

Dashboard

Getting Started

How helpful was this page?

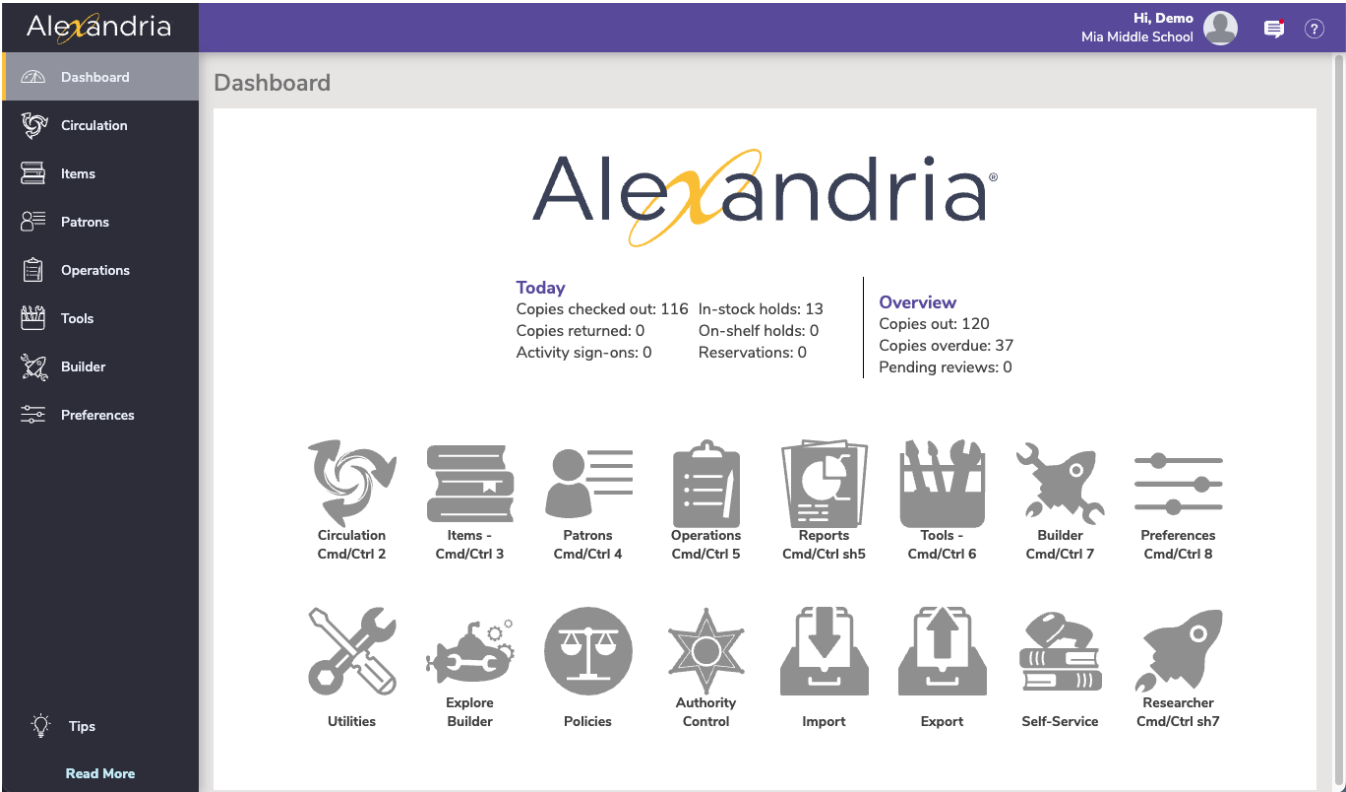
Unknown macro: 'rate'

Tell us what we can improve.

Save as PDF

This page has been moved over to <https://support.goalexandria.com/dashboard/>

Dashboard is the first page you see after logging into your Alexandria.



Contents

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Sidenav

Sidenav

Use the sidenav to navigate to the different areas of Alexandria. The sidenav can be collapsed and expanded by clicking on the Alexandria logo at the top. At the bottom of the sidenav, you will see some helpful tips.

