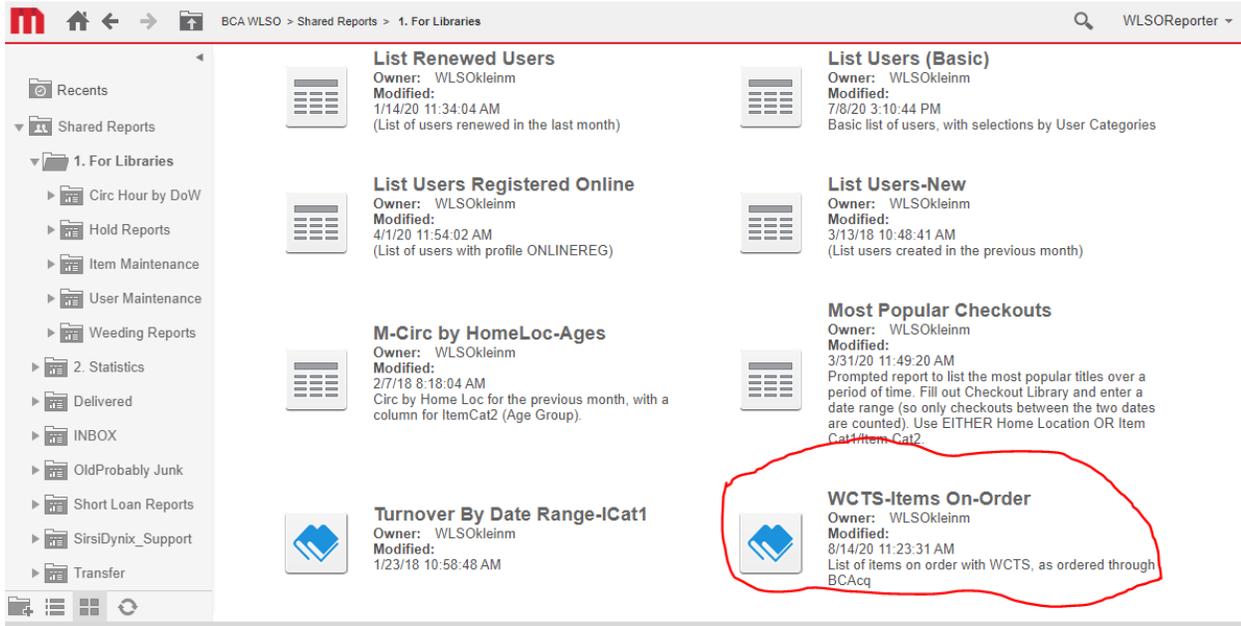


Analytics Report for Items Ordered by WCTS Libraries

WCTS Libraries can track which titles and items they have ordered through BCACq either through the Orders section of BCACq, or using a report in Analytics.

The report in Analytics can be found in the Shared Reports > 1. For Libraries folder, as “WCTS-Items On-Order”



Click on the report to run it.

