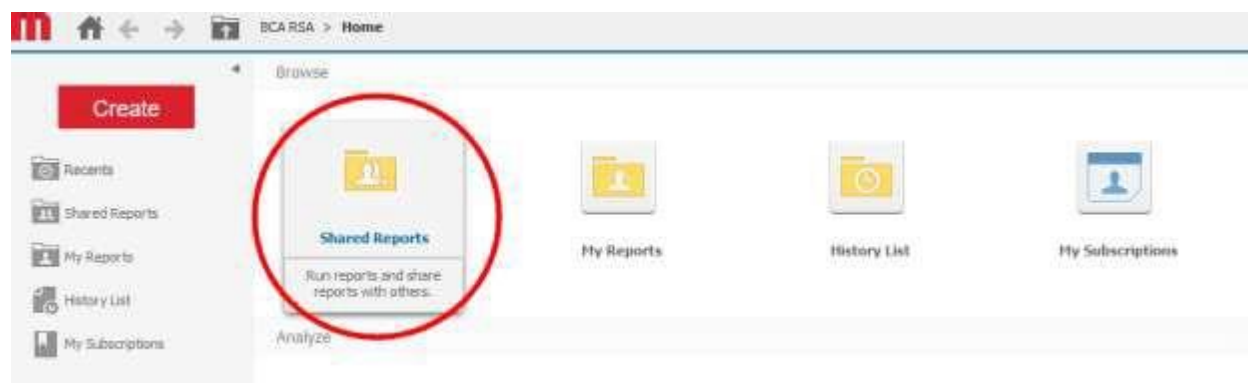**BLUEcloud Analytics – Running a Report Cheat Sheet**

Last updated August 5, 2024

This is a quick guide to aid you in running a report in the BLUEcloud Analytics Reporting Product.

There is a video guide accompanying this cheat sheet which can be found here: https://www.youtube.com/watch?v=Ai3nZ1LmsFI.

Once you're logged in and see the home screen below, click on Shared Reports.

From here, you'll see several folders depending on your access level. Everyone has Basic Reports, so we'll click there for our example.

Find the report you want to run. The area around the report title is a giant button, so you can click anywhere on it.

Circulation Last Month
Owner: RSADoug
Modified:
7/31/19 1:55:19 PM
Checkouts and renewals Last Month in your libra Run Report by General Format and Reading Level.
Subscriptions   Send Now   Export   PDF

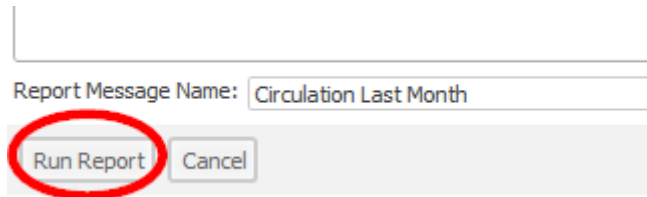**Count Items at Your Library**
Owner: RSAKendal
Modified:

Next is the prompt screen. For this example, the only thing we do is select our library.

You can double click your library name or highlight it then click the middle > button.

At the very bottom left of the window, click Run Report.

Report Message Name: Circulation Last Month

Run Report   Cancel

BCA then takes a moment to run the report before displaying your results.

Trans Stat Station Library (checkout library) ▲	Trans Stat Icat2 (Reading Level) Trans Stat Icat3 (General Format) ▲	ADULT Number of Statistical Transactions	EQUIPMENT Number of Statistical Transactions	JUVENILE Number of Statistical Transactions	UNDEFINED Number of Statistical Transactions	YOUNGADULT Number of Statistical Transactions	Total Number of Stat
MP_MORTON	AUDIOBOOK	382		423		58	863
	BOOK	3,629		9,165	56	854	13,704
	BRAILLE			2			2
	EQUIPMENT	2	1				3
	KIT			3			3
	LARGEPRINT	594		1		1	596
	MOVIE	1,588		501	2	2	2,093
	MUSIC	77		3			80
	PERIODICAL	262		42			304
	REALIA					2	2
	TOY			32			32
	UNDEFINED				16		16
	VIDEOGAME	4					4
	Total	6,538	1	10,172	74	917	17,702
Total		6,538	1	10,172	74	917	17,702