

Import Patron Pictures

Operations

Import

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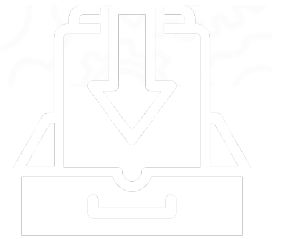
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Import Patron Pictures

Last Updated: \$action.dateFormatter.formatDateTime(\$content.getLastModificationDate())



Import

 this page has been moved to <https://support.goalexandria.com/operations/import/import-images/#patron>

Import Patron Pictures

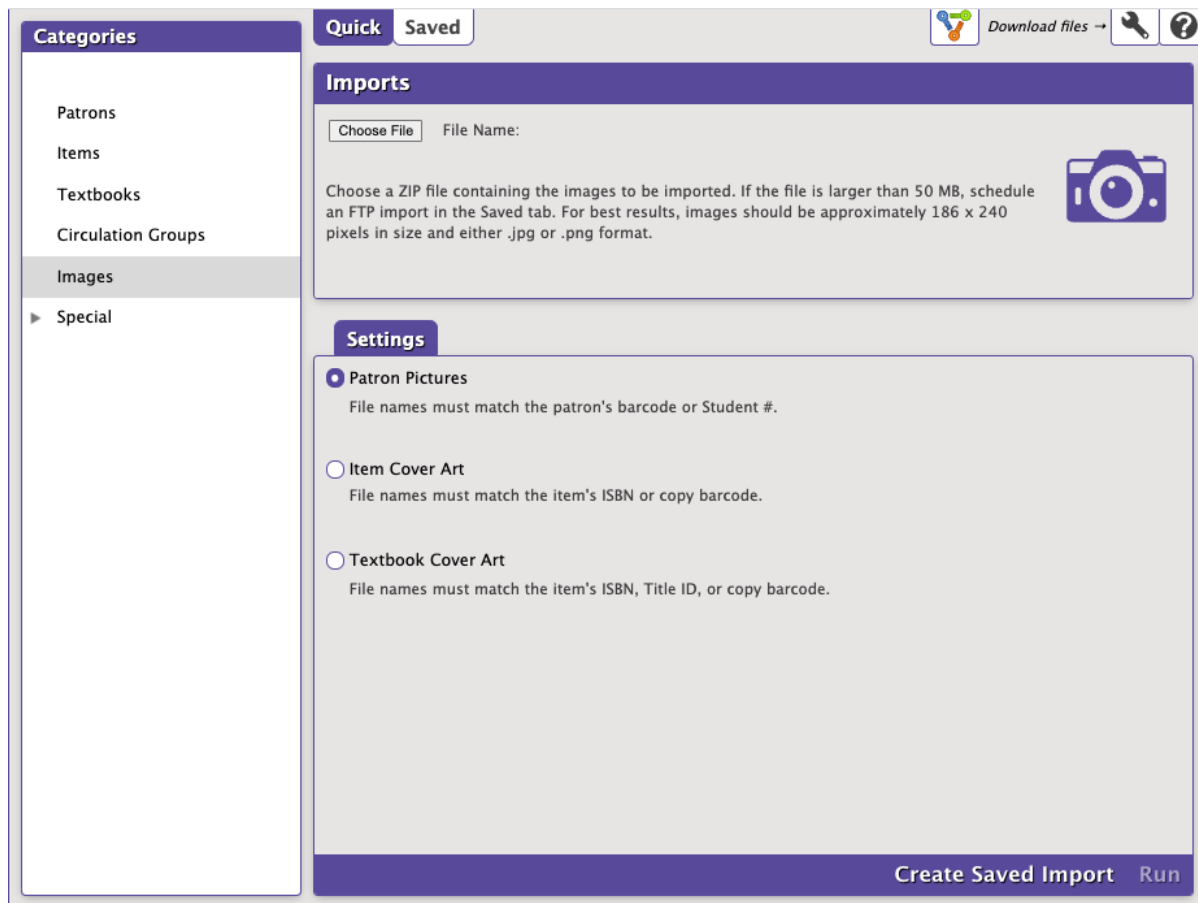
During the import process, Alexandria will attempt to match pictures with patrons using the image filenames. For example, let's say you have a student named John Doe whose Alexandria barcode number is 1080 and you would like to import an image of him in ".JPG" format. His picture file must be named "1080.jpg" so that Alexandria can match it to his barcode. If all your patron image filenames have been given valid patron barcode numbers (e.g. "1080.jpg"), Alexandria can successfully import individual pictures into each patron record, accessible afterward through the Personal Info tab of the Patrons management window.