Circulation

The Circulation module is the Librarian's primary module, used to perform general library activities like checking books in and out, placing holds and reservations, processing fees, fines, payments, etc.

Items

Add, view, duplicate, move, and modify the items in your database.

Patrons

Use the Patrons module to create, view, modify, and remove patron and operator record data.

Operations

Access the Reports, Utilities, Exports, and Imports, and Operations Management, where you view operations summaries, and open, email, or save operations that you have previously completed.

Tools

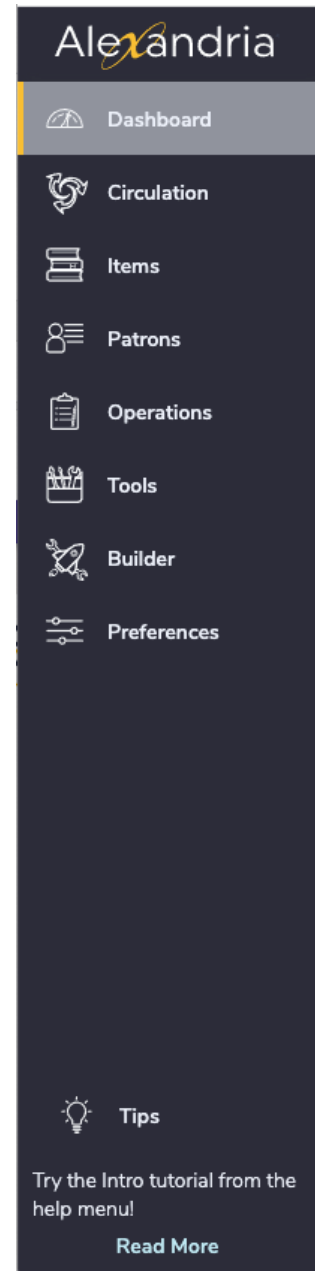
Shortcuts to a wide range of program and management tools such as Authority Control, Calendars, Policies, Security, Self Service, and more.

Builder

The hub for all our builders—bulletin boards, explore builder, maps, and reviews.

Preferences

System preferences for Patrons, Items, Circulation, Advanced, and any add-on services.



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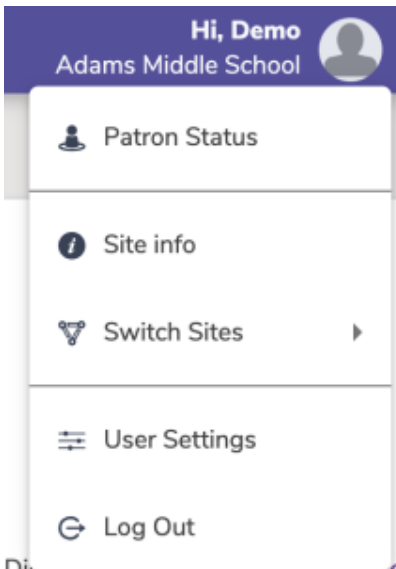
Topnav

Topnav



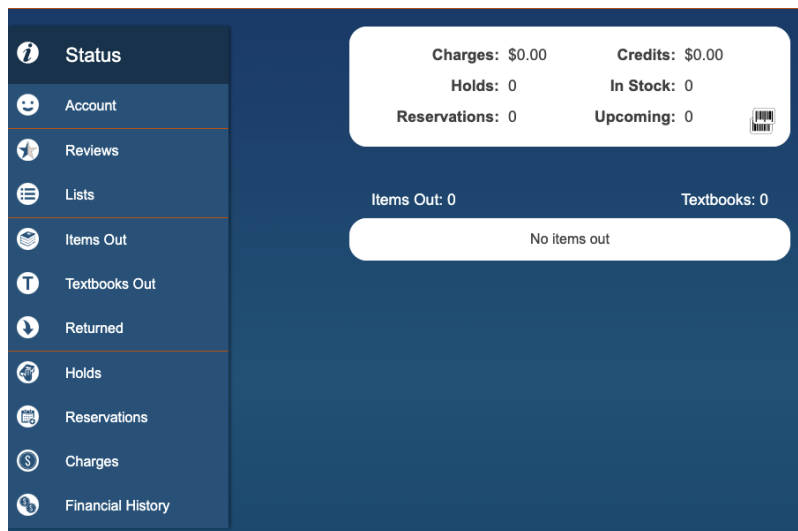
The top navigation includes the [user menu](#), [messages](#), and [help menu](#).

