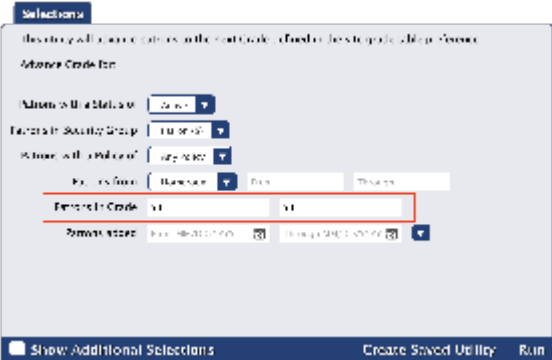
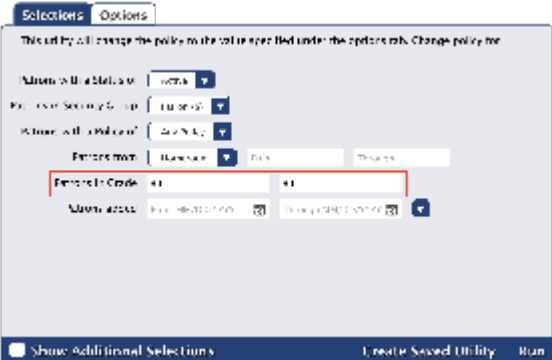
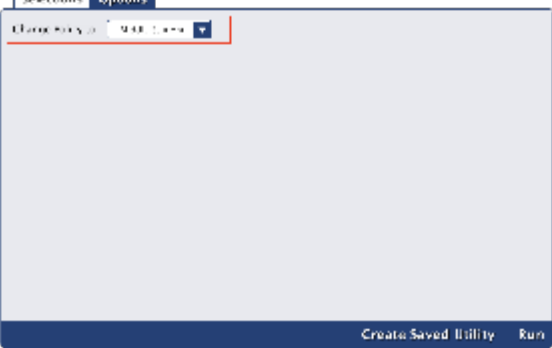


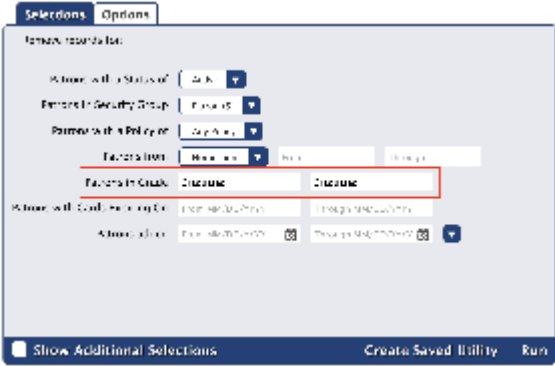
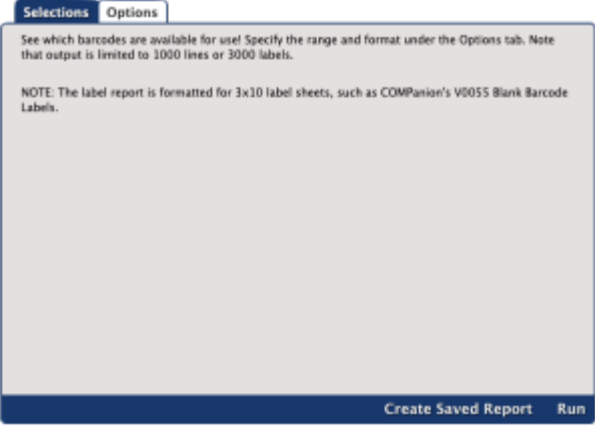
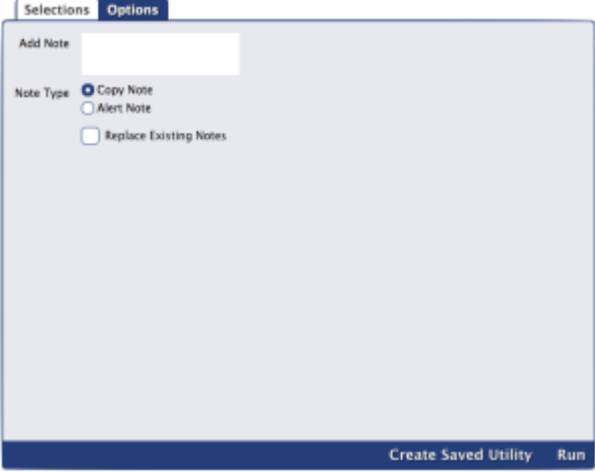
Alex S Utilities

