Navigation in Analytics

- Analytics Main Toolbar
- Catalog Directory

Analytics Main Toolbar

When you open Alma Analytics, you'll see an empty dashboard. Your dashboard can be customized to display reports that you use on regular basis. See Adding results (reports & widgets) to personal dashboard for more on personalizing your dashboard.

The toolbar in Analytics offers multiple ways to get around:

- **Home**: moves you back to a standard home screen, with options to create, browse/manage, and review recent work
- **Catalog**: opens the directory of existing reports and dashboards
- **Favorites**: acts like the Favorites in a browser; add items here that you'll need to refer to often
- **Dashboards**: lets you see all Dashboards you have access to in Analytics
- **New**: lets you create a new object (analysis, dashboard, etc.)
- **Open**: lets you quickly open your recent reports or see ‘popular’ (often-used) reports by others in your organization

Catalog Directory

As you work with existing analyses, you'll spend much of your time in the Catalog of analyses.

In the Catalog section, there are two main folders:

- **My Folders**: for your use only. You can add as many subfolders as you need, and store reports here for your use only and that are in development before being shared
- **Shared Folders** (read more about Shared Folders in Analytics):
  - **Alma**: Out-of-the-box or canned reports created by Ex Libris; reports in this folder can be copied to your My Folders and modified
  - **Community**: A folder for the purpose of sharing reports between institutions; these reports can also be copied and modified
  - **Harvard University**: Reports created by Harvard users, organized by Analytics subject. These include Alma canned reports reviewed by the Analytics & Reporting Working Group and determined to be useful to Harvard staff.
  - **Leganto** – (needs description)

Before creating a new analysis, search the Harvard University folder (and possibly other shared folders) for an existing report that will meet your needs as-is or with some modification. Reusing reports creates more consistent analysis and saves you time.