

# Tools

## Tools

Tools contains convenient shortcuts to a wide range of program and management tools that perform a variety of tasks.

To log in directly, add /tools to the end of your [Alexandria URL](#).



## Tools

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Unknown macro: 'multiexcerpt-include-macro'



If you perform an operation (Reports, Utilities, Imports, Exports etc.), you can find them for download in Operations Management by selecting the wrench icon.

## Tools

### [Authority Control](#)

Maintain consistency in your bibliographic records by consolidating similar terms.

### [Inventory](#)

Survey the items and materials you have in stock.

### [Sites](#)

Manage site records for each school in your Centralized Catalog.

### [Routes](#)

Track and manage your routing lists, which are used to circulate items to particular patrons.

### [Subscriptions](#)

Track and manage your periodicals.

### [Self-Service](#)

Allow patrons to check items in or out by themselves.

### [Activity](#)

Track how many patrons are visiting your library and for what reasons.

### [Textbook Tracker](#)

Manage your school's textbooks.

### [Offline Mode](#)

Continue with basic Circulation when the internet goes down.

### [Administration \(admin\)](#)

Configure your main Data Station. These are advanced settings intended for network administrators and IT departments.

## Operations





Coming soon, your Operations interfaces will be accessed through **Operations** in the sidenav. [Learn more about the Alexandria Dream Makeover!](#)

## Reports

Customize a variety of templates to get lists, labels, and notices.

## Utilities

Add, remove, or modify large amounts of information in your database at once.

## Export

Create a copy of your library's information to use in other software applications.

## Import

Add MARC records, patron information, pictures, and more to your library from outside sources.

# Builder



Coming soon, your Builder interfaces will be accessed through the new **Builder** in the sidenav. [Learn more about the Alexandria Dream Makeover!](#)

## Bulletins

Create virtual boards where you can post library, school, or club information for patrons.

## Explore Builder

Customize the icons and links on your Researcher and Explore panes.

## Reviews

Approve or reject item reviews submitted by patrons.

## Maps

Add library maps based on call number to help patrons find items.

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Alexandria

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Items

Patrons

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Hi, Demo

Mia Middle School

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Textbook Tracker



Tools will open new (Makeover) modules in the same tab, but you can use your system shortcut to open them in a new tab. Tools will open legacy-style modules in a new tab.



### Authority Control

Maintain consistency in your bibliographic records by consolidating similar terms. Clean up your subjects and genres, assign aliases to complicated mediums, update homeroom names, and more.



### Inventory

Survey the items and materials you have in stock.



### Sites

Manage site records for each school in your Centralized Catalog.



### Routes

Track and manage your routing lists, which are used to circulate items to particular patrons in a specific order.



### Subscriptions

Track and manage your periodicals.



### Calendars

Calendars are used to help perform certain circulation-based calculations, such as assign due dates, calculate fines, and manage holds.



### Policies

Use Policies to establish rules that regulate how different library resources are used by your patrons.



### Security

Create security groups that give operations and patrons different level of access and permissions.



### Activity

*Licensed add-on*

Track how many patrons are visiting your library and for what reasons.



### Offline Mode

Continue with basic Circulation when the internet goes down.



### Self-Service

Allow patrons or volunteers to check items in or out by themselves.



### Textbook Tracker

*Licensed add-on*

Manage your school's textbooks and other assets.