

BLUEcloud Analytics Instructions

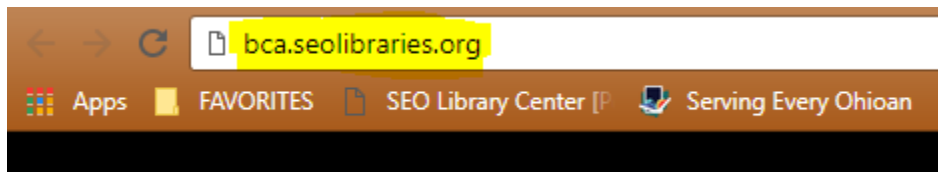
We recommend using



as the browser for BLUEcloud Analytics.

Enter the following URL address:

bca.seolibraries.org



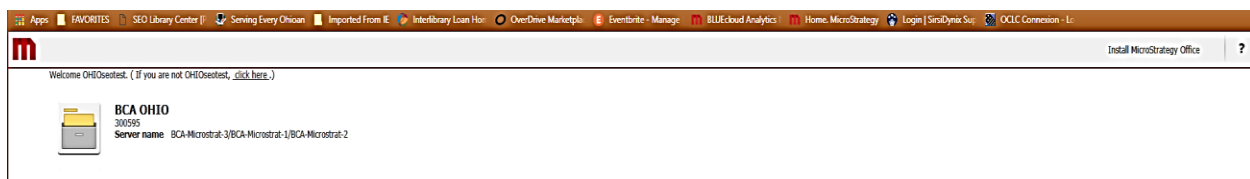
OR you can go to our support site at servingeveryohioan.org and click on the BCA icon.



Enter the User Name and Password that was provided for you. Click Login or hit the Enter button.

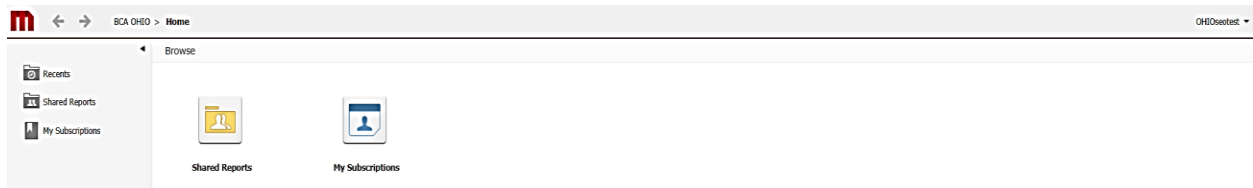


After logging in you will see the BCA OHIO project. Click on this icon to enter the project.

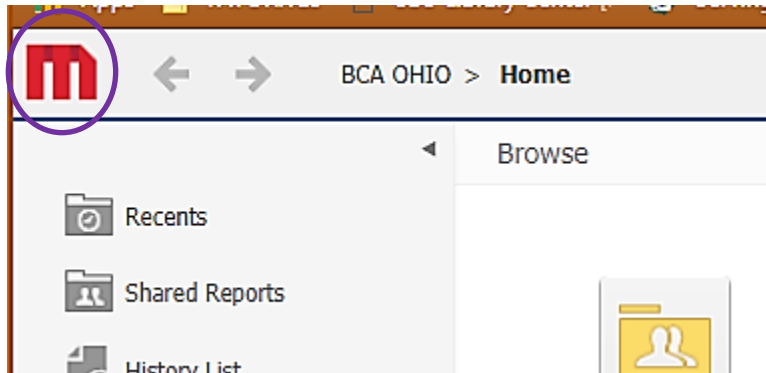


BLUEcloud Analytics Instructions

You are now on the Home screen.

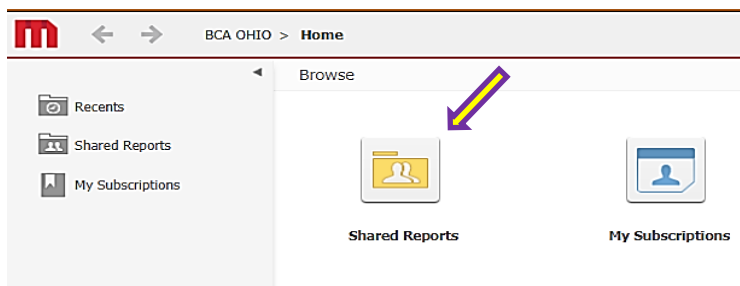


Click on the "M" icon in the upper left corner at any time to go back to the Home screen.

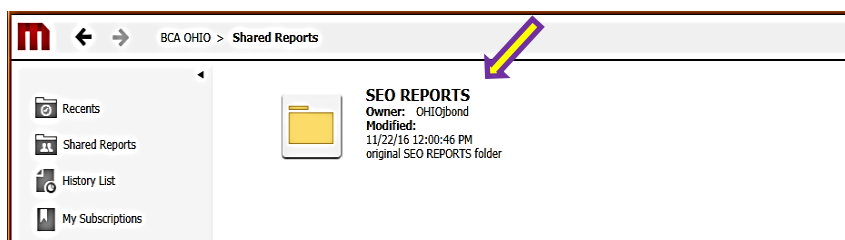


The "M" stands for Microstrategy.
The creators of BCA.

To access the SEO folder, click on the Shared Reports folder icon.



Click on the SEO Reports folder.



BLUEcloud Analytics Instructions

Sub-folders labeled by subjects related to the reports they contain are now displayed.

The screenshot shows the BLUEcloud Analytics interface. The breadcrumb navigation at the top reads "BCA OHIO > Shared Reports > SEO REPORTS". The left sidebar shows a tree view with "SEO REPORTS" selected. The main content area displays a grid of report folders:

- *NEW REPORTS***
Owner: OHIObmichl
Modified: 3/13/18 4:31:51 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.
- CASH**
Owner: OHIObmichl
Modified: 3/8/18 10:10:01 AM
This folder contains reports pertaining to money.
- ITEMS**
Owner: OHIObmichl
Modified: 1/17/18 6:01:35 PM
This folder contains 2 sub-folders. Each sub-folder contains reports that will provide information on items.
- REPORTS FOR MONTHLY CIRC**
Owner: OHIObmichl
Modified: 1/17/18 6:01:37 PM
This folder contains the ONLY 2 reports needed to obtain monthly circulation statistics.
- USERS**
Owner: OHIObmichl
Modified: 1/17/18 6:01:33 PM
This folder contains 2 sub-folders. Each sub-folder contains reports that will provide information on users.
- ANNUAL STATE REPORTS**
Owner: OHIObmichl
Modified: 1/13/18 12:03:46 PM
This folder contains reports related to questions from the State Report.
- CIRCULATION**
Owner: OHIObmichl
Modified: 3/13/18 4:31:04 PM
This folder contains 5 sub-folders. Each sub-folder contains reports that will provide circulation statistics.
- MAINTENANCE**
Owner: OHIObmichl
Modified: 2/14/18 8:57:19 AM
This folder contains maintenance reports such as Missing, Mending, Weeding, etc.
- REQUESTS/HOLDS**
Owner: OHIObmichl
Modified: 1/17/18 6:01:36 PM
This folder contains reports that provide information on requests/holds.

Click on any folder to display reports or sub-folders related to the category of the previous folder.

