

# Patrons Information Reports

## Operations

### Reports

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Unknown macro: 'rate'

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- Patron Counts
- Patron Information
- Patron Items Out Count
- Patron Notes

# Patron Counts

## Patron Counts



Generates a list of numbers showing how many patrons fit all the selections you entered

Use(s)

Run this report to get patron totals for planning or budgeting purposes.

Selections

SelectionsOptions

See statistics showing how many patrons belong to the selected group! Choose how the numbers will be broken down under the Options tab. Include records for:

Patrons at Site

AMS - Adams Middle School

Patrons with a Status of

Active

Patrons in Security Group

Any Group

Patrons with a Policy of

Any Policy

Patrons from

Location

From

Through

Patrons in Grade

From

Through

Patrons added

From MM/DD/YYYY

Through MM/DD/YYYY

Patrons in Barcode Range

From

Through

✓ Show Additional Selections

Create Saved Report

Run

Options



SelectionsOptions

Total by

All

Total by: Choose All to see only one total number for your can choose to total by Policy, Grade, Site, Location, or 2nd one total number by those categories.

### Example Reports

|  |  |
|--|--|
| <div>  <p>Patron Counts Rep...Sorted_by_All.pdf</p> </div> <p>Totaled by All (one number)</p> | <div>  <p>Patron Counts Re...ed_by_Policy.pdf</p> </div> <p>Totaled by Policy (broken into categories)</p> |
|--|--|

[Back to Top](#)

## Patron Information

### Patron Information



Generates a list of various amounts of information for each selected patron, depending on the chosen format

Use(s)

Run this report with the *1 Line* format to get a list of all patrons in a particular grade, policy, or homeroom for activities and lessons.

Selections

Options

Patrons at Site

WHS – Washington High School

Patrons with a Status of

Active

Patrons in Security Group

Any Group

Patrons with a Policy of

Any Policy

Patrons from

Homeroom

From

Through

Patrons in Grade

From

Through

Patrons added

From MM/DD/YYYY

Through MM/DD/YYYY

Patrons modified

From MM/DD/YYYY

Through MM/DD/YYYY

Graduation Date

From MM/DD/YYYY

Through MM/DD/YYYY

Patrons with Last Name

Patrons in Barcode Range

From

Through

Patrons with Barcodes

Sort by

Last Name

Format

Brief

✓ Show Additional Selections

Create Saved Report

Run

Example Reports

|  |   |  |
|--|---|--|
| <div data-bbox="363 317 461 413"></div> <div data-bbox="185 453 634 487">Patron Information Report Brief.pdf</div> <div data-bbox="354 665 466 690">Brief format</div> | <div data-bbox="894 317 992 413"></div> <div data-bbox="699 453 1187 487">Patron Information...eport Detailed.pdf</div> <div data-bbox="870 665 1013 690">Detailed format</div> | <div data-bbox="1425 317 1497 413"></div> <div data-bbox="1230 453 1497 487">Patron Information...f</div> <div data-bbox="1307 665 1497 690">Detailed format (with</div> |
|--|---|--|

[Back to Top](#)

## Patron Items Out Count

### Patron Items Out Count

Textbook Tracker (Only)

See which patrons do or don't have the item specified in the Options tab—or run this report to see how many items your patrons have checked out! (Including 0.)

For example, are all students required to have a Chromebook issued to them? Run this report with the Chromebook Title ID (in the Options tab) to find all students who still need one.

Curious to see how many items are checked out by students in specific grade levels? Run this report without any Title ID, simple selecting by Grade.

| Selections  | Options  |
|---|--|
| <div> <div>Selections Options</div> <div>See which patrons do or don't have the item specified in the Options tab.</div> <div> Patrons at Site MIA - Mia Middle School Patrons with a Status of Active Patrons in Security Group Any Group Patrons with a Policy of Any Policy Patrons from Homeroom From Through Patrons in Grade From Through Patrons added From MM/DD/YYYY Through MM/DD/YYYY </div> <div>Create Saved Report Run</div> </div> | <div> <div>Selections Options</div> <div>Title ID</div> </div> |

