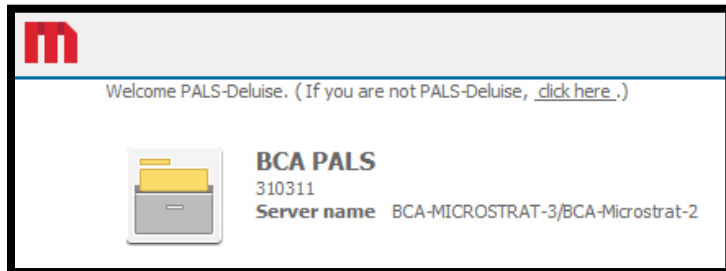
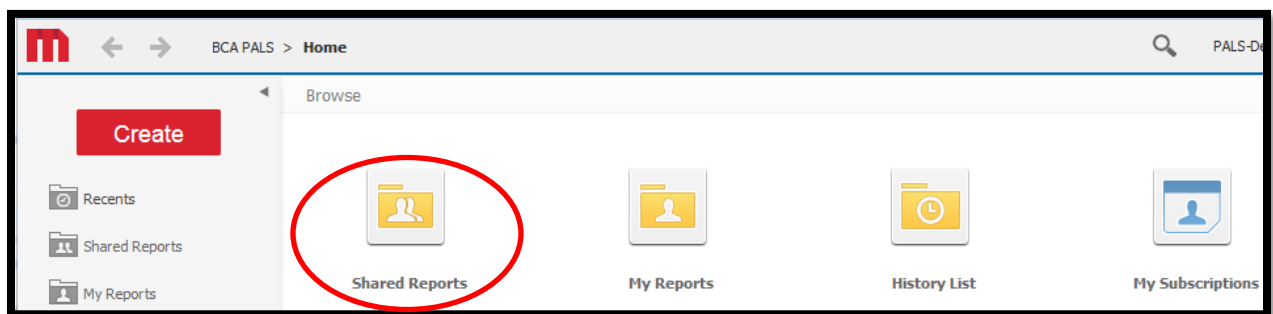


Generating a Lost Items Report

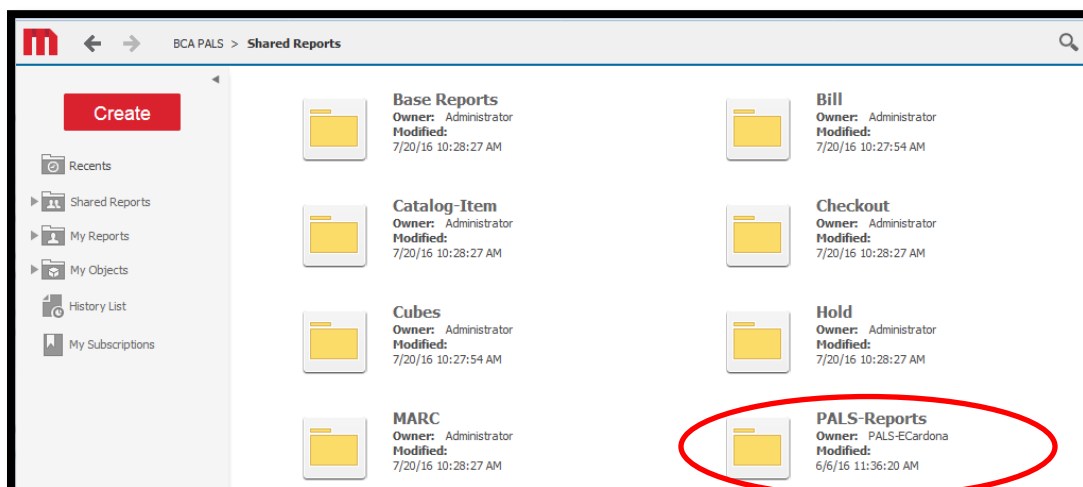
After logging in to BlueCloud Analytics using your library's log-in credentials, click on **BCA PALS**.



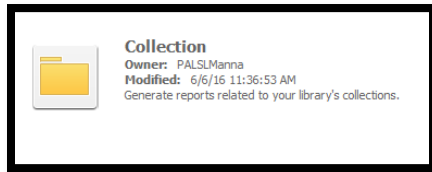
Click on **Shared Reports**.



