

## B.2 REPORT VARIABLES

Report variables are parts of report definitions, which define the text in a report (e.g. in a document, statistical report, etc.). Users can set values for report variables.

Report variables prepared by IZUM are stored in the group of standard definitions of variables in the COBISS3/Reports software module. If you wish to change the value of a certain variable, copy the definition of this variable into the group of user definitions of variables and edit it there.

The privilege *RPT\_VAR – Maintenance of variables and classifications* is required to edit definitions of variables.

---

### B.2.1 Standard definitions

In table B.2-1, acquisitions variables defined in the COBISS3/Reports module are presented. The first column contains the variable name, the second column contains its value and the third column contains reports where the variable is taken into consideration.

**Table B.2-1: Report variables for the COBISS3/Acquisitions module**

Name	Value	Use
1) Head of Acquisitions		All reports (except Letter of thanks to the donor and Apportionment among departments)
2) Head of Acquisitions – title		All reports in mother tongue (except Letter of thanks to the donor and Apportionment among departments)
3) Head of Acquisitions – title (eng)		All reports in English (except Letter of thanks to the donor and Apportionment among departments)
4) Library head		Letter of thanks to the donor
5) Library head – title		Letter of thanks to the donor in mother tongue
6) Library head – title (eng)		Letter of thanks to the donor in English
7) Library head – academic title		Letter of thanks to the donor in mother tongue
8) Library head – academic title (eng)		Letter of thanks to the donor in English

Name	Value	Use
9) <b>Legal deposit – introductory text</b>	Dear Sir/Madam, Pursuant to the Legal Deposit Act (Official Gazette RS, No. 69/06), please find enclosed a claim for the following legal deposit material:	A list that accompanies a shipment of legal deposit material
10) <b>Legal deposit – conclusion text</b>	Pursuant to the Legal Deposit Act, you are required to provide legal deposit material, together with a delivery note, in 4 copies or in 16 copies, if the publication was co-financed by public funds, within 15 days of publication. The form of the publication must be the same as the form used for public dissemination.  If you have any further questions, please do not hesitate to contact us.	A list that accompanies a shipment of legal deposit material
11) <b>A note included in order</b>		Order
12) <b>A note included in order (eng)</b>		Order

## B.2.2 User definitions

New values for variables are set in the COBISS3/Reports module. Select **System / Reports module** to access the module.

If you wish to set a new value for the variable that should be considered in the report, copy the definition of the variable that is stored in the group of *standard definitions* of variables to the group of *user definitions* of variables and edit it there.

### Procedure

1. In the **Groups** pane, open the **Report variables / Standard / Acquisitions and serials** folder.  
In the right pane, a list of definitions of the selected group appears.
2. In the list of definitions of variables, highlight the definition of the variable for which you wish to set a new value.
3. Select the **Editing / Copy and paste to user definitions** method.

The variable is copied to the **Variables / User definitions / Acquisitions and serials** folder. If the **Acquisitions and serials** folder does not exist yet in the group of user definitions of variables, it is created automatically.

4. In the **Definitions of selected group** pane, in the list of definitions of variables, highlight the definition of the variable for which you wish to set a new value.
5. Select the **Definition / Properties** method.  
The **Variable definition** window will open.
6. Change the data. Under "Name", you can change the name of the variable, and under "Value", you can change its value.



Example:

If you wish that e.g. *Mary Smith* will appear on the reports as the head of the acquisitions department, enter the value *Mary Smith* under the variable **Head of Acquisitions**, and the value *Head of Acquisitions* under the variable **Head of Acquisitions – title (eng)**.

7. Save the data.

### *Options*

Use the methods **Editing / Copy** and **Editing / Paste** to copy a standard variable to the group of user definitions. If the **Acquisitions and serials** folder does not exist yet, create it before copying a variable. To do that, highlight the **User definitions** folder and select the **Group / New** method.