Library

Alex S Utilities

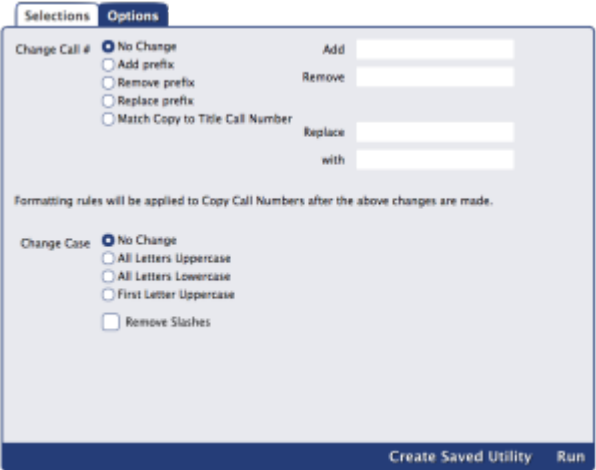
View

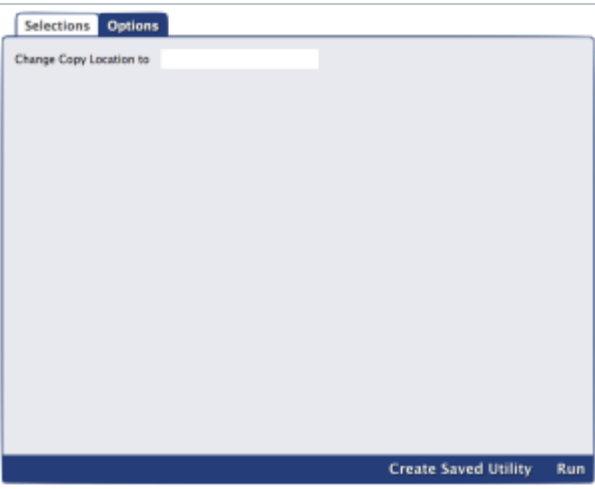
Comment	Thumbnail	File	Labels	Id	Created
		Alex S Advance Grade Utility.png		995982	Feb/57/2018
		Alex S Advance Grade button.png		995975	Feb/57/2018
		Alex S Patron Policy Utility1.png		995976	Feb/57/2018
		Alex S Patron Policy Utility2.png		995978	Feb/57/2018

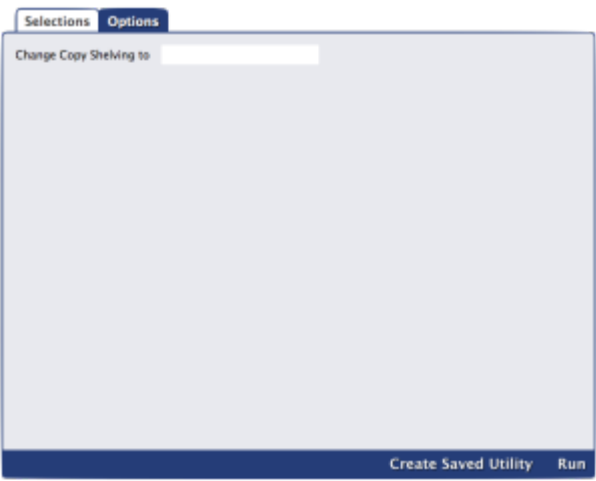
	Alex S Remove Patron Utility.png		995979	Feb/5/2018
	Alex S Reports Unused Barcodes Selections.png		38404839	Jan/20/2021
	Alex S Utilities Add Copy Notes Options.png		17606582	Feb/42/2020
	Alex S Utilities Add Copy Notes Selections.png		17606583	Feb/42/2020

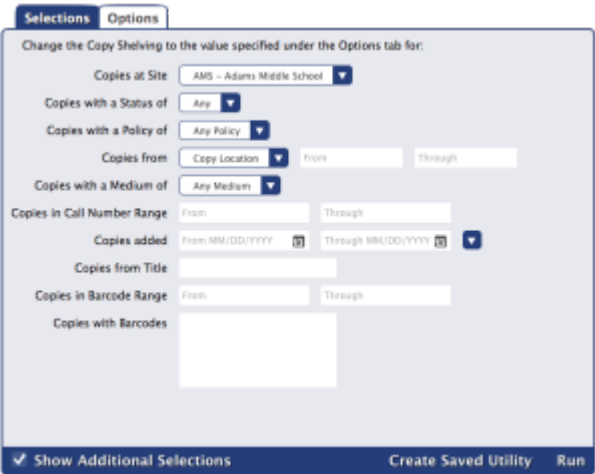
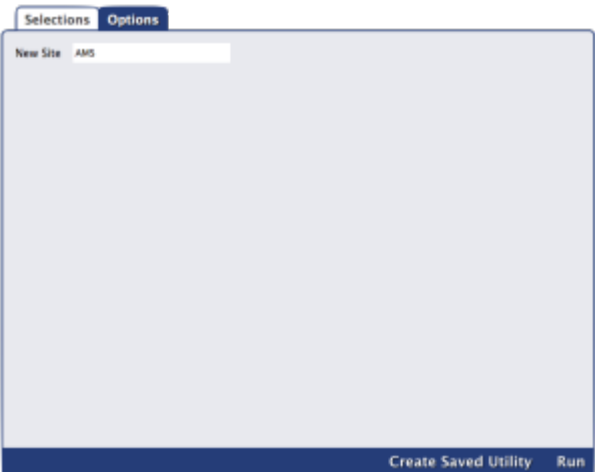
	Alex S Utilities Add_Patron_Notes Options.png		17606 391	Feb/38/2020
	Alex S Utilities Add_Patron_Notes Selections.png		17606 411	Feb/38/2020
	Alex S Utilities Add_a_MARC_Tag Options.png		17606 480	Feb/38/2020

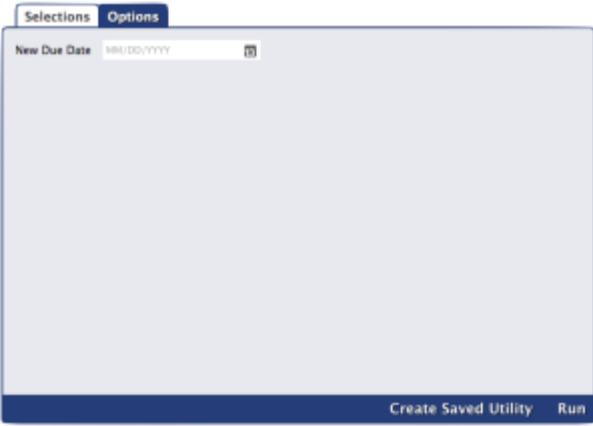
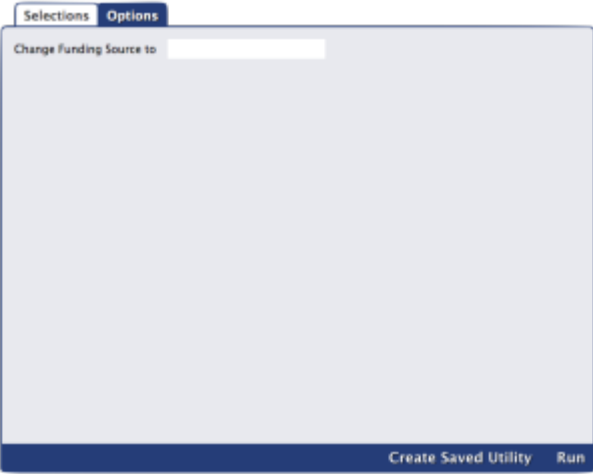
	Alex S Utilities Add_a_MARC_Tag Selections.png		17606481	Feb/38/2020
	Alex S Utilities Add_a_MARC_Tag genre_example.png		40960366	Feb/55/2021
	Alex S Utilities Advance_Patron_Grade Selections.png		17606410	Feb/38/2020

