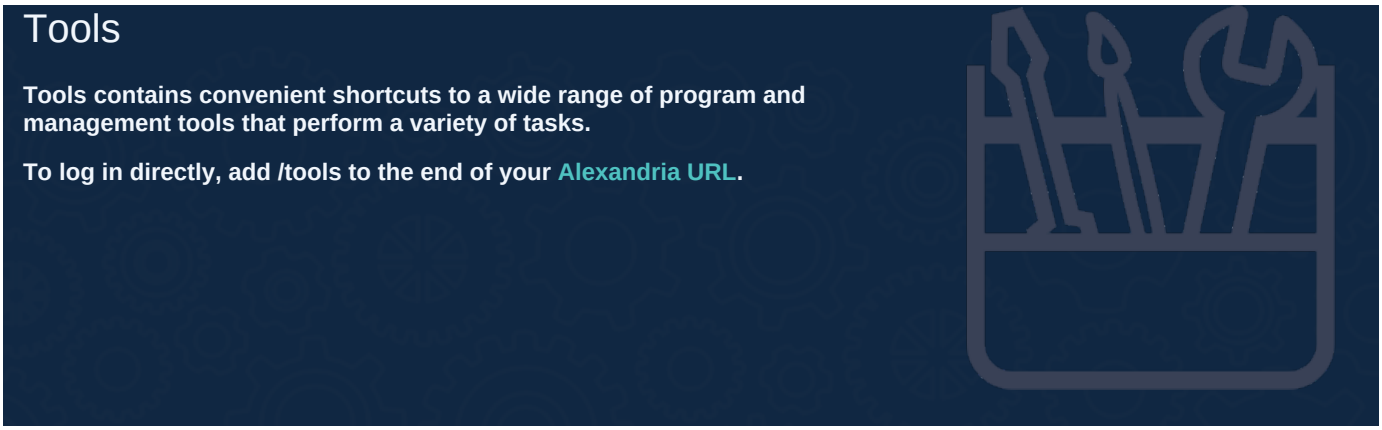
Tools



Tools

- Authority Control
- Inventory
- Sites
- Routes
- Subscriptions
- Calendars
- Policies
- Security
- Activity
- Offline Mode
- Self-Service
- Textbook Tracker

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Content

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Unknown macro: 'multiexcerpt-include-macro'



If you perform an operation (Reports, Utilities, Imports, Exports etc.), you can find them for download in Operations Management by selecting the wrench icon.

Tools

Authority Control

Maintain consistency in your bibliographic records by consolidating similar terms.

Inventory

Survey the items and materials you have in stock.

Sites

Manage site records for each school in your Centralized Catalog.

Routes

Track and manage your routing lists, which are used to circulate items to particular patrons.

Subscriptions

Track and manage your periodicals.

Self-Service

Allow patrons to check items in or out by themselves.

Activity

Track how many patrons are visiting your library and for what reasons.

Textbook Tracker

Manage your school's textbooks.

Offline Mode

Continue with basic Circulation when the internet goes down.

Administration (/admin)

Configure your main Data Station. These are advanced settings intended for network administrators and IT departments.

Operations

Coming soon, your Operations interfaces will be accessed through **Operations** in the sidenav. Learn more about the Alexandria Dream Makeover!

Reports

Customize a variety of templates to get lists, labels, and notices.

Utilities

Add, remove, or modify large amounts of information in your database at once.

Export

Create a copy of your library's information to use in other software applications.

Import

Add MARC records, patron information, pictures, and more to your library from outside sources.

Builder

Coming soon, your Builder interfaces will be accessed through the new **Builder** in the sidenav. Learn more about the Alexandria Dream Makeover!

Bulletins

Create virtual boards where you can post library, school, or club information for patrons.

Explore Builder

Customize the icons and links on your Researcher and Explore panes.

