

## Selection Lists with BCACq

Ordering through a WCTS Selection List is now done through BLUEcloud Acquisitions (BCACq). This is located at: <https://na1.bc.sirsiidynix.net/admin/>

When bookmarking the location, be sure to bookmark the above (beginning with na1.bc.sirsiidynix.net) URL. When you go to that URL to log in, the URL will change to begin with “cas.bc.sirsiidynix.net” – This just indicates the location of the login screen. Do not bookmark this URL; after logging in it will pass you through to the normal URL.

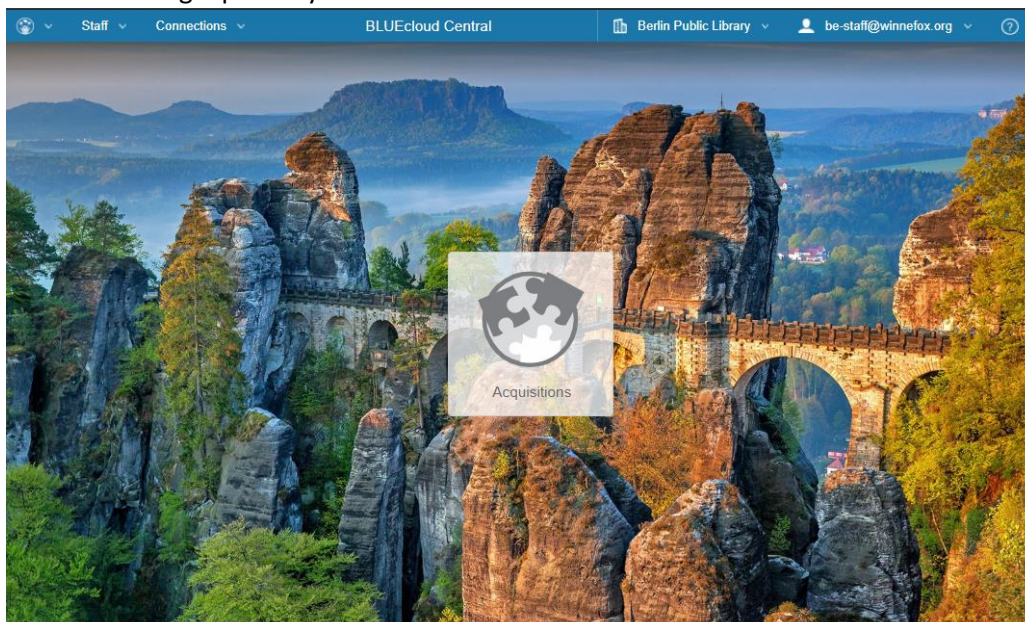
The login screen:



User name: will be your Workflows login, with “@winnefox.org” after it.

Password: will be your Workflows password.

A successful login passes you to the main screen:



For a Selection List, do *NOT* click on the “Acquisitions” icon. This takes you to the Add Basic Orders page. For a Selection List, go up to the top menu bar, “Staff”, then choose “Acquisitions”, and go to “Selections”:



This takes you to the main page of Selection Lists.

A screenshot of the "Selection Lists" page in BLUEcloud Central. The breadcrumb trail at the top reads "Staff > Acquisitions > Selections". The page title is "Selection Lists". Below the title is a table with columns for "Name", "List Type", "Status", and "Date Range". A "Show Archived" link is located on the right side of the table. The table contains one row of data.

Name ▲	List Type ⇅	Status ⇅	Date Range ⇅	<a href="#">Show Archived</a>
2020-02-01 Star Wars Returns	Basic: Title, Price	Open	Feb 01, 2020 - Feb 29, 2020	

There might be one or multiple lists open at any given time. Check the “Date Range” to verify how long a list will be open for. A List should not be ordered off of if it is passed the date range.