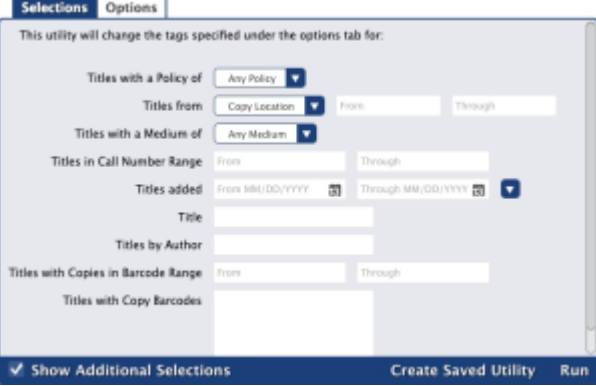
		Alex S Utilities Change_Copy_Call_Numbers Options.png		28082428	May/132/2020
		Alex S Utilities Change_Copy_Call_Numbers Selections.png		28082429	May/132/2020
		Alex S Utilities Change_Copy_Condition Options.png		17606580	Feb/42/2020

	Alex S Utilities Change_Copy_Condition Selections.png		17606 581	Feb/42/2020
	Alex S Utilities Change_Copy_Location Options.png		17606 579	Feb/42/2020
	Alex S Utilities Change_Copy_Location Selections.png		17608 744	Mar/77/2020

		Alex S Utilities Change_Copy_Policy Options.png	17606577	Mar/76/2020
		Alex S Utilities Change_Copy_Policy Selections.png	17606578	Feb/42/2020
		Alex S Utilities Change_Copy_Shelving Options.png	17606575	Feb/42/2020

	Alex S Utilities Change_Copy_Shelving Selections.png		17606576	Feb/42/2020
	Alex S Utilities Change_Copy_Site Options.png		17606573	Feb/42/2020
	Alex S Utilities Change_Copy_Site Selections.png		17606574	Feb/42/2020

	Alex S Utilities Change_Due_Date Options.png		17606643	Feb/42/2020
	Alex S Utilities Change_Due_Date Selections.png		17606644	Feb/42/2020
	Alex S Utilities Change_Funding_Source Options.png		17606572	Feb/42/2020

	Alex S Utilities Change_Funding_Source Selections.png		17608743	Mar/77/2020
	Alex S Utilities Change_MARC_Tag Options.jpg		10097294	Feb/50/2019
	Alex S Utilities Change_MARC_Tag Selections.jpg		10097295	Feb/50/2019
	Alex S Utilities Change_Medium Options.png		17606476	Feb/38/2020

		Alex S Utilities Change_Medium Selections.png		17606 477	Feb/41/2020
		Alex S Utilities Change_Patron_2nd_Location Options.png		17606 389	Feb/38/2020
		Alex S Utilities Change_Patron_2nd_Location Selections.png		17606 408	Feb/38/2020

	Alex S Utilities Change_Patron_Grade Options.png		17606390	Feb/38/2020
	Alex S Utilities Change_Patron_Grade Selections.png		17606409	Feb/38/2020
	Alex S Utilities Change_Patron_Location Options.png		17606388	Feb/38/2020

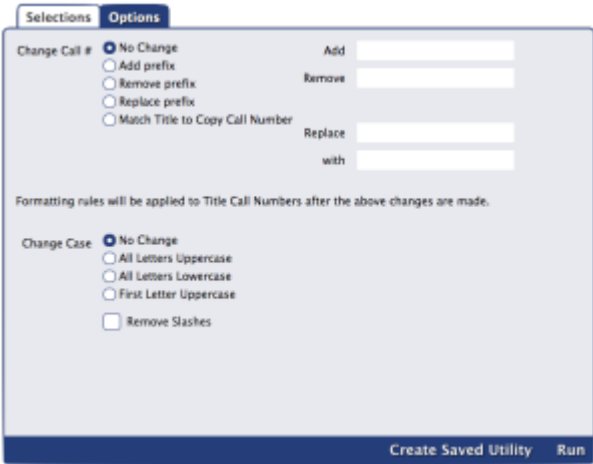
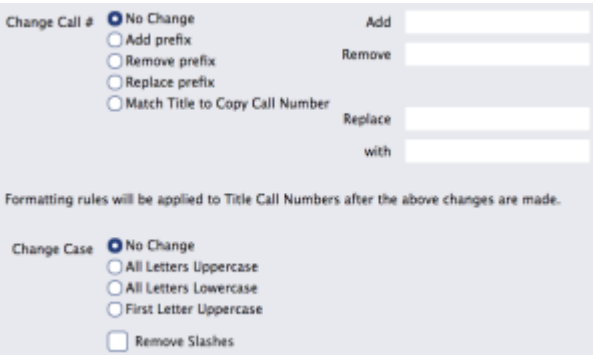
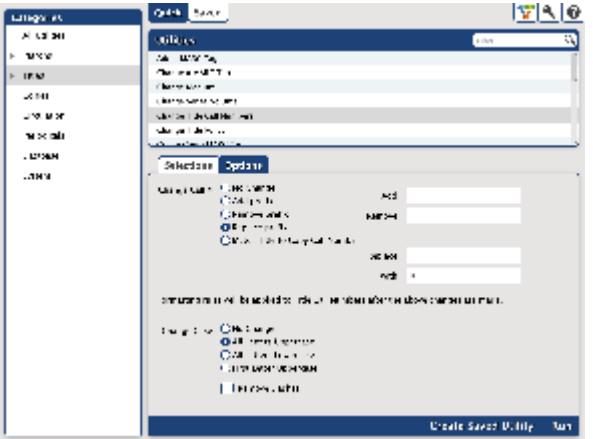
SelectionsOptions This utility will change the Location to the value specified under the options tab. Change Location for: Patrons at Site AMS - Adams Middle School Patrons with a Status of Active Patrons in Security Group Patron (S) Patrons with a Policy of Any Policy Patrons from Location From Through Patrons in Grade From Through Patrons added From MM/DD/YYYY Through MM/DD/YYYY Patrons with Last Name Patrons in Barcode Range From Through Patrons with Barcodes ✓ Show Additional Selections Create Saved UtilityRun	Alex S Utilities Change_Patron_Location Selections.png		17606407	Feb/38/2020
SelectionsOptions Change Policy to Standard Patron Create Saved UtilityRun	Alex S Utilities Change_Patron_Policy Options.png		17606387	Feb/38/2020
SelectionsOptions Change the policy to the value specified under the Options tab for: Patrons at Site AMS - Adams Middle School Patrons with a Status of Active Patrons in Security Group Patron (S) Patrons with a Policy of Any Policy Patrons from Location From Through Patrons in Grade From Through Patrons added From MM/DD/YYYY Through MM/DD/YYYY Patrons that are Any Patrons with Last Name Patrons in Barcode Range From Through Patrons with Barcodes ✓ Show Additional Selections Create Saved UtilityRun	Alex S Utilities Change_Patron_Policy Selections.png		17606398	Feb/38/2020

