

# Alexandria 20.6 Update

## **Intro**

While this year has had its own set of unique challenges, we've been diligently working in Alexandria to bring you new features and improvements, such as interactive Item Details and Copy List, additional security options, and updates to Utilities and Reports. Grab a nice warm drink and take a seat while we show you what we've been working on since our last video!

## **Copy List/Item Details**

You may remember last time when we showed you the new interactive Patron Details. Now let us introduce the new Copy List and Item Details!

Use the Copy List to quickly see the status of all copies of a title. If a copy is checked out, click on the patron's name to instantly make the patron current in Circulation and see what else they have checked out. Access the Copy List through Circulation or the Items Management screen by clicking the Copy List link right under your title cover art. Keep in mind that for now, the Copy List window is only interactive while in Circulation.

To view helpful title information, such as the summary, subjects, and study program info, open the Item Details either from the Copy List window or using the Actions Menu on the Current Item pane. What if you want to see other titles from the same author? Simply click the author's name to bring up a title search by that author.

## **Setup Preferences**

We've been hard at work getting things ready for the Alexandria Makeover. The most recent change you'll notice is a new area of Preferences called Setup. This is where you'll find preferences such as Localization, Barcodes, Email, and a few others. Be sure to check out our [Support Center page for more information on the Makeover!](#)

## **SIS Security Preferences**

Did you know that you can customize your Security Preferences to tailor the needs of your different operators? While that has always been available in Alexandria, we've recently added the SIS Integrations option, giving you better control of what your operators have access to—in this case, access to the SIS Integration Preferences.

## **Utility Updates**

We've made changes to a few of our utilities, making them more concise and straightforward.

We combined the Remove In-Stock Holds and the Remove On-Shelf Holds utilities and added additional options to remove queue holds and remove all holds.

Now, there is only one Change Replacement Cost utility, rather than three. Use the Options tab to update the cost to a specific amount, change by dollar amount or percentage, or, newly added, match the purchase cost!

### **Include/Exclude Patron Policy**

So, it's the beginning of the week, and you want to run a report to see everything currently checked out. Well, that's pretty straightforward with the Loaned Items Information report, but what do you do if you want to include all patrons *except* for faculty or staff members?

You're in luck, because we have added the ability to include or exclude specific patron policies on all of our Circulation reports! This will make it nice and easy to get even more specific with your reports.

### **Offline Mode from Tools**

Enter Alexandria's Offline Mode right from the Tools window! While Offline Mode can be super helpful if your connection is lost, did you know that you can also use Offline Mode while you're still online?

This can be a great way to perform inventory! If you have a wireless Bluetooth scanner, you can even use Offline Mode on your mobile device to make performing inventory even more convenient!

### **Activity Express**

You've seen the Activity feature; now get ready for Activity Express. Activity Express is the new, faster way to streamline activity sign-ins by setting a preselected activity.

Use the settings icon at the Activity window's top right corner to enter Express mode and pre-set the activity. You can make the sign-in process hands-free by setting up a scanner on the machine. That way, all your patrons have to do is scan the barcode on their library card, and they are good to go!

### **Accessibility in Researcher, Status, Scout, Slideshow**

Here at COMPanion, we are always looking for ways to make our products more user friendly and inclusive. In our most recent update, we've added additional accessibility features in Researcher, Slideshow, Scout, and Status. For further information on these features and some recommendations, be sure to check out our [Support Center](#).

And remember, you can always reach out to our amazing 24/7 Customer Support team with any questions you have.