Example Reports

| Personnel Data Sheet |  |               |  |            |  |     |  |        |  |        | Page 1 |
|----------------------|--|---------------|--|------------|--|-----|--|--------|--|--------|--------|
| ID                   |  | Name          |  | DOB        |  | Sex |  | Height |  | Weight |        |
| 1001                 |  | John Doe      |  | 1975-01-15 |  | M   |  | 1.75   |  | 75.0   |        |
| 1002                 |  | Jane Smith    |  | 1978-03-22 |  | F   |  | 1.60   |  | 60.0   |        |
| 1003                 |  | Bob Johnson   |  | 1972-05-10 |  | M   |  | 1.80   |  | 80.0   |        |
| 1004                 |  | Alice Brown   |  | 1980-07-01 |  | F   |  | 1.70   |  | 70.0   |        |
| 1005                 |  | Charlie White |  | 1973-09-18 |  | M   |  | 1.78   |  | 78.0   |        |
| 1006                 |  | Diana Green   |  | 1976-11-05 |  | F   |  | 1.65   |  | 65.0   |        |
| 1007                 |  | Frank Black   |  | 1971-12-20 |  | M   |  | 1.85   |  | 85.0   |        |
| 1008                 |  | Grace King    |  | 1979-02-14 |  | F   |  | 1.72   |  | 72.0   |        |
| 1009                 |  | Henry Lee     |  | 1974-04-03 |  | M   |  | 1.76   |  | 76.0   |        |
| 1010                 |  | Ivy Miller    |  | 1982-06-25 |  | F   |  | 1.68   |  | 68.0   |        |
| 1011                 |  | Jack Wilson   |  | 1977-08-12 |  | M   |  | 1.82   |  | 82.0   |        |
| 1012                 |  | Karen Davis   |  | 1981-10-01 |  | F   |  | 1.71   |  | 71.0   |        |
| 1013                 |  | Leo Hall      |  | 1975-11-19 |  | M   |  | 1.79   |  | 79.0   |        |
| 1014                 |  | Mia Adams     |  | 1978-01-08 |  | F   |  | 1.66   |  | 66.0   |        |
| 1015                 |  | Noah Baker    |  | 1973-03-27 |  | M   |  | 1.81   |  | 81.0   |        |
| 1016                 |  | Olivia Clark  |  | 1980-05-16 |  | F   |  | 1.73   |  | 73.0   |        |
| 1017                 |  | Peter Evans   |  | 1976-07-04 |  | M   |  | 1.77   |  | 77.0   |        |
| 1018                 |  | Quinn Foster  |  | 1979-09-23 |  | F   |  | 1.69   |  | 69.0   |        |
| 1019                 |  | Rachel Gibson |  | 1974-11-11 |  | F   |  | 1.74   |  | 74.0   |        |
| 1020                 |  | Sam Harris    |  | 1977-12-30 |  | M   |  | 1.83   |  | 83.0   |        |
| 1021                 |  | Tina King     |  | 1983-02-18 |  | F   |  | 1.70   |  | 70.0   |        |
| 1022                 |  | Uma Lee       |  | 1978-04-07 |  | F   |  | 1.75   |  | 75.0   |        |
| 1023                 |  | Victor Miller |  | 1972-06-26 |  | M   |  | 1.86   |  | 86.0   |        |
| 1024                 |  | Wendy Wilson  |  | 1981-08-15 |  | F   |  | 1.72   |  | 72.0   |        |
| 1025                 |  | Xavier White  |  | 1975-10-04 |  | M   |  | 1.84   |  | 84.0   |        |
| 1026                 |  | Yara Brown    |  | 1980-12-23 |  | F   |  | 1.67   |  | 67.0   |        |
| 1027                 |  | Zoe Green     |  | 1977-01-12 |  | F   |  | 1.76   |  | 76.0   |        |
| 1028                 |  | Adam Black    |  | 1973-03-01 |  | M   |  | 1.87   |  | 87.0   |        |
| 1029                 |  | Bella King    |  | 1979-05-20 |  | F   |  | 1.71   |  | 71.0   |        |
