

Accounts expiring? Let your patrons know!

January 27th, 2020 | Updated December 10th, 2020

Do your patron accounts have expiration dates? If so, we have a handy new report that will make your life a little easier: *Account Expiring Notice*.

Cassandra Guillaume,

This is an automatic notice. Your Washington High School account expires on Dec 15, 2020.

Barcode: 1170

Username: cguillaume

Account Expires: Dec 15, 2020

The [Account Expiring Notice report](#) sends out an email notice to all patrons whose accounts are expiring in the next 30 days. That way, you and your patrons can stay ahead of the game and quickly take care of account renewals.



You'll need to have your [Email Preferences](#) configured to use this report.

Also, all of your patrons will need an email address on their record. Want to see who doesn't have a listed email? [We've got a report for that, too.](#)



Still on version 6? [Learn about switching to Alexandria 7!](#)

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