

# Patrons Reports

## Operations

### Reports

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Unknown macro: 'rate'

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| Report Name                         | What does the report generate?                                                                        |
|-------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Information</b>                  |                                                                                                       |
| <i>Patron Counts</i>                | Statistics showing how many patrons belong to the groups you select for                               |
| <i>Patron Information</i>           | List of simple or detailed patron information                                                         |
| <i>Patron Items Out Count</i>       | See which patrons do or don't have the item specified in the Options tab                              |
| <i>Patron Notes</i>                 | List of Contact, General, Alert, and/or Category Notes for selected patrons                           |
| <b>Account</b>                      |                                                                                                       |
| <i>Account Expiring Notice</i>      | Emails patrons whose accounts are expiring in the next 30 days                                        |
| <i>Account Introduction</i>         | Informational slips for patrons with their login credentials and other important library information  |
| <i>Patron Details Summary</i>       | Patron Details for each selected patron (a full breakdown of accounts)                                |
| <i>Patrons Missing Information</i>  | List of patrons without an email or picture on their record                                           |
| <i>Suspended Patrons</i>            | List of patrons with a Suspended status and/or suspension notice letters for both patrons and parents |
| <b>Labels</b>                       |                                                                                                       |
| <i>Patron Barcode Labels (3x10)</i> | Labels containing patron barcodes and other customizable patron information                           |
| <i>Patron Labels (4x20)</i>         | Labels with customizable patron information                                                           |
| <i>Patron Mailing Labels (3x10)</i> | Labels with patron addresses                                                                          |
| <b>Forms</b>                        |                                                                                                       |
| <i>Library Cards (2x5)</i>          | Customizable library cards                                                                            |
| <i>Patron Desk Reference</i>        | Reference sheet with patron photos, barcodes, and optional contact information                        |
| <b>Reviews</b>                      |                                                                                                       |
| <i>Review Analysis</i>              | Statistics on items that have been reviewed                                                           |
| <b>Usage</b>                        |                                                                                                       |
| <i>Activity Summary</i>             | List of Activity sign-ins from a specified time period and/or activity                                |
| <b>Email</b>                        |                                                                                                       |
| <i>Send Email</i>                   | Sends out a customizable email to a selection of patrons                                              |
| <i>Send Patron Details Email</i>    | Sends out an individualized Details report to selected patrons                                        |

# Patrons Reports

Last Updated: `$action.dateFormatter.formatDateTime($content.getLastModificationDate())`