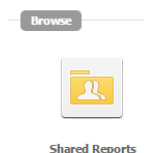# SWAN BCA Reports for DISCARD Items

You have two BLUEcloud Analytics (BCA) report options to keep track of your DISCARD items. These reports will give you information about the items currently checked out to your DISCARDXXX user. For the most accurate information, please refrain from checking items out to your Discard user on Saturdays as they will not be included in the reports. For more information, please refer to the SWAN DISCARD Procedures Update memo on the SWAN Support Website.

To run either report you must have a BCA login, if you do not have a login, please go to the SWAN Support Website and fill out the webform. If you can't remember your password, please open a ticket by sending an email to help@swanlibraries.net . If you have not yet attended a BCA training class, please refer to the L2 calendar to register for an upcoming class. (http://www.librarylearning.info/tags/default.aspx?BCA)

To run either report follow the steps below:

Login to BCA, click on the Shared Reports folder

Shared Reports

Click on the SWAN Reports folder

SWAN Reports
Owner: SWANLIBSSamanthaDietel
Modified: 2/13/17 3:20:51 PM
Modified Canned Reports

Click on the Items folder

Items
Owner: SWANLIBSSamanthaDietel
Modified: 3/20/17 2:37:50 PM
Reports on Item Counts and Item Lists

For a **count** of items, click on

Count Items Checked out to DISCARD user Paged by User Library

Count Items Checked Out to DISCARD user Paged by User Library
Owner: SWANLIBSvtotton
Modified: 3/20/17 2:34:53 PM

This report runs for the entire consortium and will automatically start when you click on it. Once the report finishes choose your library from the User Library list to see your count of items.

PAGE-BY: User Library: Markham Public Library Bookmobile

Item Type	Item Category2	Number of Checkouts
BOOK	JUVENILE	13
	UNKNOWN	1
PAPERBACK	JUVENILE	8
Total		22

SWAN BCA Reports for DISCARD Items

For a **list** of items, click on List Items Checked Out to Discard user Paged by User Library

List Items Checked Out to DISCARD user Paged by User Library
Owner: SWANLIBSvtotton
Modified: 3/20/17 2:37:50 PM

This report runs for the entire consortium and will automatically start when you click on it. Once the report finishes choose your library from the User Library list to see your list of items.

PAGE-BY: User Library: Markham Public Library Bookmobile ▼

Item Type	Item Category2	Item Collection	Item Call Number	Catalog Title	Catalog Author	Item Barcode	Item Created Date	Checkout Date	Item Legacy Charges	Item Total Charges on Symphony	Item Price
			E BAR	Barbie and the three musketeers /	Man-Kong, Mary.	37001000610738	2009-09-11	2015-04-16	28	0	10
			E DIS RED PB	The beauty of nature /	Posner-Sanchez, Andrea.	37001000654058	2011-01-12	2015-04-16	24	0	10
			E HEN B PB	Jim Henson's Fraggle rock.		37001000679576	2012-10-09	2015-04-16	2	0	10
			E MIL	Don't lose your shoes! /	Mills, Elizabeth.	37001000612312	2009-09-21	2015-04-16	26	0	10
			E RIG R	Haunted house /	Rigg, Jo.	37001000702600	2012-04-09	2015-04-16	12	0	10
			E SIL R	Jungle animals /	Swift, Jane.	37001000651435	2011-01-12	2015-04-16	9	0	10
BOOK	JUVENILE	BOOKMOBLEJ	E SIL RED	People /	Swift, Jane.	37001000651245	2011-01-12	2015-04-16	12	0	10
			E SPO B PB	SpongeBob tees off /	Oliver, Ilanit.	37001000677794	2012-01-26	2015-04-16	15	0	10
			E STR B PB	Strawberry Shortcake's spooky night /	Jacobs, Lana.	37001000655402	2011-08-30	2015-04-16	22	0	5
			J KIN	Diary of a wimpy kid.	Kinney, Jeff.	37001000610910	2009-09-11	2015-04-16	38	0	15
			SPO BE	SpongeBob, soccer star! /	Lewman, David.	37001000639752	2010-07-01	2015-04-16	32	0	10
			YA DIV	Holidaze /	Divine, L.	37001000614052	2009-09-24	2015-04-16	3	0	12
			YA WEL	The heartbreakers /	Wells, Pamela.	37001000635800	2009-12-17	2015-04-16	12	0	11
	UNKNOWN	BOOKMBLEAV	E Storytime ABC	Z is for zoo /		37001000702899	2012-04-19	2015-04-16	15	0	13
			J BEN PB	War of the worlds /	Fullerton, Charlotte.	37001000610902	2009-09-11	2015-04-16	26	0	10
				Crush-tastic! /	Beechwood, Beth.	37001000651054	2010-06-28	2015-04-16	15	0	10
			J HAN PB	Hit or miss /	McElroy, Laurie.	37001000634597	2010-03-17	2015-04-16	18	0	10
				Reality check /	Grace, N. B.	37001000620711	2009-10-13	2015-04-16	22	0	10
PAPERBACK	JUVENILE	BOOKMOBLEJ	J HIG PB	High school musical : the junior novel /	Grace, N. B.	37001000651229	2010-06-28	2015-04-16	8	0	10
			J ICA PB	iAm famous! /	McElroy, Laurie.	37001000610969	2009-09-11	2015-04-16	23	0	10
			J MCD PB	Stink : solar system superhero /	McDonald, Megan.	37001000653753	2011-03-04	2015-04-16	15	0	10
			J STI PB	Be careful what you wish for /	Stine, R. L.	37001000658331	2012-01-04	2015-04-16	23	0	10

If you have any questions please open a ticket by sending an email to help@swanlibraries.net or call SWAN Member Services at 844-SWAN-LIB opt 1.