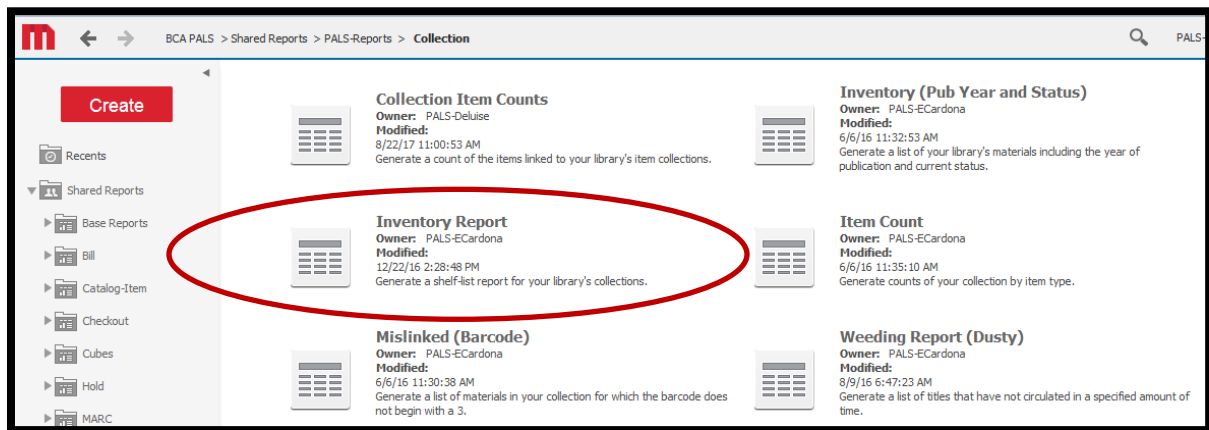
Click on **PALS-Reports**.



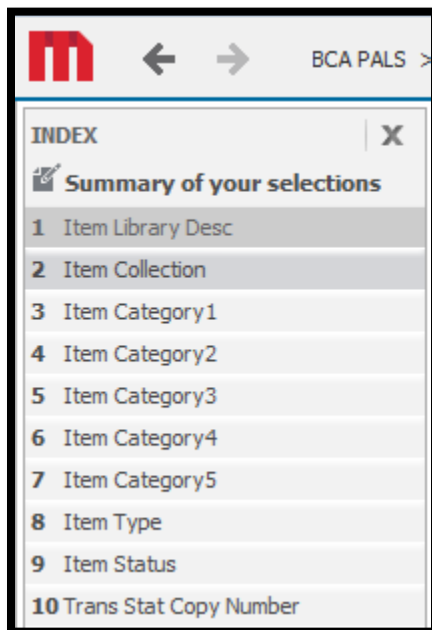
Click on **Collection**.



Finally, click on **Inventory Report**.



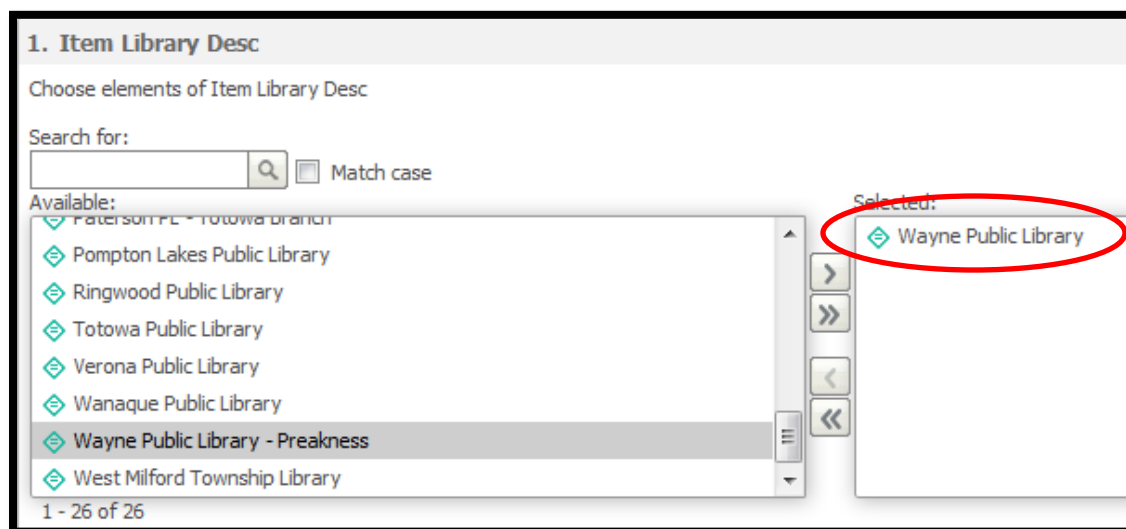
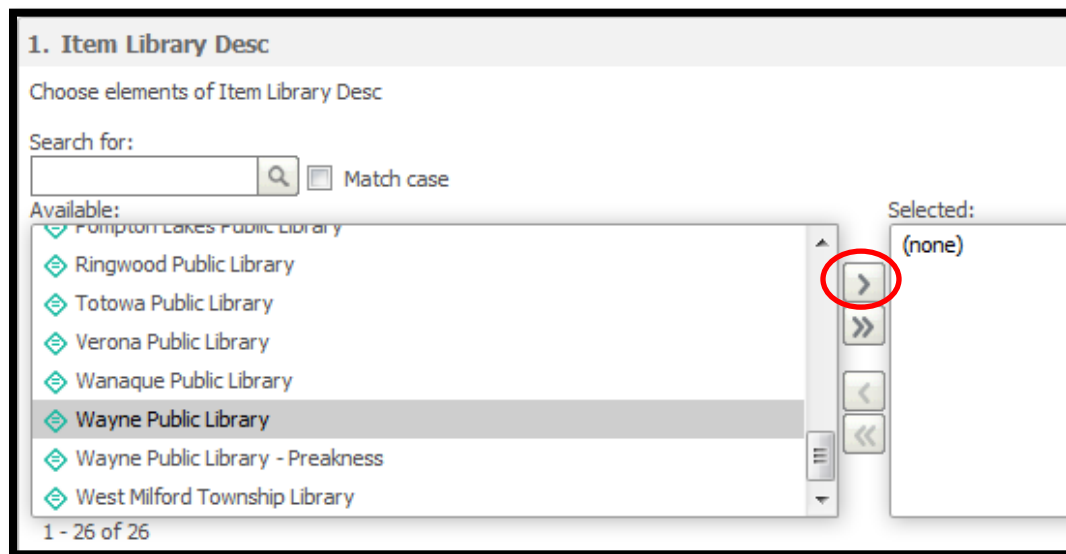
The report work form will appear. You have ten areas from which to target your report as listed in the index.



