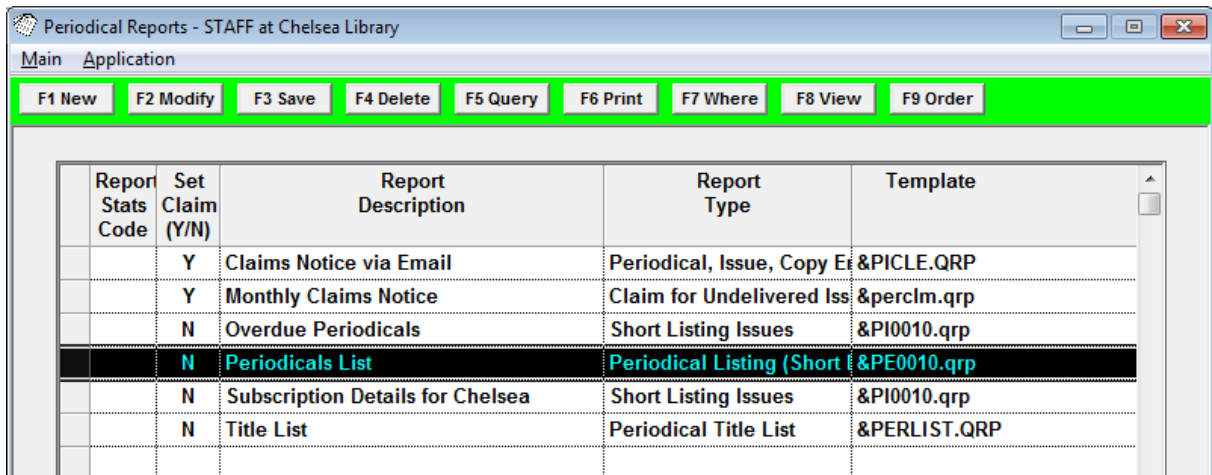
Update History (Y/N) N Update Entity (Y/N)

Create Report (Stockitem Count)

1. Go to **Main > Reports > RepPeriodicals** – the Periodical Reports screen will display

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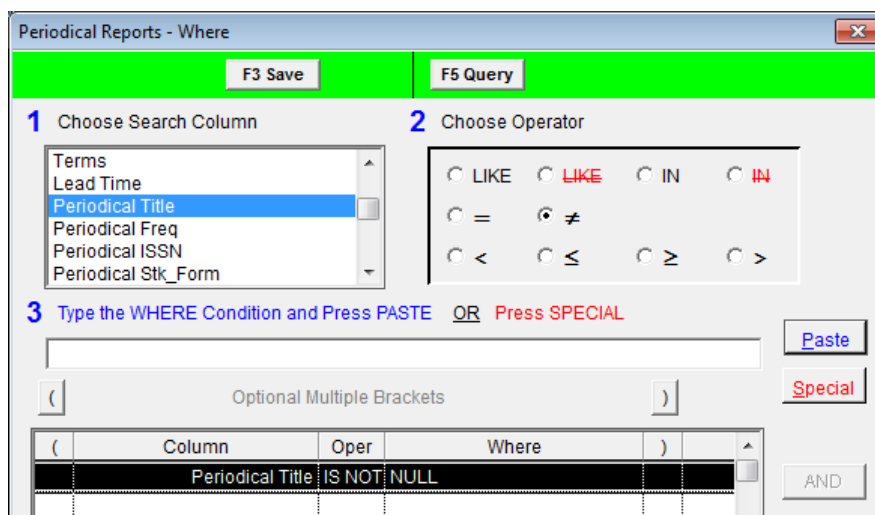
2. Click the **F1 New** button – the Select Report Format screen will display
3. Highlight the report template you would like to use – for example: **&PE0010.QRP**
4. Click the **Select** button
5. Type in a Description – for example: **Periodicals List**
6. Ensure the Set Claim (Y/N) column is set to **N**



7. Click the **F3 Save** button

Where Search Parameters

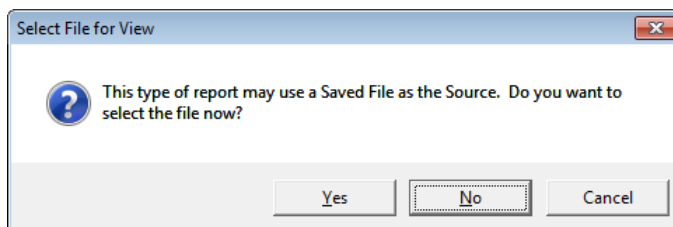
1. Highlight the report and click the **F7 Where** button – the Periodical Reports – Where screen will display



