

# Patrons Email Reports

## Operations

### Reports

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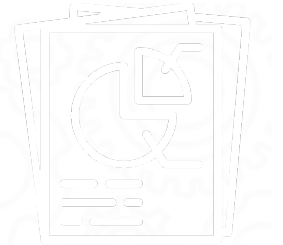
Unknown macro: 'rate'

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## Send Email

 [Tools > Reports > Patrons > Email](#)

 Textbook Tracker

### Send Email

Sends out a customizable email to a selection of patrons

We recommend sending a test email to yourself first to ensure everything is correct. Click **Run** to send the email.

 [Learn more about setting up email notices for patrons and librarians.](#)

### Use(s)

Use this report to send emails to patrons about library events, book sales, dates the library will be closed, and more.

### Selections

**Selections** Options

Send an email to the primary email of selected patrons.

Patrons at Site

Patrons with a Status of

Patrons in Security Group

Patrons with a Policy of

Patrons from  From  Through

Patrons in Grade From  Through

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

Patrons in Barcode Range From  Through

Patrons with Barcodes

☒ Show Additional Selections

### Options

**Selections** Options

Send email to ☒ Primary email only ☐ Primary & Other emails ☒ Limit to patrons

Subject  From

Body

**Insert Letter Content:** You can choose to use one of your [Letter Preferences](#).

### Example Email

Here's an example of what an email sent via this report will look like to patrons:

## Patrons Email Reports

Library closed Jan. 12-13



JeffWheeler  
1/11/2020 2:53 PM  
To: [redacted]

Due to the snowstorm, the library will be closed on January 12th and 13th. Due dates will be updated and fines won't accumulate during those days.

## Send Patron Details Email

### Send Patron Details Email



Sends an individualized [Details report](#) to selected patrons

Use(s)

[Save this report](#) and set it up to automatically send patrons their Details each week or each month. Then your patrons will be consistently notified regarding their loaned items, overdues, holds, reservations, charges, and more.



You can send to the patron's [Primary Email](#), or Primary & Other emails.

[Learn more about setting up email notices for patrons.](#)

#### Selections

**Selections** Options

This email will send to all emails in the selected patron record(s).

Patrons at Site WHS - Washington High School

Patrons with a Status of Active

Patrons in Security Group Any Group

Patrons with a Policy of Any Policy

Patrons from Homerom From  Through

Patrons in Grade From  Through

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

Patrons in Barcode Range From  Through

Patrons with Barcodes

☒ Show Additional Selections

#### Options

**Selections** Options

Send email to ☒ Primary email only ☐ Primary & Other emails ☒ Limit to patrons

Subject  From

Body

**Insert Letter Content:** You can choose to use one of your [ion Preferences](#).

#### Example Emails

Here are examples of what Patron Details sent in an email via this report will look like to patrons:

## Library Patron Details for Darla Anderson



WashingtonHighSchool  
6/12/2020 4:42 PM  
To: [REDACTED]

Patron Details - Librarian - Washington High School

06/12/2020 4:30 PM

## Darla Anderson

\*1001\*



Status: Active  
Location: Jones  
2nd Location: Dibb  
Grade: 11  
Last Used: 06/12/2020

Items Out: 2  
Overdue: 1  
Holds: 2  
Reservations: 1  
Textbooks Out: 7

Lexile: 1334 + SAT  
Reading Level: 10.9

## Items Out

Call #/Barcode  
FIC LAS  
21446



FIC LAS  
21448



Item  
The journey (\$20.00)  
Series: Guardians of Ga'hoole

Due Date  
05/20/2020  
OVERDUE  
Due  
\$0.00

The outcast (\$20.00)  
Series: Guardians of Ga'hoole

06/26/2020

Total Replacement Cost: \$40.00

## Holds

Call #/Barcode  
FIC BRU  
11203  
FIC LAS  
31627

Item  
Sacajawea : the story of Bird Woman and th...  
The rescue  
Series: Guardians of Ga'hoole

Status  
In Stock  
In Stock  
Expiration Date  
06/17/2020  
06/17/2020

## Reservations

Call #/Barcode  
FIC JAC  
11644

Item  
The Bellmaker

Starting Date  
06/24/2020  
Ending Date  
06/26/2020

## Reserved Items

Call #/Barcode  
FIC LAS  
21449

Item  
The rescue

Reserved On  
06/12/2020

## Lost Items

Call #/Barcode  
FIC MAS  
21558

Item  
Sleeping Beauty, the one who took the real...

Date  
06/12/2020  
Overdue Fine  
Due  
\$2.30  
2.30  
Total: \$2.30

## Charge Summary

Type  
Overdue Fine Was Due:05/20/2020;21884;FIC ...  
Lost Was Due: 05/20/2020  
Fee  
Charge;Fee Charged;  
Current total from Lost Items

Description  
Overdue Fine Was Due:05/20/2020;21884;FIC ...  
Lost Was Due:05/20/2020;21558;FIC MAS - S...  
Charge;Fee Charged;  
Current total from Lost Items

Balance Due: \$32.60

Alexandria Librarian

## Library Patron Details for Darla Anderson



WashingtonHighSchool  
6/16/2020 2:01 PM  
To: [REDACTED]

Patron Details - Textbook Tracker - Washington High School

## Darla Anderson



Status: Active  
Location: Jones  
2nd Location: Dibb  
Grade: 11  
Last Used: 12/03/2014

Text Over

## Textbooks

Title ID/Barcode  
MATH003  
100501



SCI001  
102001



HIST002  
105001



ENG003  
106001



ART005  
113001



Item  
Algebra 2 (\$50.00)

Due  
12/03/2014  
OV

Chemistry: The Molecular Nature of Matter ... (\$50.00)

04/12/2014

Glencoe World Geography (\$50.00)

04/12/2014

Grammar for High School (\$50.00)

04/12/2014

The Theatre Experience (\$50.00)

04/12/2014

Total Replacement Cost: \$250.00

## Lost Items

Call #/Barcode  
SCI006  
107501

Item  
Holt McDougal Physics

Date  
06/12/2020

## Charge Summary

Type  
30

Description  
Lost Was Due:04/19/2021;107501; -- Holt Mc...  
Charge;Broken chair;

Date  
06/12/2020

Textbook Tracker

Click on the images and use the plus + icon to look at them closer!