Spring 2018

BLUEcloud Analytics NEWSLETTER

A shorter URL....

Instead of typing in the big long URL:

https://na1-microstrategy.bc.sirsidynix.net/bcanalytics2/asp/Main.aspx

You can now access BCA by typing:

bca.seolibraries.org

Monthly Report Tip:

When it's time to run your reports for the previous month, please remember to run them **after** the 1st day of the month. This allows the system an extra day to ensure that the previous months stats have been gathered and are ready to be reported on.

Did you know you can subscribe to reports and have them sent directly to your email?

Click here for more information

Or Call SEO at 740-783-5705 or create a ticket at Servingeveryohioan.org

SEO LIBRARY CENTER 40780 MARIETTA RD CALDWELL OH 43724 740-783-5705

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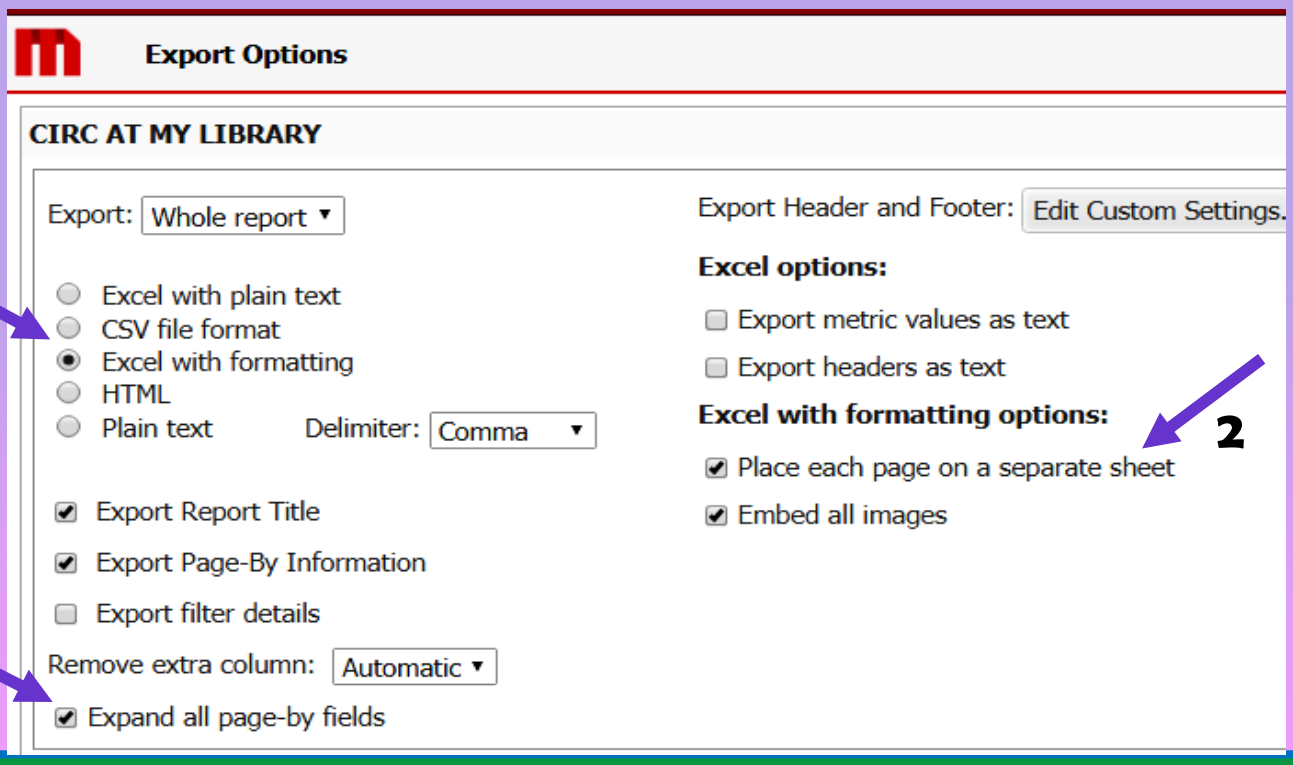

EXPORT OPTIONS

1. If the report you're exporting has the **Page-By** feature, and the option of EXPAND ALL PAGE BY FIELDS is **check marked**, a report for each library selected **PLUS** a report for TOTAL, that include stats for **all** of the library locations selected, will be displayed. If you are a single library location and do not want to see the TOTAL report, which is a duplicate of your location report, then you will need to **UNCHECK THIS OPTION**.

2. If you would like for each of your library locations to be on a separate tab within your spreadsheet, you would need to make sure the option of PLACE EACH PAGE ON A SEPARATE SHEET is **check marked**.

3. EXCEL WITH FORMATTING needs to be chosen to allow a check mark for this option.