2. Enter the following Where search:
 - a. **Periodical Title IS NOT NULL (Paste without putting a value in 3)**
3. Click the **F3 Save** button when complete – this will return you to the Stockitem Reports screen

View/Print Report

1. Highlight the report you wish to run and click the **F8 View** button
2. 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?**



3. Click the **No** button
4. The report will then display:

Periodicals List						7/07/2011
	Freq.	Stats	Form	ISSN	Retn.	
Australian Geographic.	Q	PE	PER	0816-1658	36	
Australian Personal Computer	M	PE	PER	07254115	25	
Belle design and decoration	M	PE	PER	0310-1452	25	
Better homes and gardens.	M	PE	PER		25	
Bride to be.	Q	PE	PER	10352511	25	
Choice	M	PE	PER	0009-496X	25	
Ecos	Q	PE	PER		26	
PC user.	M	PE	PER	1322-3712	20	
Scientific American	M	PE	PER	0036-8733	36	
Vogue.	M	PE	PER	0042-8019	36	
Waves.	Q	PE	PER	1321-7593	48	
Wheels	M	PE	PER	085340918	20	
Windows Sources Australia	M	PE	PER	13220071	20	

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

Please Note: This report does not include an actual count – the titles will have to be counted *manually*.

STATS PARAMETERS

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

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

Stat Type	Stats Description	Count (Y/N)	Money (Y/N)	Form (Y/N)	Item Type (Y/N)	Borr (Y/N)	Borr Group (Y/N)	Borr Class (Y/N)	Locn (Y/N)	Suburb (Y/N)	Ward Y/N	Area (Y/N)	Year (Y/N)	Month (Y/N)	Da (Y/N)
4	Foreign Issues	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5	Issues (Loans)	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
6	Renewals	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
7	Borrower Visits	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
10	Returns	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y
11	Foreign Returns	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y
15	Reservations	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y
16	Satisfied Reserves	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y
17	Expired Reserves	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y
18	Cancelled Reserves	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y
19	Foreign Reserve	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y
20	Locn Transfers	Y	N	Y	Y	N	N	N	Y	N	N	N	Y	Y	Y
25	InHouse Circ	Y	N	Y	Y	N	N	N	Y	N	N	N	Y	Y	Y
26	Bookings	Y	N	Y	Y	N	N	N	Y	N	N	N	Y	Y	Y
27	Satisfied Bookings	Y	N	Y	Y	N	N	N	Y	N	N	N	Y	Y	Y

Please Note: You may change the Stats Descriptions and collection flags for any of these items but this will not alter the Stats Type code itself for any item numbered between **1 – 200** – for example: **5** is always an issue even though you may give it a description of “**loan**” rather than “**issue**”. The Circulation module has been set to add **1** to the **5 Stats Type** every time an issue is made.

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

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

Statistics are kept on the database until deleted.

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STATS TYPE	STATS DESCRIPTION	EXPLANATION	
04	Foreign Issues	All issues from locations other than the Login Location	
05	Issues (Loans)	All issues from the Circulation, Issues screen	
06	Renewals	All renewals, including single and multiple renewals from the Issues screen	
07	Borrower Visits	Every time a borrower's barcode is wanded (has a transaction) in <i>Amlib</i> – either from Issues or Reservation (Borrower Opac visit is collected separately)	
10	Returns	All returns, including Chute Returns, Returns screen, Issues screen returns	
11	Foreign Returns	All returns from locations other than the Login Location	
13	Returns Not on Loan	All returns where the Item being returned was identified as being Not On Loan	
15	Reservations	All reservations made from the Reservation Application (Opac Reservations are collected separately)	
16	Satisfied Reserves	Reservations that have been satisfied on the issue of the item to the borrower who has had the reservation on the item	
17	Expired Reserves	Reservations that have passed the expiry date set up in Main > Supervisor > Installation > Circulation tab	
18	Cancelled Reserves	Reservations cancelled by an operator (Opac Reservation cancellations are collected separately)	
500	Web Author	Searches performed via the <i>NetOpacs</i> for an Author query	These are user-defined Stats Types. Assigned in <u>Web Opac Parameters</u> screen (Main > Supervisor > WebParams). The Stats Parameters shown here are examples only and are the defaults set within the system.
501	Web Title	Searches performed via the <i>NetOpacs</i> for a Title query	
502	Web Subject	Searches performed via the <i>NetOpacs</i> for a Subject query	
503	Web Keyword	Searches performed via the <i>NetOpacs</i> for an Any Keyword query	
	Web Hot Topics	Searches performed via the <i>NetOpacs</i> for Specialist Topics(HotTopics.htm usage only)	
507	Web New Items	New Item search conducted via the <i>NetOpacs</i> (Newitems.htm usage only)	
508	Web Periodicals	Searches performed via the <i>NetOpacs</i> for a Periodical query	

