Labels

Operations
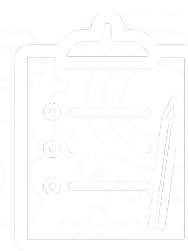
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Save as PDF

① This page has been moved over to https://support.goalexandria.com/operations/labels/

Coming soon: Reports will be split up into 3 types—informational Reports, email Notices, and Labels! We'll be sharing betas with our users in upcoming months.

Complete Labels List

Label Name	Label Description
Command Barcodes	List of scannable Circulation command barcodes that are commonly used
Copy Labels (3x10)	Labels for item barcodes or envelope labels
Copy Labels (4x20)	Labels for study program identification or envelope labels
Copy Labels (5x10)	Spine labels
Copy Labels (5x10), Variable	Spine labels (change the number of rows and font size)
Copy Labels (8x6, Tall)	Labels for study program identification or spine labels
Copy Labels (8x6, Tall), Variable	Labels for study program identification or spine labels (change the number of rows and font size)
Copy Labels (8x6, Wide)	Wide and short spine labels
Copy Labels (8x6, Wide), Variable	Wide and short spine labels (change the number of rows and font size)
Damage Code Barcodes	List of scannable damage code barcodes
Library Cards (2x5)	Customizable library cards
Patron Barcode Labels (3x10)	Labels containing patron barcodes and other customizable patron information
Patron Labels (4x20)	Labels with customizable patron information
Patron Mailing Labels (3x10)	Labels with patron addresses
Reservation Labels	Labels for items and equipment with reservations
Unused Barcodes	List of unused barcode ranges or barcode labels

Labels allows you customize and save barcode and spine labels for your items, as well as patron labels and library cards.
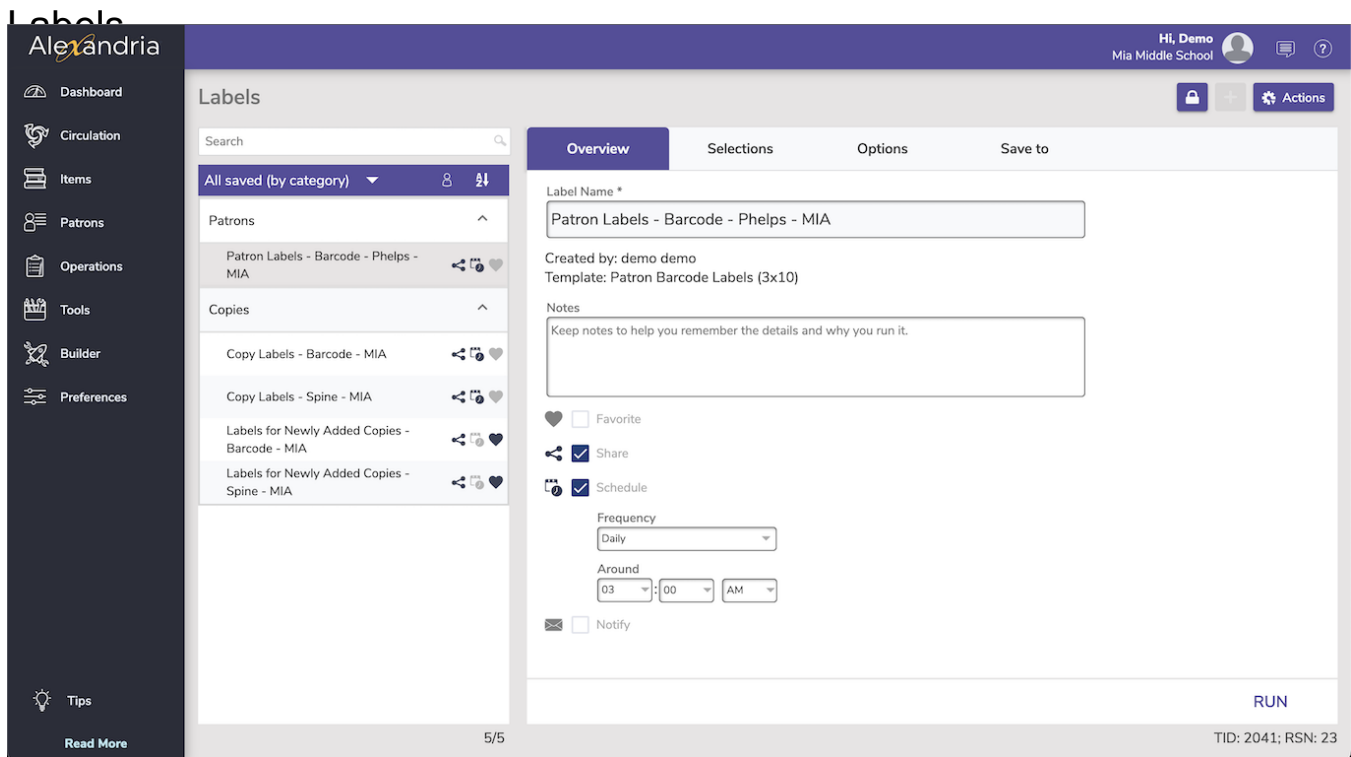
Labels


[Copies Labels Reports](#)

[Patrons Labels Reports](#)

Navigation

Labels contains a few different areas, including:

- The top menu, which includes the Lock Icon, the ╋ to add a label, and the Actions menu.
- The records list on the left side, where you can sort/ filter labels.
- The details pane, which shows the **Add label, See scheduled labels**, and **Learn about labels** buttons, until a label is selected, when it will show the details of the selected label.