The screenshot shows the BLUEcloud Analytics interface with the breadcrumb navigation "BCA OHIO > Shared Reports > SEO REPORTS > CIRCULATION". The left sidebar shows "CIRCULATION" selected. The main content area displays a grid of report folders:

- CIRC AT MY LIBRARY FOR ALL ITEMS REPORTS**
Owner: OHIObmichl
Modified: 10/12/17 2:34:03 PM
This folder contains report that will provide statistics for ALL items that have checked out at MY library.
- CIRC AT MY LIBRARY FOR MY ITEMS REPORTS**
Owner: OHIObmichl
Modified: 8/14/17 12:45:07 PM
This folder contains reports that will provide statistics for MY items checked out at MY library.
- CIRC AT OTHER LIBRARIES FOR MY ITEMS REPORTS**
Owner: OHIObmichl
Modified: 9/15/17 2:59:50 PM
This folder contains reports that will provide statistics for MY items that were checked out at OTHER libraries.
- CIRC BY ITEM CATEGORIES REPORTS**
Owner: OHIObmichl
Modified: 8/24/17 8:22:51 AM
This folder contains reports for Circulation by Item Categories 1, 2, 3, 4.
- CIRC OF BORROWED ITEMS REPORTS**
Owner: OHIObmichl
Modified: 8/24/17 8:24:04 AM
This folder contains reports for Circulation of Borrowed Items.
- CIRC OF MY ITEMS EVERYWHERE (DISPLAYED BY HOME LOCATION)**
Owner: OHIObmichl
Modified: 9/15/17 2:59:50 PM
This report will provide circ stats of MY items checked out everywhere displayed by Home Location codes. If your library does inventory please subtract Inventory Item total from the total circ.
- CIRC OF MY ITEMS EVERYWHERE (INCLUDING AT MY LIBRARY)**
Owner: OHIObmichl
Modified: 9/8/17 4:11:40 PM
This report will provide circ stats of MY items checked out everywhere. Home Location (cat1, cat2, cat3), and Item Type will display in report. If your library does inventory please subtract Inventory Item total from the total circ.

Select a report to run.

BLUEcloud Analytics Instructions

Once a report has been selected, the prompts associated with that report will load so you can make your selections.

BCA OHIO > Shared Reports > SEO REPORTS > CIRCULATION > CIRC AT MY LIBRARY FOR ALL ITEMS REPORTS > CIRC AT MY LIBRARY

OHIOseetest

INDEX

Summary of your selections

1. Trans Stat Station Library (Required)

Please select one or more Station Library Location(s).

Search for: ☐ Match case

Available:

- ACM
- ACN
- ACO
- ACP
- ACW
- ADA
- ADB

1 - 251 of 251

Selected: (none)


2. DATE (Required)

SELECT A BEGINNING DATE BY USING THE CALENDAR GADGET OR BY TYPING IT IN USING THIS FORMAT 00/00/0000

3. DATE (Required)

SELECT A ENDING DATE BY USING THE CALENDAR GADGET OR BY TYPING IT IN USING THIS FORMAT 00/00/0000

Make sure you READ each prompt and follow any special instructions that may be included.

Make your selection(s) by highlighting options in the Available area and moving your choice(s) to the Selected area. You can either double click on your choice to send it over or highlight one or more choices and send them over to the selected area by clicking the  arrow button.

1. Trans Stat Station Library (Required)

Please select one or more Station Library Location(s).

Search for: ☐ Match case

Available:

- ACM
- ACN
- ACO
- ACP
- ACW
- ADA
- ADB

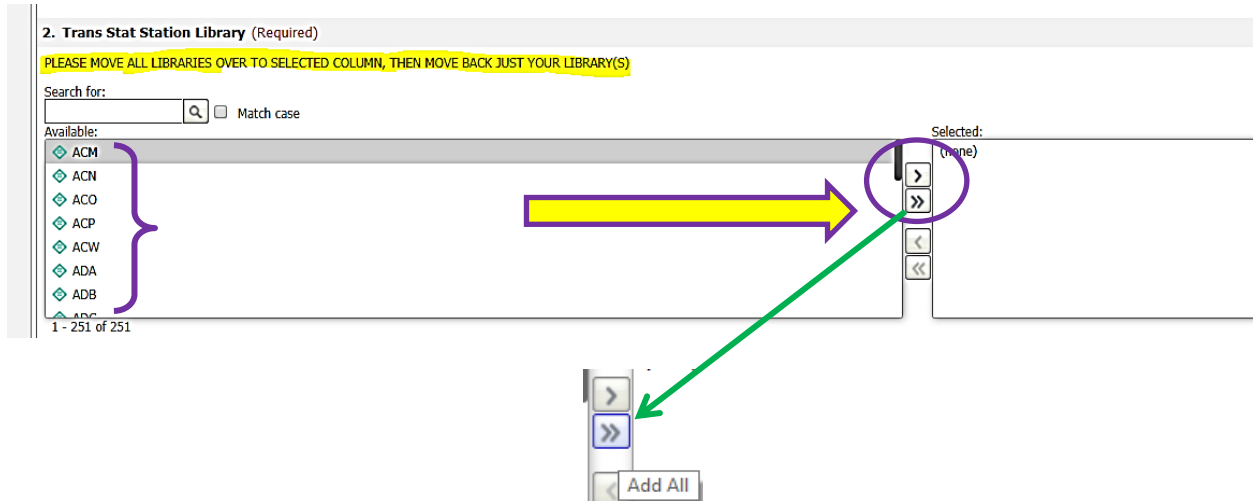
1 - 251 of 251

Selected:

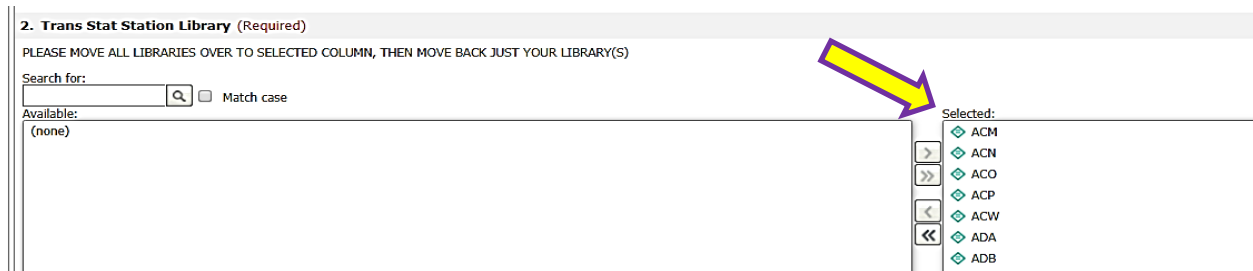
- ADA

BLUEcloud Analytics Instructions

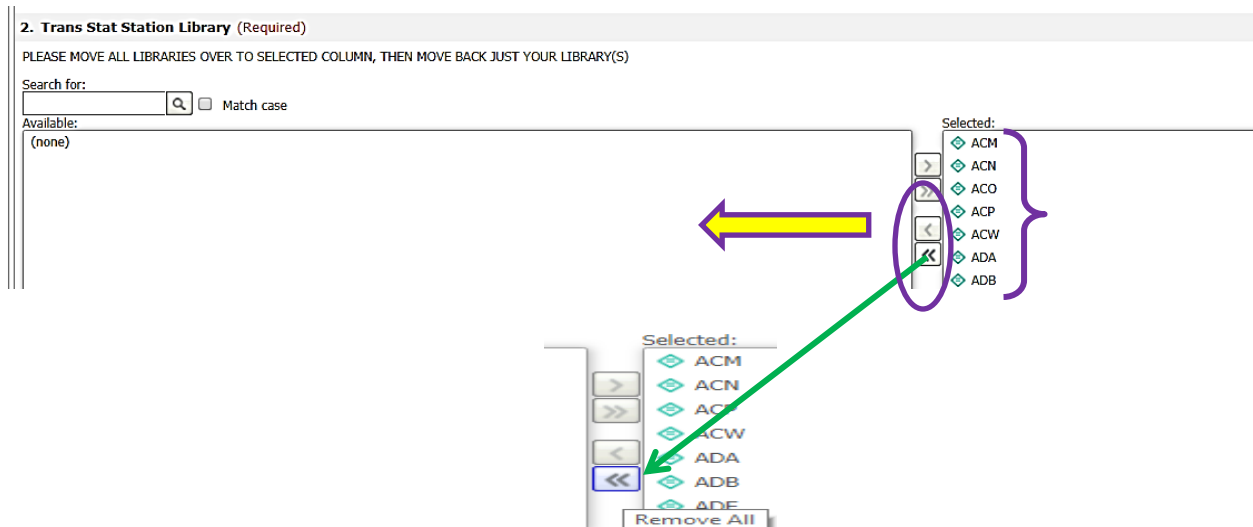
If you need to move **all options** from the Available section over to the Selected section, click the double arrows pointing in that direction.




This will send **ALL** of the options from the Available section over to the Selected section **all at once**.