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Adding a New Statistics Code

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

These customised codes only refer to:

Opac Other	200s
Reports	300s
NetOpacs	500s

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

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

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

- **314 | 1st Odue Email**
- **315 | 1st Odue Email Cnt**

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

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Statistics Codes - STAFF at Chelsea Library (Live DB v5.2)

Main LibraryMenu

F1 New F2 Insert F3 Save F4 Delete F5 Query F6 Print

Stat Type	Stats Description	Count (Y/N)	Money (Y/N)	Form (Y/N)	Item Type (Y/N)	Borr (Y/N)	Borr Group (Y/N)	Borr Class (Y/N)	Locn (Y/N)	Suburb (Y/N)	Ward (Y/N)	Area (Y/N)	Year (Y/N)	Month (Y/N)	Da (Y/N)
310	1st Overdue	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
311	Count of 1st	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
312	Final overdue	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
313	Count Final	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
✓ 314	1st Odue Email	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
✓ 315	1st Odue Email Cnt	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
320	Avail. Reservations	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y

Web Stats Codes

1. Launch the *Amlib* client
2. Go to **Main > Supervisor > WebParams** – the Web Opac Parameters screen will display

Web Opacs Parameters - STAFF at Chelsea Library

Main LibraryMenu Html Parameters

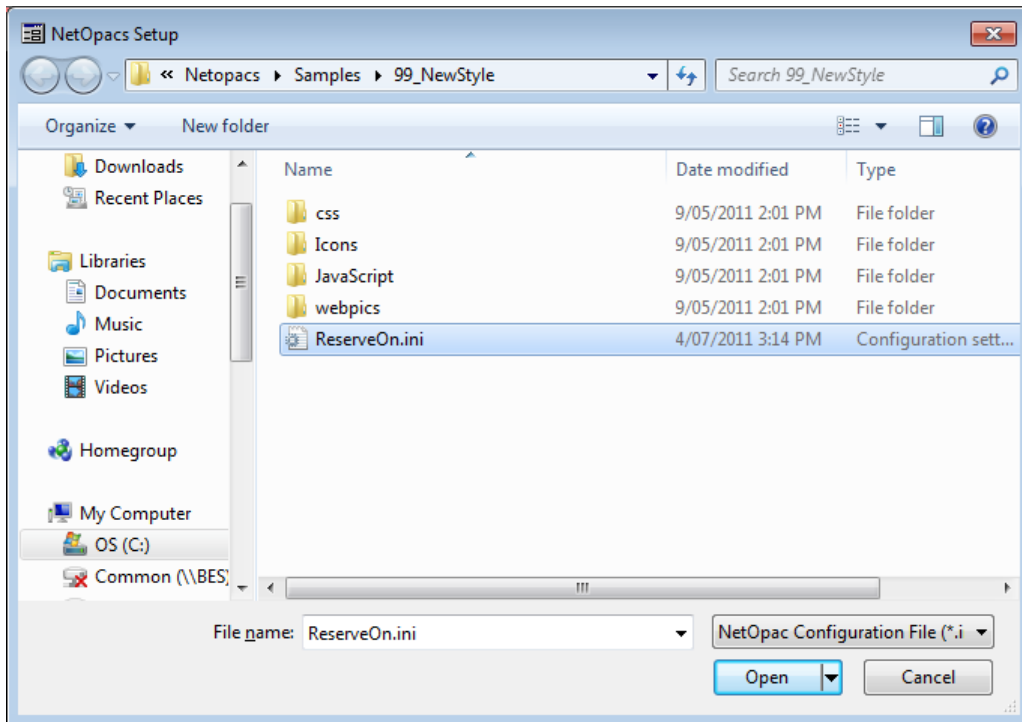
F1 New F2 Insert F3 Save F4 Delete F5 Query F6 Print F7 TextCol F8 PasteR