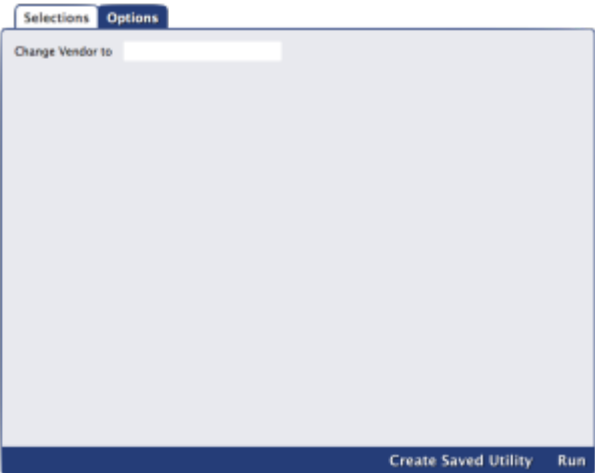
	Alex S Utilities Change_Patron_Security_Group Options.png		17606 386	Feb/38/2020
	Alex S Utilities Change_Patron_Security_Group Selections.png		17606 405	Feb/38/2020
	Alex S Utilities Change_Patron_Status Options.png		17606 385	Feb/38/2020

Selections Options Change the patron status to the value specified under the Options tab for: Patrons at Site AMS - Adams Middle School Patrons with a Status of Active Patrons in Security Group Patron (S) Patrons with a Policy of Any Policy Patrons from Location From Through Patrons in Grade From Through Patrons added From MM/DD/YYYY Through MM/DD/YYYY Patrons with Last Name Patrons in Barcode Range From Through Patrons with Barcodes ✓ Show Additional Selections Create Saved Utility Run	Alex S Utilities Change_Patron_Status Selections.png		17606 400	Feb/38/2020
Selections Options ☒ Change Purchase Cost to to ☐ Change Purchase Cost by [] \$ by \$ ☐ Change Purchase Cost by [] % by % ☐ Match to Replacement Cost by % Create Saved Utility Run	Alex S Utilities Change_Purchase_Cost Options.png		17606 570	Apr/101 /2020
Selections Options Change the purchase cost as specified under the Options tab for: Copies at Site AMS - Adams Middle School Copies with a Status of Any Copies with Purchase Cost From Through Copies with a Policy of Any Policy Copies from Copy Location From Through Copies with a Medium of Any Medium Copies in Call Number Range From Through Copies added From MM/DD/YYYY Through MM/DD/YYYY Copies from Title Copies in Barcode Range From Through Copies with Barcodes ✓ Show Additional Selections Create Saved Utility Run	Alex S Utilities Change_Purchase_Cost Selections.png		17606 571	Feb/42/2020