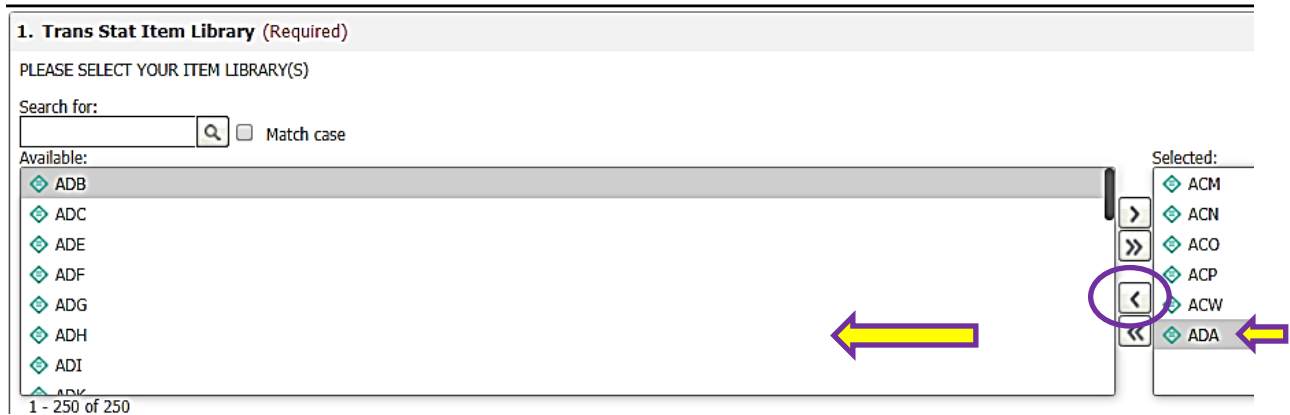
If you need to move *some* of the options back to the Available section, you can highlight and move back one at a time or select several and move several all at one time. If you need to move ALL of the options back to the Available section, you can click the double arrows pointing in the opposite direction to move all options back to the Available section.



BLUEcloud Analytics Instructions

If you made a selection in error and need to remove it, highlight the selection in the Selected area and either double click on a single selection or highlight one or more and click the  arrow button.

This will send those selections back to the Available section.



1. Trans Stat Item Library (Required)

PLEASE SELECT YOUR ITEM LIBRARY(S)

Search for: ☐ Match case

Available:

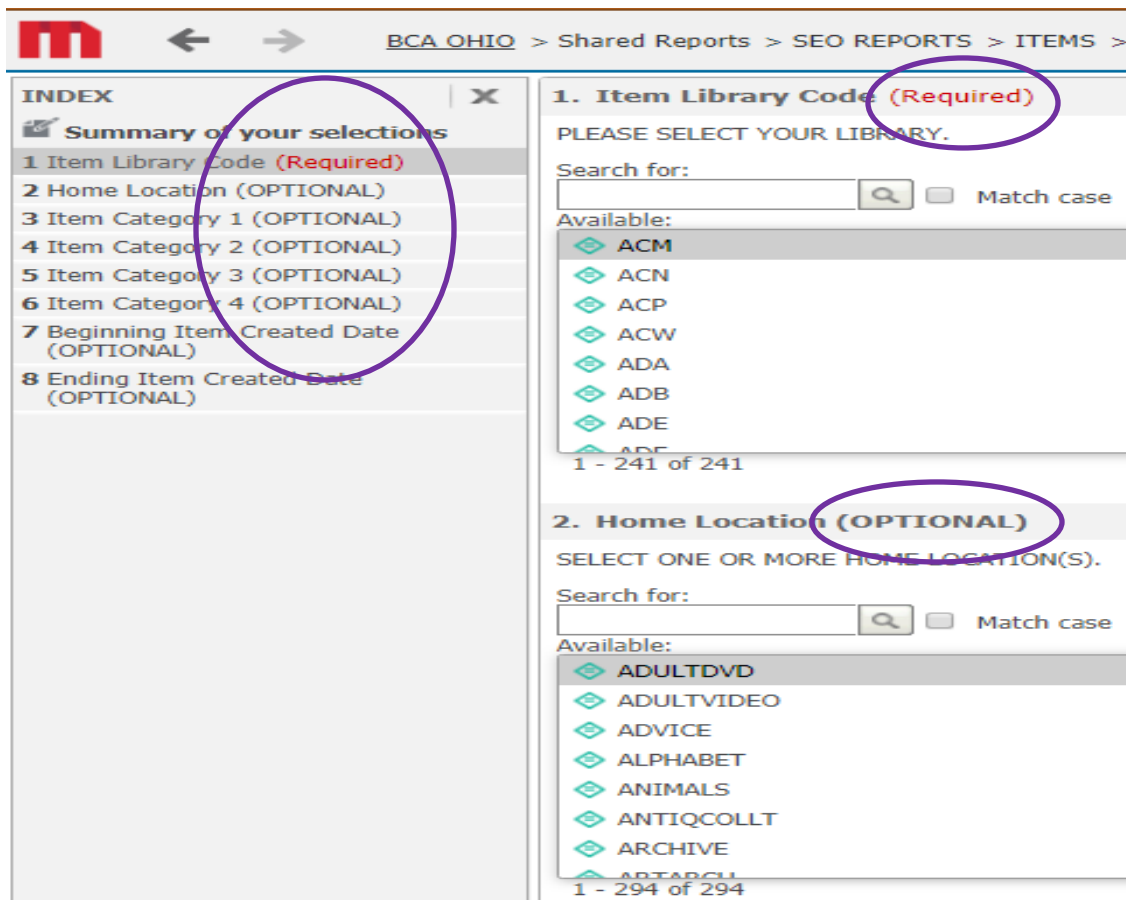
- ADB
- ADC
- ADE
- ADF
- ADG
- ADH
- ADI
- ADK

1 - 250 of 250

Selected:

- ACM
- ACN
- ACO
- ACP
- ACW
- ADA

****Please note that not all prompts require an answer. Only those that are REQUIRED need to be answered. ****



INDEX | X

Summary of your selections

- 1 Item Library Code (Required)
- 2 Home Location (OPTIONAL)
- 3 Item Category 1 (OPTIONAL)
- 4 Item Category 2 (OPTIONAL)
- 5 Item Category 3 (OPTIONAL)
- 6 Item Category 4 (OPTIONAL)
- 7 Beginning Item Created Date (OPTIONAL)
- 8 Ending Item Created Date (OPTIONAL)

1. Item Library Code (Required)

PLEASE SELECT YOUR LIBRARY.

Search for: ☐ Match case

Available:

- ACM
- ACN
- ACP
- ACW
- ADA
- ADB
- ADE
- ADF

1 - 241 of 241

2. Home Location (OPTIONAL)

SELECT ONE OR MORE HOME LOCATION(S).

Search for: ☐ Match case

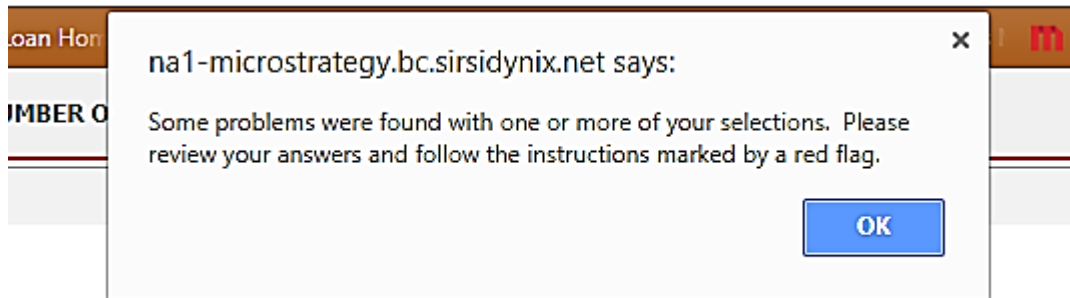
Available:

