

Blue Cloud Analytics Inventory Report Procedure

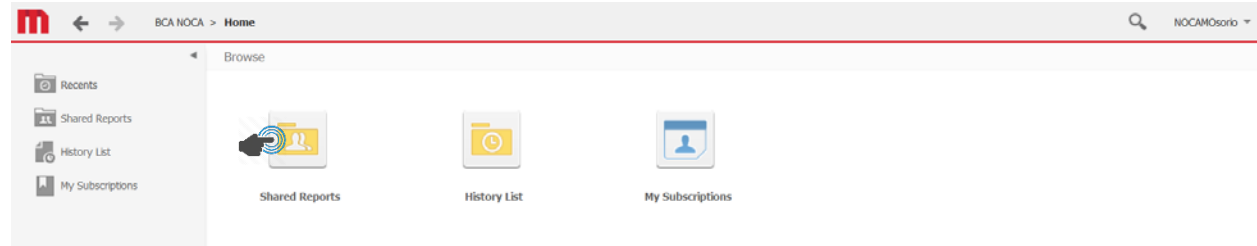
If you do not have access to Blue Cloud Analytics, request access, contact: John Wood, CCLINC Systems Administrator, SirsiDynix
Phone 800-388-0824 Email: sirsi_help@nccommunitycolleges.edu

Go to Blue Cloud Analytics: <https://na1-microstrategy.bc.sirsi.com/bcanalytics/asp/Main.aspx>