Viewing Set % text color for Paste

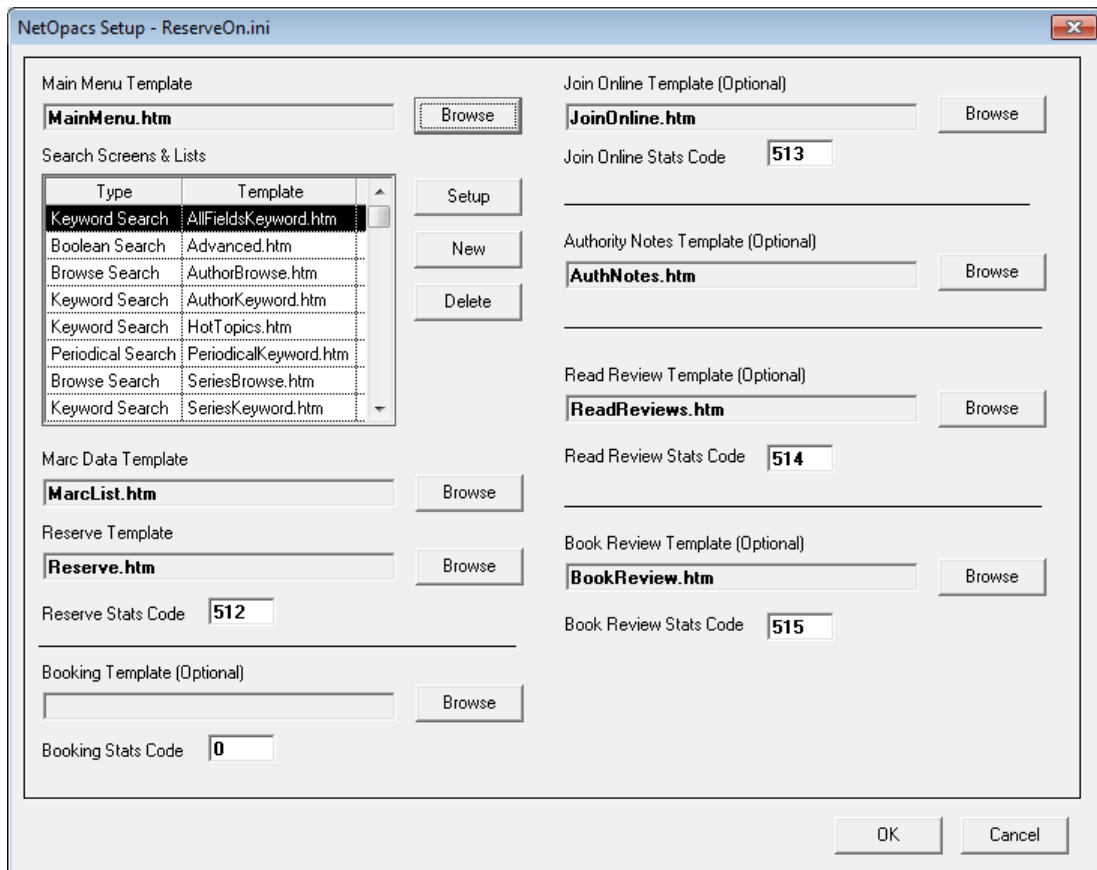
No	u:	Sc	HTML File	Are	Sequ	Background Image	Link	Link	Link	Web		
On				BB	PA	for screen ie	T	Code	Code	Stat		
						authbg.gif	L F	Out	In	Cod		
N	a	1	C:\Netopacs\Samples\51_EasyTabs\MainMenu	B	5		T	1	1			
N	a	2	C:\Netopacs\Samples\51_EasyTabs\Borrower	B	5		T	9G	2G	510		
N	a	2	C:\Netopacs\Samples\51_EasyTabs\TitleBrow	B	5		T	3J	2J	501		
N	a	3	C:\Netopacs\Samples\51_EasyTabs\TitleAuthL	B	5		T	4J	3J	501		
N	a	3	C:\Netopacs\Samples\51_EasyTabs\TitleAuthL	P	10		T	4J	3J	10		
N	a	4	C:\Netopacs\Samples\51_EasyTabs\ItemList.h	B	5		T	6	4A	503		
N	a	4	C:\Netopacs\Samples\51_EasyTabs\ItemList.h	D	10		T	MR	6	4A	503	Order By STP
N	a	4	C:\Netopacs\Samples\51_EasyTabs\ItemList.h	P	15		T	6	4A	20		
N	a	4	C:\Netopacs\Samples\51_EasyTabs\ItemList.h	B	5		T	6	4B	501		
N	a	4	C:\Netopacs\Samples\51_EasyTabs\ItemList.h	D	10		T	MR	6	4B	501	Order By STP
N	a	4	C:\Netopacs\Samples\51_EasyTabs\ItemList.h	P	15		T	6	4B	20		
N	a	4	C:\Netopacs\Samples\51_EasyTabs\ItemList.h	B	5		T	6	4C	500		
N	a	4	C:\Netopacs\Samples\51_EasyTabs\ItemList.h	D	10		T	MR	6	4C	500	Order By STP
N	a	4	C:\Netopacs\Samples\51_EasyTabs\ItemList.h	P	15		T	6	4C	20		
N	a	4	C:\Netopacs\Samples\51_EasyTabs\ItemList.h	B	5		T	6	4D	502		