- ADULTDVD
- ADULTVIDEO
- ADVICE
- ALPHABET
- ANIMALS
- ANTIQCOLLT
- ARCHIVE
- ARTARCH

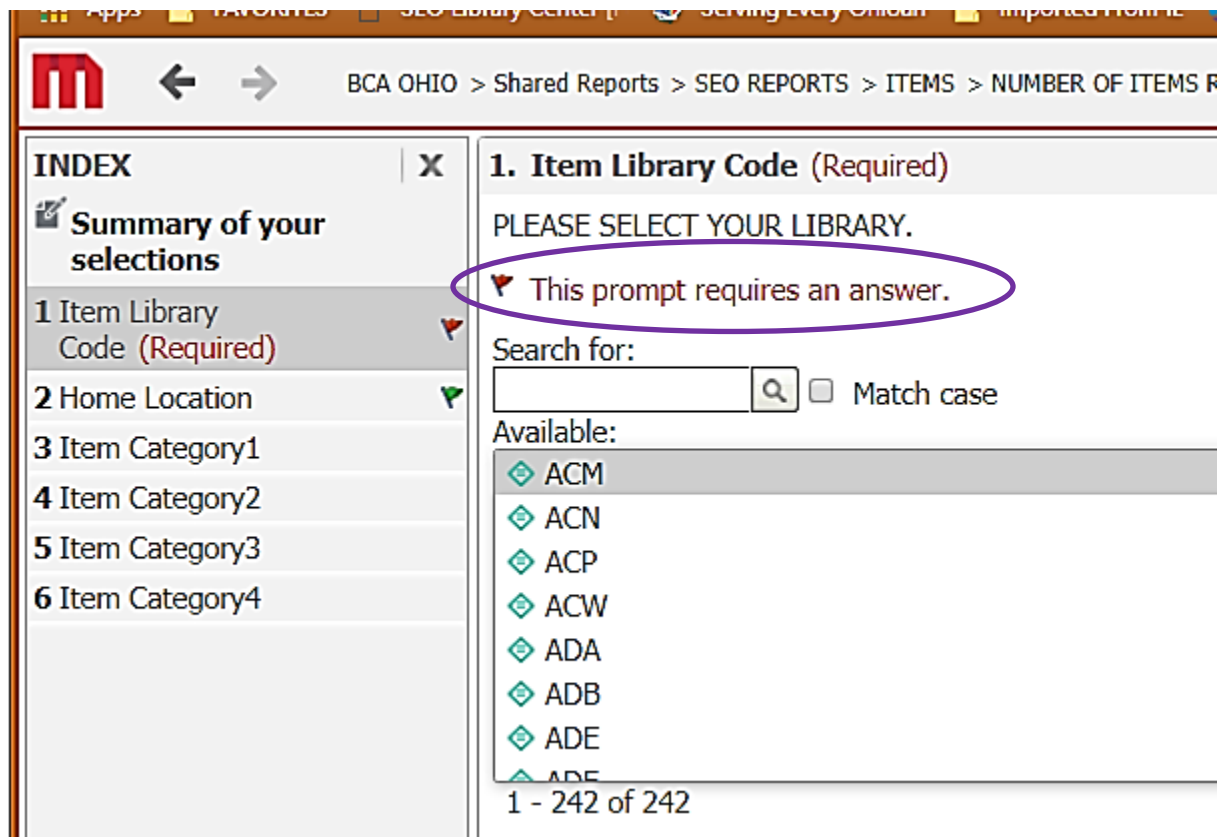
1 - 294 of 294

BLUEcloud Analytics Instructions

If you miss answering any **required** prompts, you will receive a pop up message informing you that you need to review your selections.



After you click on OK, you will see what prompt(s) need answered.



BLUEcloud Analytics Instructions

Even if a prompt does not require an answer, you may want to enter a selection to narrow down the amount of results your report will return. For example, locate a Home Location **that your library uses** in the AVAILABLE section and move it over to the SELECTED section so it will display in your report.

2. Home Location

PLEASE SELECT ONE OR MORE HOME LOCATION(S).

Search for:

☐ Match case

Available:

- ◆ DISPLAYAA
- ◆ DIY
- ◆ DOCUMENTARY
- ◆ EASYMUSIC
- ◆ EDUCATION
- ◆ ENTERTAIN
- ◆ EQUIPMENT
- ◆ EREADER

1 - 292 of 292

Selected:

- ◆ DVD

> >> < <<

Once you have answered the desired prompts, move your mouse to the lower left corner of the screen and click the Run Report button.

Search f

Available

- ◆ ADB
- ◆ ART
- ◆ ATL
- ◆ BAS

Report Message Name:

BLUEcloud Analytics Instructions

Your report is now running.

PROCESSING REQUEST



Report name: NUMBER OF ITEMS ADDED AT MY LIBRARY (TOTALS BY MONTH)

Current status: Running Report

Report description: This report will display number of items added at MY library for dates chosen. Report displays home location, item cat1 and totals items added by month.

Please wait or choose one of the following actions:

[Check Status Again](#)

[Cancel](#)

Once your report has finished running, it will be displayed.

BCA OHIO > Shared Reports > SEO REPORTS > ITEMS > NUMBER OF ITEMS REPORTS > NUMBER OF ITEMS BY HOME LOCATIONS AND ITEM CATEGORIES

REPORT HOME TOOLS DATA GRID

RELATED REPORTS ? x

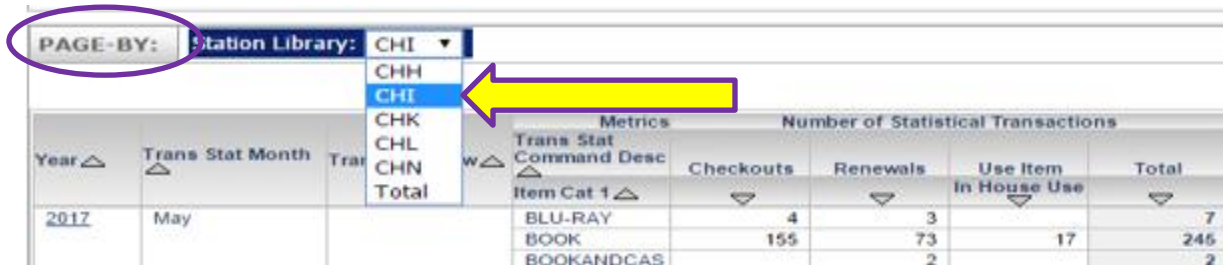
- NUMBER OF ITEMS ADDED AT MY L
- NUMBER OF ITEMS ADDED AT MY L
- NUMBER OF ITEMS BY HOME LOCA
- NUMBER OF ITEMS BY HOME LO
- NUMBER OF ITEMS BY ITEM TYPE
- NUMBER OF ITEMS MY LIBRARY ON
- NUMBER OF YOUR LIBRARY'S ITEM
- TOTAL NUMBER OF ITEMS AND VAL

PAGE-BY: Item Library Code: ADA

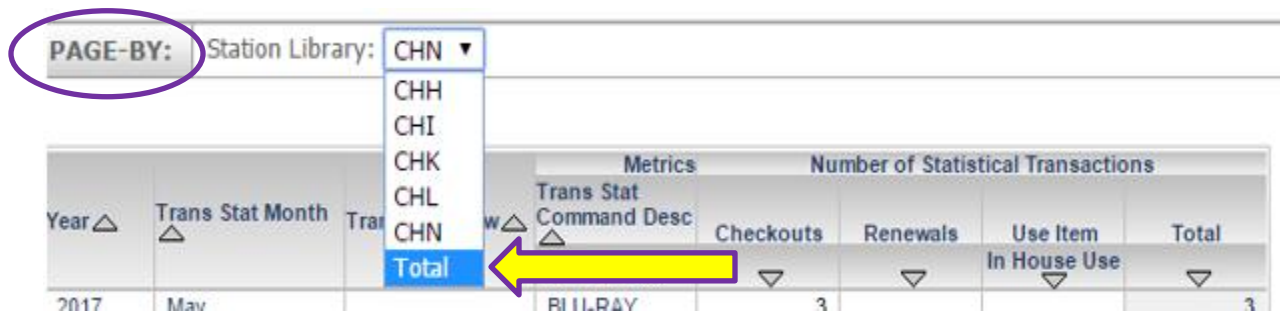
Home Location	Item Category1	Item Category2	Item Category3	Item Category4	Number of Items
MOVIE	BLU-RAY	ADULT	FICTION	POLICY NOT FOUND	2
			POLICY NOT FOUND	POLICY NOT FOUND	4
		JUVENILE	POLICY NOT FOUND	POLICY NOT FOUND	2
		POLICY NOT FOUND	POLICY NOT FOUND	POLICY NOT FOUND	1
	BLU-RAYDVD	ADULT	FICTION	POLICY NOT FOUND	12
			POLICY NOT FOUND	POLICY NOT FOUND	11
		JUVENILE	FICTION	POLICY NOT FOUND	3
			POLICY NOT FOUND	POLICY NOT FOUND	5
		POLICY NOT FOUND	POLICY NOT FOUND	POLICY NOT FOUND	1
		YOUNGADULT	POLICY NOT FOUND	POLICY NOT FOUND	1
	CD	ADULT	POLICY NOT FOUND	POLICY NOT FOUND	1
	DVD	ADULT	BOARDBOOK	POLICY NOT FOUND	2
			CHRISTMAS	POLICY NOT FOUND	13
			FICTION	POLICY NOT FOUND	371
			HISTORICAL	POLICY NOT FOUND	1
			NONFICTION	POLICY NOT FOUND	58
			POLICY NOT FOUND	POLICY NOT FOUND	1,566
		JUVENILE	CHRISTMAS	POLICY NOT FOUND	20
			EASTER	POLICY NOT FOUND	2
			FICTION	POLICY NOT FOUND	94
			HALLOWEEN	POLICY NOT FOUND	2
		POLICY NOT FOUND	HISTORICAL	POLICY NOT FOUND	1
			NONFICTION	POLICY NOT FOUND	24
			POLICY NOT FOUND	POLICY NOT FOUND	417
			FICTION	POLICY NOT FOUND	4
	PLAYAWAY	JUVENILE	VALENTINE	POLICY NOT FOUND	1
	VIDEO	ADULT	FICTION	POLICY NOT FOUND	21
			NONFICTION	POLICY NOT FOUND	3
Total					2,692

