

Patron Search

Patrons

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Unknown macro: 'rate'

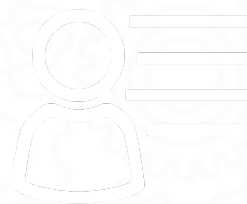
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This page has been moved over to <https://support.goalexandria.com/patrons/patron-search/>

Go to **Patrons** and click into the  **search** box. The basic search allows you to narrow results by Name, Barcode, Homeroom, Recently Modified, and Recently Created. Basic searches only apply to the site you are logged into.

Patrons Management

 Actions

Name ▾ darla 

Advanced Search

Modified Date ▾ 

11/18/2022
Darla Anderson



(155x200)

First | Middle | Last Name *

Darla Anderson

Barcode * 1001 Site ALX | Alexandria Academy ▾

Status Active Policy  High Student ▾

Advanced Search

For more specific, narrowed searches, use any of the Advanced Search options, including Basics, Access, Dates, Contact, and More.

Select the **Combine with current results** box to add your new search to any existing search results.

Advanced Search

BASICS

First Name

Last Name

Barcode From To

Site MIA | Mia Middle School ▾

Grade * From To

Homeroom 2nd Location

Type or choose from list ▾

ACCESS ▾

DATES ▾

CONTACT ▾

MORE ▾

☐ Combine with current results

CLEAR

SEARCH

ACCESS

Policy Any ▾

Security Any ▾

Status Any ▾

Username

CONTACT

Email No Email

example@example.edu

Phone No Phone #

xxx-xxx-xxxx

SMS No SMS

xxx-xxx-xxxx

Parent/Guardian

Address

DATES

Patron Added From To

Birth Date From To

Expiration Expired

From To

Graduation Date From To

Suspension End From To

Patron Search

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

MORE

Lexile

From - To

Reading Level

From - To

Student #

SSN

From - To

Notes

☐ No Picture

☐ Combine with current results

CLEAR

SEARCH

Only Show Operators in the Patron Records List

There are times you may need to search for Operators only. Use the Policy and Security dropdowns under Access in **Advanced Search**.

When you click **Find** in the patron **Records List** pane of the **Patrons** management module, it triggers the **Patron Lookup** dialog, which allows you to locate specific patrons or operators in your database.

For example, if you are looking for a patron or an operator with the last name “*Anderson*,” every patron record that closely (or exactly) matches that name will be shown (in the selected View order) in the patrons **Records List** of the Patrons Management module; the title at the top of the Records List will be selected.

First Name

Last Name

Barcode

From

Through

Lexile

From

Through

Patrons Added

From mm/dd/yyyy

Through mm/dd/yyyy

Policy

Any

Homeroom

Username

Site

COMP - COMPanion...

☐ Add to current results

Clear

Cancel

Search

Use the **From** and **Through** fields to limit and/or expand the scope of your search and help you find better results.

For example, correctly using the **From** and **Through** fields that follow **Accession Date** allow you to indicate a date range between a *starting* and *ending* value.

When you enter any type of specially-formatted information—such as dates—you can enter values in a wide range of formats. For example, you can enter the date February 14, 2018 as: “*Feb 14, 2018*” or “*02/14/2018*” or “*02.14.2018*” or “*02 14 2018*”. If using the current year, you can just enter “*02 /14*”. If the current month is December, you can just enter “*14*”. If you enter only a **From**, the program generates a “far future” date—which is the first of January, thirty years from the current date. If you enter only an ending date, the **Through** defaults to January 1st, 1904 (i.e. the “far past”). If you don't enter any date, the **From** is set for one year in the past.

If you enter only a **From** value, Alexandria will select *all* records that *begin* with the entered text. Using **Grade** as an example, a solitary **From** value of GR1 would select grades GR100, GR10 and GR1B37. Therefore, you can use *both* the **From** and **Through** fields, even if you are only searching for *one* value (e.g. **From**: Silver, **Through**: Silver).

To do an exact match for a text field range, enter an **Through** value that matches the **From** value followed by space and exclamation mark (for example, From: GR1 and Through: GR1—unless you really do have data named GR1 !).

- First Name
- Last Name
- Barcode
 - Student #
 - Grade
- Lexile
 - Reading Level
- Patrons Added
 - Birthdate
 - Graduation Date
 - Suspension End Date
- Policy
 - Security Group
 - Status
- Homeroom
 - 2nd Location
- Username
 - Email
 - No Picture
 - No Email
 - Sex
 - Other
- Site (dropdown)
- Add to current results (checkbox)



Other

Search by Other to locate data in the following fields: Phone, Mobile, Address1, Address2, City, State, Postal, Country, Contact Note, Categories, Alert Note, and Note.

Step-by-Step Finding Patrons and Operators

To use the **Patron Lookup** dialog to locate a specific patron record in your database:

1. Select **Patrons** from Alexandria's **Librarian** module. Alternately, you can access **Patrons** management by typing the domain name (or IP address), *(optional)* port number, and *(optional)* serial number of your Data Station followed by "/patrons" into your browser's **Address** field (usually located in the upper-left corner of the window).
2. The **Patrons** management module will appear.
3. Click **Find** in the bottom-right corner of the patron **Records List** pane in **Patrons** management.
4. This will trigger the **Patron Lookup** dialog, allowing you to locate a specific patron record in your database.
5. Using the **Patron Lookup** dialog, you can provide search criteria other than **Last Name** (default); for instance, you can also search by **Grade** (i.e. **Level**), **Student #** (i.e. **Community ID**), **Homeroom** (i.e. **Location**), **Second Location** (i.e. **Sublocation**), or **Site**.
6. If you check the **Add to current results** box, any patrons or operators found during your search will be added to that which already exists in the patron **Records List** pane. If you do not check this box, then the **Records List** pane will be cleared of everything except your most recent search results.
7. Click **Search** to locate records or the **Cancel** button to stop the **Patron Lookup** operation and return to the last selected patron record.
8. When a **Patron Lookup** returns results, every patron/operator record that closely matches your search criteria will be sorted according to the **View** selection at the top of the patron **Records List** pane. The patron or operator at the top of the list is automatically selected.
9. If no records matching your search criteria can be located, you will be asked to **Cancel** or **Try Again**.

Step-by-Step Only Show Operators in the Patron Records List

There are times you may need to only show operators in your **Records List** pane:

Open the **Patrons** management module.

1. Click **Find** in the patron **Records List** pane of the **Patrons** management module, it triggers the **Patron Lookup** dialog, which allows you to locate specific patrons or operators in your database.
2. Any of these will trigger the **Patron Lookup** dialog.
3. Commonly, use **Last Name**.
4. In the associated **From** field, type "A".
5. In the associated **Through** field, type "Z".

6. Finally, press <enter> or click **Search**.
7. Results for your search will appear in the patron **Records List** pane of the **Patrons** management window, containing all the operator records (i.e. non-patrons) that exist in your database.