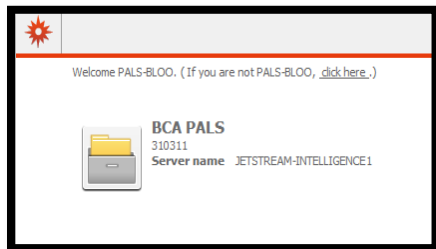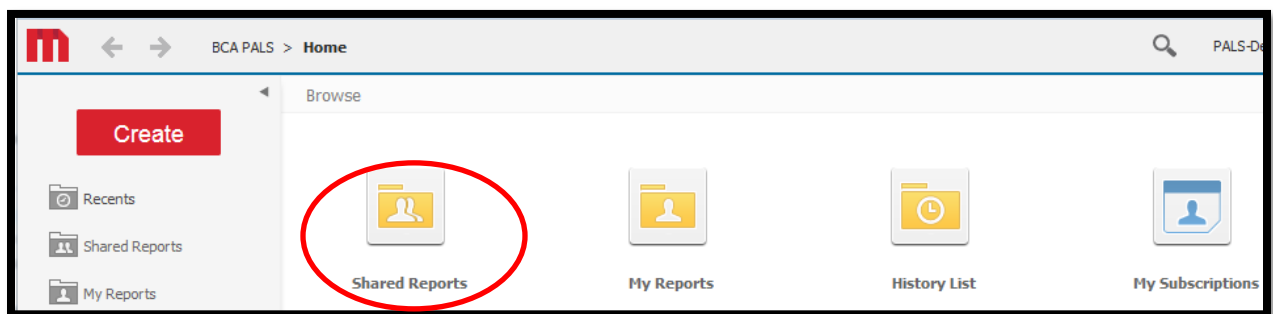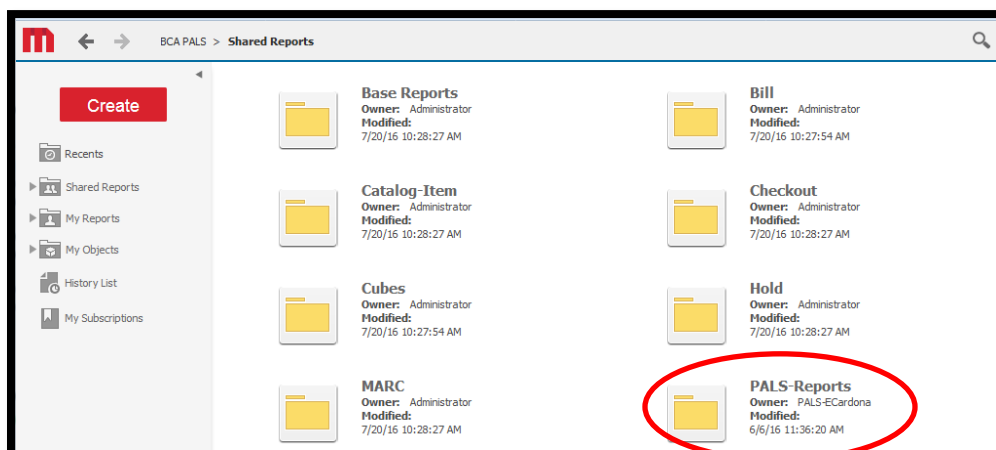# Generating a Mislinked Barcode Report

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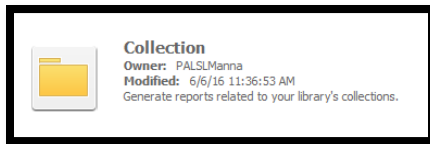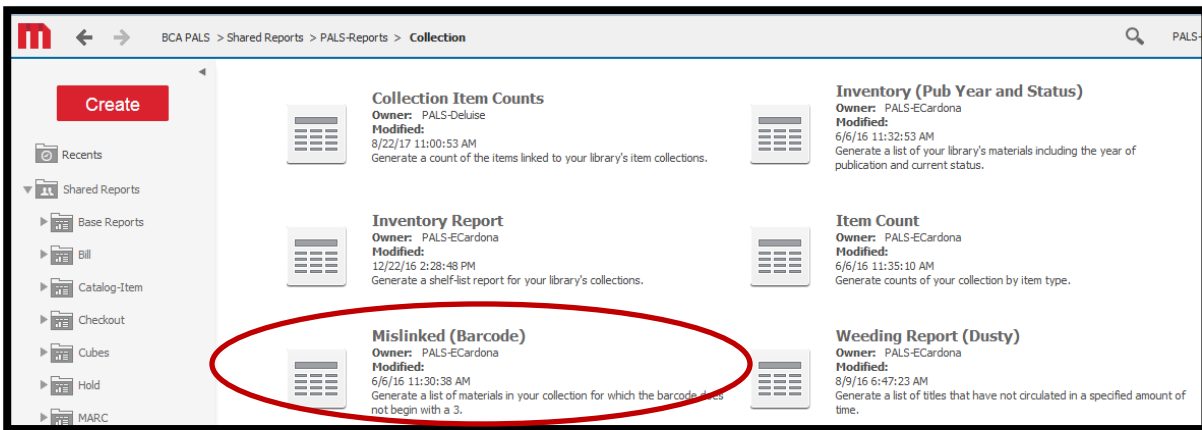
Click on **Shared Reports**.