BLUEcloud Analytics Instructions

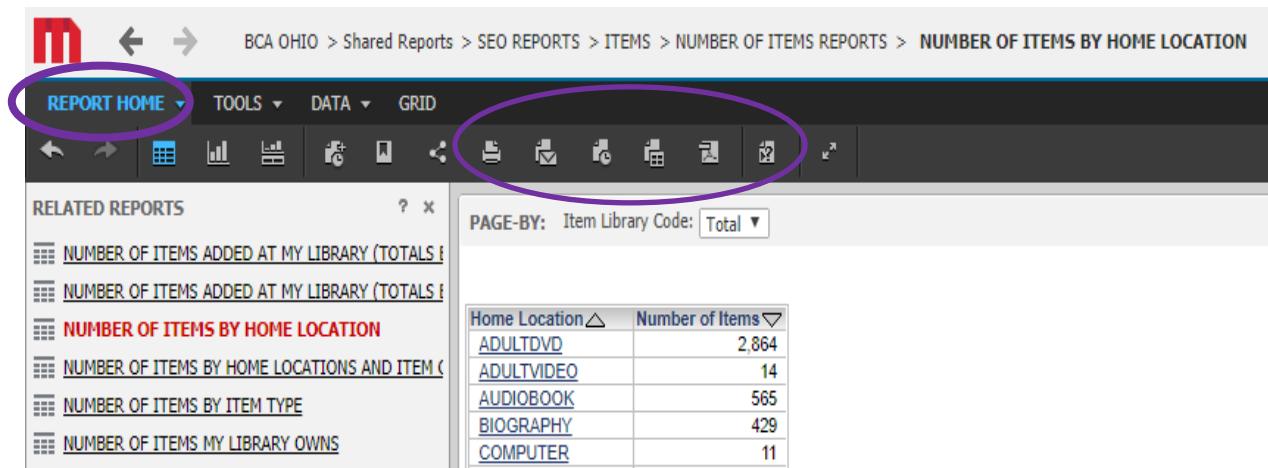
Some reports include a Page-By function for libraries that have more than one location. If you have chosen more than one library location when answering the prompts in a report, the Page-By function will allow you to select one of the individual libraries chosen to view as a report **OR**



..... you can select **TOTAL** to view a report that will include stats with all the libraries you've chosen.

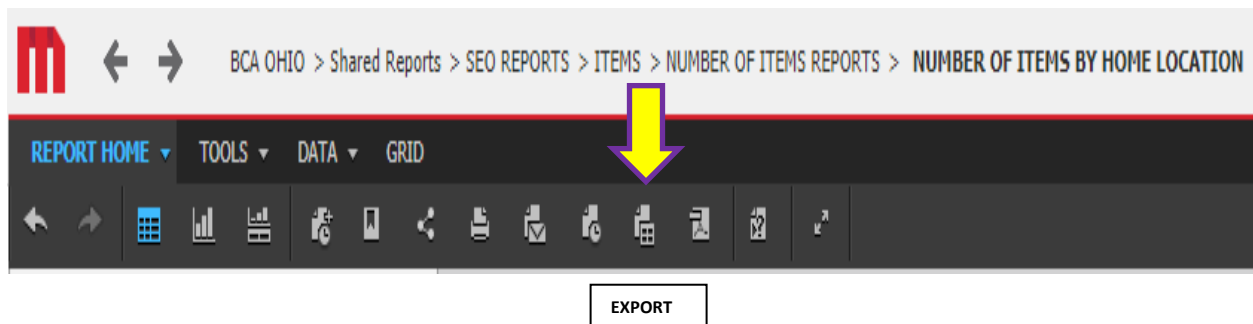


If you would like to export your report using Excel, PDF, or print your report, click on the words "Report Home" to display the correct toolbar. Next, hover your mouse over the tool bar icons at the top of the report. As you do this, a small window will appear describing each icon's function.



BLUEcloud Analytics Instructions

By selecting the EXPORT icon, this will send your report to an Excel spreadsheet.



The next page will offer options on how you would like for your report to be exported.

****This step is very important as to how your report will be displayed. ****

The screenshot shows the 'Export Options' page. The title is 'NUMBER OF ITEMS BY HOME LOCATION'. The page contains several sections for configuring the export:

- Export:** A dropdown menu set to 'Whole report'.
- Export Header and Footer:** A button labeled 'Edit Custom Settings...'.
- Excel options:**
 - ☐ Excel with plain text
 - ☐ CSV file format
 - ☒ Excel with formatting
 - ☐ HTML
 - ☐ Plain text
- Delimiter:** A dropdown menu set to 'Comma'.
- Excel with formatting options:**
 - ☐ Export metric values as text
 - ☐ Export headers as text
 - ☒ Place each page on a separate sheet
 - ☒ Embed all images
- Export Report Title:** ☒
- Export Page-By Information:** ☒
- Export filter details:** ☐
- Remove extra column:** A dropdown menu set to 'Automatic'.
- Expand all page-by fields:** ☒
- Do not prompt me again:** ☐

An 'Export' button is located at the bottom right of the page.

BLUEcloud Analytics Instructions

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** 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.

Export Options

NUMBER OF ITEMS BY HOME LOCATION

Export: **Whole report** ▼

☐ Excel with plain text
☐ CSV file format
☒ **Excel with formatting**
☐ Plain text

Delimiter: **Comma** ▼

☒ Export Report Title
☒ Export Page-By Information
☐ Export filter details

Remove extra column: **Automatic** ▼

☒ **Expand all page-by fields**

☐ Do not prompt me again.

Export Header and Footer: **Edit Custom Settings...**

Excel options:

☐ Export metric values as text
☐ Export headers as text

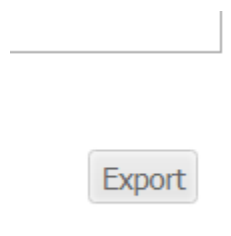
Excel with formatting options:

☒ **Place each page on a separate sheet**
☒ Enforce all links

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**.

