

# Special Reports

## Operations

### Reports

How helpful was this page?

Unknown macro: 'rate'

Tell us what we can improve.

### Related Blog Posts

#### Blog Posts

- Blog: [How to add reports in the new beta—you beta be trying it!](#)  
created by [Bethany Brown](#)  
Jan 16, 2024  
[Alexandria](#)
- Blog: [Remind me with reports... for notes!](#)  
created by [Bethany Brown](#)  
Oct 04, 2023  
[Alexandria](#)
- Blog: [Loaned Items Notice for teachers](#)  
created by [Bethany Brown](#)  
Sep 21, 2023  
[Alexandria](#)
- Blog: [Summer tip: how to print library cards](#)  
created by [Bethany Brown](#)  
Jul 12, 2023  
[Alexandria](#)
- Blog: [End-of-year reports](#)  
created by [Bethany Brown](#)  
May 10, 2023  
[Alexandria](#)
- Blog: [Curate your collection—Stats with Super Summary](#) created by [Bethany Brown](#)  
Feb 01, 2023  
[Alexandria](#)
- Blog: [How to share your district report standards](#)  
created by [Bethany Brown](#)  
Jan 18, 2023  
[Alexandria](#)
- Blog: [Share your top titles](#) created by [Bethany Brown](#)  
Jan 10, 2023  
[Alexandria](#)
- Blog: [Cash drawer report to the rescue!](#)  
created by [Bethany Brown](#)  
Oct 04, 2022  
[Alexandria](#)
- Blog: [¿Hablas español? - Filter search results by language](#) created by [Bethany Brown](#)  
Aug 16, 2022

[Save as PDF](#)



Prior to 20.12, this category was called System.



Operations > Reports > Special

- [Command Barcodes](#)
- [Damage Code Barcodes](#)
- [Item Policies](#)
- [Manual Checkout Sheet](#)
- [Operator Summary](#)
- [Patron Policies](#)
- [Patron SIF Updates](#)
- [Policy Exceptions](#)
- [Subscriptions Information](#)
- [System Analysis](#)
- [Union Site Copies](#)
- [Union Site Patrons](#)
- [Unused Barcodes](#)

# Command Barcodes

## Command Barcodes

Generates a list of scannable Circulation command barcodes that are commonly used

Use(s)

Print the sheet and attach it to your desk. Then you can easily scan whichever command whenever you need it.

Selections

SelectionsOptions

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

Create Saved ReportRun

Options

SelectionsOptions

FormatStandard

Example Reports

<div data-bbox="362 312 461 411"></div> <div data-bbox="165 449 657 487">Command Barcodes...t (Standard).pdf</div> <div data-bbox="334 661 487 690">Standard format</div>	<div data-bbox="893 312 992 411"></div> <div data-bbox="704 449 1182 487">Command Barcodes...t (Detailed).pdf</div> <div data-bbox="868 661 1015 690">Detailed format</div>	
---	---	--

[Back to Top](#)

## Damage Code Barcodes

### Damage Code Barcodes



Generates a list of scannable damage code barcodes

Use(s)

Print the sheet and store it near your desk. Pull it out and scan the appropriate barcodes when you need to record damage for items.

Selections

Selections

Generate a sheet of scannable damage code barcodes. With this, you can quickly add damage charges during circulation by scanning a barcode.

[Create Saved Report](#) [Run](#)

Example Report



Damage Code Barcodes Report.pdf

[Back to Top](#)

## Item Policies

### Item Policies



Generates a list of all [item policies](#) in your system

#### Use(s)

Administrators can use this report to see item policies that currently exist. Running a report for this information—rather than just viewing it in Alexandria—makes things like audits easier, especially when there are a lot of policies.

#### Selections

**Selections**

Get an overview of your item policy information for easy analysis.

Create Saved Report Run

Example Report



Item Policies Report.pdf

[Back to Top](#)

## Manual Checkout Sheet

### Manual Checkout Sheet



Generates a printable checkout sheet to record patron and item information

Use(s)

Print a few checkout sheets and keep them near your desk. If your internet or Alexandria system ever go down, pull out a sheet and have patrons fill it in to check out items. Then you can enter the data from the sheet into Alexandria when everything's working again.