NUM

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

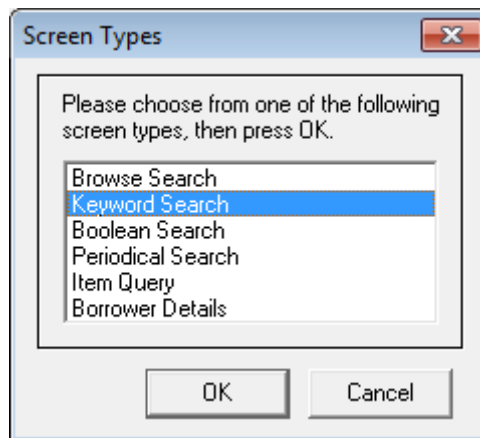


- An **.ini** file will be visible, select it and click on the **Open** button
- The NetOpacs Setup screen will display:

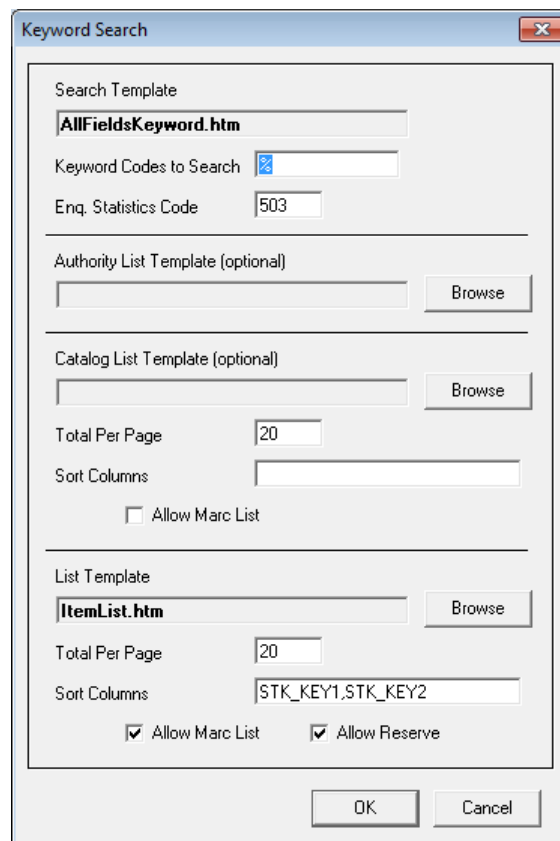


- Highlight on the **Template** you would like to check: in this case **Keyword Search**

- Click the **Setup** button – the Screen Types screen will display:



- Select the Screen Type, in this case: **Keyword Search** and click on the **OK** button
- The Keyword Search screen will display
- You will be able to check Eng. Statistics Code:



- If the code is being used elsewhere (for example: the Opac User Queries Screen) then you will need to adjust the Eng. Statistics Code above to match. The example Opac User Queries screen below uses Type 503