Click on **PALS-Reports**.

Click on **Collection**.

Finally, click on **Mislinked (Barcode).**
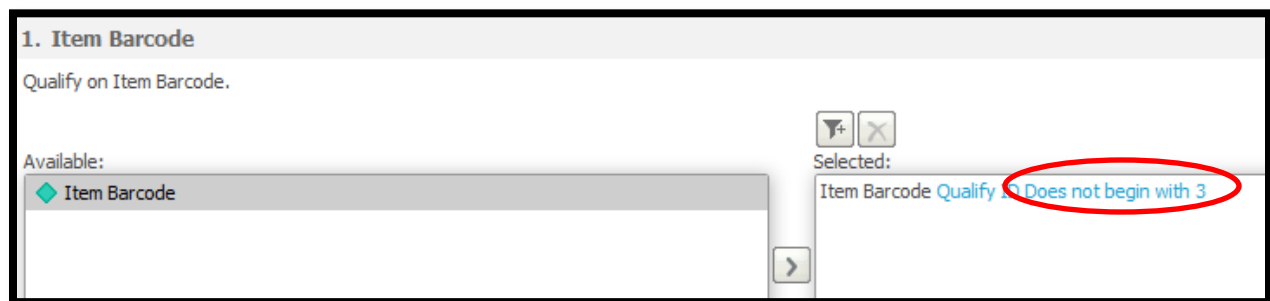

The report work form will appear. You will now see two fields: **Item Barcode** and **Item Library Description** allowing you to select your parameters.

The first field:
1. Item Barcode is defaulted to **ID Does not begin with 3** and allows you to generate a list of barcodes that do not begin with the number 3. As it is preset, no action is required in this field.

Modifications, however, can be made by clicking on **Does not begin with** and a drop down menu of possible options becomes available for further granularity.