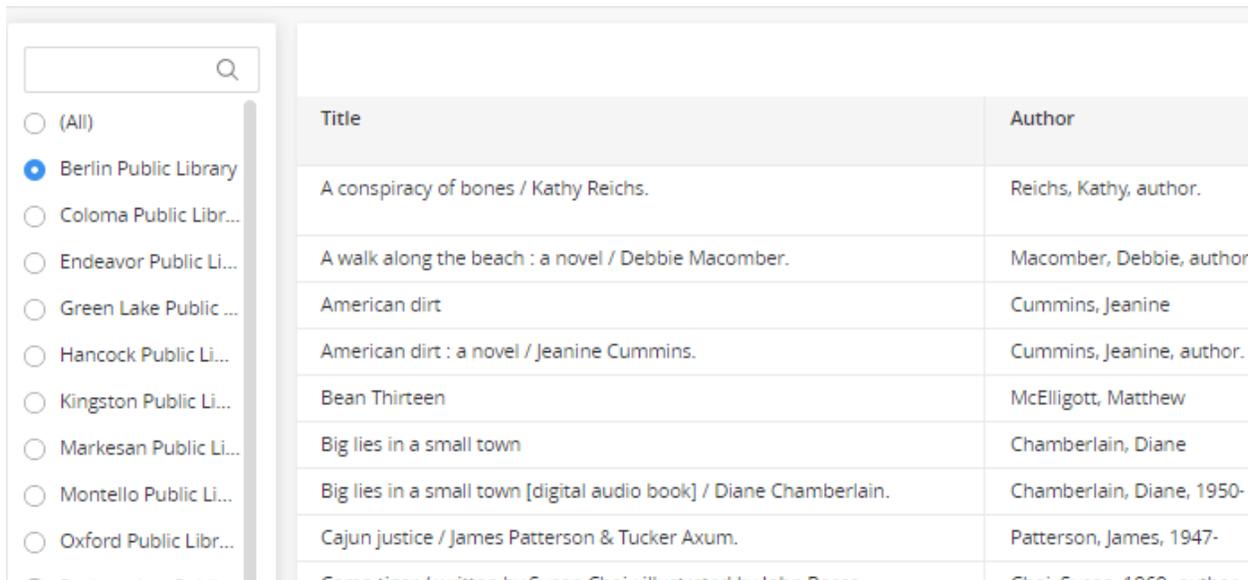
The report opens by default to a list of all titles ordered through BCACq, for all libraries:

The screenshot shows the 'Items Ordered' report in a web browser. The table displays the following data:

Title	Author	Format	ISBN-UPC-EAN	Order Date	Status	List Price	Discount Price	Quantity Ordered
'Ohana means family *	Loomis, Ilima Pak, Kenard, Illustrator.	Book	9780823443260	3/18/2020	Invoiced	18.99	10.63	
[Atlee Pine Thriller (Book 3) Title Not Yet Known]	David Baldacci	Book	9781538761694	6/5/2020	On-Order	29	29.00	
100 Drives, 5,000 Ideas: Where to Go, When to Go, What to Do, What to See	Joe Yogerst		9781426220906	1/31/2020	Invoiced	24.99	15.74	
100 Drives, 5,000 Ideas: Where to Go, When to Go, What to Do, What to See	Joe Yogerst		9781426220906	2/28/2020	Invoiced	24.99	15.74	
14 miles : building the border wall	Gibson, David William	Book	9781501183416	7/16/2020	Invoiced	28	15.68	
1st case	Patterson, James	Book	9780316418188	4/3/2020	Invoiced	28	15.68	
1st case	Patterson, James	Book	9780316418188	4/24/2020	Invoiced	28	15.68	
1st Case	Patterson, James	Large Print	9780316418317	7/22/2020	On-Order	30	18.90	
1st case (July)	Patterson, James	Book	9780316418188	5/22/2020	Invoiced	28	15.40	
1st Case (July)	Patterson, James/ Tebbetts, Chris	Book	9780316418188	3/12/2020	Invoiced	28	108.08	
1st Case (Aug)	Patterson, James/ Tebbetts, Chris	LargePrint	9780316418317	3/12/2020	Invoiced	30	35.40	

As the report defaults to all libraries, the Quantity Ordered column will show total number of items ordered across all libraries; the Discount Price column likewise shows the price paid for all copies.

To see the titles your library purchased, select your library from the left-hand side filter:

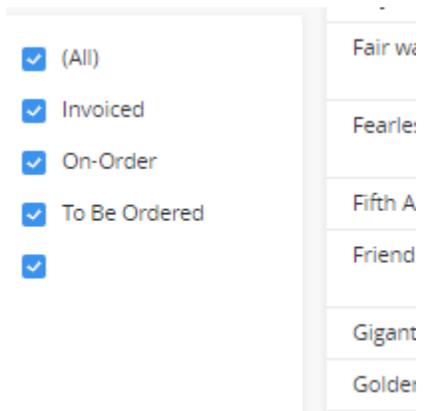


The screenshot shows a library catalog interface. On the left, there is a search bar and a filter menu with radio buttons. The 'Berlin Public Library' option is selected. On the right, a table displays a list of titles and authors.