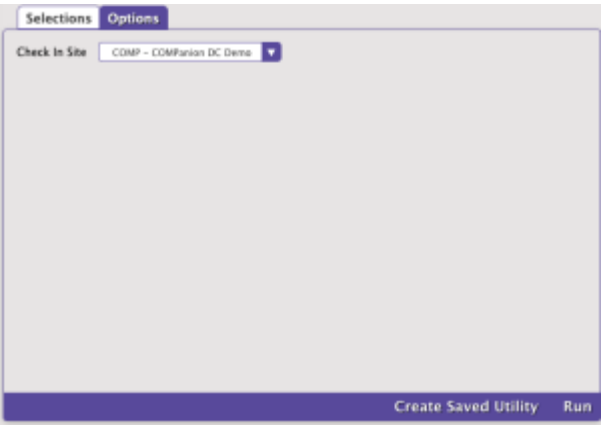
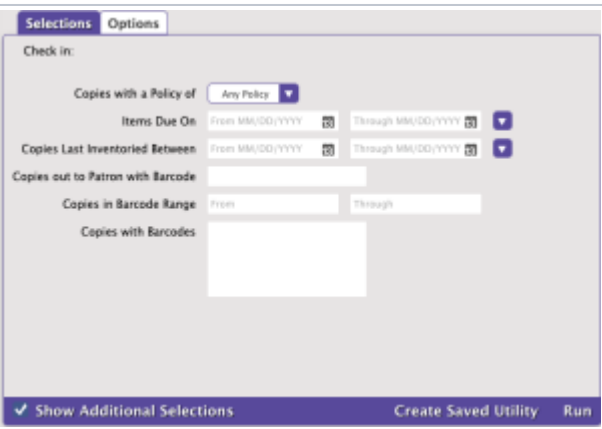
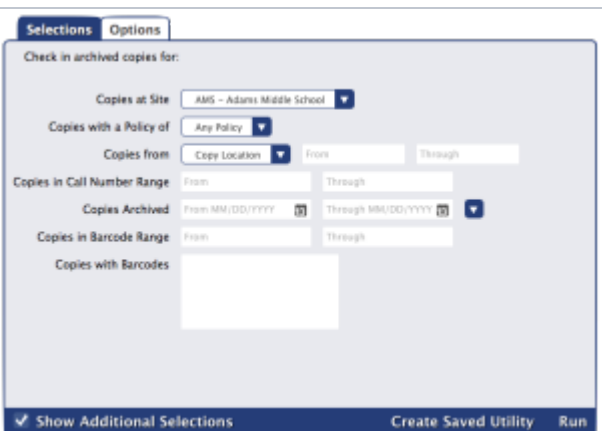
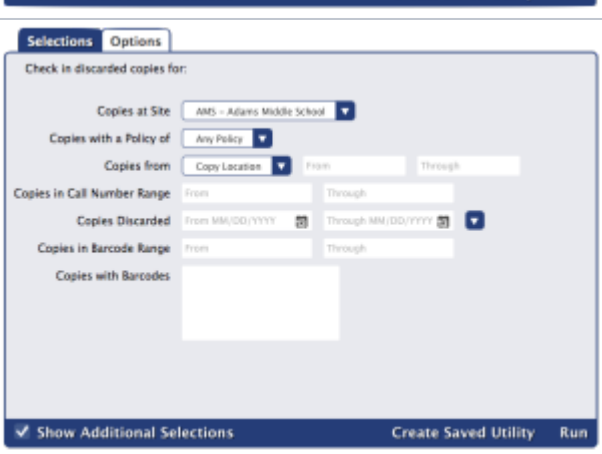
	Alex S Utilities Change_Replacement_Cost Options.png		17606 568	Nov/318 /2020
	Alex S Utilities Change_Replacement_Cost Selections.png		17606 569	Nov/318 /2020
	Alex S Utilities Change_Review_Status Options.png		17606 384	Feb/38/2020

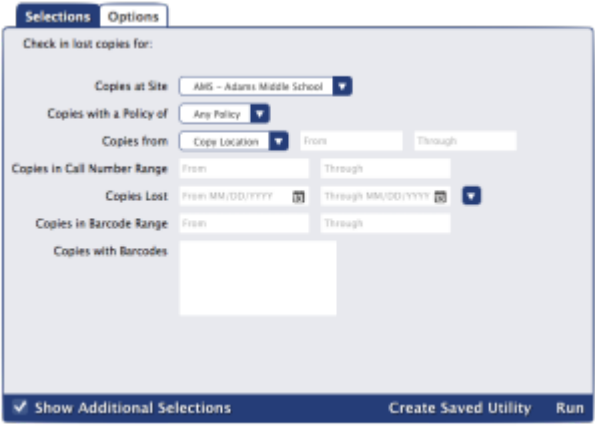
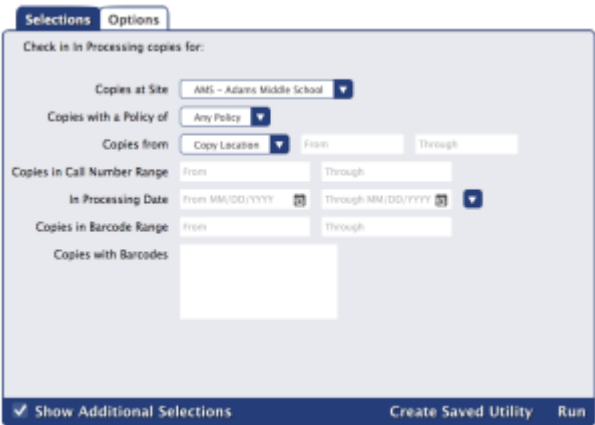
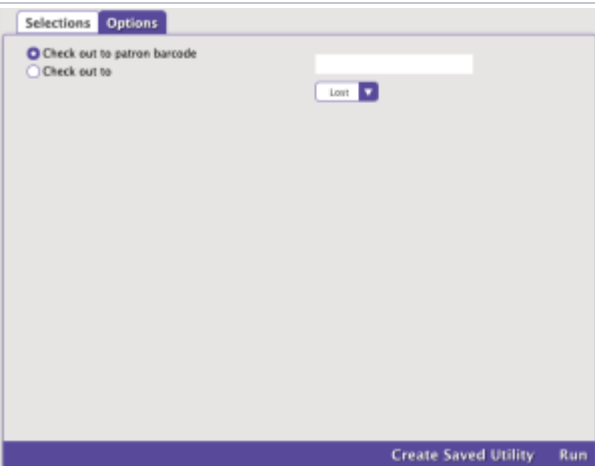
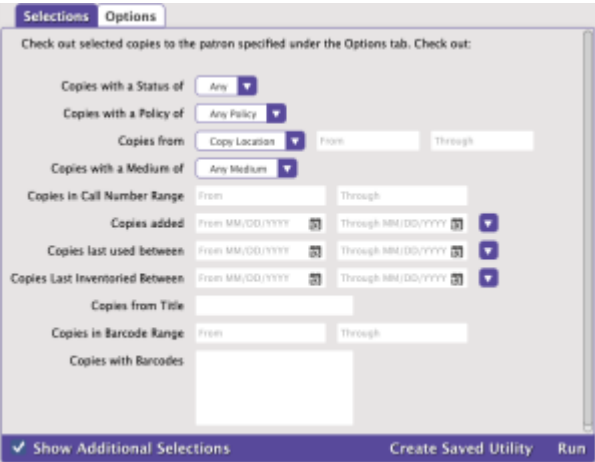
Selections Options Change the review status to the value specified under the Options tab. Change the status of: Review Date From MM/DD/YYYY Through MM/DD/YYYY Review Status Rejected Patron Barcode Create Saved Utility Run	Alex S Utilities Change_Review_Status Selections.png		17606403	Feb/38/2020
Selections Options Add Volume Prefix e.g. Book, Vol. # NOTE: If you leave this field blank, there will be no prefix. Create Saved Utility Run	Alex S Utilities Change_Series_Volume Options.png		17606474	Feb/38/2020
Selections Options This utility takes only the volume number from Series \$30_v, converts it to a three digit number, and adds the prefix entered in the Options tab. Thus volume "bk1" gets converted to "Prefix 001", volume "two" to "Prefix 002" etc, making Series Volumes uniform and easy to sort. Titles with a Policy of Any Policy Titles from Copy Location From Through Titles with a Medium of Any Medium Titles in Call Number Range From Through Titles added From MM/DD/YYYY Through MM/DD/YYYY Titles in the Series Title Titles by Author Titles with Copies in Barcode Range From Through Titles with Copy Barcodes ✓ Show Additional Selections Create Saved Utility Run	Alex S Utilities Change_Series_Volume Selections.png		17606475	Feb/38/2020

