

Patrons 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



Report Name	What does the report generate?
Information	
<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
Account	
<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
Labels	
<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
Forms	
<i>Library Cards (2x5)</i>	Customizable library cards
<i>Patron Desk Reference</i>	Reference sheet with patron photos, barcodes, and optional contact information
Reviews	
<i>Review Analysis</i>	Statistics on items that have been reviewed
Usage	
<i>Activity Summary</i>	List of Activity sign-ins from a specified time period and/or activity
Email	
<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())`