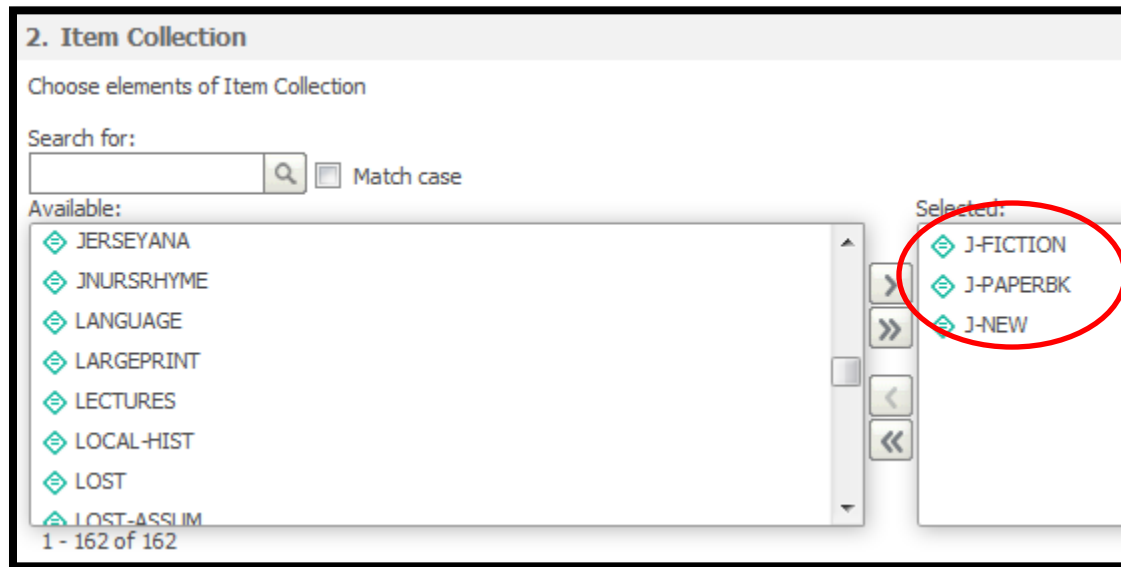
Here we will concentrate on items in the Juvenile Fiction section that are marked: **lost**, **assumed lost**, **claimed lost**, or **lost but paid**.

In the **1. Item Library Desc** section, begin by searching for and **double-clicking** on your library. This will automatically bring your library over to the **Selected** column. Alternately, you can click on your library and then click on the single gray arrow.

Note: If you prefer to use the search box to locate your Library, click on the search glass after you have entered your Library. Do not check Match case as it will skew results.