		Alex S Utilities Change_Title_Call_Numbers Options.png		28082 430	May/132 /2020
		Alex S Utilities Change_Title_Call_Numbers Options_highlight.png		28082 410	May/129 /2020
		Alex S Utilities Change_Title_Call_Numbers Replace_prefix.png		40960 505	Mar/62/2021
		Alex S Utilities Change_Title_Call_Numbers Selections.png		28082 431	May/132 /2020

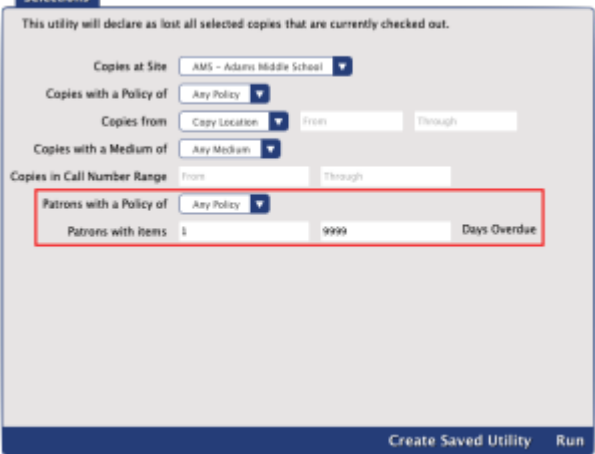
		Alex S Utilities Change_Title_Policy Options.png		17606 472	Mar/76/2020
		Alex S Utilities Change_Title_Policy Selections.png		17606 473	Feb/41/2020
		Alex S Utilities Change_Vendor Options.png		17606 566	Feb/42/2020

SelectionsOptions Change the vendor to the value specified under the Options tab for: Copies at Site AMS - Adams Middle School Copies with a Status of Any Copies with a Policy of Any Policy Copies from Copy Location From Through Copies with a Medium of Any Medium Copies in Call Number Range From Through Copies added From MM/DD/YYYY Through MM/DD/YYYY Copies from Title Copies in Barcode Range From Through Copies with Barcodes ☒ Show Additional Selections Create Saved Utility Run	Alex S Utilities Change_Vendor Selections.png		17606567	Feb/42/2020
SelectionsOptions Change Tag_Subfield (e.g. 700_a) From To ☐ Look for From value anywhere in Tag To be changed, the value in a tag must exactly match the specified From value unless the option to Look for value anywhere in tag is selected. When enabled, a match is made if the field being changed contains the value anywhere in it and then only that value will be updated. For example, if www.amazon.com/amazon is in the tag being changed, and you run the utility with 'amazon' as the From value and 'barnesandnoble' as the To value, the result would be www.barnesandnoble.com/barnesandnoble. Entering a From value of * (asterisk) allows the tag to change no matter what the actual From value is. NOTE: Modifications cannot be undone. Use with caution and ensure your changes follow MARC standards. Create Saved Utility Run	Alex S Utilities Change_a_MARC_Tag Options.png		17606478	Mar/77/2020
SelectionsOptions Change the tag specified under the Options tabs for: Titles with a Policy of Any Policy Titles from Copy Location From Through Titles with a Medium of Any Medium Titles in Call Number Range From Through Titles added From MM/DD/YYYY Through MM/DD/YYYY Title Titles by Author Titles with Copies in Barcode Range From Through Titles with Copy Barcodes ☒ Show Additional Selections Create Saved Utility Run	Alex S Utilities Change_a_MARC_Tag Selections.png		17606479	Feb/38/2020

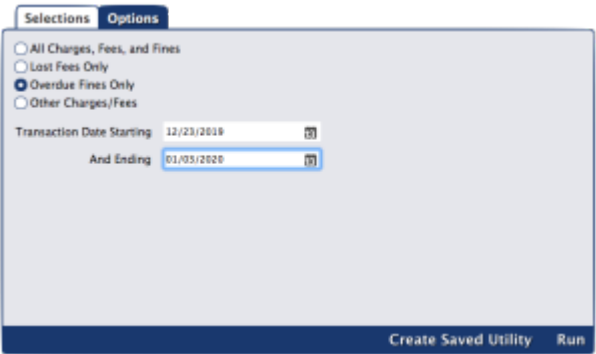
	Alex S Utilities Check_In Options.png		17606641	Jul/192/2022
	Alex S Utilities Check_In Selections.png		17606642	Jul/192/2022
	Alex S Utilities Check_In_Archived_Copies Selections.png		17606640	Feb/42/2020
	Alex S Utilities Check_In_Discarded_Copies Selections.png		17606639	Feb/42/2020