Selections

#### Selections

Generate a checkout sheet that can be printed and used to track circulation information if you are unable to connect to Alexandria.

Create Saved Report Run

Example Report



Manual Checkout Sheet Report.pdf

[Back to Top](#)

## Operator Summary

### Operator Summary



Generates a list of all patrons who are considered [operators](#) (0 - District Administrator, 1 - Librarian Administrator, 2 - Librarian, or 3 - Staff)

Use(s)

This list is a helpful reference when making [security group](#) changes or creating email groups.

Selections

SelectionsOptions

See a list of all patrons who are considered operators because they are assigned a security group with a level of 0 (District Administrator), 1 (Library/Textbook Administrator), 2 (Librarian/Textbook Manager), or 3 (Staff). Include records for:

Patrons at SiteAMS – Adams Middle School

Create Saved ReportRun

Options

SelectionsOptions

Sort byLast Name

Example Report



Operator Summary Report.pdf

[Back to Top](#)

## Patron Policies

### Patron Policies



Generates a list of all [patron policies](#) in your system

Use(s)

Administrators can use this report to see patron policies that currently exist. Running a report for this information—rather than just viewing it in Alexandria—makes things like audits easier, especially when there are a lot of policies.

Selections

**Selections**

Get an overview of your patron policy information for easy analysis.

Create Saved Report Run

Example Report



Patron Policies Report.pdf

[Back to Top](#)

## Patron SIF Updates



COMPanion will be discontinuing SIF support as of version Alex 22.1 in Summer 2022. [Contact our Sales Team](#) to learn more about GG4L!

### Patron SIF Updates



Generates a list of patron names, barcodes, Reflds, and the last time they were updated via SIF

#### Use(s)

- Run this report to troubleshoot problems when setting up SIF.
- Check for duplicated patron records or other issues by running this report before and after synchronization. *Sort by* last name to make checking for duplicates easier.

Selections

Options

#### Example Report



Patron SIF Updates Report.pdf

[Back to Top](#)



# Policy Exceptions

## Policy Exceptions

Generates a list of all [policy exceptions](#) in your system

### Use(s)

Administrators can use this report to see policy exceptions that currently exist. Running a report for this information—rather than just viewing it in Alexandria—makes things like audits easier, especially when there are a lot of exceptions.

### Selections

### Example Report



Policy Exceptions Report.pdf

[Back to Top](#)

# Subscriptions Information

## Subscriptions Information

Generates a list of library [subscriptions](#) and varying amounts of information, depending on the chosen format

### Use(s)

- See which subscriptions have expired or stopped by changing the **Subscription Status** dropdown menu selection to Inactive. Then you can decide whether to renew or remove those subscriptions.
- See your current subscriptions by changing the **Subscription Status** dropdown menu selection to Active. Then you'll know what you already have before signing up for more subscriptions.

Selections	Options

### Example Reports

<div data-bbox="362 312 459 411"></div> <div data-bbox="170 449 651 487">Subscriptions Info...eport (1 Line).pdf</div> <div data-bbox="347 661 474 688">1 Line format</div>	<div data-bbox="893 312 990 411"></div> <div data-bbox="699 449 1185 487">Subscriptions Info...ort (Complete).pdf</div> <div data-bbox="862 661 1019 688">Complete format</div>	
---	---	--

[Back to Top](#)

## System Analysis

### System Analysis

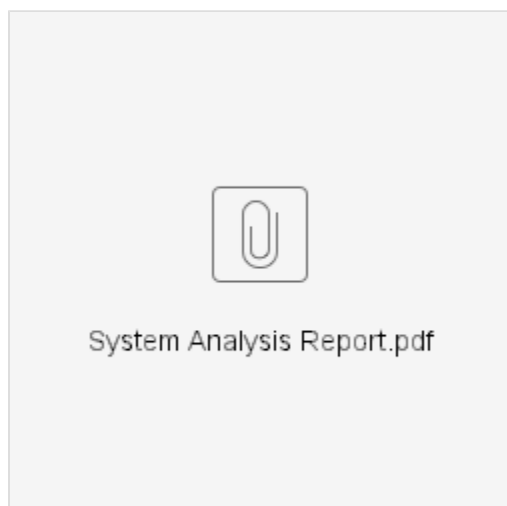
Generates a basic overview of a system's registration, configuration, and records

Use(s)

The information in this report is useful to have when troubleshooting and working with Customer Support.