Actions Menu ⚙▾
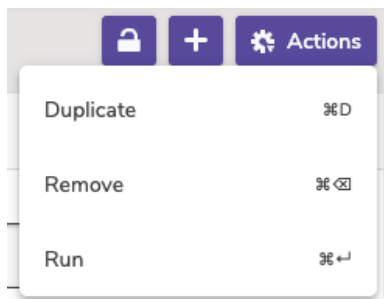
- **Duplicate.** Duplicate the selected notice.
- **Remove.** Remove the selected notice.
- **Run.** Run the selected notice.

Create new label

The label templates are listed by category on the left, with more description of the label on the right, and an example PDF (if the Preview option is toggled).

Create new label

Browse through all the labels! For a complete list of reports and what they do, click the Help icon in the top right of the window.

Previews ▢

Search	

All Labels

Popular

Patrons

Copies

Reservations

Special

Legacy

Command Barcodes
This report will generate scannable barcodes for quickly entering circulation commands and modes.

Copy Labels (3x10) -- Barcode Labels, Envelope Labels, Info Labels
Create labels with copy barcodes. This report is formatted for 3x10 label sheets (COMPanion Part Number V0055).

Copy Labels (4x20) -- Study Programs, Small Labels, Envelope Labels
Create study program or envelope labels. This report is formatted for 4x20 label sheets (COMPanion Part Number V0036).

Copy Labels (5x10) -- Spine Labels
Create spine labels for items with longer call number segments but fewer total segments. This report is formatted for 5x10 labels sheets (COMPanion Part Number V0034).

Copy Labels (5x10), Variable -- Spine Labels
Create spine labels for items with longer call number segments but fewer total segments. You can change the number of rows and font size under the Options tab. This report is formatted for 5x10 labels sheets (COMPanion Part Number V0034).

CANCEL   CREATE

Running labels

Overview

The overview tab shows the **Label Name**, who created the report, any notes about the labels, as well as selections to **Favorite**, **Share**, **Schedule**, and **Notify**.

Name. Enter or edit the name of the label here.

Created By. This information is automatically populated with the label creator's name and site ID code.

Notes. You can provide general usage notes about the label here (e.g. Label created for Marjorie - Run daily!).

Favorite. When this option is checked, the label is classified as a "favorite." This is especially helpful if you find yourself creating the same labels regularly.

Share. Shares the labels across all sites (for accounts with multiple sites).

Schedule. Check this box to unlock the label scheduling capabilities. The **Frequency** dropdown menu allows you to specify how often you would like to create your labels. You can select Once, Daily, Weekly, Monthly, Yearly from this drop-down menu. Use the Around dropdown to choose a general time for your labels to run.

Notify. Check this box if you want to enable email notification, sent upon label completion.

- Email Notification and Download Link To. In this field, provide the operator email addresses that Alexandria will use to send confirmation emails, a link to the Operation Summary, and a link to download the labels.
- **Email Notification To.** In this field, provide the email addresses that Alexandria will use to send notification emails when the labels have finished printing and a link to the Operation Summary; you can provide more than one email address separated by commas.

Selections

The Selections tab is where you build the labels to suit your needs. If you find some of your labels lacking the necessary selection information, try checking the **Show Additional** box for more options. The settings in this tab vary per label.

Options

Choose how to **Format** and **Sort** your labels in the Options tab.

Save to

Alexandria can save finished labels to an FTP server. These options allow you to specify the (secure) FTP server address and uername/password credentials.

Protocol. If you'd like a more secure transmission that hides the username/password and encrypts the file content, FTP can be secured with SSL/TLS (i.e. "ftps://"). Be aware that the name "Secure FTP" can be confusing because it refers to two completely different protocols: "SFTP" and "FTPS". Whenever the term Secure FTP is used, it is necessary to specify whether the SSH-based or SSL-based file transfer protocol is meant. Alexandria supports FTPS; the SSL-based file transfer protocol.

Host. Enter the host name or IP address of the FTP server without the URL protocol. For example, *myserveraddress.com*. Don't worry about including the URL protocol/scheme (e.g. "ftp://") as this is automatically appended before the host name depending on your Protocol selection (above).

Port. While FTP typically runs over TCP port 21, FTPS (SSL/TLS) typically runs over port 21 or port 990. If you don't have permission to open multiple ports, both unencrypted FTP and encrypted FTPS will run over port 21.

Path. Enter the full path including directories and filename, such as */directory/subdirectory/filename.txt*

Username and Password. Enter your FTP login credentials. If your FTP server is Provide a clear-text authentication and sign-in protocol in the form of a username and password. If your FTP server is configured to allow it, you can connect anonymously without having to enter anything