	Alex S Utilities Check_In_Lost_Copies Selections.png		17606638	Feb/42/2020
	Alex S Utilities Check_In_Processing_Copies Selections.png		17606637	Feb/42/2020
	Alex S Utilities Check_Out Options.png		17608714	Jul/192/2022
	Alex S Utilities Check_Out Selections.png		17608713	Jul/192/2022

		Alex S Utilities Check_Out_to_Standard_Patron Options.png		17606565	Feb/42/2020
		Alex S Utilities Check_Out_to_System_Patron Options.png		17606564	Feb/42/2020
		Alex S Utilities Control Navigation.png		994267	Feb/51/2018
		Alex S Utilities Create_Genre_MARC_Tag Selections.png		17606471	Feb/38/2020

		Alex S Utilities Database_Archive Selections.png		17606 631	Feb/42/2020
		Alex S Utilities Declare_Checked_Out_Copies_Lost New_Selection.png		45646 366	Jul/190/2021
		Alex S Utilities Declare_Checked_Out_Copies_Lost Options.png		45646 535	Jul/197/2021

	Selections This utility will declare as lost all selected copies that are currently checked out. Copies at Site AMS - Adams Middle School Copies with a Policy of Any Policy Copies from Copy Location From Through Copies with a Medium of Any Medium Copies in Call Number Range From Through Patrons with a Policy of Any Policy Patrons with Items 1 9999 Days Overdue Create Saved Utility Run	Alex S Utilities Declare_Checked_Out_Copies_Lost Selections.png		17606 563	Jun/169 /2021
	Selections Declare as discarded all selected copies with an available status that have not been inventoried since the specified Inventory Start Date. Copies at Site AMS - Adams Middle School Inventory Start Date From MM/DD/YYYY 📅 Copies with a Policy of Any Policy Copies from Copy Location From Through Copies with a Medium of Any Medium Copies in Call Number Range From Through Create Saved Utility Run	Alex S Utilities Declare_Missing_Copies_Discarded Selections.png		17606 562	Feb/42/2020
	Selections This utility will declare as lost all selected copies with an available status that were not inventoried since the specified start date. Copies at Site AMS - Adams Middle School Inventory Start Date From MM/DD/YYYY 📅 Copies with a Policy of Any Policy Copies from Copy Location From Through Copies with a Medium of Any Medium Copies in Call Number Range From Through Create Saved Utility Run	Alex S Utilities Declare_Missing_Copies_Lost Selections.png		17606 561	Feb/42/2020

		Alex S Utilities Fix_Series Selections.png		17606 470	Feb/38/2020
		Alex S Utilities Forgive_Charges Options TOTW.png		17604 239	Dec/352 /2019
		Alex S Utilities Forgive_Charges Options.png		17606 383	Feb/38/2020
		Alex S Utilities Forgive_Charges Patron_Balance_Selection.png		38404 576	Jan/08/2021

Selections **Options**

This utility will forgive fines or charges as set under the options tab. Forgive charges for:

Patrons at Site:

Patrons with a Status of:

Patrons in Security Group:

Patrons with a Policy of:

Patrons from: From: Through:

Patrons in Grade:

Patrons added:

Patron Balance:

Patrons with Last Name:

Patrons in Barcode Range:

Patrons with Barcodes:

☒ Show Additional Selections Create Saved Utility Run

Alex S Utilities Forgive_Charges
Selections.png

17606
402

Jan/08/2021

Selections

Turn on Don't Show in Researcher for:

Titles with a Policy of

Any Policy

Titles from

Copy Location

From

Through

Titles with a Medium of

Any Medium

Titles in Call Number Range

From

Through

Titles added

From MM/DD/YYYY

Through MM/DD/YYYY

Title

Titles by Author

Titles with Copies in Barcode Range

From

Through

Titles with Copy Barcodes

✓ Show Additional Selections

Create Saved Utility

Run

Alex S Utilities Hide_Titles_in_Search
Selections.png

17606
469

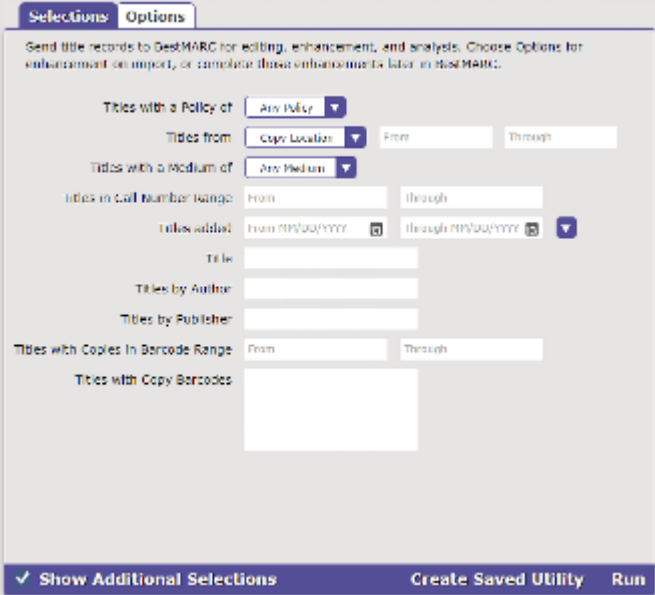
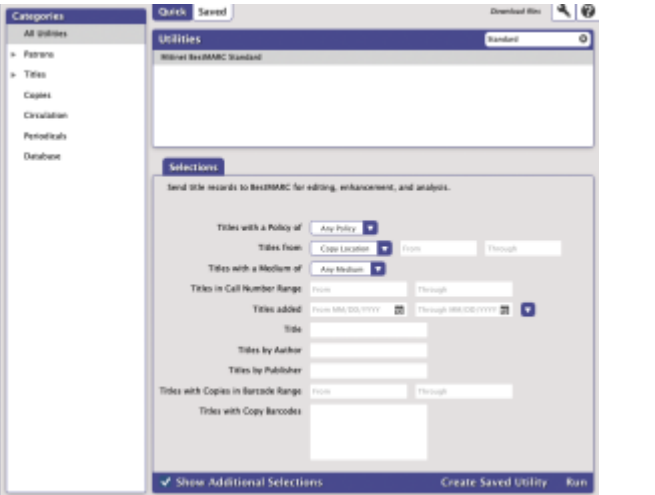
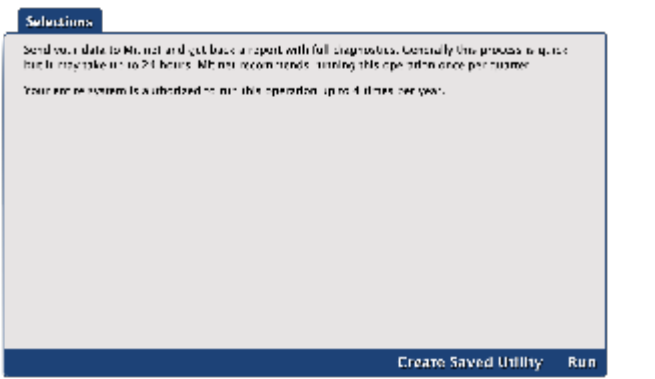
Feb/41/2020