Selections

Example Report



[Back to Top](#)

## Union Site Copies



This report is only available to those with a [Centralized Catalog](#).

## Union Site Copies

Generates a list of copies that are currently assigned to the [Union Site](#)

Use(s)

Copy records that are imported with a non-existent or invalid site code will be assigned to the Union Site. Run this report after item imports to identify any records improperly assigned during a flawed import. Then run a [Change Copy Site utility](#) to assign those copies to the appropriate site.

Selections

**Copies added:** Enter a date range or relative date.

Options

SelectionsOptions

Sort byCopy Call Number

### Example Report



[Back to Top](#)

## Union Site Patrons



This report is only available to those with a [Centralized Catalog](#).

## Union Site Patrons

Generates a list of all patrons currently assigned to the [Union Site](#)

Patron records that are imported with a non-existent or invalid site code will be assigned to the Union Site.

### Use(s)


Run this report after patron imports to identify any records improperly assigned during a flawed import. Then run a [Move Patrons to Site utility](#) to assign those patrons to the appropriate site.

Selections	Options

### Example Report



Union Site Patrons...eport (1 line).pdf



Union Site Patrons (Detailed).pdf

[Back to Top](#)

## Unused Barcodes

### Unused Barcodes

Generates a list of unused barcode ranges or barcode labels

The labels for this report are formatted for 3x10 (1" x 2 5/8") label sheets, such as COMPanion's [V0055 Blank Barcode Labels](#).

The output is limited to 1000 lines or 3000 labels.

### Use(s)

- If you're getting new items and need to know which barcode ranges are available to use, run this report with the *Range Information* format.
- If you receive new items that don't have assigned barcodes yet, run this report with the *Barcode Labels (3x10)* format to generate and print some unused barcodes. Then, simply scan the unused barcodes as you enter new copy records.
- Use the *Barcode List* format to get a list of each individual unused barcode (within the specified range). With this, you can cross them out as you use them.

### Selections

Options: *Range Information and Barcode List Formats*

- **Item or Patron Barcode Range.** Enter a start and end value to find all unused barcodes within the search parameters.
- **Alphanumeric Barcode Leader.** If the barcode range being searched has a leader, enter it here. For instance, if all the searchable barcodes begin with BI2C, and the numeric parameters to be searched include 5000 through 500000 then the range is actually BI2C5000 through BI2C500000. Only values which are between 5000 and 500000 but begin with BI2C (e.g. BI2C5000-BI2C500000) that are unused will be returned.
- **Look for ranges of 'XXXX' or more unused barcodes.** Specify how many barcodes are necessary to include on the list. Values can be between 1 and 100,000.

Options: *Barcode Labels (3x10) Format*

- **Item or Patron Barcode Range.** Searches either Item Barcodes within a range.
- **Alphanumeric Barcode Leader.** Allows the librarian to enter an alphanumeric character or characters.
- **Labels to Skip.** Skips a certain number of labels from printing. Useful if you're using a sheet of labels in which some are already printed. Applies to the first page only.
- **Limit Report to.** This limits the number of barcodes to number of labels that can be found is 3,000.
- **Label Copies.** Allows you to make multiple copies of the report.

Example Reports

 <p>Unused Barcodes R...eport (range).pdf</p>	 <p>Unused Barcodes (3X10).pdf</p>	 <p>Unused Barcodes (3X10).pdf</p>
<i>Range Information format</i>	<i>Barcode Labels (3x10) format</i>	<i>Barcode List format</i>

[Back to Top](#)