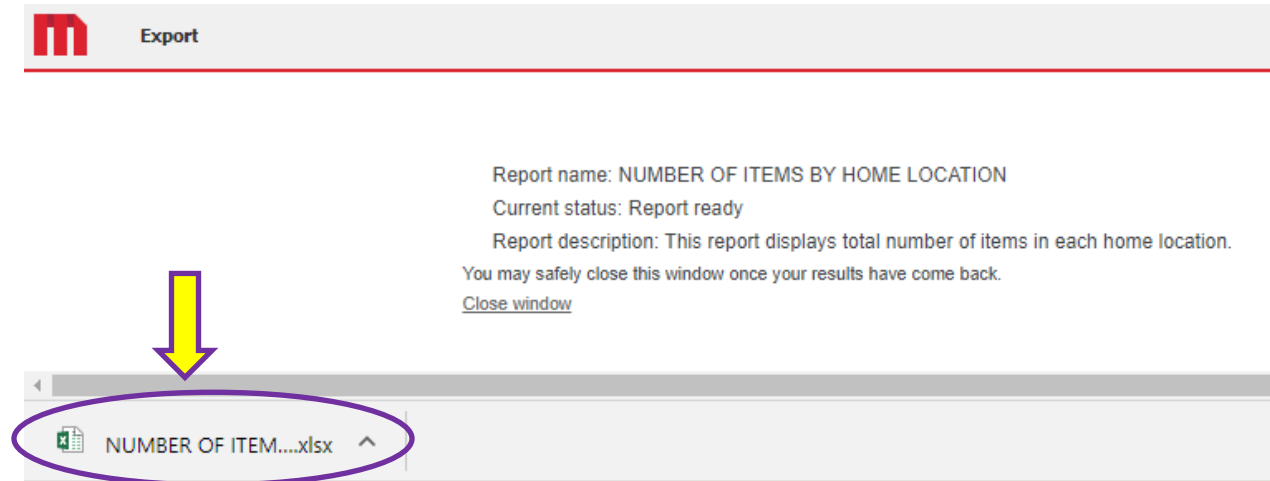
EXCEL WITH FORMATTING needs to be chosen to allow a check mark for this option.

Once your selections have been chosen, click on the **EXPORT** button in the **lower right corner** of the page.



BLUEcloud Analytics Instructions

When your report is ready, the file will appear in the lower left corner. Double click on it to open the spreadsheet.



Your spreadsheet will now be displayed.

	A	B	C	D	E	F
1	NUMBER OF ITEMS BY HOME LOCATION					
2						
3	Page by:					
4	Item Library Code: ACM					
5						
6	Home Location	Number of Items				
7	ADULTDVD	3,013				
8	ADULTVIDEO	14				
9	AUDIOBOOK	509				
10	BIOGRAPHY	430				
11	COMPUTER	11				
12	FICTION	3,539				
13	GENEALOGY	25				
14	JUVAUDIOBK	53				
15	JUVBOARDBK	368				
16	JUVDVD	538				
17	JUVEASY	2,571				
18	JUVFICTION	1,933				
19	JUVMUSIC	19				

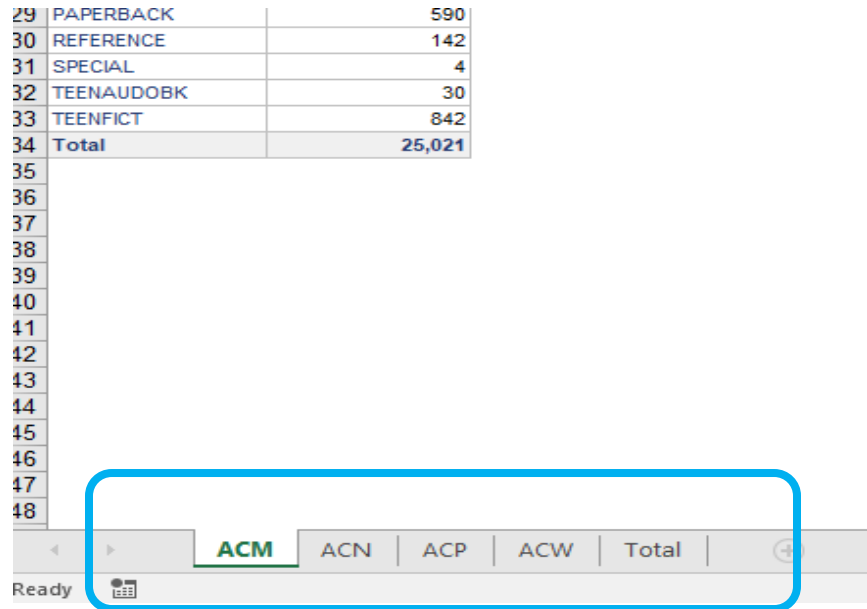
Please notice the 3-letter library code under the Page-By. This is where you will look to see what library the report is listing statistics for.

BLUEcloud Analytics Instructions

Remember back on the Export Options screen where you chose to have each page on a separate sheet?

Now you can see why this is helpful. You have each of the library locations located on their own tab.

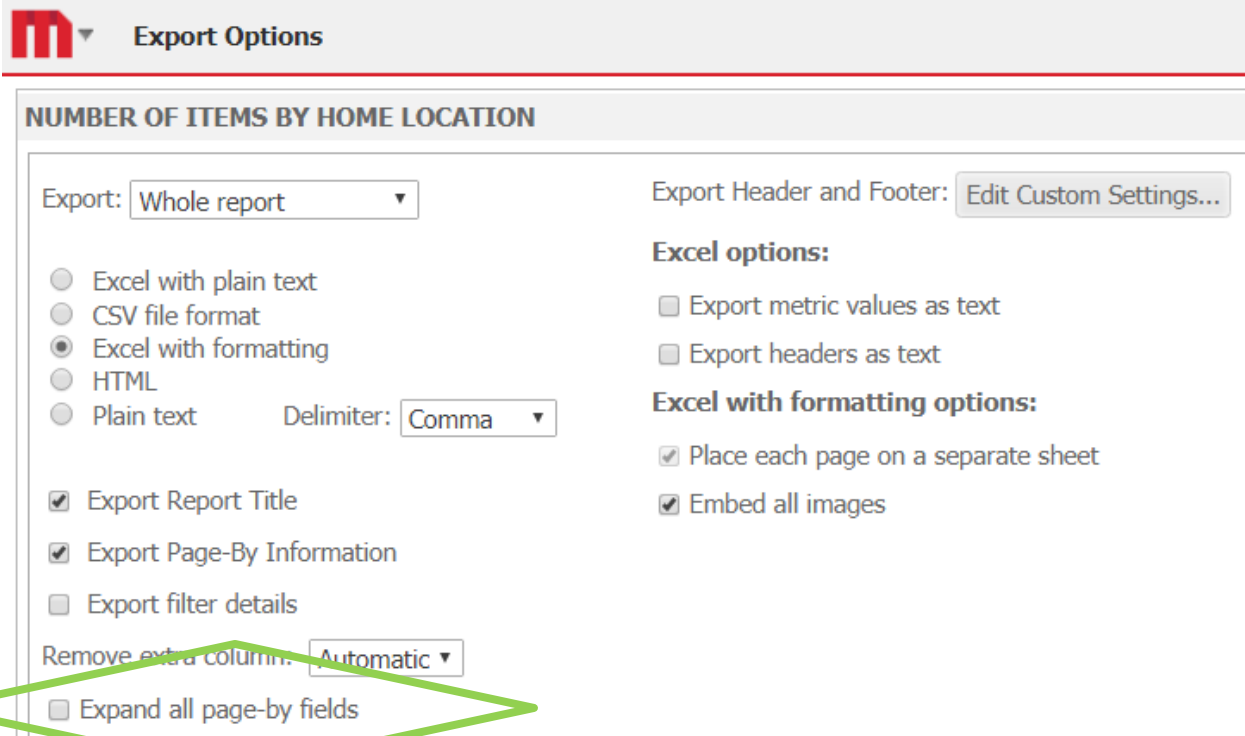
And you have a TOTAL tab that provides the total of all the libraries chosen on one tab.



The screenshot shows an Excel spreadsheet with a summary table and a tab bar. The table has the following data:

29	PAPERBACK	590
30	REFERENCE	142
31	SPECIAL	4
32	TEENAUDOBK	30
33	TEENFICT	842
34	Total	25,021

Below the table, there is a tab bar with the following tabs: ACM, ACN, ACP, ACW, Total. The 'ACM' tab is selected and highlighted with a blue box. The status bar at the bottom shows 'Ready'.



The screenshot shows the 'Export Options' dialog box. The 'Export' dropdown is set to 'Whole report'. The 'Export Header and Footer' button is 'Edit Custom Settings...'. The 'Excel options' section has the following settings:

- ☐ Excel with plain text
- ☐ CSV file format
- ☒ Excel with formatting
- ☐ HTML
- ☐ Plain text

The 'Delimiter' is set to 'Comma'. The 'Excel with formatting options' section has the following settings:

- ☐ Export metric values as text
- ☐ Export headers as text
- ☒ Place each page on a separate sheet
- ☒ Embed all images

The 'Remove extra columns' dropdown is set to 'Automatic'. The 'Expand all page-by fields' checkbox is unchecked and highlighted with a green diamond.

