

Using the New Holds Placed & Filled Visualization Cheat Sheet

Cheat Sheet Last updated: May 22, 2025

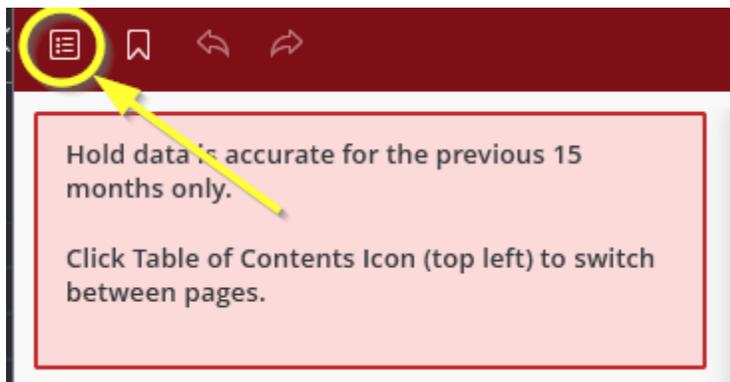
Need some visuals for your Board package? Ever wondered how your holds are placed, where they come from, and what types of materials are being filled? BCA has the answers.

Click the link below and use your BCA account to log in. The report loads as single site ready for you to start exploring.

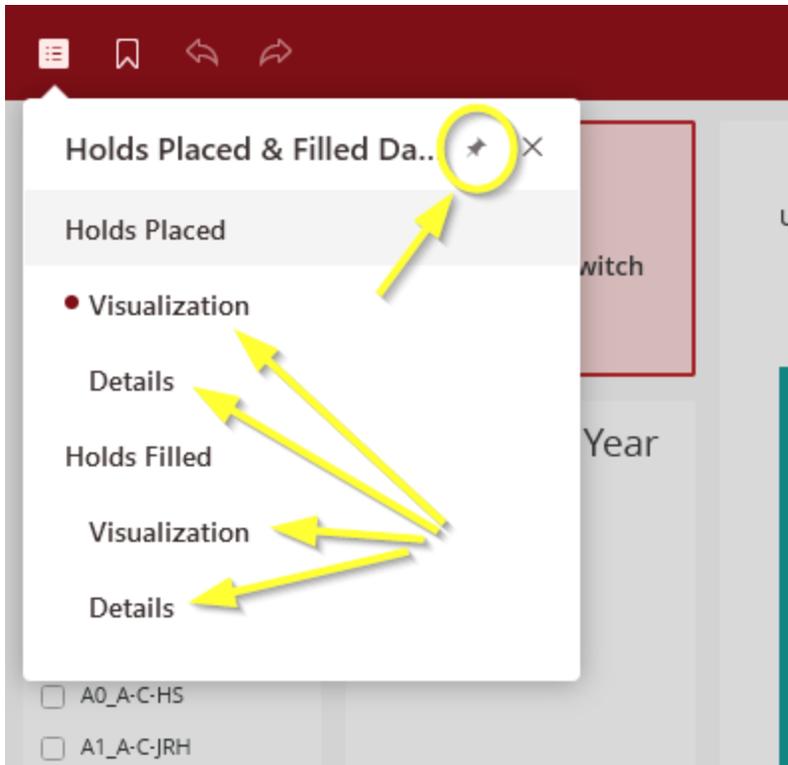
<https://noam-bca-alsi-mslibrary-1.bc.sirsidynix.net/MicroStrategyLibrary/CustomApp?id=8BD12CD1315742C1A88B6D064585DA7C>

What does this dashboard report show you? It has 2 pages each with: 2 reports for holds placed in the selected time and 2 reports for holds filled in the selected time. There is a visual report and a detailed data breakdown report. FYI, you'll need to adjust the user library, month and year prompts on each of the 4 reports separately. It's all interactive, so you can click only one month, then the next and the numbers and visuals adjust on the fly.

The Table of Contents icon button is in the upper left corner.



Once you open the Table of Contents you can select from the 2 Holds Placed and 2 Holds Filled reports. You can also click the pushpin icon to pin the TOC to the left of the screen to make it easier to jump between reports.



The Ribbon icon next to the TOC is the Bookmark tab. This allows you to set and save and return a pre-filtered version of all 4 reports in one click.

You can print out the visualizations by clicking the small 3 dot in a square menu in the main report window, upper right corner. Select Export, then PDF, in the pop-up unclick both "Show page numbers" and "Show Filters" for a Board ready visual.

REMEMBER: each of the 4 reports needs to be individually changed for User Library, Month and Year! If you see the holds filled and want to dig in the item library details some more, make sure you to match the 3 filter settings in the Details report!