




# Four features in Patrons you might not be using

April 10, 2023




In this week's tip, we're highlighting some of our favorite features in Patrons that you may not be utilizing. Let's dive in!

Hi, Demo  
Mia Middle School



## Patrons Management

Still getting used to it? Switch to the old view.



Name ▾matt


Advanced Search

Modified Date ▾

4/4/2023  
Jairam Matthews

4/4/2023  
Nicholas Mattson

4/4/2023  
Matt Good



(155x200)

First | Middle | Last Name \*

Jairam

Matthews

Barcode \*

2011

Site

MIA | Mia Middle School ▾

OUT  
1

LAST USE  
02/10/2015

BALANCE  
\$0.00

CREDITS  
\$0.00

<Personal

Contact

Access

Notes

Statistics >

Email

Primary Email  
jmatthews@dayrep.com

Other Emails  
example@example.edu,second@example.ed

Phone

Primary Phone  
847-7403

Mobile  
897-7569

SMS  
xxx-xxx-xxxx

More

Address  
4834 Upland Avenue

Parent/Guardian  
Susan Matthews

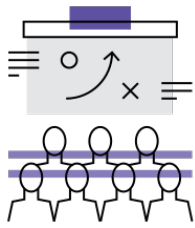
Address ?



Pasha prefers the nickname "Your Majesty"

1. Did you know your patron email field (**Other Emails**) can have up to five email addresses? Just separate them by commas and no spaces. This is helpful if you have multiple people who want email notices, such as guardians or student advisors. (You can also do Texting in addition to email. See [Just Text Me Please!](#))
2. Use the [contact note](#) to record any contact info you don't need to use, e.g. a personal email address, or for younger patrons, you can list the info of people to contact with questions or issues.
3. The Nickname field lets you keep track of patron nicknames or preferred names. You can also search by nickname in Patrons Management, and in the lookup command in Circulation. The nickname will show up in multiple areas of the program, including Patrons Management, Circulation, self-service, patron status, and more.
4. In the [Alexandria Makeover](#), you can see there are Quick Stats for the patron record to the right of the top info fields. But did you know you can click on them to jump to the various information? Try it out!

What are your favorite features in Patrons? Tell us in the comments!



[Register for our Training Webinar](#) to learn more about using Alexandria in the new [Makeover](#) interface!