Drop down menu options.
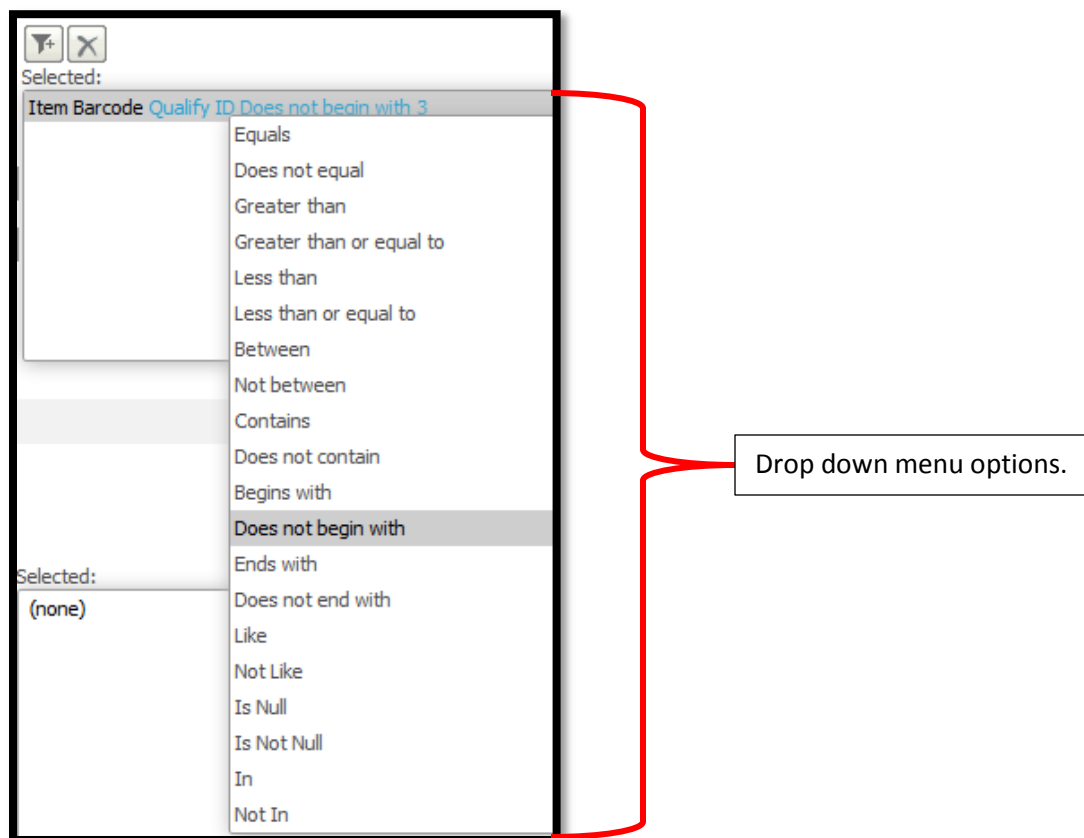
The second field:
 2. Item Library Desc allows you to select your library by either double-clicking on the library or by highlighting and clicking the gray arrow to bring to the **Selected** column.
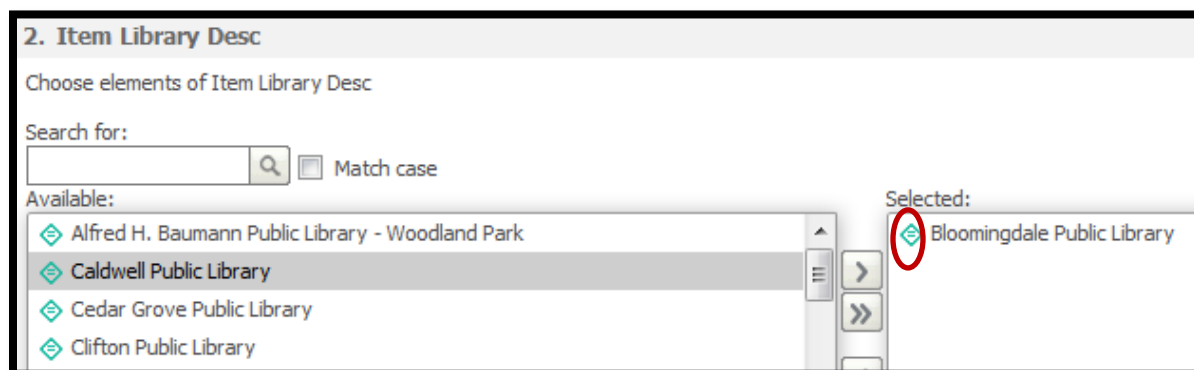
Once parameters are set, click the **Run Report** button on the lower left.

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.

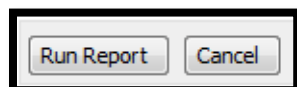Once your report has been exported and saved, a sort by **Item Created Date** from **A to Z** will bring up older items first, leaving items that may be currently on active ILL status or on-order at the bottom of the list.

	A	B	C	D
1	Item Barcode	Item Library Desc	Item Created Date	Catalog Title
2	002	Bloomingdale Public Library	2007-12-15	ILL #32 Ukrainian/English-English/Ukr
3	0101100311444	Bloomingdale Public Library	2010-03-12	ILL #16 Bad Seed
4	36122000509745	Bloomingdale Public Library	2011-05-23	Tell it like it is : truisms of fundraising
5	1048303-2001	Bloomingdale Public Library	2016-07-12	Roaring in /
6	1115575-1001	Bloomingdale Public Library	2016-07-12	Scotland : 1000 Things You Need to K
7	0100402862179	Bloomingdale Public Library	2016-07-15	ILL #8 People Can't Drive You Crazy
8	1119312-1001	Bloomingdale Public Library	2016-08-12	The healing foods cookbook : vegan re
9	1127166-1001	Bloomingdale Public Library	2016-10-13	**REQUIRED FIELD**
10	1127874-1001	Bloomingdale Public Library	2016-10-20	**REQUIRED FIELD**
11	1128094-1001	Bloomingdale Public Library	2016-10-21	**REQUIRED FIELD**

A sort by **Item Barcode** from **A to Z** will bring up barcodes in numerical order, starting with items that have a space at the beginning.