Next, in the **2. Item Collection** section, **search** for and **double-click** on the item collection parameters that reflect your library's junior fiction collection. Since Wayne Public Library has a paperback section for junior fiction, we will include J-PAPERBK in our search. Here we will select: J-FICTION, J-PAPERBK, and J-NEW.



2. Item Collection

Choose elements of Item Collection

Search for: ☐ Match case

Available:

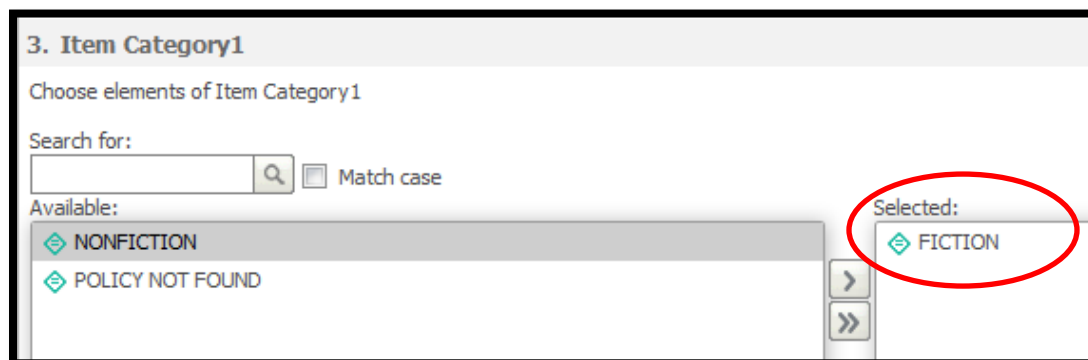
- JERSEYANA
- JNURSRHYME
- LANGUAGE
- LARGEPRINT
- LECTURES
- LOCAL-HIST
- LOST
- LOST-ASSUM

1 - 162 of 162

Selected:

- J-FICTION
- J-PAPERBK
- J-NEW

In the **3. Item Category1** section **select** FICTION.



3. Item Category1

Choose elements of Item Category1

Search for: ☐ Match case

Available:

- NONFICTION
- POLICY NOT FOUND

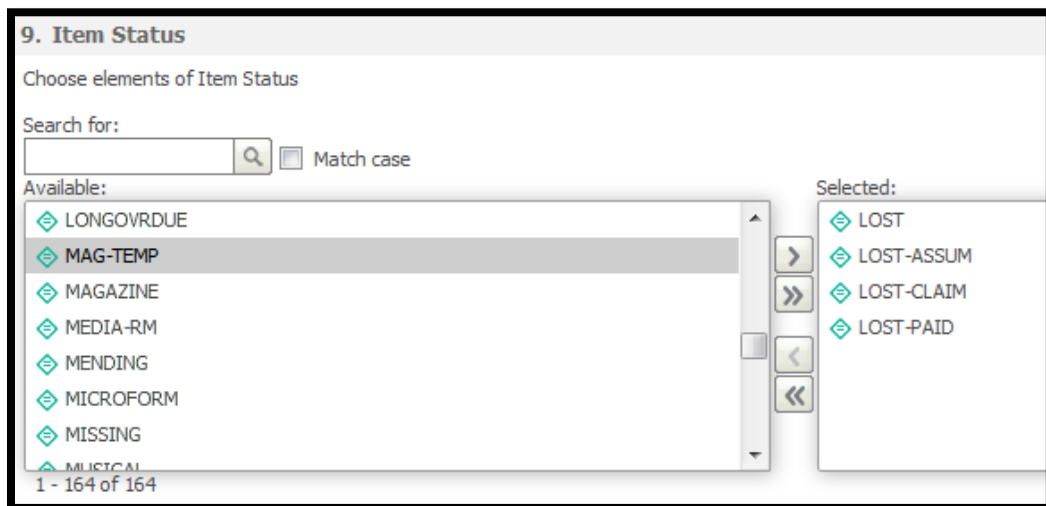
Selected:

- FICTION

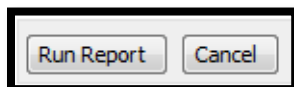
Next in the **4. Item Category2** section **select** JUVENILE.



Finally, in **9. Item Status** section search for and **select**: LOST, LOST-ASSUM, LOST-CLAIM, LOST-PAID



Once parameters are set, click the **Run Report** button on the lower left.