Click on a list to see the titles on that List:

Staff > Acquisitions > Selections > 2020-02-01 Star Wars Returns

Search  Title

2020-02-01 Star Wars Returns

Sort by  25 Results

**Star Wars Be More Leia: Find Your Rebel Voice and Fight the System**  
 By Blauvelt, Christian  
 9781465478979  
 Full of *Star Wars* quotes, witty advice, and stills from the iconic films, this edition will help with everything from starting a revolution to succeeding at life in a galaxy of mindless stormtroopers.  
 Repeated Title  
 Institutions that have selected this title: 1

\$ 9.99 USD

**Star Wars: Be More Yoda: Mindful Thinking from a Galaxy Far Far Away**  
 By Blauvelt, Christian  
 9781465477279

\$ 9.99 USD

If this is the first time selecting items on a new computer (if it's a brand new computer, or you are using a computer you don't normally use, or if the browser cache has been cleared) you will have to set your default template for ordered items. Once you set the defaults for the first time, these will be remembered on the computer.

To set the defaults, click on "Edit Template" button on the upper-right corner:

2020-02-01 Star Wars Returns

Sort by  25 Results

**Star Wars Be More Leia: Find Your Rebel Voice and Fight the System**  
 By Blauvelt, Christian  
 9781465478979  
 Full of *Star Wars* quotes, witty advice, and stills from the iconic films, this edition will help with everything from starting a revolution to succeeding at life in a galaxy of mindless stormtroopers.

\$ 9.99 USD

On the pop-up that appears, fill in the defaults as necessary:

**Edit Distribution Template** ✕

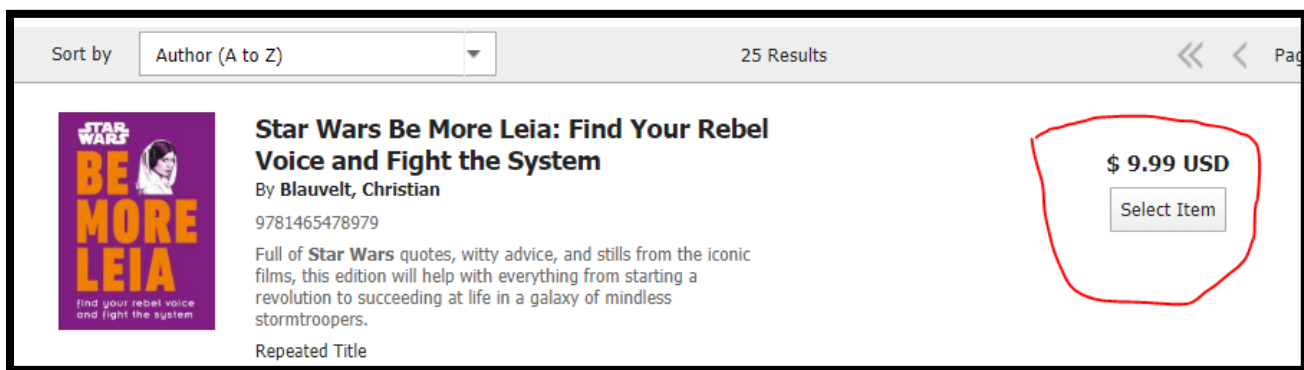
Institution	Item Template	Fund Account	Quantity
<input type="text" value="Berlin Public Library"/>	<input type="text"/>	<input type="text" value="Use Fund Category"/>	<input type="text" value="1"/>
			<input type="button" value="Add"/>
<input type="button" value="Save"/>			<input type="button" value="Cancel"/>

- Institution: your library name. ("Institution" is the term BCACq uses for 'library', so translate it appropriately any time you see it.)
- Item Template: On-Order Item
- Fund Account: which Fund to use to order the items. (Fund Accounts are *not* tied to bank accounts; they serve only to track the amount being spent on what items. You may have

