

Blue Cloud Analytics Inventory Report Procedure

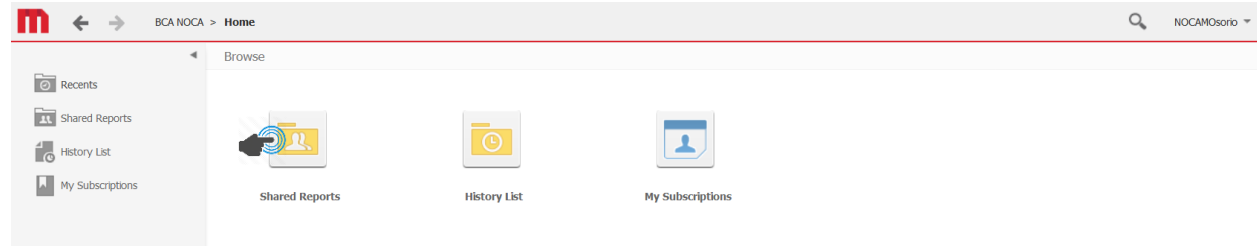
If you do not have access to Blue Cloud Analytics, request access, contact: John Wood, CCLINC Systems Administrator, SirsiDynix
Phone 800-388-0824 Email: sirsi_help@nccommunitycolleges.edu