Title	Author
A conspiracy of bones / Kathy Reichs.	Reichs, Kathy, author.
A walk along the beach : a novel / Debbie Macomber.	Macomber, Debbie, author
American dirt	Cummins, Jeanine
American dirt : a novel / Jeanine Cummins.	Cummins, Jeanine, author.
Bean Thirteen	McElligott, Matthew
Big lies in a small town	Chamberlain, Diane
Big lies in a small town [digital audio book] / Diane Chamberlain.	Chamberlain, Diane, 1950-
Cajun justice / James Patterson & Tucker Axum.	Patterson, James, 1947-
... (partially visible)	... (partially visible)

Selecting a library updates the list of titles purchased, and the Quantity columns.

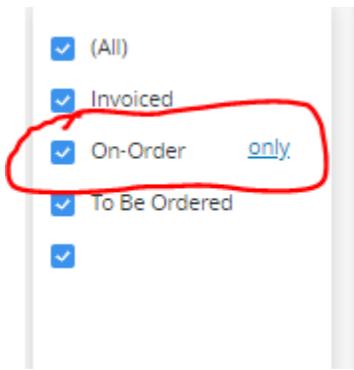
You can also choose to view only items of a particular status, such as only those items which are still On Order, or only those items that you have been invoiced for. This is done using the second filter on the left-hand side:



The screenshot shows a library catalog interface. On the left, there is a filter menu with checkboxes. The 'All', 'Invoiced', 'On-Order', 'To Be Ordered', and an empty checkbox are checked. On the right, a list of titles is displayed.

Status	Title
<input checked="" type="checkbox"/> (All)	Fair wi
<input checked="" type="checkbox"/> Invoiced	Fearle:
<input checked="" type="checkbox"/> On-Order	Fifth A
<input checked="" type="checkbox"/> To Be Ordered	Friend
<input checked="" type="checkbox"/>	Gigant
	Golder

Uncheck any statuses that you do not wish to see in the grid. To quickly uncheck all except one status, hover over the term until a blue "Only" appears just to the right of the term:



Clicking on “Only” will auto-uncheck all terms except that one.

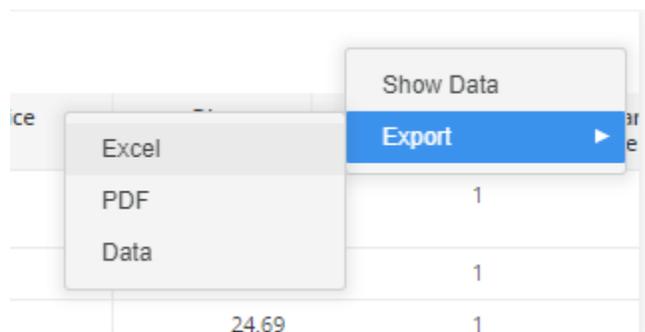
Checking “All” will check all options on the filter, showing all items again.

To export the order data, go to the upper right corner of the grid and click on the three-dot menu:

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Format	ISBN-UPC-EAN	Order Date	Status	List Price	Discount Price	Quantity Ordered	Quar Rece
LargePrint Book	9781432876258	4/28/2020	Invoiced	37.99	30.39	1	
Book	9780399181368	7/24/2020	On-Order	27	15.12	1	
	9781432872243	1/31/2020	Invoiced	37.99	24.69	1	
	9781250769336	1/31/2020	Invoiced	74.99	74.99	1	

From the dropdown that appears for the menu, select “Export > Excel”:



The data, with selected filters, downloads by default to your Downloads folder, as an Excel file. You can then move or delete columns, change the sorting, or format the list for printing.

To close the report when done, click the blue X in the upper-right corner of the grid:

Items Ordered

	Format	ISBN-UPC-EAN	Order Date	Status	List Price	Discount Price	Quantity Ordered	Quar Rece
	LargePrint Book	9781432876258	4/28/2020	Invoiced	37.99	30.39	1	