

# Submitting a Canned or Ad Hoc Query to the cul-folio-analytics GitHub repository

1 - Make sure your query meets the specifications described on the [Preparing a Canned Report or Ad Hoc Report for cul-folio-analytics page](#).

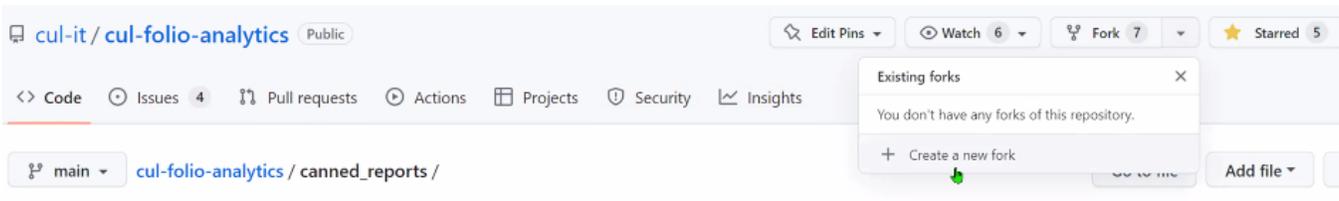
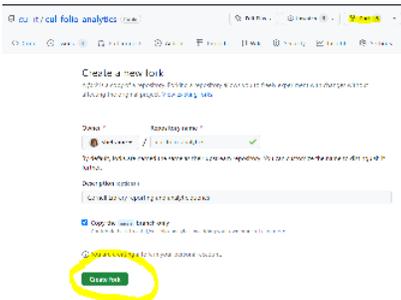
2 – Create an entry for the report on the FOLIO Canned Reports Directory at <https://confluence.cornell.edu/display/folio/FOLIO+Canned+Reports+Directory>

Under "All Reports," pick the next CR number or AHR number and add a row at the end of the All Reports table. Enter all the information listed in the columns. Duplicate this entry in the appropriate functional area reports section, e.g., Access Services reports. Right next to your CR or AHR number, enter the words "in progress" in parentheses.

CR208 (in progress)	5/5/23	identifying DVDs	This query identifies DVDs.		NEW	jl41
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4 – Log into the cul-folio-analytics repository on GitHub <https://github.com/cul-it/cul-folio-analytics>

5 - If you have not yet created your own fork (copy) of this repository, create a fork. Click the Fork button at the top right corner of the page, choose Create a new fork, then click the green Create Fork button to create your fork.



## Create a new fork

A *fork* is a copy of a repository. Forking a repository allows you to freely experiment with changes without affecting the original project. [View existing forks.](#)

Owner <sup>\*</sup>  / Repository name <sup>\*</sup>  ✓

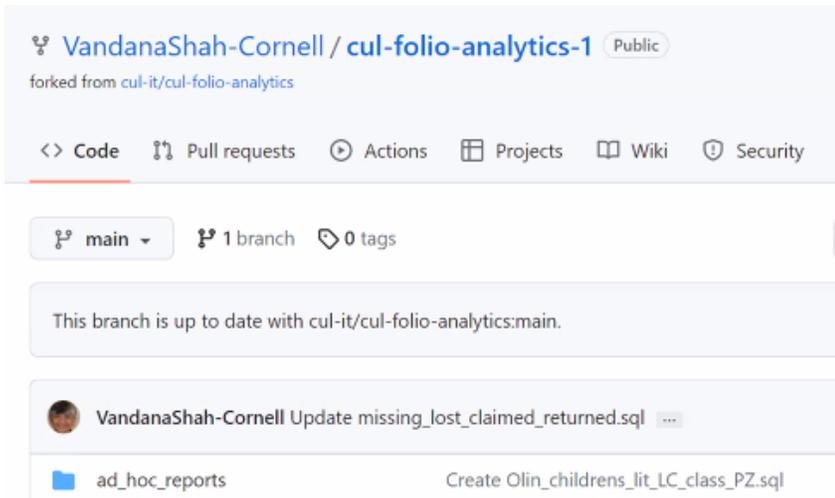
By default, forks are named the same as their upstream repository. You can customize the name to distinguish it further.

Description (optional)

Copy the `main` branch only  
Contribute back to `cul-it/cul-folio-analytics` by adding your own branch. [Learn more.](#)

① You are creating a fork in your personal account.

After creating your fork, you should see a new named fork of the main repository, with your name, a slash, and the name of the repository, as shown below. You can confirm you are in your fork of the repository on the top left corner of your page.