If you are a library that does not have branches, you will not need this feature on your report. You will want to **UNCHECK** the Expand All Page-By Fields.

BLUEcloud Analytics Instructions

You will now have just one page for your report with the name of the report listed on the bottom tab.

NUMBER OF ITEMS BY HOME LOCATION

Page by:

Item Library Code: RNU

Home Location	Number of Items
ALPHABET	27
AUDIOBOOK	454
CATALOGING	35
COLORS	23
FA	20
FAMILY	140
FICTION	16,978
GRAPHICNOV	241
JUVAUDIOBK	69
JUVFICTION	9,067
JUVGRAPHIC	376
JUVMOVIE	660
JUVNEW	963
JUVNONFICT	8,050
JUVREADER	1,091
LARGEPRINT	626
MAGAZINE	1,306
MOVIE	2,971
NEW	1,624
NONFICTION	12,826
NUMBERS	47
PAPERBACK	38
TEENFICT	2,056
TEENGRAPIC	245
TEENNEW	312
TEENNONFIC	62
Total	60,307

BLUEcloud Analytics Instructions

If you happen to leave the Expand All Page-By Field **check marked**, you will get 2 identical reports. One for your one location and one for the **TOTAL** page that will include the same information.

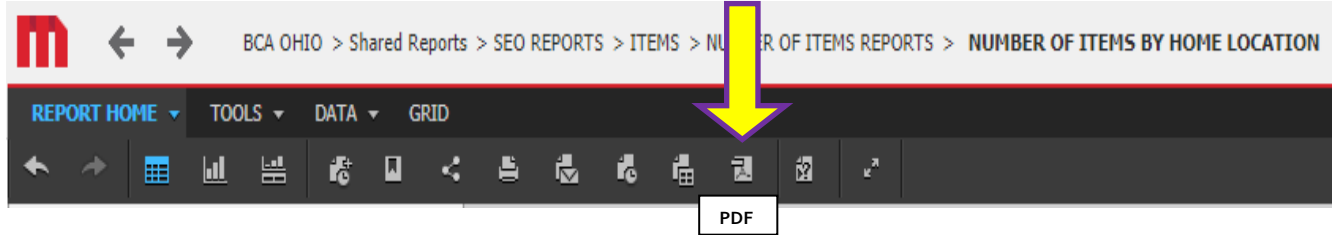
NUMBER OF ITEMS BY HOME LOCATION	
Page by:	
Item Library Code: RNU	
Home Location	Number of Items
ALPHABET	27
AUDIOBOOK	454
CATALOGING	35
COLORS	23
FA	20
FAMILY	140
FICTION	16,978
GRAPHICNOV	241
JUVAUDIOBK	69
JUVFICTION	9,067
JUVGRAPHIC	376
JUVMovie	660
JUVNEW	963
JUVNONFICT	8,050
JUVREADER	1,091
LARGEPRINT	626
MAGAZINE	1,306
MOVIE	2,971
NEW	1,624
NONFICTION	12,826
NUMBERS	47
PAPERBACK	38
TEENFICT	2,056
TEENGRAPIC	245
TEENNEW	312
TEENNONFIC	62
Total	60,307

Page by:	
Item Library Code: Total	
Home Location	Number of Items
ALPHABET	27
AUDIOBOOK	454
CATALOGING	35
COLORS	23
FA	20

NUMBER OF ITEMS BY HOME LOCATIO

BLUEcloud Analytics Instructions

By selecting PDF, this will send your report to a PDF document.



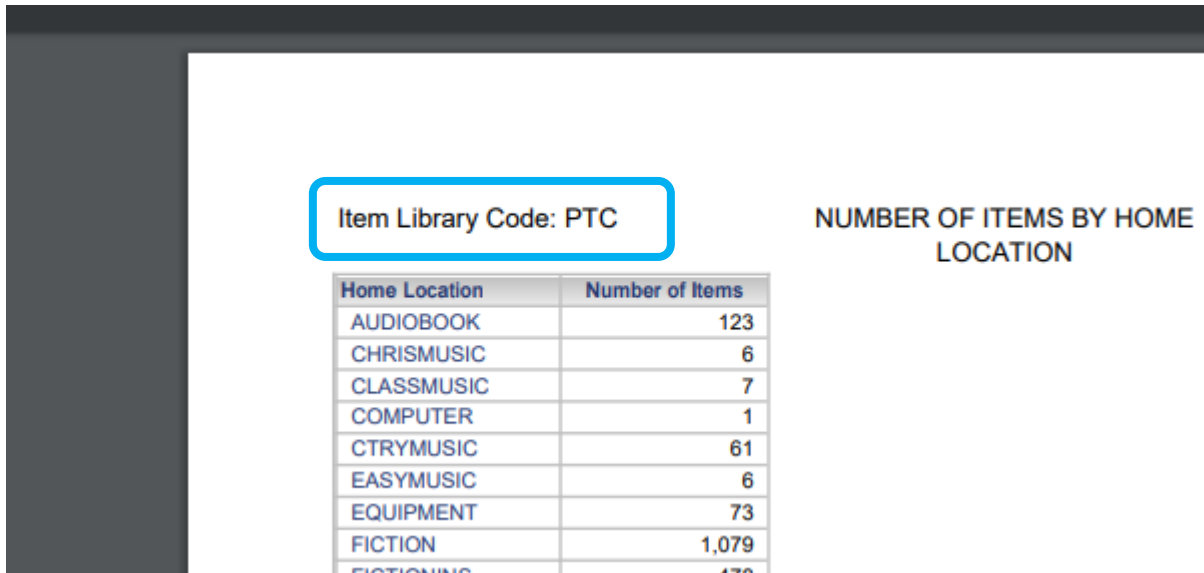
For the PDF Options, the same rule will apply with the Expand All Page-By Fields. When left UNCHECKED you will only see a report for one library location, even if you have selected more than one. To see all the library locations, you have selected, you will need to **CHECK MARK** the Expand All Page-By Fields. All the reports will be listed on one PDF document but on separate pages.

Once you make your selections click on the EXPORT button in the lower right side of page.

A screenshot of the 'PDF Options' dialog box in the BLUEcloud Analytics application. The title bar says 'PDF Options'. The main heading is 'NUMBER OF ITEMS BY HOME LOCATION'. The dialog is divided into two columns. The left column contains: 'Export: Whole report' (dropdown), 'Scaling:' with radio buttons for 'Adjust font to 100 % of original size' (selected) and 'Fit to: 1 pages wide by 1 tall', 'Orientation:' with radio buttons for 'Portrait' (selected) and 'Landscape', a checkbox for 'Expand all page-by fields', and a 'Show advanced options' button. The right column contains: 'Page Header and Footer: Edit Custom Settings...', 'Report Header: Edit Custom Settings...', a checkbox for 'Print cover page' (unchecked), radio buttons for 'With Filter Details' (selected) and 'With Report Details', and 'Cover page location:' with radio buttons for 'Before report' (selected) and 'After report'. At the bottom left is a checkbox for 'Do not prompt me again.' and at the bottom right is an 'Export' button. A yellow arrow points down towards the 'Export' button.

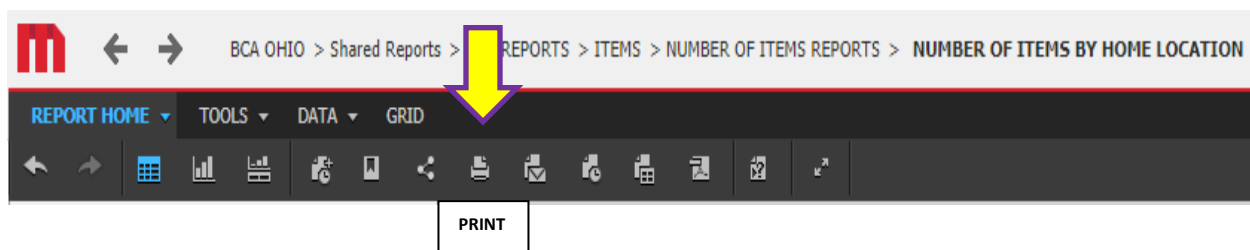
BLUEcloud Analytics Instructions

Your report is now displayed as a PDF document.

