BLUEcloud Analytics – Creating a Personal View Cheat Sheet

Last updated August 5, 2024

A personal view is way of saving a report, customized for your use. When you create a personal view, it will appear exactly how it displays when you run it again in the future.

You can find a video at RSA's YouTube channel on this topic at: https://youtu.be/pIHgOQKm80A?si=nZPJvWKEePtmPulR.

Start with a report you have run previously. As an example, this is a "Circ By Item Type Last Month" report. Because it is always last month, you don't ever have to enter dates—it will always display last month's data.

| Trans Stat Command Desc	Charge Item Part B	Renew Item	Total
Trans Stat Itype	Count (Trans Stat Id)	Count (Trans Stat Id)	Count (Trans Stat Id)
BOOK	311	86	397
BOOK-J	3		3
BOOK-LPRNT	1		1
BOOK-PBK	2	1	3
CD-BOOK	1		1
DVD	18		18
Total	336	87	423

Before you create the view, you can change how the results look using tools in the Grid Menu bar along the top.
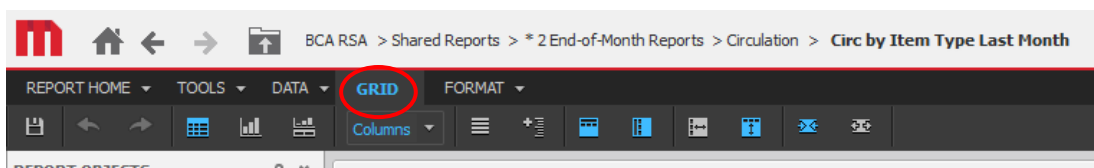

The most obvious change you can make is theme, but you can also alter cell merging and banding here. For example, here is the same report but made easier to read by using banding.

| Trans Stat Command Desc	Charge Item Part B	Renew Item	Total
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To save you the trouble of altering the report in the future, you can save this personal view by going to the Report Home menu and selecting Create Personal View from the icons in the Report Home menu.
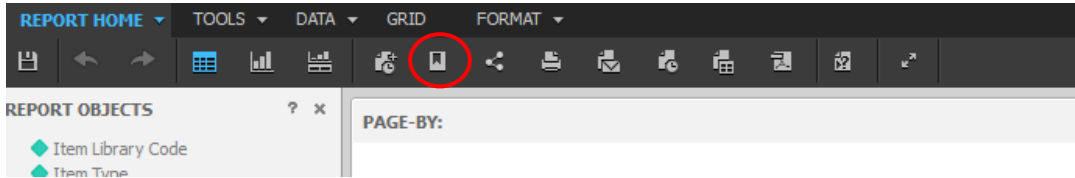
You can then name it whatever you would like but using the name of the report is helpful.
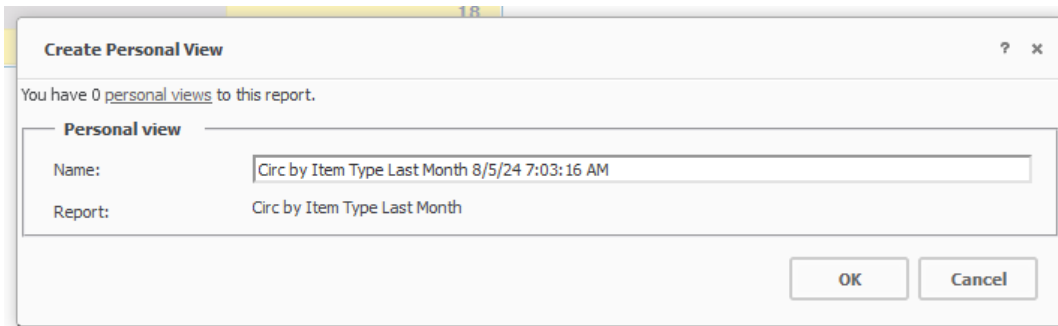
You have successfully created your personal view of the report. To access it, you'll find it under My Subscriptions on the BCA home screen.
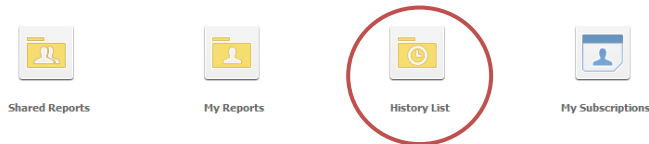
From here, you can click the personal view to run the report exactly as you saved it, without needing to change themes, banding, or cell merges each time.