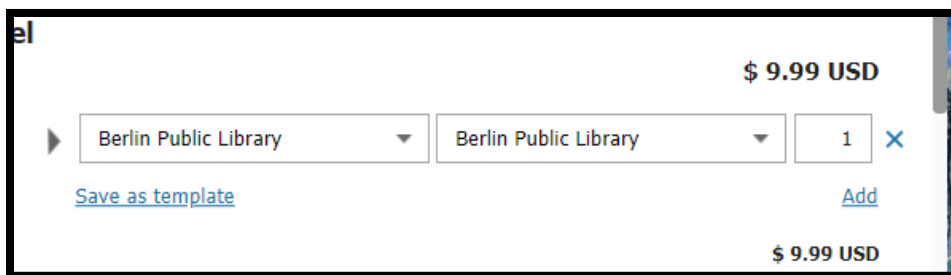
multiple Fund Accounts, but the default Fund Account is the main-level library-named Fund Account.)

When you have filled in the defaults, click “Save”.

To select an item, click the “Select Item” button to the left of the item’s details, under the price of the item:

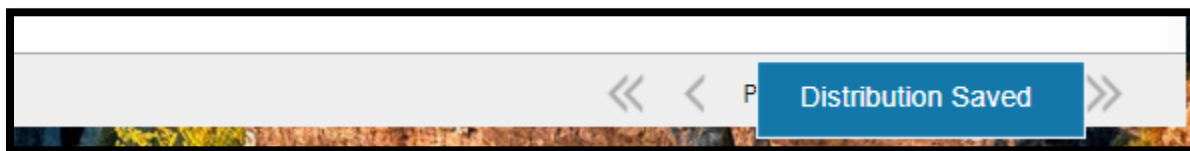


A line appears showing the default template, as set up:



By default, the Library, and Fund Account show on the first line, along with the quantity ordered. Click on the arrow to the left of the line to expand the template to show all fields, including an optional blank field to enter a note about the item.

All selections are automatically saved; you do not need to click a separate “save” button. Each item selected will show a blue confirmation box in the lower right corner, with only displays briefly:



All selections are *pending* while on an Open List: selections on the list have not yet been ordered with the vendor. Therefore, if you decide you do not want a particular order while the list is still open, you can remove your selection by clicking on the blue X to the right of the selection line:

**\$ 9.99 USD**

▶ Berlin Public Library ▼	Berlin Public Library ▼	1	✕
<a href="#">Save as template</a>		<a href="#">Add</a>	

If you want to order more than one copy of an item, you can either increase the number in the quantity box, or add a separate selection line by clicking the blue “Add” button beneath the selection line.

▶ Berlin Public Library ▼	Berlin Public Library ▼	1	✕
▼ Berlin Public Library ▼	Use Fund Category ▼	1	✕
<div style="border: 1px solid gray; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid gray; height: 20px;"></div>			
<a href="#">Save as template</a>		<a href="#">Add</a>	
<b>\$ 19.98 USD</b>			

This will create a separate selection line with blank options, and as such is useful if you are order two copies using two different fund accounts.

When examining items on the list to consider if they should be ordered, click on the cover of the item to see more information about the item. Click on the cover again to collapse the information for ease of scrolling:



## Galaxy's Edge: Black Spire (Star Wars)

By Dawson, Delilah S.

9780593128381

Walk the ancient streets, meet the colorful characters, and uncover the secret history of the upcoming expansion to the Disney Parks experience! After devastating losses at the hands of the First Order, General Leia Organa has dispatched her agents across the galaxy in search of allies, sanctuary, and firepower--and her top spy, Vi Moradi, may have just found all three.three.

Repeated Title

Institutions that have selected this title: 0

Contents

Target Audience

Access Restrictions

Call Number

813.6

Physical Description

Publisher Details

Del Rey Books 2019

Holdings at your institutions

0

[View Details](#)

Copies on order at your institutions

2

[View Details](#)

Covers come from Syndetics, and as such may or may not be shown (new DVDs especially tend not to show covers).