User Menu



Patron Status

See items you have checked out, and other information about your account including charges and holds.



Site info

Basic information about your site, including contact information, hours, and version of your program.



Site Information

Adams Middle School

Address

1831 Fort Union Blvd

Phone

801-943-7277

Notice

Monday - Friday: 7:00 AM - 4:00 PM Saturday & Sunday: CLOSED

Library Contact

Stephen Kunzler, Administrator

Email

demo@companioncorp.com

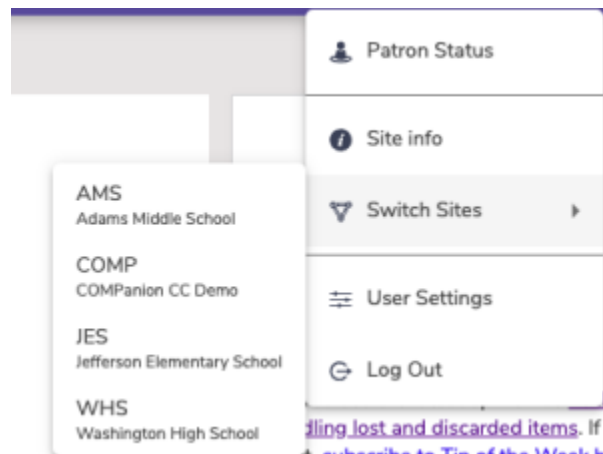


Alexandria Version 22.1 build 20220617

OK

Switch Site

Change what library site you are working on.




User Settings

Adjust the settings that are specific to your account. Turn off and on Tutorials, Reset the Tutorials, turn on/off Quick Login, and set your Default Login Site.


Quick Login is for district admins, or libraries with multiple sites on Alexandria. This setting allows you to select the default site, so you don't have to select your site every time you login to Alexandria.


Dashboard allows you to select which Explore Pane you want to see on *your* Dashboard.



User settings

These settings are specific to your account and shared between Alexandria Librarian and Textbook Tracker.






Tutorials

Off

Are you a long-time user of Alexandria who merely got a new account? If this is all old news, switch the toggle Off to prevent tutorials from popping up when you enter an area for the first time.

On the other hand, perhaps you inherited an account and would like to know how things work. Reset the tutorials to see them when you enter new territory.

Reset Tutorials




Quick Login

On

Set a default site to bypass Site Selection and sign in directly to the site you most commonly use. You can always switch sites from the user menu in the top navigation.

Default Login Site

MIA | Mia Middle School



Dashboard

Set your own Explore Pane that shows on your Dashboard.

Dashboard


Pasha's Dashboard

CANCEL

SAVE

Log Out

Log Out of the program.



Log out

Are you sure you want to end your session?

CANCEL

LOG OUT

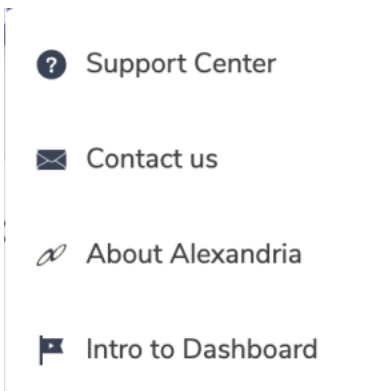
Message Drawer

Next is the Message Drawer, where you view your recent operations and their status, and see any important messages from Alexandria. Click on an operation to go to Operations, the file link icon to download the file, and the message from Alexandria to go to the Message Center.

06/10/2022 8:38 AM	Unused Barcodes Operation Complete	
06/10/2022 8:32 AM	Export Items, Copy Based Operation Complete	
06/10/2022 4:30 AM	In-Stock Holds - Vaughan - AMS Operation Complete	
06/10/2022 4:15 AM	Overdue Fines - Miner - AMS Operation Complete	
Your Operations (06/10/2022) 165 completed, 1 pending		
05/23/2022	Terms of Service Update We've made some changes to our Terms of Service. Read more.	
Messages from COMPanion Corporation...		