SLWA Statistics Training

Type	Query Data	Locn	Data Found	Date
503	HARRY	WEB	Y	04/07/2011 3:11:52 PM
503	ROWLING	WEB	Y	23/06/2011 10:13:47 PM
503	ROWLING	WEB	Y	23/06/2011 10:12:33 PM
503	HARRY POTTER AND THE CHAMBER OF SECF	WEB	Y	18/05/2011 11:52:17 AM
503	HARRY POTTER	WEB	Y	11/05/2011 12:55:06 PM
503	HARRY POTTER	WEB	Y	11/05/2011 12:54:16 PM

12. Alter Eng. Statistics Code as appropriate
13. Click the **OK** button when complete – the Keyword Search screen will close
14. Click the **OK** button on the NetOpacs Setup screen – you will get a message informing you that you can now recompile the NetOpacs

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

SLWA Statistics Training

CIRCULATION STATISTICS

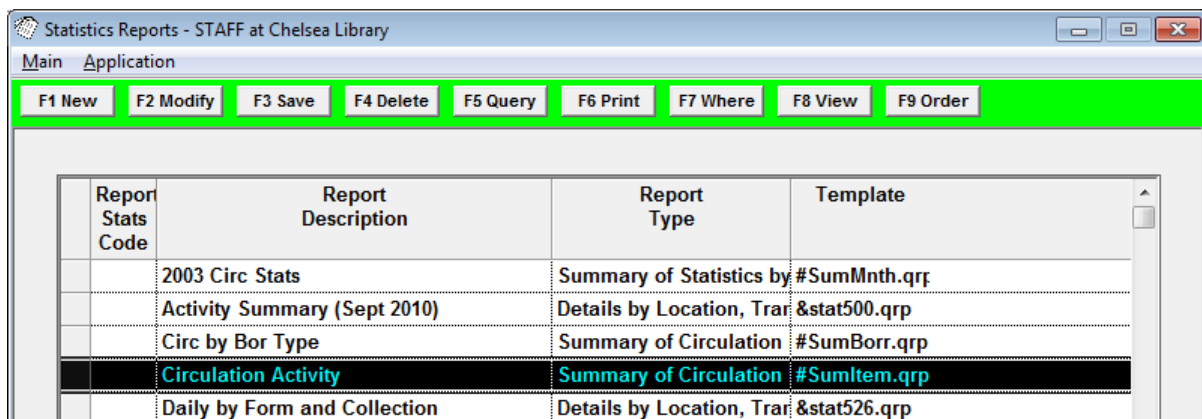
SLWA uses the following categories:

- Adult Non Fiction
- Adult Fiction
- Junior
- Languages Other Than English (LOTE)
- Other (including music)
- Don't Differentiate

In most instances, the Stockitem Stats Codes or Form Codes in use within *Amlib* should be able to approximate these categories.

TEMPLATE	DESCRIPTION	REPORT TYPE
&STAT600.QRP	Details by Location, TransType, BorType	Statistics
&STAT610.QRP	Details by TransType, Location, BorType	Statistics
&STAT620.QRP	Details by Location, TransType, ItemStatsCode	Statistics
&STAT630.QRP	Details by TransType, Location, ItemStatsCode	Statistics
&STAT640.QRP	Details by Location, TransType, ItemFormCode	Statistics
#SUMITEM.QRP	Summary of Circulation by Item Details	Statistics

1. Launch the *Amlib* client
2. Go to **Main > Reports > RepStatistics** – the Statistics Reports screen will display
3. Click the **F1 New** button – the Select Report Format screen will display
4. Highlight the report template you would like to use – for example: **#SUMITEM.QRP**
5. Click the **Select** button
6. Type in a Description – for example: **Circulation Activity**
7. Click the **F3 Save** button when complete



Where Search Parameters

1. Highlight the report, and click the **F7 Where** button – the Statistics Reports – Where screen will display
2. Enter the following Where statement:
 - a. **Trans Type (Issue,Ret) = 5** (for Issues)
 - b. **Trans Date** – for example:
 - i. **Trans Date >= 01/01/2010**
 - ii. **Trans Date <= 30/06/2011**
3. Click the **F3 Save** button when complete

Statistics Reports - Where

F3 Save F5 Query

1 Choose Search Column

2 Choose Operator

3 Type the WHERE Condition and Press PASTE OR Press SPECIAL

30/06/2011

Optional Multiple Brackets ()

(Column	Oper	Where)
	Trans Type (Issue,Ret)	=	5	AND
	Trans Date	>=	Thursday, 1 Jul 2010	AND
	Trans Date	<=	Thursday, 30 Jun 2011	

