

When are my books due?—Send Patron Details to everyone

March 9th, 2020

Miss Honey likes sending her students their [Patron Details](#) every now and then. That way, they know when their books are due, the status of their holds, and more. But individually sending or printing everyone's Details through Circulation can take a lot of time... Luckily, Alexandria has a new report that lets you email all patrons their Details at once!

Patron Details: Fatima Jayson (1016)

Feb 7, 2020 @ 9:26 AM



1016

Loaned Items			
Call #	Barcode	Title	Due Date
920 CHI	10479	Amelia to Zora : 26 women who changed...	Feb 2, 2020
	OVERDUE	Replacement Cost: \$20.00 Fine: \$0.50	

The [Send Patron Details Email report](#) is simple and easy to put together. Use the Selections tab to choose who will receive the report, and use the Options tab to add optional information like an email subject, body (in addition to Details), and who it displays as the sender. Check out our [documentation](#) for more information.

[Save and schedule](#) this report to automatically go out weekly or monthly.

Have you sent out Details using this report yet? If so, [let us know what you think](#) about that and other recent updates.

This report is only available in Alexandria 7. Still on version 6? [Learn about switching!](#)

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