The Patron Pictures import will match the filename by patron barcode.

Existing patron pictures will be replaced with newer ones if found during import. If Alexandria is unable to match a filename with a patron during import, the picture will be ignored and noted as an exception in the Operation Information report.

You can import most standard image files (.png and .jpg) into Alexandria. Although they can be larger (or smaller), the default, optimal size for patron pictures is 240 pixels by 186 pixels at 72 ppi (pixels per inch) resolution. Larger images will be auto-sized and shrunk to fit within those pixel specifications if they're revealed to be too large upon import.

Since image filenames essentially specify who gets new pictures, there are no additional import options.



The screenshot shows the Alexandria system interface. On the left is a 'Categories' sidebar with options: Patrons, Items, Textbooks, Circulation Groups, Images (selected), and Special. The main area has tabs for 'Quick' and 'Saved'. Below the 'Imports' section, there is a 'Choose File' button and a 'File Name:' label. A camera icon is also present. Text below states: 'Choose a ZIP file containing the images to be imported. If the file is larger than 50 MB, schedule an FTP import in the Saved tab. For best results, images should be approximately 186 x 240 pixels in size and either .jpg or .png format.' The 'Settings' section has three radio buttons: 'Patron Pictures' (selected), 'Item Cover Art', and 'Textbook Cover Art'. Each has a description of the required filename format. At the bottom right, there are buttons for 'Create Saved Import' and 'Run'.

Step-by-Step: Import Patron Pictures

1. Go to **Operations > Imports**.
2. Select **Images** from the categories pane.
3. On the Imports pane, click **Choose File**.
4. Locate the patron image file on your computer, then click **Open** to select it for import.

5. **Select Patron Pictures in the Settings tab. In order to work properly, the names of the image contained in the .ZIP file must match the patron's barcode number and be in .png or .jpg format.**
6. Since image filenames essentially specify who gets new pictures, there are no additional options required to import patron pictures.
7. Click **Run** to send the patron image import to the [Operations](#) queue. During import, in the Operations Management interface, a progress bar is shown; click Cancel to stop the import.

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The screenshot displays the Alexandria software interface. On the left is a 'Categories' sidebar with options: Patrons, Items, Textbooks, Circulation Groups, Images (selected), and Special. The main area has two tabs: 'Quick' and 'Saved'. The 'Imports' section under 'Quick' contains a 'Choose File' button, a 'File Name:' label, and a camera icon. Below this is instructional text: 'Choose a ZIP file containing the images to be imported. If the file is larger than 50 MB, schedule an FTP import in the Saved tab. For best results, images should be approximately 186 x 240 pixels in size and either .jpg or .png format.' The 'Settings' section below has three radio button options: 'Patron Pictures' (selected), 'Item Cover Art', and 'Textbook Cover Art'. Each option has a description of the required filename format. At the bottom right are buttons for 'Create Saved Import' and 'Run'.

Step-by-Step: Import Patron Pictures

1. Go to **Tools > Import**.
2. Select **Images** from the categories pane.
3. On the Imports pane, click **Choose File**.
4. Locate the patron image file on your computer, then click **Open** to select it for import.
5. **Select Patron Pictures in the Settings tab. In order to work properly, the names of the image contained in the .ZIP file must match the patron's barcode number and be in .png or .jpg format.**
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