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

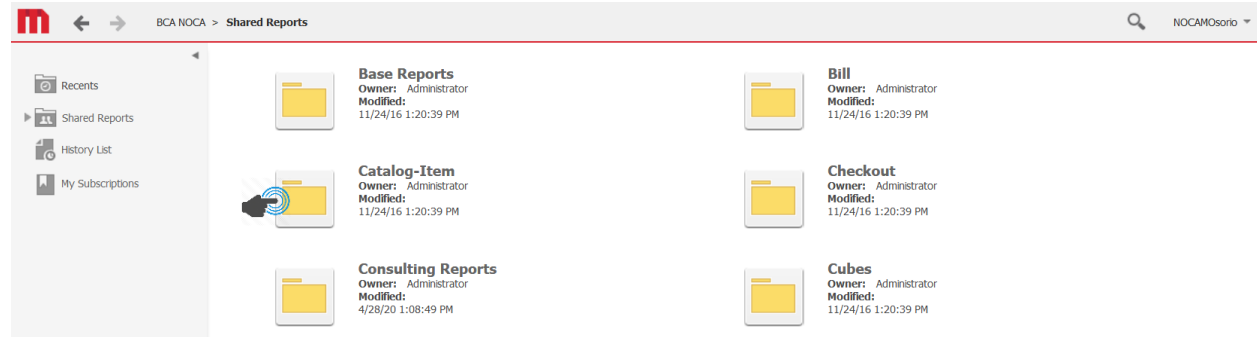
Click on BCA NOC



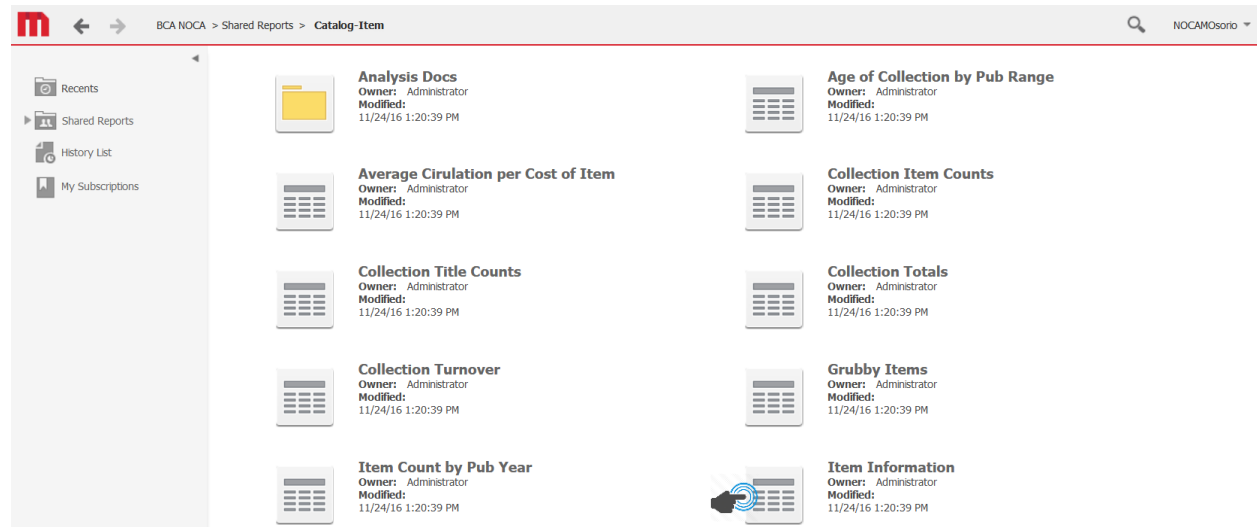
Click on Shared Reports



Click on Catalog-Item

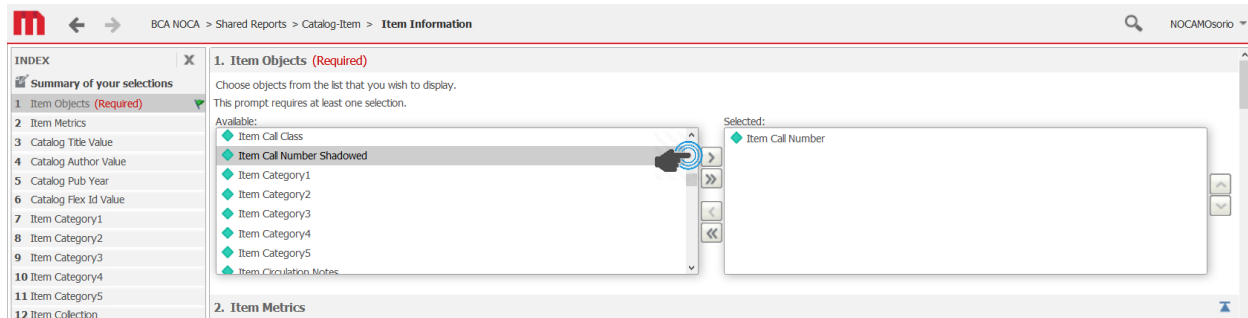


Click on Item Information



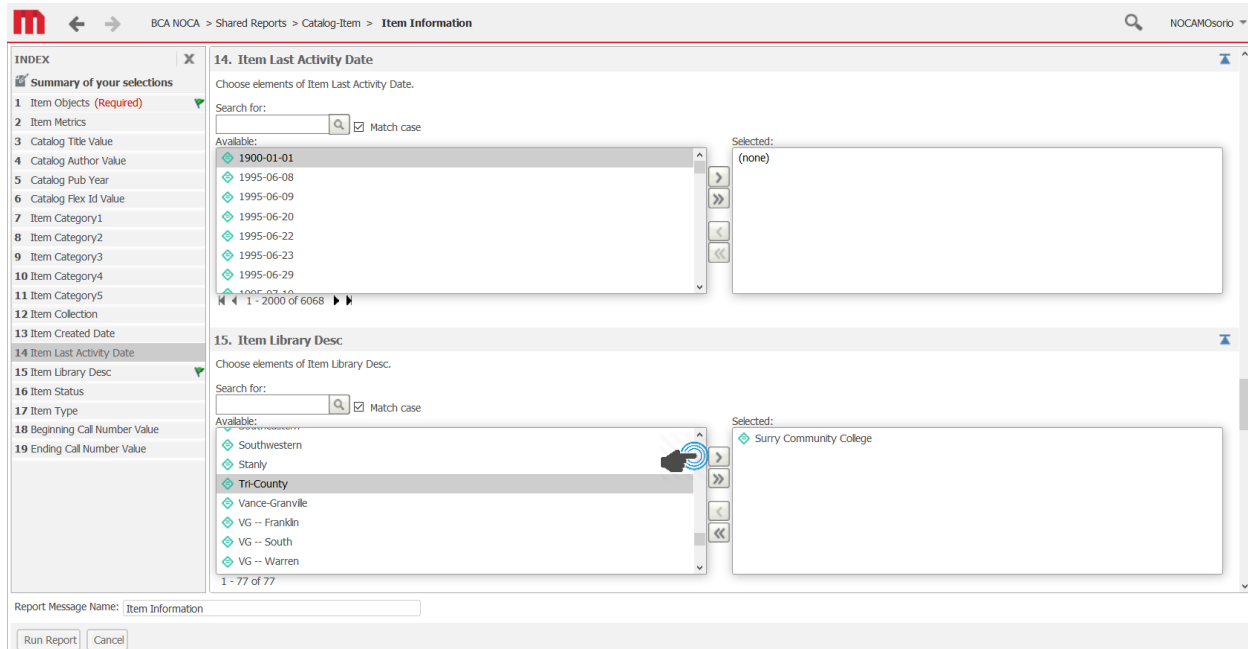
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Select Variables needed



- Item Call Number
- Catalog Title
- Catalog Author
- Item Barcode
- Item Collection Code (Home Location)
- Item Status (Current location)
- 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

REPORT HOME > TOOLS > DATA > GRID > FORMAT > Last update: 6/15/20 1:33:40 PM

REPORT OBJECTS

- Catalog Author
- Catalog Format
- Catalog Title
- Item Barcode
- Item Call Class
- Item Call Number
- Item Category1
- Item Collection Code
- Item Created Date
- Item Last Activity Date
- Item Status

11 items found

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
.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 1983	A Genealogical register of the first settlers of New England, containing an alphabetical list of the governors... to which are added various genealogical and biographical notes, collected from ancient records, manuscripts, and printed works.	Farmer, John	33252000504280	GENEALOGY	GENEALOGY	2008-11-13	1900-01-01	MARC	POLICY NOT FOUND	LC
FAM Marsha M37	The Marshall family.	Marshall Ganeil McConnell	33252000401008	GENEALOGY	GENEALOGY	2008-01-18	2012-06-21	MARC	POLICY NOT FOUND	LC
REF F 501 E485 1996 v. 1	Encyclopedia of the American West /		33252000210375	REFERENCE	REFERENCE	2007-10-09	1900-01-01	MARC	POLICY NOT FOUND	LC
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	LC
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	LC
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	LC
.20160019	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 options:

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

Delimiter: Comma

Excel with formatting options:

- Export metric values as text
- Export headers as text
- Embed all images

Export Report Title

Export filter details

Remove extra column: Automatic

Do not prompt me again.

Export