|	A	B	C	D
1	Item Barcode	Item Library Desc	Item Created Date	Catalog Title
2	36122000509745	Bloomingdale Public Library	2011-05-23	Tell it like it is : truisms of fundraising
3	002	Bloomingdale Public Library	2007-12-15	ILL #32 Ukrainian/English-English/Ukr
4	0100205839622	Bloomingdale Public Library	2017-06-07	ILL# 31 Behind Closed Doors (Audiob
5	0100402862179	Bloomingdale Public Library	2016-07-15	ILL #8 People Can't Drive You Crazy
6	0100402929499	Bloomingdale Public Library	2017-06-17	ILL#19 Promised Land
7	0100602315481	Bloomingdale Public Library	2017-06-13	ILL #27 Behind closed doors
8	0100801538248	Bloomingdale Public Library	2017-06-17	ILL# 21 Snobbery with Violence
9	0101100311444	Bloomingdale Public Library	2010-03-12	ILL #16 Bad Seed
10	0101101092977	Bloomingdale Public Library	2016-12-08	ILL# 3 Jane Austen Book Club (CD)

Cleaning Up Records in WorkFlows

Once your targeted report has been exported from BLUECloud Analytics to an Excel spreadsheet and saved, clean up in WorkFlows can begin.

Using your library's tech user login and password, **click** on the Cataloging Plus Reports tab, then on the Common Tasks panel, **select** the Call Number and Item Maintenance 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 and **click** Search.

Note: Once you input Item ID for Index, your search type will default to Exact.
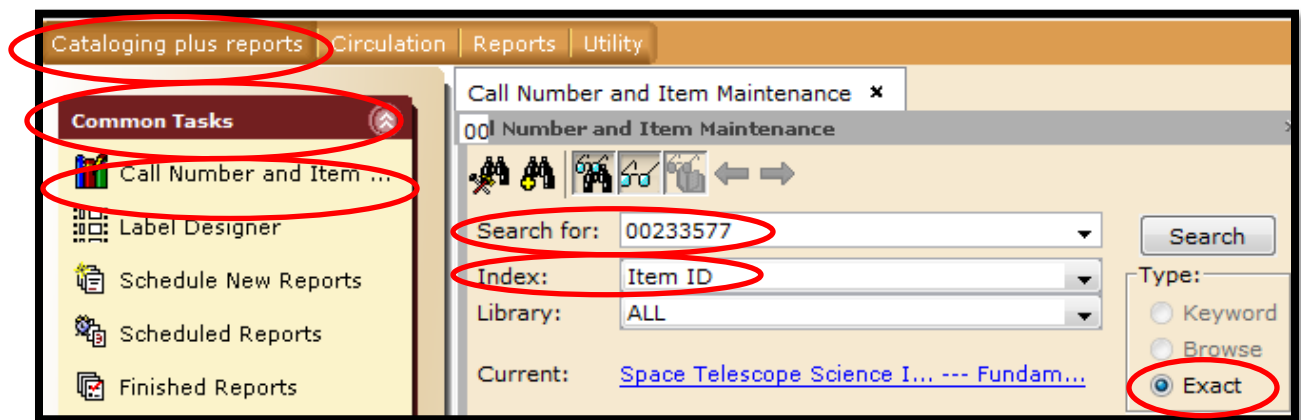
Click on the highlighted title and **go to** the Call Number/Item tab. **Make** the required **change or deletion** and **click** save. Repeat procedure until all items requiring attention have been addressed.

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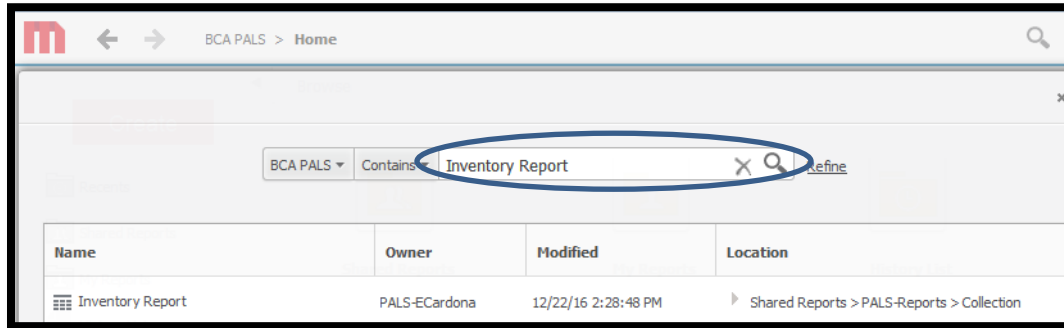
Tip 2: When looking at an exported report, should you see the date 1900-01-01 in the Item Last Activity Date column, it signifies that the item has never circulated.