Help Menu

The Help menu is located in the topnav and represented by a question mark icon. When clicked, a dropdown with links to the Support Center, Contact Us, About Alexandria, and tutorials opens. The linked Support Center page changes depending on the current module/area.



Support Center - click to open the most relevant Alexandria support center page.

Contact us - open a form to send an email to our support staff.



Contact us

For the quickest response time, select the department you'd like to reach from the menu below, or send us your ideas via the [Ideas Form](#).

Send To *

Support ▼

Reply To *

demo@dayrep.com

Subject *

Message *

Type your message here

0/5000

Choose File

- no file chosen

CANCEL

CLEAR

SEND

About Alexandria - quick access to information about your Alexandria, including your version, license, add-ons, and more.



version 23.2 build 20230714 - [release notes](#)

✓ Alexandria ✓ Textbook Tracker ✓ Cloud-hosted

Mia Middle School (MIA)

Centralized Catalog License (expires
2023-12-01)

Activation Codes:

V7P1N06I06D99A3R4R1I07P2I08J01

Serial #: 8888802

Sites: 4

Registered for up to **5,000** Patrons and
50,000 Items.

Patrons: 160

4,840 remaining

Items: 2,370

47,630 remaining

Add-ons

- | | | |
|------------------------------|---------------------|----------------------|
| ✓ Activity | ✓ Advanced Bookings | ✓ Alex Search Widget |
| ✓ Axis 360 | ✓ BestMARC | Google SSO |
| Integrated Email
Services | ✓ Lexile | ✓ MackinVia |
| ✓ netTrekker | ✓ NoveList | ✓ OverDrive |
| ✓ Perma-eHub | ✓ Receipt Printer | SIS: Clever |
| ✓ SIS: GG4L | ✓ SIS: SIF | ✓ SAFARI Montage |
| ✓ SIP2 | ✓ Sneak Peek | ✓ Z39.50 Server |

Server

OS: Windows Professional 6.2
Build 9200

Data Station IP: 10.210.70.32

Server Domain: ccdemo,
cudemo.goalexandria.com

Processor: 8 @ , 2.6GHz

Memory: 15.9GB

Free Space: 171387MB

Client

OS: Windows Professional 6.2
Build 9200

Browser: Chrome

Web Service Port:

OK

Intro to Dashboard is where you can view the Alexandria [Tutorials](#) for each page.

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Statistics

Statistics

See some basic statistics for your site at the top of the dashboard.

Alexandria®

Today

Copies checked out: 116 In-stock holds: 13
Copies returned: 0 On-shelf holds: 0
Activity sign-ons: 0 Reservations: 0

Overview

Copies out: 120
Copies overdue: 37
Pending reviews: 0

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Programs & Shortcuts

Programs & Shortcuts

Click the icons to access the main areas of the program, or use one of the keyboard shortcuts that is listed on the default dashboard.



Circulation
Cmd/Ctrl 2



Items -
Cmd/Ctrl 3



Patrons
Cmd/Ctrl 4



Operations
Cmd/Ctrl 5



Reports
Cmd/Ctrl sh5



Tools -
Cmd/Ctrl 6



Builder
Cmd/Ctrl 7



Preferences
Cmd/Ctrl 8



Utilities



**Explore
Builder**



Policies



**Authority
Control**



Import



Export



Self-Service



Researcher
Cmd/Ctrl sh7

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Tip of the Week

Messages

This space is for rotating messages from Alexandria, including links to tips, resources, surveys, and more.

Tip of the Week



Did you see the latest tip? It was [Feeling lost?-- Handling lost and discarded items](#). If you didn't see it, [subscribe to Tip of the Week here!](#)

Resources for you



Are you still working out processes for the pandemic? Check out our [Remote Checkouts](#) in the Support Center for tips on what you need to do in Alexandria and ways to keep helping your patrons. If you need help, COMPanion Support is here for you!

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