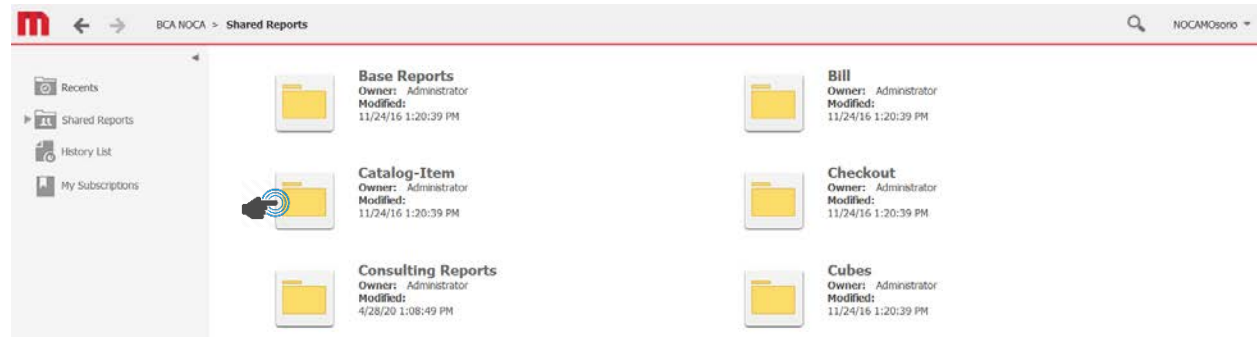
Click on BCA NOC



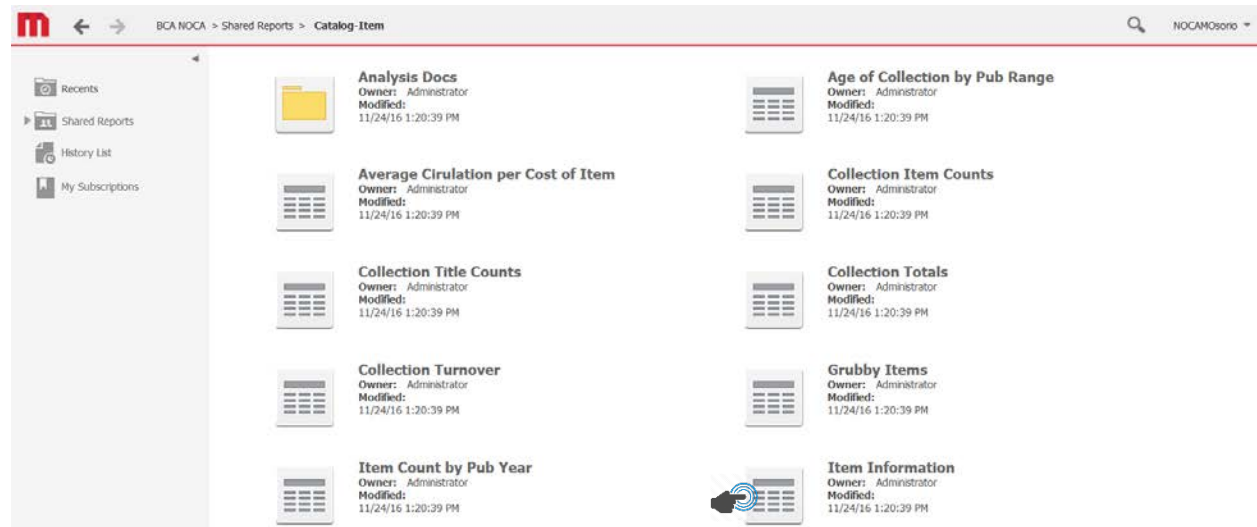
Click on Shared Reports



Click on Catalog-Item

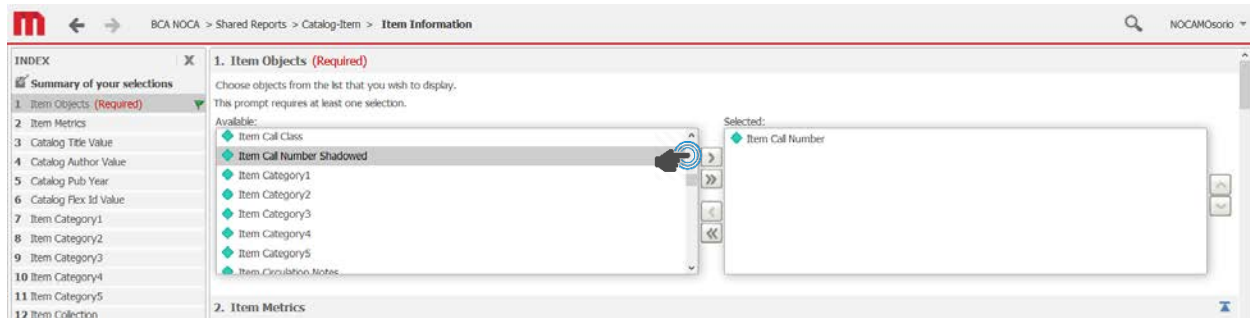


Click on Item Information



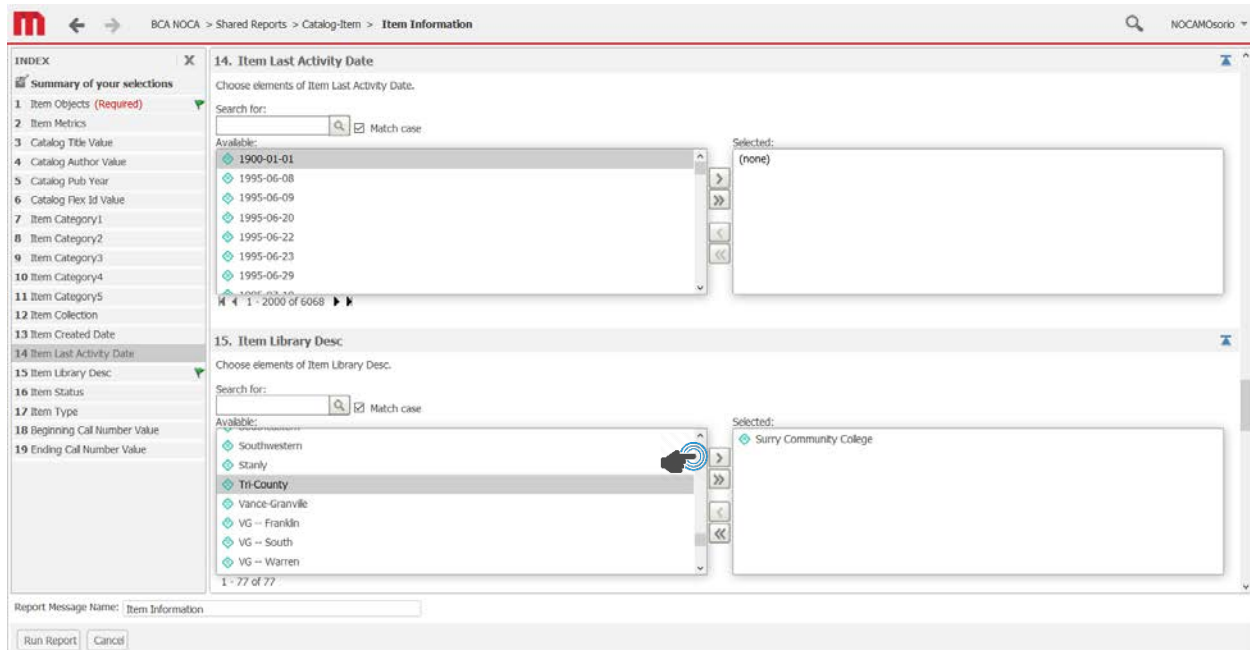
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Select Variables needed