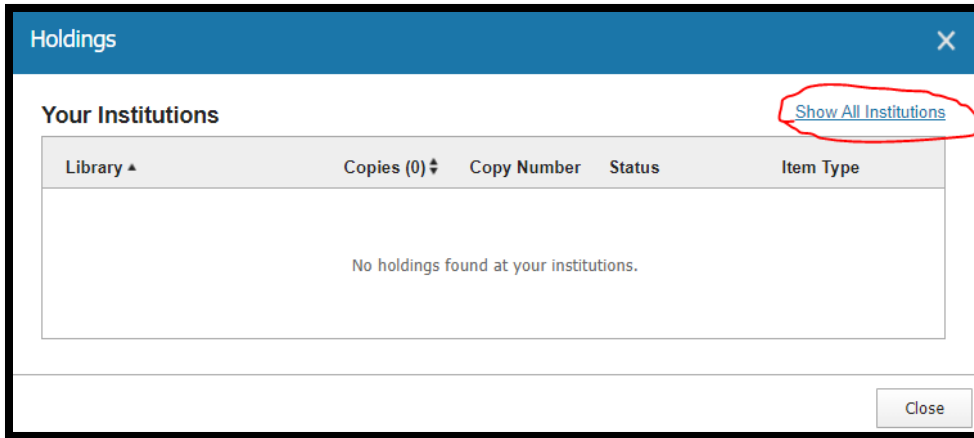
“Repeated Title” indicates a title that has been on a previous Selection list; this most frequently happens with titles that are also on a list of items by Favorite Author Club authors.

“Institutions that have selected this title:” indicates the number of libraries that have already selected this item on this list.

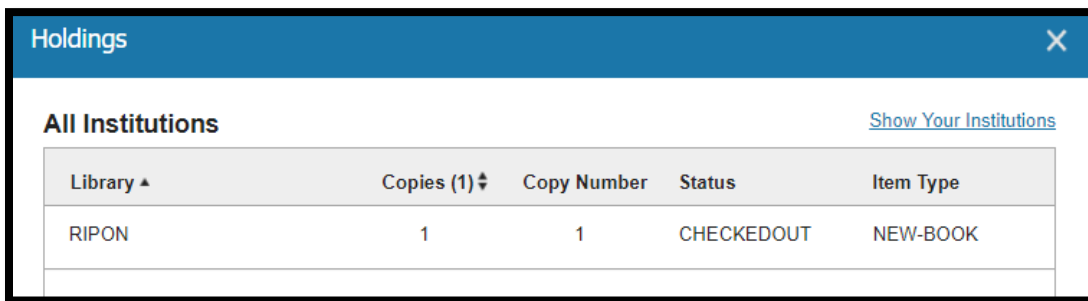
“Holdings at your institutions” indicates if you already own a copy of this item.

“Copies on order at your institutions” indicates if you have ever ordered this item through BCAcq.

Clicking on “View Details” on either “Holdings” or “Copies on Order” line brings up a popup with more details:

