

## Creating a report in heidi displaying the 2009/10 SCONUL Library Management Statistics



The following exercise will take you through creating a basic report containing SCONUL Library Management Statistics data for 2009/10.

- a) Log into heidi
- b) Click on 'Reports' on the heidi menu bar
- c) Click 'Create new report'
- d) Follow the path below through the data explorer (click on the yellow folder icons to expand the folders);
  - 2009/10
  - Derived statistics
  - SCONUL Library Management StatisticsClick on the yellow folder next to either 'Contextual data', 'HESA institutional contextual data' or 'Management statistics', depending on which section you are interested in  
Click on the yellow icon next to the text link that appears (these will be 'Data', 'Percentage' or 'Statistics' depending on which folder you previously selected)
- e) Click on the text link/s for the data/percentage/statistic that you would like to add to your report. A column will now be selected and appear in the Report columns box at the bottom of the screen. Repeat until you have added all the columns that you wish to
- f) Click on 'Go to view mode'. Your report will appear on screen.
- g) Within the view report screen you may amend the report group (i.e. the list of institutions displayed) by selecting an alternative group from the Report group dropdown box at the top of the report.
- h) You may save your report by clicking 'Save report' on the heidi tool bar.
- i) Accompanying notes and definitions are available for the report. To access these click on the '?' icon on the heidi toolbar. The notes and definitions will appear in a pane that appears on the right hand side of the screen. You may also download your report to excel or XML by clicking on these buttons on the heidi toolbar. If you wish to update your report, click on the 'Go to design view' button.