- Item Call Number
- Catalog Title
- Catalog Author
- Item Barcode
- Item Collection Code
- Item Created Date
- Item Last Activity Date
- Catalog Format
- Item Category 1
- Item Call Class

Scroll down to 15. Item Library Desc and select your library



Scroll down until the end and write File Title (Inventory Report Summer 2020) on box for Report Message Name. And Click on Run Report (takes few seconds).



Blue Cloud Analytics Inventory Report Procedure

Export Report as an Excel File

Item Call Number	Catalog Title	Catalog Author	Item Barcode	Item Collection Code	Item Status	Item Created Date	Item Last Activity Date	Catalog Format	Item Category1	Item Call Class	Drop objects here to add columns
20160019 Access #	Ernest East & the Pine Ridge Boys (old-time mountain music).	East, Ernest	33252000539682	ARCHIVES	ARCHIVES	2016-10-28	1900-01-01	MUSIC	POLICY NOT FOUND	ASIS	
F_3_F23.1903	A Genealogical register of the first settlers of New England, containing an alphabetical list of the goverours... to which are added various genealogical and biographical notes collected from ancient records, manuscripts, and printed works.	Farmer, John	33252000504280	GENEALOGY	GENEALOGY	2006-11-13	1900-01-01	MARC	POLICY NOT FOUND	LG	
FAM Marsha M37	The Marshall family.	Marshall Gansell McConwell	33252000401098	GENEALOGY	GENEALOGY	2008-01-18	2012-06-21	MARC	POLICY NOT FOUND	LG	
REF F 501 E485.1996 v.1	Encyclopedia of the American West /		33252000210376	REFERENCE	REFERENCE	2007-10-09	1900-01-01	MARC	POLICY NOT FOUND	LG	
REF F 501 E485.1996 v.2	Encyclopedia of the American West /		33252000210383	REFERENCE	REFERENCE	2007-10-09	1900-01-01	MARC	POLICY NOT FOUND	LG	
REF F 501 E485.1996 v.3	Encyclopedia of the American West /		33252000210391	REFERENCE	REFERENCE	2007-10-09	1900-01-01	MARC	POLICY NOT FOUND	LG	
REF F 501 E485.1996 v.4	Encyclopedia of the American West /		33252000210409	REFERENCE	REFERENCE	2007-10-09	1900-01-01	MARC	POLICY NOT FOUND	LG	
	Springtime in the mountains classics of early bluegrass		33252000539765	ARCHIVES	ARCHIVES	2016-10-28	1900-01-01	MUSIC	POLICY NOT FOUND	ASIS	

Export Options: keep the default options

Inventory Report Summer 2020

Export: Whole report

Export Header and Footer: Edit Custom Settings...

Excel with plain text

CSV file format

Excel with formatting

HTML

Plain text Delimiter: Comma

Export Report Title

Export filter details

Remove extra column: Automatic

Do not prompt me again.

Excel options:

Export metric values as text

Export headers as text

Excel with formatting options:

Embed all images

Export