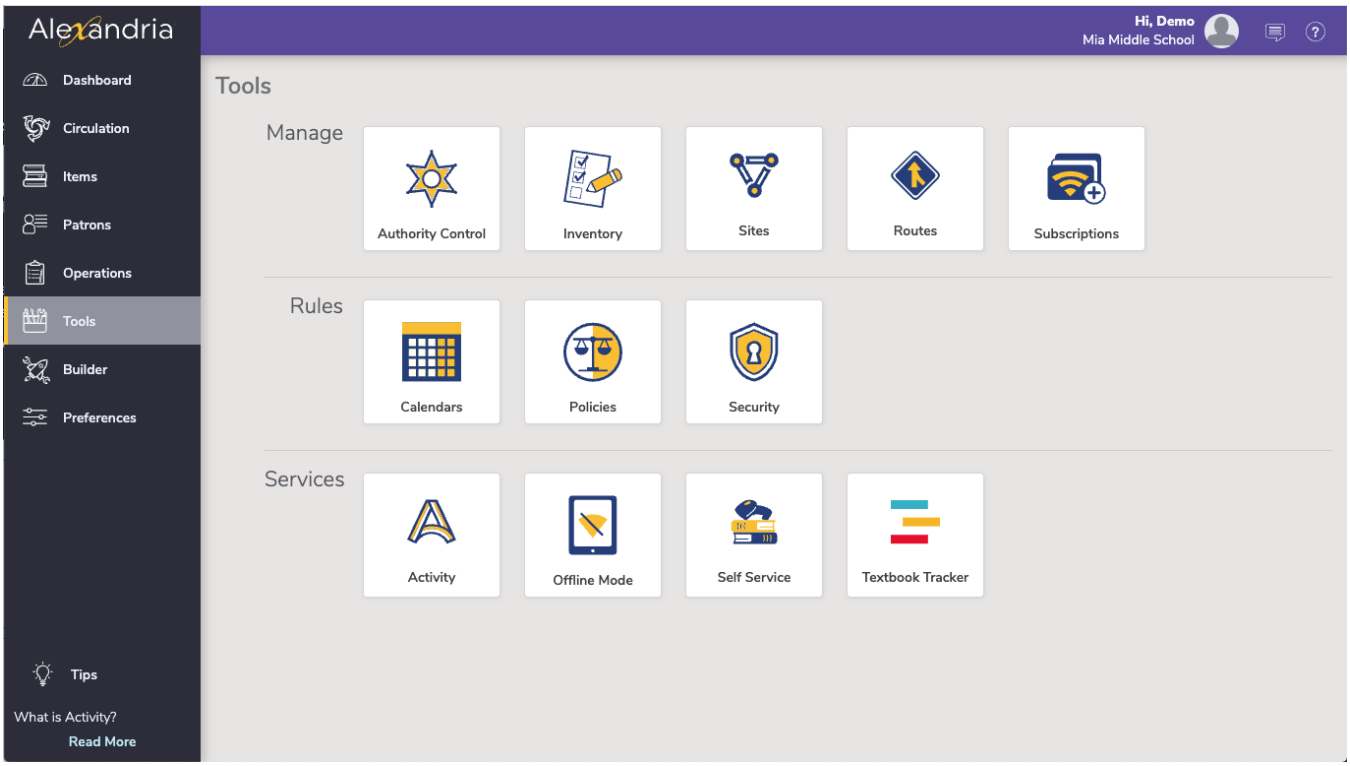
Reviews

Approve or reject item reviews submitted by patrons.

Maps

Add library maps based on call number to help patrons find items.

Tools contains convenient shortcuts to a wide range of program and management tools that perform a variety of tasks.



Tools will open new (Makeover) modules in the same tab, but you can use your system shortcut to open them in a new tab. Tools will open legacy-style modules in a new tab.

Authority Control

Maintain consistency in your bibliographic records by consolidating similar terms. Clean up your subjects and genres, assign aliases to complicated mediums, update homeroom names, and more.

Inventory

Survey the items and materials you have in stock.

Sites

Manage site records for each school in your Centralized Catalog.

Routes

Track and manage your routing lists, which are used to circulate items to particular patrons in a specific order.

Subscriptions

Track and manage your periodicals.



Calendars

Calendars are used to help perform certain circulation-based calculations, such as assign due dates, calculate fines, and manage holds.



Policies

Use Policies to establish rules that regulate how different library resources are used by your patrons.



Security

Create security groups that give operations and patrons different level of access and permissions.



Activity

Licensed add-on

Track how many patrons are visiting your library and for what reasons.



Offline Mode

Continue with basic Circulation when the internet goes down.



Self-Service

Allow patrons or volunteers to check items in or out by themselves.



Textbook Tracker

Licensed add-on

Manage your school's textbooks and other assets.