| 1030                 |  | Carl Lee      |  | 1976-07-09 |  | M   |  | 1.78   |  | 78.0   |        |
| 1031                 |  | Dora Miller   |  | 1982-09-28 |  | F   |  | 1.69   |  | 69.0   |        |
| 1032                 |  | Ethan Wilson  |  | 1974-11-17 |  | M   |  | 1.88   |  | 88.0   |        |
| 1033                 |  | Fiona White   |  | 1980-01-06 |  | F   |  | 1.73   |  | 73.0   |        |
| 1034                 |  | George Brown  |  | 1977-03-25 |  | M   |  | 1.85   |  | 85.0   |        |
| 1035                 |  | Helen Green   |  | 1983-05-14 |  | F   |  | 1.70   |  | 70.0   |        |
| 1036                 |  | Ivan King     |  | 1978-07-03 |  | M   |  | 1.89   |  | 89.0   |        |
| 1037                 |  | Jane Lee      |  | 1975-09-22 |  | F   |  | 1.74   |  | 74.0   |        |
| 1038                 |  | Karl Miller   |  | 1981-11-11 |  | M   |  | 1.79   |  | 79.0   |        |
| 1039                 |  | Laura Wilson  |  | 1976-12-31 |  | F   |  | 1.68   |  | 68.0   |        |
| 1040                 |  | Mark White    |  | 1973-02-20 |  | M   |  | 1.86   |  | 86.0   |        |
| 1041                 |  | Nancy Brown   |  | 1980-04-09 |  | F   |  | 1.75   |  | 75.0   |        |
| 1042                 |  | Oscar Green   |  | 1977-06-28 |  | M   |  | 1.81   |  | 81.0   |        |
| 1043                 |  | Peter King    |  | 1982-08-17 |  | M   |  | 1.76   |  | 76.0   |        |
| 1044                 |  | Quinn Lee     |  | 1979-10-06 |  | F   |  | 1.71   |  | 71.0   |        |
| 1045                 |  | Rachel Miller |  | 1974-12-25 |  | F   |  | 1.66   |  | 66.0   |        |
| 1046                 |  | Sam Harris    |  | 1981-01-14 |  | M   |  | 1.83   |  | 83.0   |        |
| 1047                 |  | Tina King     |  | 1976-03-03 |  | F   |  | 1.78   |  | 78.0   |        |
| 1048                 |  | Uma Lee       |  | 1983-05-22 |  | F   |  | 1.73   |  | 73.0   |        |
| 1049                 |  | Victor Miller |  | 1978-07-11 |  | M   |  | 1.87   |  | 87.0   |        |
| 1050                 |  | Wendy Wilson  |  | 1984-09-01 |  | F   |  | 1.77   |  | 77.0   |        |

[Back to Top](#)

## Patron Notes

## Patron Notes

Generates a list of [Contact](#), [General](#), [Alert](#), and/or [Category](#) Notes for selected patrons

Use(s)

Run this report to see if any notes need to be removed or added.

Selections

Options

Show patron notes for:

Patrons at Site

AMS - Adams Middle School

Patrons with a Status of

Active

Patrons in Security Group

Any Group

Patrons with a Policy of

Any Policy

Patrons from

Location

From

Through

Patrons in Grade

From

Through

Patrons added

From MM/DD/YYYY

Through MM/DD/YYYY

Patrons with Last Name

Patrons in Barcode Range

From

Through

Patrons with Barcodes

✓ Show Additional Selections

Create Saved Report

Run

Selections

Options

Note Type

☐ All Notes

☐ Contact Note

☒ General Note

☐ Alert Note

☐ Category Note

Sort by

Last Name

Note Type:

Choose which kind of notes to include in the report.

• All Notes

• Contact Note

• General Note

• Alert Note

• Category Note



Patron Notes Report.pdf

*All Notes option*



Patron Notes Repo...eneral Notes).pdf

*General Note option*

[Back to Top](#)