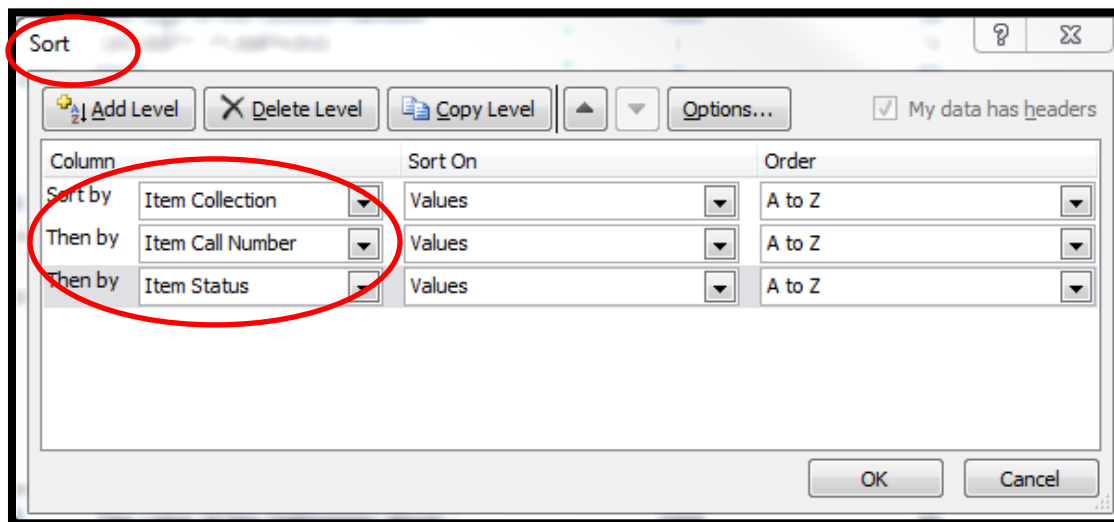


Exporting to Excel

Instructions on exporting a report to Excel can be found on the staff wiki in the BLUECloud Analytics folder at:

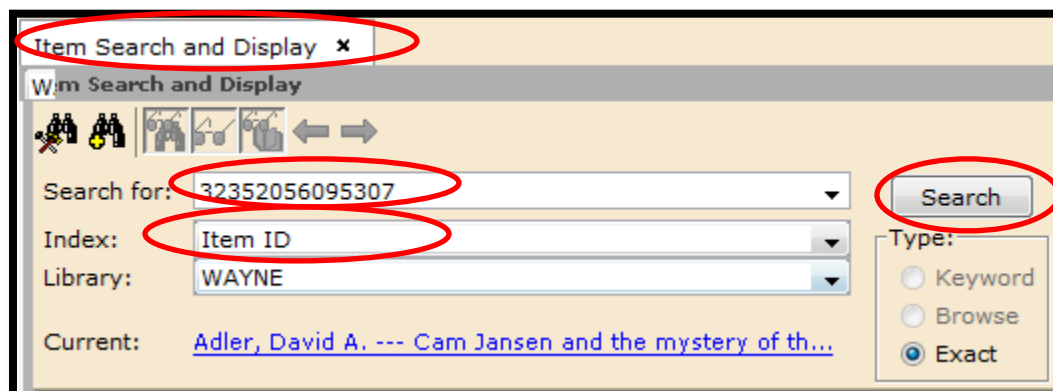
<http://palsplus.pbworks.com/w/file/fetch/119904090/Exporting%20Report%20to%20Excel.pdf>
and clicking download.

Once your report has been exported, you can do a **customized sort** according to your preferences. Here, we will do an alphabetical sort, first by Item Collection, then by Item Call Number and finally by Item Status.



Cleaning Up Records in WorkFlows

To begin clean up in Workflows, use your tech login. In the Cataloging Plus Reports section, select the **Item Search and Display** wizard. From the drop-down menu set Index to **Item ID**. Returning to your spreadsheet, copy (Ctrl c) the first item barcode and paste (Ctrl v) into the **Search for** field in Workflows. Click on **Search**.



To see if bills are associated with the item id, click on the **Bills** tab where you will be able to see the amount of fine. From here you can determine if you would like to forgive the fine based on amount, last activity date, patron history or whichever parameters your library deems acceptable and then delete the record if desired.

A Few Tips:

Tip 1: Once you are familiar with the reports available in BLUECloud Analytics, you can gain quicker access to a specific report by conducting a targeted search. After opening the BCA PALS filing cabinet icon upon logging in, **click** on the search glass icon and **enter** report name in the search box. Next, **click** on desired report from the results list.

Tip 2: When looking at an exported report, should you see the date 1900-01-01 in the Item Last Activity Date column, it signifies that the item has never circulated.

Item Last Activity Date
2012-05-30
2007-09-04
1900-01-01
1900-01-01
1900-01-01