

Alexandria Refresher



this page has been moved to <https://support.goalexandria.com/knowledge-base/alexandria-refresher/>

The beginning of a new school year is coming up, and you probably haven't had to work with Alexandria for a few months. That means there's a good chance you don't remember how to do some simple things. And that's okay! Whether you're brand new to Alexandria or a returning user, reviewing how to do these five things will help make the beginning of the school year run smoothly.

Top 5 Things to Review in Alexandria

1. Using Circulation Commands

You may not remember all of the keyboard shortcuts to getting things done in the **Circulation** module. Browse through the **Command Help** tab in Librarian or the [Circulation Commands List](#) in the Support Center for a quick reminder. You could also print a [Circulation Commands chart](#) to keep near your computer. Here are a few important commands to remember:

- B starts Bookdrop mode, which checks in all items scanned or inventories items if they're already checked in.
- R starts Renewal mode, which renews multiple checked-out items
- X clears the Current Patron and Current Item panes

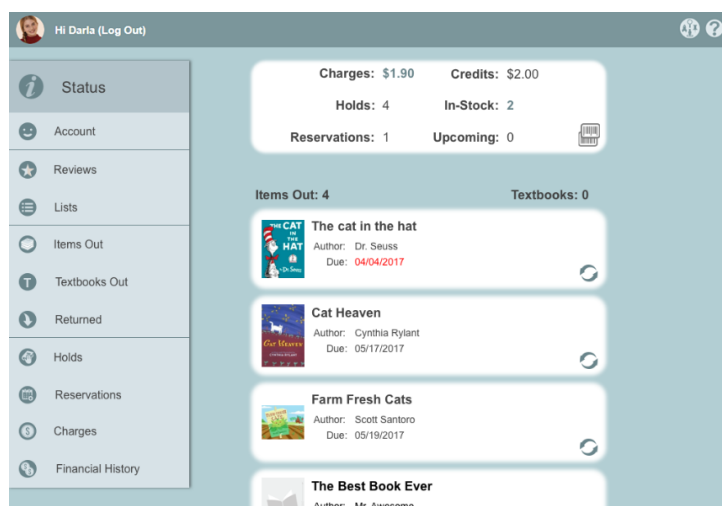
2. Adding patrons and items

It's a new school year, which probably means new patrons and inventory. Here are a few things to review:

- If you use Clever to sync student information system (SIS) records and have disabled Clever for the summer, you'll want to [enable](#) it.
- Remind yourself how to [add patron records manually](#) or through [imports](#).
- To add a [title record](#) manually in the **Items** module, press the **+** at the bottom left to use [Title Assistant](#). Or, review how to [import titles](#).

3. Logging into Patron Status

Your patrons might ask about their holds and check outs on the first day back! You can always pull up their **Details** in the **Circulation** module by using the Q command. But you can also show them how to get to their Patron Status portal on Researcher if you have it configured. Another option is to give them their specific URL (e.g. <https://demo.goalexandria.com/status>).



4. Running label reports

Getting new inventory means you'll need new labels! Once you've brushed up on [how to run reports](#) in Alexandria, learn how to create [Custom Label Reports](#) to customize your barcode and spine labels.

Categories

- All Reports
- Patrons
- Titles
- Copies
 - Information
 - Labels**
 - Special Status
 - Usage
 - Legacy
 - Inventory
- Collection Analysis
- Circulation
- Statistics
- Periodicals
- System

Quick **Saved**

Reports

- Copy Labels (3x10) -- Barcode Labels, Envelope Labels, Info Labels
- Copy Labels (4x20) -- Study Programs, Small Labels, Envelope Labels
- Copy Labels (5x10) -- Spine Labels
- Copy Labels (8x6, Tall) -- Spine Labels, Study Programs
- Copy Labels (8x6, Wide) -- Spine Labels

Selections **Options**

Sort by: **Title** Labels to Skip: Label Copies:

Call Number
 Barcode Image
 Barcode Number
 Title

2 5/8"

Data:
 Size:
 Justification:
 Color:
 Bold: ☐

Create Saved Report Run

5. Promoting new items

Once new materials come, you'll want to let your patrons know what's now available. Here are a couple tips when it comes to handling new items:

- Run a *Reordering Details* report in **Tools > Reports > Copies > Reordering Details**. This will give you information on discarded items so that you can reorder what was popular.
- Need to use some books for a display? Check out books to the Library Use patron (barcode 3) in the **Circulation** module so you can still keep track of them.
- Create a slideshow of new items so your patrons know what just arrived. In Researcher's **Search** function, use the ((accession::# %today -180)) [Search String](#) to find recently added titles, then [add those titles to a list](#), and turn that list into a [slideshow](#). You can then display the slideshow on a TV monitor, computer, or tablet.

Need more resources?

- Check out the Alexandria [Basic Training Guide](#) video collection on YouTube.
- Read through the Alexandria [Basic Training Guide](#) in the [Getting Started Resources](#).