The screenshot shows the GitHub interface for a forked repository. At the top, it displays the owner 'VandanaShah-Cornell' and the repository name 'cul-folio-analytics-1' with a 'Public' badge. Below this, it indicates the fork is from 'cul-it/cul-folio-analytics'. A navigation bar includes links for 'Code', 'Pull requests', 'Actions', 'Projects', 'Wiki', and 'Security'. Below the navigation bar, there are buttons for 'main', '1 branch', and '0 tags'. A message states 'This branch is up to date with cul-it/cul-folio-analytics:main.' Below this, there is a commit by 'VandanaShah-Cornell' titled 'Update missing\_lost\_claimed\_returned.sql'. At the bottom, there are two files listed: 'ad\_hoc\_reports' and 'Create Olin\_childrens\_lit\_LC\_class\_PZ.sql'.

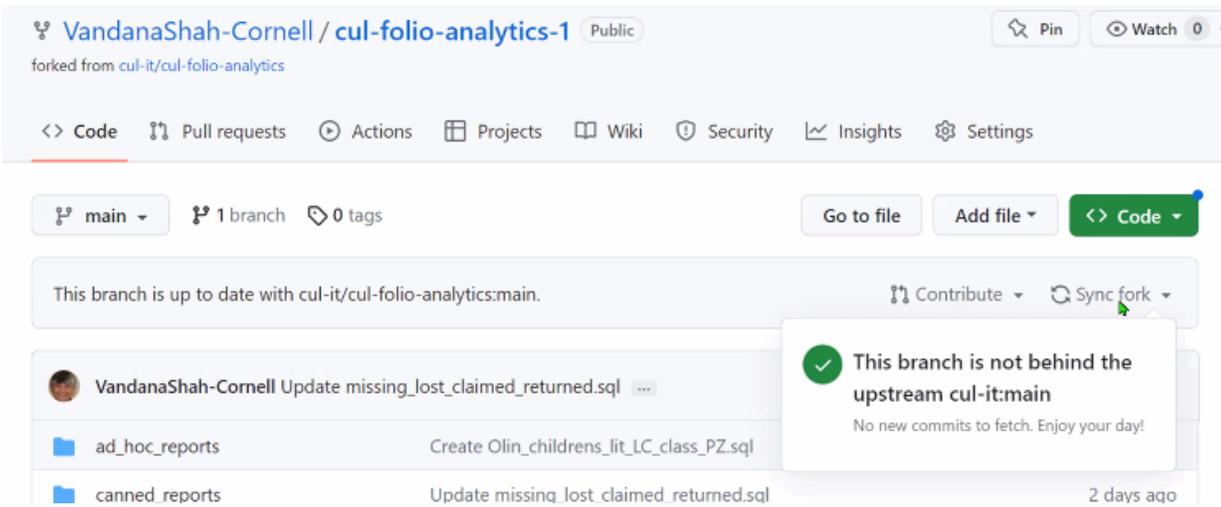
7 - If you have already created a fork, you just need to synchronize the files from the main directory to your own fork before you begin working. If your fork is behind on commits, click the Sync fork drop down

This branch is **9 commits ahead, 32 commits behind** folio-org:main.