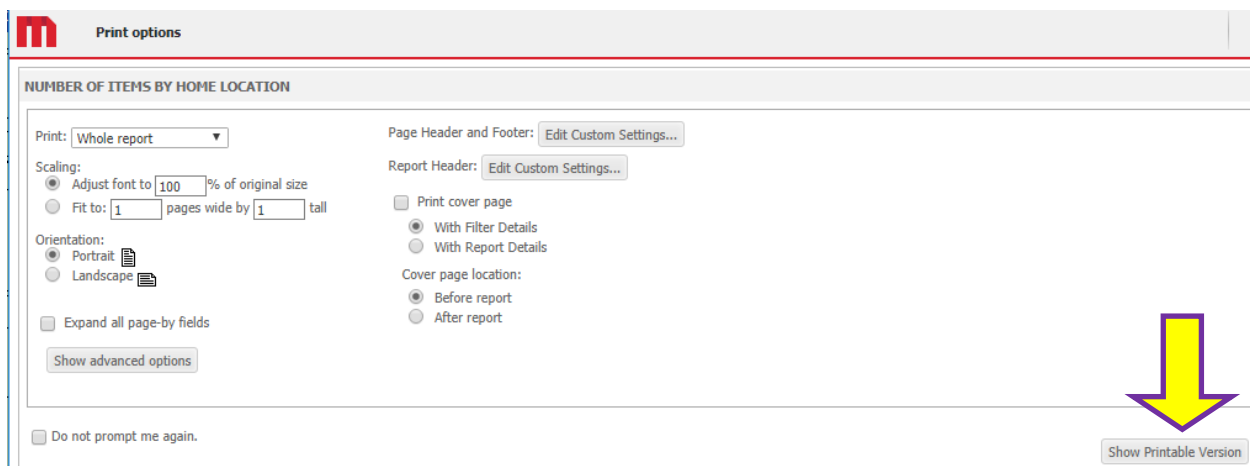


Home Location	Number of Items
AUDIOBOOK	123
CHRISMUSIC	6
CLASSMUSIC	7
COMPUTER	1
CTRYMUSIC	61
EASYMUSIC	6
EQUIPMENT	73
FICTION	1,079

If you would like to print out your report, select the PRINT option.




Make your selections on how you would like your report to print. Then click on Show Printable Version in the lower right side of screen.



BLUEcloud Analytics Instructions

Click on the printer icon in the upper right corner to print out your report.

ITEM COUNTS BY ITEM CATEGORIES 1 / 10




Item Library Code	Home Location	Item Category1	Item Category2	Item Category3
ADA	AUDIOBOOK	BOOKANDCD	ADULT	NONFICTION
			JUVENILE	FICTION
		BOOKONCD	ADULT	FICTION
				NONFICTION
				POLICY NOT FOUND
			JUVENILE	FICTION
				NONFICTION
				POLICY NOT FOUND
				FICTION
		BOOKONTAPE	ADULT	POLICY NOT FOUND
		CD	ADULT	FICTION
				NONFICTION
		PLAYAWAY	JUVENILE	FICTION
			ADULT	POLICY NOT FOUND
			JUVENILE	CHRISTMAS
				FICTION

Make your final print selections and click PRINT to send to your printer.

Print

Total: 10 sheets of paper

Print Cancel

Destination  By Brenda

Change...

Pages

☒ All

☐ e.g. 1-5, 8, 11-13

Copies

1 + -

Color

Color

Paper size

Letter

Options

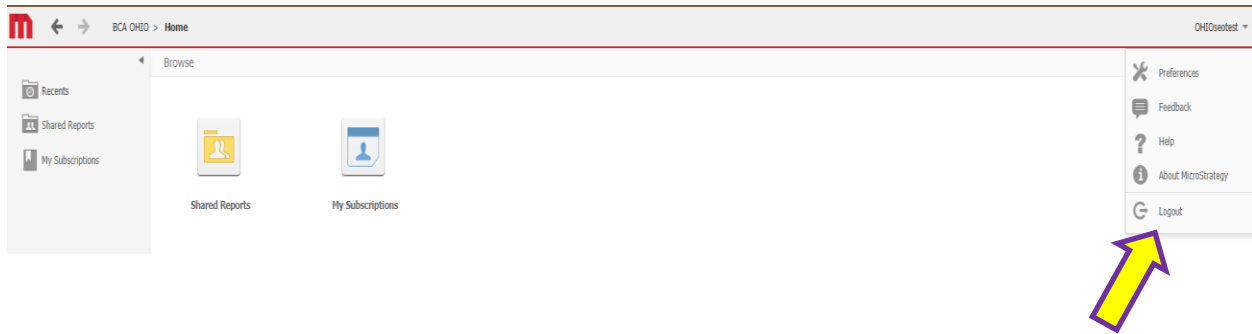
☒ Fit to page

Print using system dialog... (Ctrl+Shift+P)

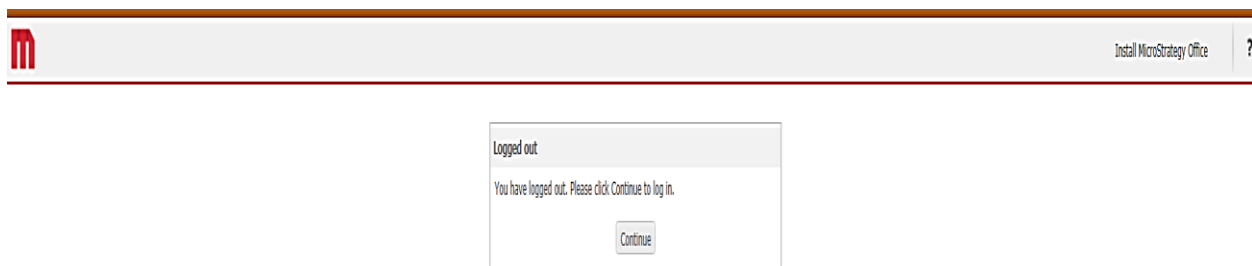
Item Library Code	Home Location	Item Category1	Item Category2	Item Category3
ADA	AUDIOBOOK	BOOKANDCD	ADULT	NONFICTION
			JUVENILE	FICTION
		BOOKONCD	ADULT	FICTION
				NONFICTION
				POLICY NOT FOUND
			JUVENILE	FICTION
				NONFICTION
				POLICY NOT FOUND
				FICTION
		BOOKONTAPE	ADULT	POLICY NOT FOUND
		CD	ADULT	FICTION
				NONFICTION
		PLAYAWAY	JUVENILE	FICTION
			ADULT	POLICY NOT FOUND
			JUVENILE	CHRISTMAS
				FICTION
AVAIL_BOOK	BOOK	Total	JUVENILE	POLICY NOT FOUND
CATALOGING	BOOK	Total	ADULT	NONFICTION
				POLICY NOT FOUND
		JUVENILE		NONFICTION
				BOARD/BOOK
				CHRISTMAS
				FICTION
				NONFICTION
				POLICY NOT FOUND
				FICTION
		VOIRADULT		GRAPHICNOV
				NONFICTION
		CD	ADULT	POLICY NOT FOUND
				NONFICTION
		DVD	ADULT	POLICY NOT FOUND
				FICTION
EQUIPMENT	JUVENILE	Total	JUVENILE	FICTION
				POLICY NOT FOUND
		LARGEPRINT	ADULT	POLICY NOT FOUND
				FICTION
				POLICY NOT FOUND
				FICTION
		POLICY NOT FOUND	POLICY NOT FOUND	POLICY NOT FOUND
		Total	ADULT	FICTION
		Fiction	ADULT	FICTION
				EASY
		BOOK	ADULT	

BLUEcloud Analytics Instructions

When you are ready to log off, click on your username in the upper right corner, then click on **Logout**.



You will receive confirmation that you are logged out.



If you have any questions or need assistance, please contact SEO either by phone, 1-877-552-4262 or by creating a ticket on our support site <http://servingeveryohioan.org/>