

Advanced report selections—Policies

February 1st, 2021

It's time for Miss Honey to print more patron barcode labels. She wants to include all types of patrons in the report—elementary, middle, and high school—*except* for staff. But how do you do that in Alexandria? Introducing... advanced report selections!

Selections Options

Create labels with patron barcodes. This report is formatted for 3x10 label sheets (COMPanion Part Number V0055). 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** (checked)
Include...
Exclude...

Patrons from: From Through

Patrons in Grade: From Through

Patrons added: From MM/DD/YYYY 13 Through MM/DD/YYYY 13

NOTE: For labels to print correctly, set your printer page scaling to none or 100%.

Show Additional Selections Create Saved Report Run


Alexandria allows you to include or exclude specified patron policies in

[Patron](#) and [Circulation](#) reports. This comes in handy if you want to exclude staff when printing labels or using Circulation reports. Or, you can use it to include only a few policies.

Simply click on the dropdown menu for the **Patrons with a Policy of** selection and choose from three options:

- **Any Policy:** All policies will be included.
- **Include:** Only the policies you check will be included (OR). Patrons do not need to concurrently belong to all selected policies to be included.
- **Exclude:** All policies except the ones you check will be included (AND NOT).

If you select **Include** or **Exclude**, a **Set** button will appear to the right of the dropdown menu. Click on it to check the boxes of policies you want to include or exclude in the report, and click **Set** when you're done.

**Exclude these**
Patrons with a Policy of

☐ Elementary Student

☐ High Student

☐ Middle Student

☒ Staff

☐ Standard Patron

☐ System Patron

ClearCancelSet

And there you have it! Only the patron policies you want will be included in the report.



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

[Switch to Alexandria 7 ARCHIVED](#)