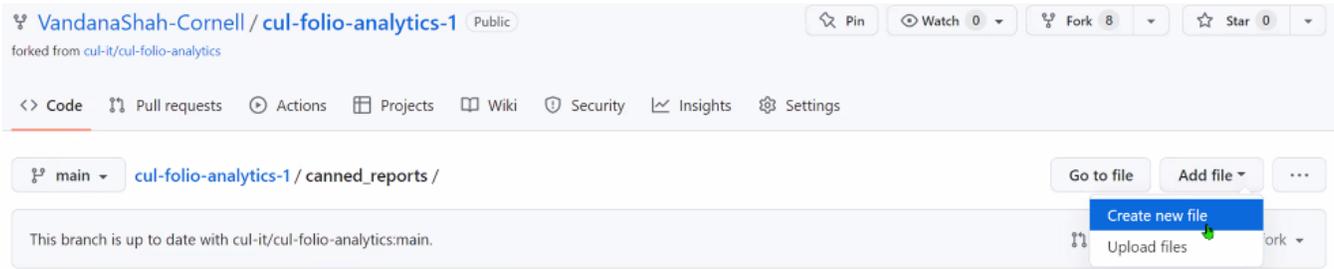
 Contribute ▾

 Sync fork ▾

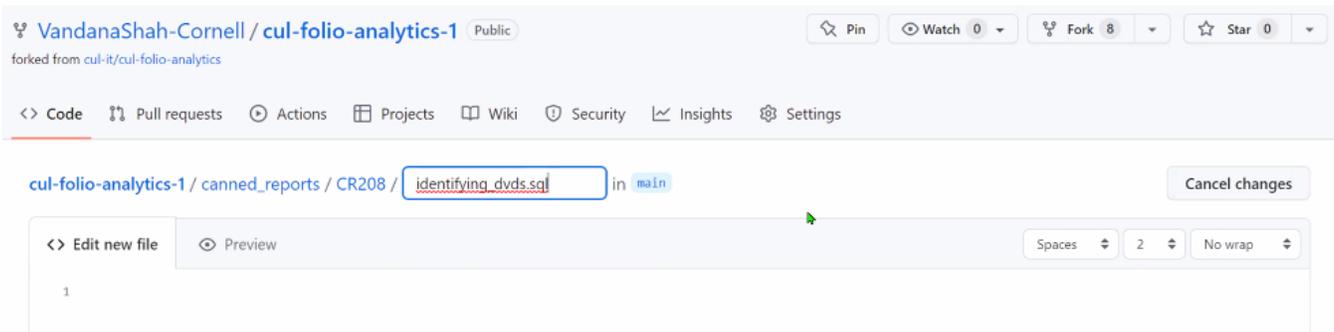
On the other hand, if your repository is up-to-date, you don't need to do anything.



7 - Working from your own fork, open the canned\_reports or ad\_hoc directory, choose Create new file from the top right corner.

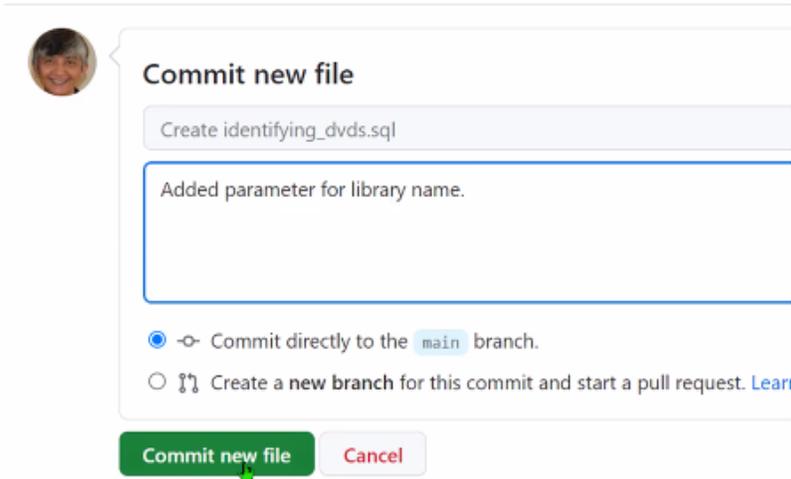


8 - Enter the CR or AHR number for this query followed by a Slash (/) mark, then enter the name of the query you will be submitting followed by an .sql file extension. (The .sql file extension ensures that the file retains the SQL format.) Make sure the name of the query includes underscore characters between each of the words, and keep the name as short as you can (e.g., loan\_count.sql). The Slash mark creates a new directory for this query. In the Edit new file window, paste the code of your entire query. Hit the Return key to enter the new directory, the name of the query file, and the query code you will be submitting.



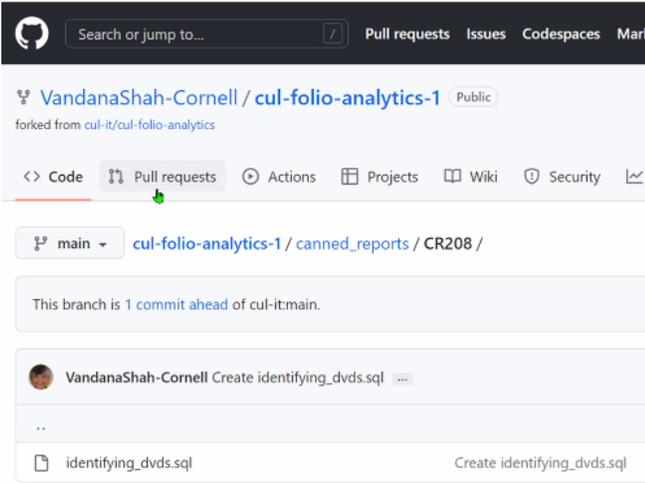
9. Scroll down to the bottom of the page. Scrolling is a little confusing. Keep in mind that there is a scroll bar for the window, as well as a separate scroll bar for the query code.

