

Ch-ch-ch-changes to Reports

November 1, 2021

We have lots of useful reports here at Alexandria, and we are always working on ways to improve them. We've done some reorganizing! Here's the 411:

The screenshot displays the 'Reports' section of the Alexandria interface. On the left, a 'Categories' sidebar lists various report groups: All Reports, Patrons, Titles, Copies, Circulation, Statistics / Usage, Charges / Payments, Holds, Inventory, Collection Analysis, Study Programs, Interlibrary Loans, Special, and Legacy. The main area, titled 'Reports', features a search bar and a list of individual reports. The reports are organized into groups, with some legacy reports marked as such. The list includes reports like 'Accelerated Reader Information', 'Account Expiring Notice', 'Charges and Overdue Fines', 'Copy Labels' (in various sizes and formats), 'Copy Monthly Usage', and 'Copy Status'.

Categories	Reports
All Reports	Accelerated Reader Information
Patrons	Account Expiring Notice
Titles	Account Introduction
Copies	Activity Summary
Circulation	Archived Copies (Legacy)
Statistics / Usage	Brief Analysis
Charges / Payments	Charges and Overdue Fines
Holds	Charges and Overdue Fines – Charges Only (Legacy)
Inventory	Charges and Overdue Fines – Complete (Legacy)
Collection Analysis	Charges and Overdue Fines – Fines Only (Legacy)
Study Programs	Coming Due Items Notice
Interlibrary Loans	Command Barcodes
Special	Copies Inventoried
Legacy	Copies Not Inventoried
	Copy Information
	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 (5x10), Variable -- Spine Labels
	Copy Labels (8x6, Tall) -- Spine Labels, Study Programs
	Copy Labels (8x6, Tall), Variable -- Spine Labels, Study Programs
	Copy Labels (8x6, Wide) -- Spine Labels
	Copy Labels (8x6, Wide), Variable -- Spine Labels
	Copy Monthly Usage
	Copy Monthly Usage Detailed
	Copy Status
	Copy Status Details

We added some new categories, and changed some of the existing categories to improve the organization and usability of our reports. Take a look at the [20.12 Release Notes](#), [21.1 Release Notes](#), [21.2 Release Notes](#), and [21.3 Release Notes](#) for details, and the [Complete Reports List](#) for more information about each report.

A banner titled 'Complete Reports List' with a dark blue background on the right side featuring a white icon of a document with a magnifying glass. The text 'Last Updated: Oct 12, 2021 13:23' is displayed below the title.

More changes are on the horizon! To stay informed, make sure you are reviewing our monthly [Release Notes](#), and keep an eye on our [Upcoming Changes](#) page for more exciting updates from Alexandria!



Tell us how Alexandria is working for you! How are we doing with the new improvements and features we added? [Take the survey.](#)



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

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