

Export Patron Fines

Tip for: 04.27.15

Do you have patrons graduating from your library but moving on to another in your district? When you remove those patrons from your database, their fines are removed as well. There is a way to make sure the fines follow the student!



Unknown macro: 'multiexcerpt-include-macro'

There is an export that lets you export your patron fine information in a .txt, Tab-Delimited file. This file can then be imported into Alexandria, or into most databases or spreadsheets.

If you have advanced your patron grades, and now have a group of patrons in the grade Graduated, or whatever is in your Last Grade field, you can easily export the fines for this grade.

To export the fines of Graduated patrons in Alexandria Version 7:

1. From **Tools**, open **Export**.
2. Click on the **Patrons** category.
3. Select the **Export Patrons Fines** export.
4. In the **Selections** tab, fill in the **Patrons in Level** field with **Graduated**.
5. Under the **Options** tab, use **Select Fields** to limit the information included in the export.
6. Press **Run**.

To export the fines of Graduated patrons in Alexandria Version 6:

1. From **Tools**, open **Export**.
2. Click on the **Patrons** category.
3. Select the **Export Fines** export.
4. Under the **Selection** tab, click **Add Selection**.
5. Change the **Select By** drop-down menu to **Grade**.
6. Choose or enter **Graduated** in the **Starting** and **Ending With** fields.
7. Use **Select Fields** to limit the information included in the export.
8. Press **Run**.

Open **Operation Management** to save the export file. If necessary, you could open the export in a spreadsheet and enter additional information.

NOTE: If your patron barcodes in Alexandria are not the Student numbers assigned in the SIS, then instead of importing the file, the other librarian may need to manually enter the fines for these patrons.