In the Commit new file message, enter any addition instructions that may be helpful for others to use to understand the changes you are making to this file. This is most useful after you have done your first commit of the file and you subsequently go back to make edits. When you are done, click Commit new file.

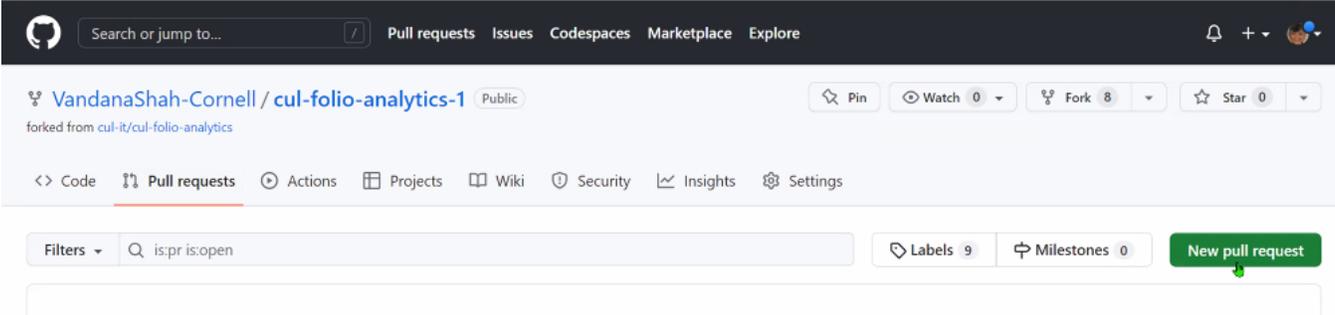


At this point, you have updated the code on your own fork. You must submit a Pull Request to have the code merged to the main branch of the repository.

10. To submit a Pull Request, click on Pull requests near the top of your page.



Click New pull request.



Click Create pull request

## Comparing changes

Choose two branches to see what's changed or to start a new pull request. If you need to, you can also [compare across forks](#).

base repository: cul-it/cul-folio-analytics | base: main | head repository: VandanaShah-Cornell/cul-folio... | compare: main

✓ Able to merge. These branches can be automatically merged.

Discuss and review the changes in this comparison with others. [Learn about pull requests](#) [Create pull request](#)

1 commit | 1 file changed | 1 contributor

Commits on May 5, 2023

Create identifying\_dvds.sql  
VandanaShah-Cornell committed 4 minutes ago

Verified | 67d3a09

Scroll down to the bottom of the window and click Create pull request again. Note that you have another opportunity add comments if you wish.

## Open a pull request

Create a new pull request by comparing changes across two branches. If you need to, you can also [compare across forks](#).

base repository: cul-it/cul-folio-analytics | base: main | head repository: VandanaShah-Cornell/cul-folio... | compare: main

✓ Able to merge. These branches can be automatically merged.

Create identifying\_dvds.sql

Write | Preview | H B I | | <> | | | @ | | |

Added parameter for library name.

Attach files by dragging & dropping, selecting or pasting them.

Allow edits by maintainers | [Create pull request](#)

Helpful resc  
GitHub Com

You should now see a message confirming that you have created your Pull Request. You are done submitting your code.

If you scroll down more, you will see a button that says Close pull request. Do not click that button! If you click that button, you will have to start your Pull Request all over again.

Open Create identifying\_dvds.sql #42  
VandanaShah-Cornell wants to merge 1 commit into `cul-it:main` from `VandanaShah-Cornell:main`

Create identifying\_dvds.sql Verified 67d3a09

Add more commits by pushing to the `main` branch on `VandanaShah-Cornell/cul-folio-analytics-1`.

**This branch has no conflicts with the base branch**  
Only those with [write access](#) to this repository can merge pull requests.

Write Preview H B I `≡` `<>` `🔗` `📄` `📄` `📄` `@` `📎` `↩` `📄`

Leave a comment

Attach files by dragging & dropping, selecting or pasting them.

**Close pull request** Comment

Remember, contributions to this repository should follow our [GitHub Community Guidelines](#).

Assignees: No one  
Labels: None y  
Project: None y  
Milestones: No mil  
Development: Success issues.  
Notifications: None y

10 - At this point, you need to wait for your query to be reviewed and merged into the main code repository. (Feel free to nudge the repository admin if you need it merged right away.) The repository admin will also update the Confluence page to show the correct CR or AHR number after the code has been reviewed and merged.

11 – Congratulations, you have submitted your query! : )