Paste Special AND OR Delete

View/Print Report

1. Highlight the report you wish to run and click the **F8 View** button
2. The report will then display:

Summary of Circulation by Item Details			
Circulation Activity			
Circulation By Form			
		Issues (Loans)	Total Circulation
AC	Audio Cassettes	79	79
BK	Books	20616	20616
BR	BookRoom	28	28
CD	Music Compact Disks	20	20
PE	Periodicals	116	116
RE	Reference	5	5
RP	Reports	26	26
VI	Videos and DVDs	3089	3089
		23979	23979
Circulation By Stats Code			
		Issues (Loans)	Total Circulation
AF	Adult Fiction	8548	8548
ANF	Adult Nonfiction	3954	3954
ANFSTA	Adult Nonfiction Stack	3	3
AVNF	Audio Visual Nonfiction	1	1
CAS	Music Cassette	38	38

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

SLWA Statistics Training

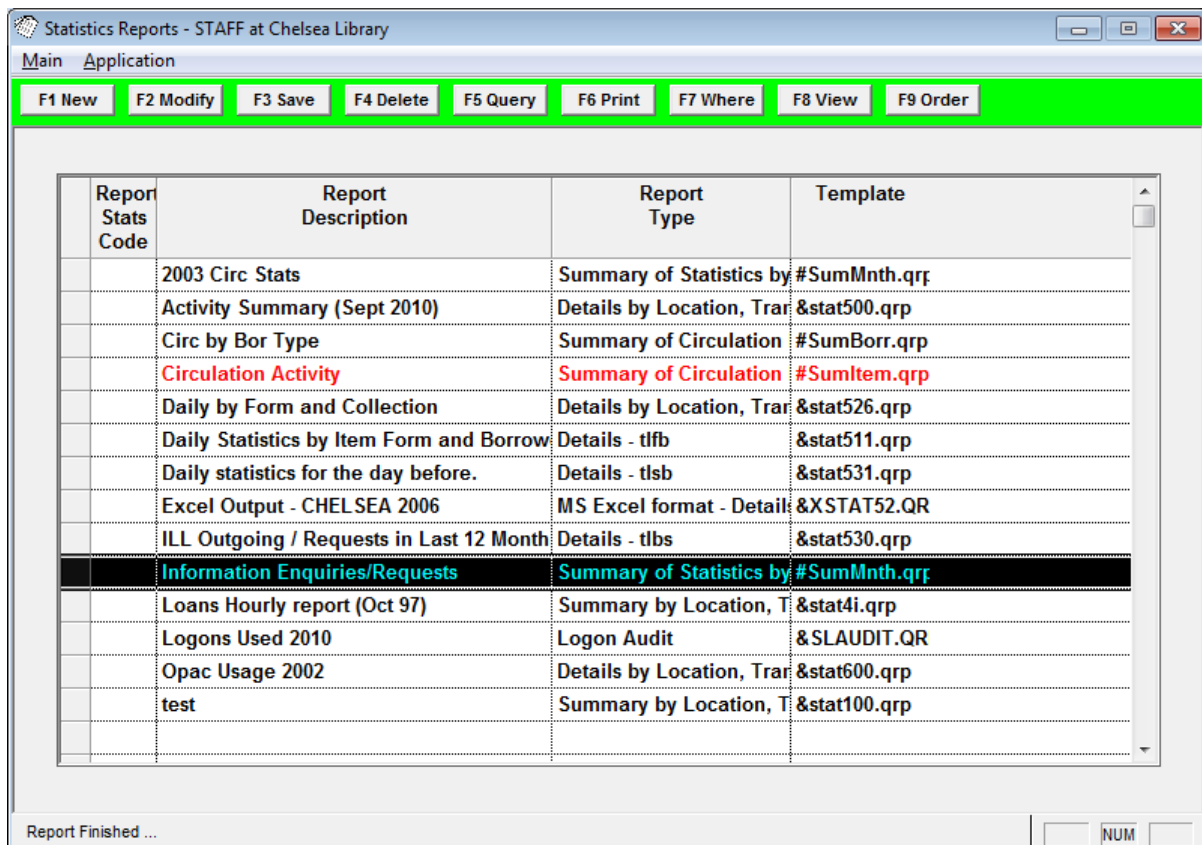
REFERENCE STATISTICS

SLWA requires the following *Amlib*-related statistics

- OPAC (NetOpacs) Enquiries
- Reservations Placed

TEMPLATE	DESCRIPTION	REPORT TYPE
&STAT100.QRP	Summary by Location, TransType, Year	Statistics
&STAT200.QRP	Summary by Location, TransType, Year, Month	Statistics
#SUMMNTH.QRP	Summary of Statistics by Month	Statistics