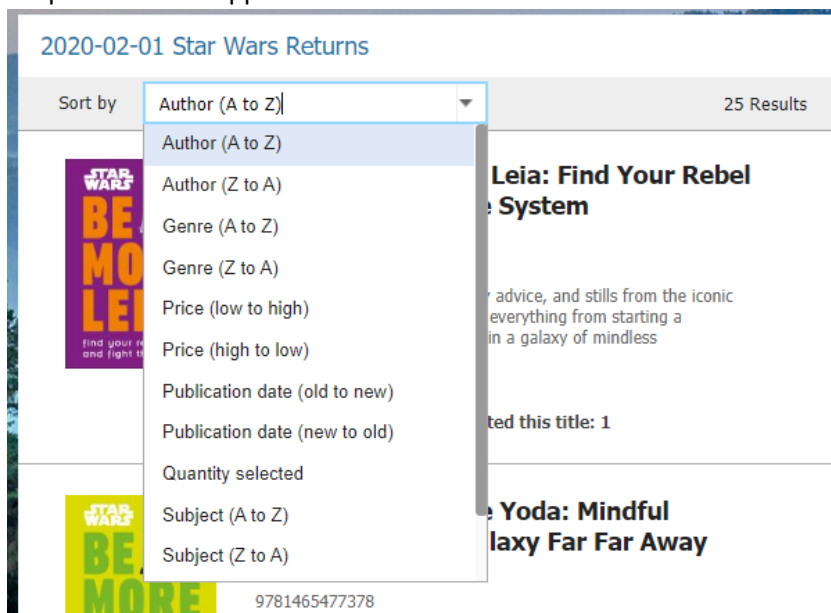


Click “Show All Institutions”, especially on the Holdings option, to see copies owned by any library across Winnefox as a whole (not just WCTS Libraries):



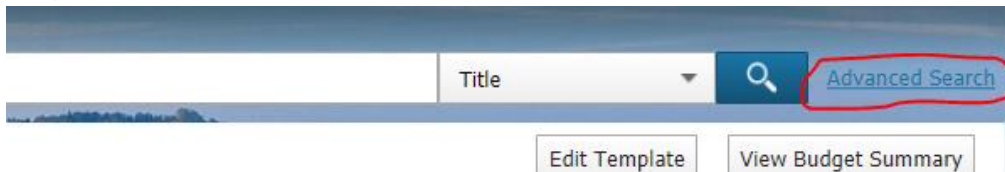
The Status shown is a live call to the catalog: an item might show a status of HOLDS early in the day, and then later show CHECKEDOUT.

While looking through the items to determine which to select, to sort the list, use the “Sort by” dropdown in the upper-left corner:



The default sort is by Author, and then by title. Additional sorting options include Genre, Subject, Price. The sorting option by “Publication Date” is only by the year of the publication date, as listed in the title record.

Items can also be searched for, including by Genre or Subject. This is done through the Advanced Search, located to the right of the main Search bar (which searches for items within the same list, not across lists).



On the Advanced Search popup:

A screenshot of the 'Advanced Search' popup window. The window has a blue header with the text 'Advanced Search' and a close button (X). The main area is divided into two sections: 'Search Indexes' and 'Special Filters'.  
**Search Indexes:** This section contains a grid of text input fields for various search criteria:

- Title
- Author
- ISBN/UPC/EAN †
- Series
- Fund Category (dropdown menu)
- Publisher
- Physical Medium
- Target Audience
- Access Restriction
- Subject
- Genre
- Summary

† Multiple values can be entered if separated by a space or comma. Ex. 9781054928,1195839572935

**Special Filters:** This section contains a grid of dropdown menus for additional search filters:

- Call Number From
- Call Number To
- Series
- Popular Materials
- Regional Materials
- Repeated Titles
- Selected Titles
- Titles Selected at Institution(s)

At the bottom of the popup, there are three buttons: 'Clear All Fields', 'Search', and 'Cancel'.



In any of the fields in the top portion (Search Indexes), entering a search term will search that specific field for the term. For example, entering “Suspense” in the “Genre” field will return results that include “Suspense fiction”, “Romantic suspense fiction”, or “Suspense/thriller”.

The lower portion of the Advanced Search contains additional methods to search and sort the list. Of particular note is the “Titles Selected At Institution(s)” option, the last dropdown on the right column of fields:

#### Special Filters

Call Number From <input type="text"/>	Call Number To <input type="text"/>
Series <input type="text"/>	Popular Materials <input type="text"/>
Regional Materials <input type="text"/>	Repeated Titles <input type="text"/>
Selected Titles <input type="text"/>	<b>Titles Selected at Institution(s)</b> <input type="text"/>

Entering your library name in the dropdown and clicking “Search” will return a list of all titles for which you have selected a copy on this Selection List. This can therefore be used as a way to view a “Wishlist” and confirm that you wish to purchase these items.

When you are done selecting items, you can simply close the tab or navigate away from the Selection List; BCACq will automatically log you out after a set amount of time, roughly twenty minutes. If you want to log out manually, you can do so by clicking on your username in the upper-right corner of the menu bar and selecting “Sign Out”:

