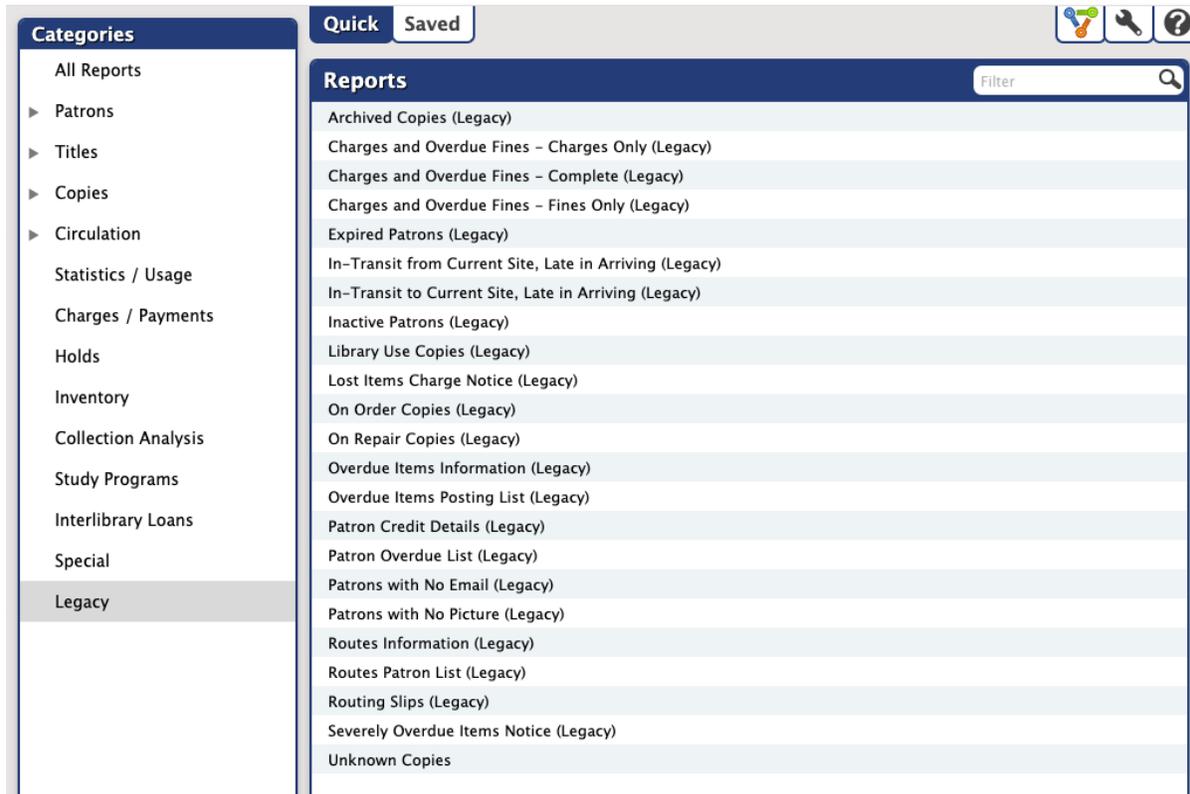


Let it go—Legacy reports are so last season

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Ms. Honey has been wishing for a while that she had more options for customizing labels. She was discussing it with another librarian when she found out those options are already available in a new report! Turns out she was making her labels using a "legacy report"; legacy reports are old reports that will be removed from Alexandria in the future.

Ms. Honey made the simple move from the familiar legacy reports to our new and improved reports, which have the options she needs. If you are still using legacy reports, it's time to let go and explore the new reports we recommend instead!



The screenshot shows a web interface for managing reports. On the left is a 'Categories' sidebar with a tree view including: All Reports, Patrons, Titles, Copies, Circulation, Statistics / Usage, Charges / Payments, Holds, Inventory, Collection Analysis, Study Programs, Interlibrary Loans, Special, and Legacy (highlighted). At the top of the main area are 'Quick' and 'Saved' tabs. The 'Reports' section has a search bar labeled 'Filter'. Below it is a list of 20 legacy reports, each with a light blue background and the word '(Legacy)' in parentheses at the end of the title. The reports are: Archived Copies (Legacy), Charges and Overdue Fines – Charges Only (Legacy), Charges and Overdue Fines – Complete (Legacy), Charges and Overdue Fines – Fines Only (Legacy), Expired Patrons (Legacy), In-Transit from Current Site, Late in Arriving (Legacy), In-Transit to Current Site, Late in Arriving (Legacy), Inactive Patrons (Legacy), Library Use Copies (Legacy), Lost Items Charge Notice (Legacy), On Order Copies (Legacy), On Repair Copies (Legacy), Overdue Items Information (Legacy), Overdue Items Posting List (Legacy), Patron Credit Details (Legacy), Patron Overdue List (Legacy), Patrons with No Email (Legacy), Patrons with No Picture (Legacy), Routes Information (Legacy), Routes Patron List (Legacy), Routing Slips (Legacy), Severely Overdue Items Notice (Legacy), and Unknown Copies.

So, how do you figure out if your saved reports are legacy reports that have been replaced with something better? Go to **Reports>Legacy**, and then click on the **Saved** tab.

Use [Legacy Reports](#) to find which reports we recommend to replace those old saved reports.



If you don't know what the report was originally called, run the report, download the summary file , and look at the line labeled **Report**.

The screenshot shows the 'Reports' section of a software interface. On the left is a 'Categories' sidebar with options like 'All Reports', 'Patrons', 'Titles', 'Copies', 'Circulation', 'Statistics / Usage', 'Charges / Payments', 'Holds', 'Inventory', 'Collection Analysis', 'Study Programs', 'Interlibrary Loans', 'Special', and 'Legacy'. The main area has 'Quick' and 'Saved' tabs. Below the 'Reports' list, there are 'Selections' and 'Options' tabs. The 'Selections' tab is active, showing a form to 'See titles with a Lexile score. Include records for:'. The form includes fields for 'Titles at Site' (AMS - Adams Middle School), 'Titles in Lexile Range' (0 to 2000), 'Titles with Lexile Code', 'Titles with a Policy of' (Any Policy), 'Titles from' (Copy Location), 'Titles with a Medium of' (Any Medium), 'Titles in Call Number Range' (From/Through), and 'Titles added' (From MM/DD/YYYY to Through MM/DD/YYYY). At the bottom, there are buttons for 'Show Additional Selections', 'Create Saved Report', and 'Run'.

Now that you know which of your saved reports are legacy, it's time to replace them with new saved reports!

To create a new saved report:

1. Go to **Tools>Reports**.
2. With the **Quick** tab selected (default), use the **Categories** pane and report filters to locate and select the template you want to use.
3. At the bottom of the **Selections** tab, click **Create Saved Report**.
4. Enter a name for the new saved report (optional), then click **OK**.
5. Modify the settings in each tab, then click **Save**.

To remove a legacy saved report:

1. Click on the **Saved** tab under **Legacy**.
2. Unlock the padlock, and select which report you want to remove.
3. Use the actions menu to select **Remove**, and then confirm.

The screenshot shows the 'Reports' section with the 'Saved' tab selected. A list of reports is displayed, including 'Copy Labels - Barcode - AMS', 'Copy Labels - Spine - AMS', 'In-Stock Holds - Vaughan - AMS', 'Labels for Newly Added Copies - Barcode - AMS', 'Labels for Newly Added Copies - Spine - AMS', 'Loaned Items Information - Hester - AMS', and 'Overdue Fines - Miner - AMS'. Each report has a lock icon and a star icon. An actions menu is open over the first report, showing 'Duplicate' and 'Remove' options. The interface also includes 'Quick' and 'Saved' tabs, a search filter, and icons for help and settings.

See [Saved Reports](#) for more information.

As always, you are welcome to reach out to support@goalexandria.com for assistance, or submit a support form via [Contact Us](#). Let's get your saved reports up-to-date!



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

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