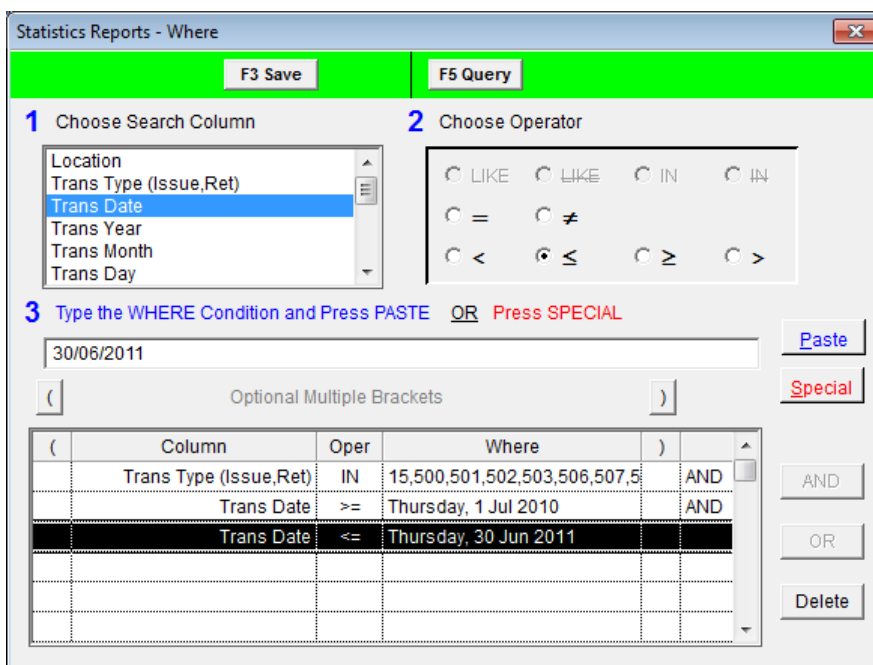
1. Launch the *Amlib* client
2. Go to **Main > Reports > RepStatistics** – the Statistics Reports screen will display
3. Click the **F1 New** button – the Select Report Format screen will display
4. Highlight the report template you would like to use – for example: **#SUMMNTH.QRP**
5. Click the **Select** button
6. Type in a Description – for example: **Information Enquiries/Requests**
7. Click the **F3 Save** button when complete



Where Search Parameters

SLWA Statistics Training

1. Highlight the report, and click the **F7 Where** button – the Statistics Reports – Where screen will display
2. Enter the following Where statement:
 - a. **Trans Type (Issue,Ret) IN 15,500,501,502,503,506,507,508** (for Reservations & Web-related searches – see the [Statistics Parameters](#) above)
Please Note: You may need to alter the above statement so as to match the Trans Types (Stats Codes) in use your *NetOpacs*
 - b. Trans Date – for example:
 - i. **Trans Date >= 01/01/2010**
 - ii. **Trans Date <= 30/06/2011**
3. Click the **F3 Save** button when complete



View/Print Report

1. Highlight the report you wish to run and click the **F8 View** button
2. The report will then display:

#SumMnth.qrp	Statistical Summary by Month	7/07/2011											
Information Enquiries/Requests													
Statistics for the Last 12 Months													
	Aug	Oct	Nov	Dec	Feb	Apr	May	Jun	Jul	Sep	Mar	Jan	Totals
Reservations	24	82	10	4	3	25		16	21	1835	3	3	2026
Web Author	40	25	41	14	18	27	59	109	51	137	54	38	613
Web Hot Topics	1							1		1			3
Web Keyword	14	15	28	6	12	28	66	63	17	95	14	5	363
Web New Items	1		3	1	2	1		3	1	2		1	15
Web Subject	8	4	17	6	6	21	15	30	14	48	1	7	177
Web Title	15	3	36	9	22	16	21	44	19	85	26	16	312
	103	129	135	40	63	118	161	266	123	2203	98	70	3509

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

Please Note: If you don't wish to manually add up the Web-related search totals, you may wish to run the report without the Reservations Trans Type (15).