

Winter  
2019

# BLUEcloud Analytics NEWSLETTER

[bca.seolibraries.org](http://bca.seolibraries.org)



The folder containing the **Annual State Reports** has been removed from BCA. We will return the folder and send an announcement when the reports are ready to be used.

Important  
Information



## ANNUAL STATE REPORTS

**Owner:** OHIObmichel

**Modified:**

1/31/18 12:03:46 PM

This folder contains reports related to questions from the State Report.

Insurance companies may request to know the money amount of your collection.  
To find the number of items in your collection, **along with the total value**, use the **"Total Number of Items and Value of Collection"** report located in the ITEMS folder, under the NUMBER OF ITEMS REPORTS sub-folder.



## TOTAL NUMBER OF ITEMS AND VALUE OF COLLECTION

**Owner:** OHIOjbond

**Modified:**

12/6/17 11:34:44 AM

This report will provide the total number of items by home location and display the total value of your collection.

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## Time for clean up.....

Begin the new year by cleaning up items in the catalog. By using the report "**List of Billed Lost Items that Have Been Paid, Forgiven, etc.**" you can see what items may need discarded. This report is located in the MAINTENANCE folder.

### LIST OF BILLED LOST ITEMS THAT HAVE BEEN PAID, FORGIVEN, ETC. REPORT

Owner: OHIObond

Modified:

5/23/18 10:40:08 AM

This report will provide a list of billed items in LOST-ASSUM and/or LOST-CLAIM status that have been paid, forgiven, etc.

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## Need to know.....

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The top checked out titles for the previous year? Whether it be for Adult Fiction or DVD, you can get a list of titles for the most checked out items at your library by using the "**Top Checked Out Titles by Year Selected**" report. This report is located in the ITEMS folder, under the LIST OF TITLES REPORTS sub-folder.

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### TOP CHECKED OUT TITLES BY YEAR SELECTED

Owner: OHIObond

Modified:

1/4/19 10:04:44 AM

This report will display the top checked out titles at MY library for year chosen. THIS REPORT DOES NOT INCLUDE RENEWALS. Report displays Title, Author, Item Cat 1, Home Location, Year and number of checkouts at your library.

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Every item needs a price.....  
make sure each of the items in your collection have a price on the item record. To see what items may not have a price, use the **"LIST OF TITLES WITH NO ITEM PRICE ON RECORD"** report. This report is located in the ITEMS folder, under the LIST OF TITLES REPORTS sub-folder.



## LIST OF TITLES WITH NO ITEM PRICE ON RECORD

Owner: OHIOjbond

Modified:

2/20/18 11:45:34 AM

This report will provide a list of your titles that have NO item price. In order for patrons to be billed correctly for lost items, the correct price of the item needs to be listed on the item record.

## What's new?

Occasionally, you will want to take a look in the  
**"\*NEW REPORTS\*"** folder

Newly created reports can be found here for 60 days. They are then moved to their permanent folder.



## \*NEW REPORTS\*

Owner: OHIObmichel

Modified:

12/20/18 12:26:11 PM

This folder contains newly created reports. These reports will stay in this folder for 60 days and then be relocated to their proper folder.



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To view the staff tutorials on BLUEcloud Analytics, use the URL below.

<https://my.nicheacademy.com/seo?category=19>

There are 5 video tutorials. Each video contains step-by-step instructions.

Please call SEO if you have any questions or need assistance .



Basic BCA Overview



Creating an Email Subscription



Exporting Reports



Monthly Circulation



Personal View Subscription

