

4.6 MANAGING REPORT QUEUES

A report queue is a group of selected objects from one class, for which a report, selectable from the list of report definitions, can be sent to the destinations (i.e. printer or e-mail address).

Report queues are usually used to print labels for materials, e.g. when you do not want to print out every label individually, but would like to print more labels at once (e.g. all the labels prepared in one day).

Procedure

1. Select the **System / Queue editor** method.

The **Queue editor** window will open. A list of report queues will be displayed in the part of the window labelled "List of report queues". The list is sorted alphabetically.

You will see the queue name, the class name in round brackets, followed by the number of objects currently queuing.

When you first start working, the list is empty.

2. You can create a new report queue (see chapter 4.6.1).
3. You can edit a report queue (see chapter 4.6.2).
4. You can delete a report queue (see chapter 4.6.3).

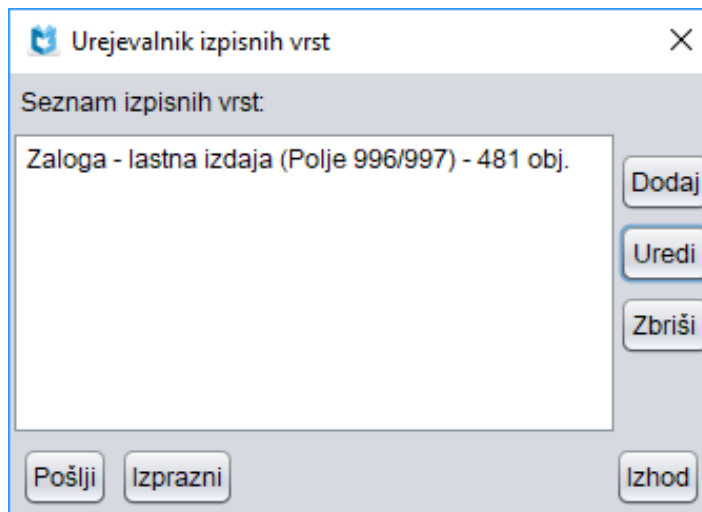


Figure 4.6-1: Queue editor

5. You can send objects from the report queue to destinations (printer or e-mail address) (see chapter 4.6.4).
6. You can clear a report queue, i.e. remove all objects from the report queue (see chapter 4.6.5).
7. To exit the **Queue editor** window, click the **Exit** button.

4.6.1 Creating a report queue

Procedure

1. In the **Queue editor** window, click the **Add** button.
The **Choose class** window will open, which shows the entire structure of COBISS3 software with all its modules and classes.
2. Open the desired module and select the class, in which you wish to create a report queue, and then click the **OK** button.
The **Report queue** window will open, which shows the class and the author of the report queue.
3. Enter the name of the report queue.
4. Under "Description", you can enter a short description of the report queue.
5. You can add an object to the report queue (see chapter 4.6.1.1).
6. To remove an object from the report queue, highlight it and click the **Delete** button.
7. Click the **OK** button.

4.6.1.1 Adding an object to report queue

Objects are usually added to the report queue while you perform business transactions. For example: during the process of accessioning and serials check-in, you can add the fields 996/997 to the report queue in order to print labels for the material.

You can also add a new object to the report queue in the queue editor while you create or edit the report queue.

Procedure

1. In the **Report queue** window, click the **New object** button.
The class search window will open.
2. Find and select the object. More objects can be selected at once.
Once you select the object, it will be added to the report queue.

Options

If the object is in your workspace, you can add it to the report queue by selecting the method **Object / Add to report queue**, but only if it is stored in one of the classes, which are visible in the part of the browser window, containing modules and classes.

You can also add objects to the report queue, if you select the class first, and then select the method **Class / Add to report queue**. When you select the method, a window with the list of report queues for the selected class will open. When you select the desired report queue, the search window for the selected class will open. Use it to find the required objects, select them and add them to the report queue.

If there are no existing report queues, you can create a new report queue after you select the methods **Object / Add to report queue** or **Class / Add to report queue**.

4.6.2 Editing a report queue

Procedure

1. In the **Queue editor** window, click on the report queue to highlight it.
2. Click the **Edit** button.
The **Report queue** window will open.
3. You can change the name and description of the report queue.
4. You can add an object to the report queue (see chapter 4.6.1.1).
5. To remove an object from the report queue, highlight it and click the **Delete** button.
6. Click the **OK** button.

4.6.3 Deleting a report queue

Procedure

1. In the **Queue editor** window, click on the report queue to highlight it.
2. Click the **Delete** button.
The **Delete report queue** window will open with the question "Do you want to delete report queue?"
3. Click the **Yes** button.

4.6.4 Sending a report queue

Procedure

1. In the **Queue editor** window, click on the report queue to highlight it.
2. Click the **Send** button.
The **Report definition selection** window will open (see chapter 4.5, steps 3–15).
When the reports are sent, the **Clear queue** window will open with the question "Do you want to clear report queue?"
3. To remove all objects from the report queue, click the **Yes** button.
4. If you do not wish to remove the objects from the report queue, click the **No** button.

Options

You can also send the report queue to the printer or to an e-mail address if you first select the class, for which you wish to print a report queue, and then select

the method **Class / Create report from queue**, and then select the desired report queue.

4.6.5 Clearing a report queue

Procedure

1. In the **Queue editor** window, click on the report queue to highlight it.
2. Click the **Clear queue** button.

The **Clear queue** window will open with the question "Do you want to clear report queue?"

3. Click the **Yes** button.

All objects will be removed from the report queue.