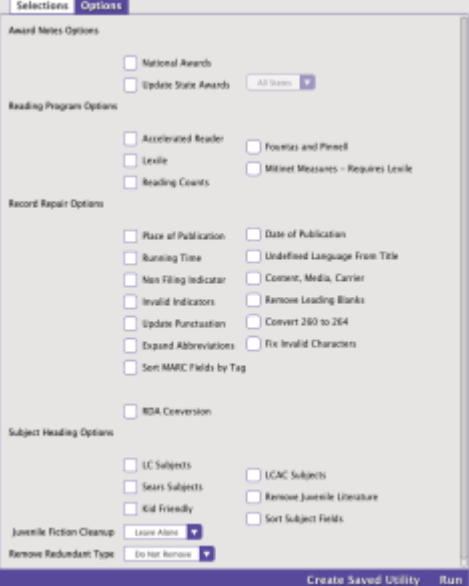
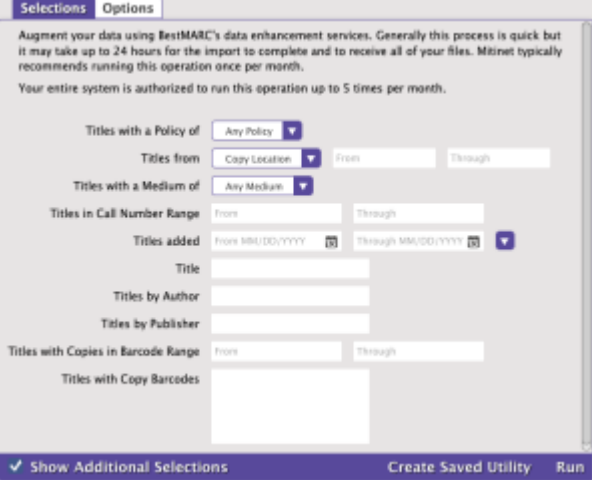
Selections		Options	
Award Make Options			
☐ Renewal awards	☐ Update State Awards		
Stocking program options			
☐ Awarded Books	☐ Income and Interest		
☐ Loan	☐ Filled, Reserves - Reserves Lists		
☐ Waiting Lists			
Book Display Options			
☐ Place of Publication	☐ Date of Publication		
☐ Binding Title	☐ Multilingual Language from Title		
☐ Working Language	☐ Country, State, County		
☐ Trade Indicators	☐ Keyword and Tag Lines		
☐ Subject Classification	☐ Dewey 100 w/204		
☐ Request Catalog Entry	☐ Keyword List Entries		
☐ Sort Results by the Day			
☐ BDA Database			
Subject Heading Options			
☐ Hierarchy	☐ BDA Subjects		
☐ Select Subjects	☐ Remove Journal Entries		
☐ Add Prefix	☐ Add subject entry		
Inventory and Library			
Inventory			
Review Results Type No Information			

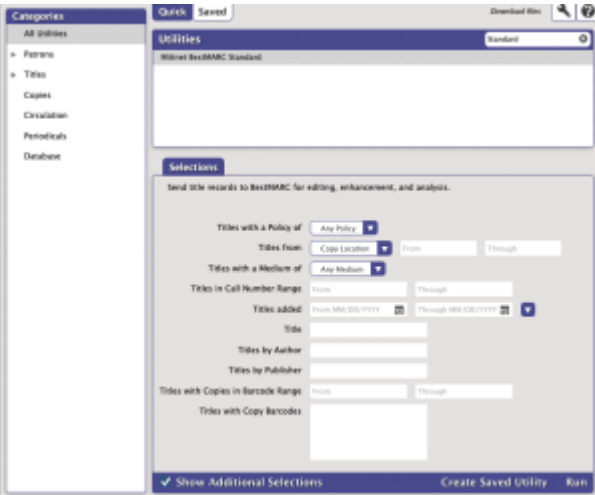
Alex S Utilities Mitinet BestMARC
Options.png

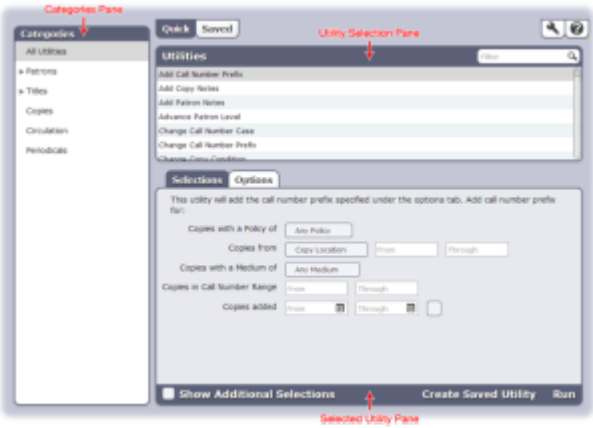
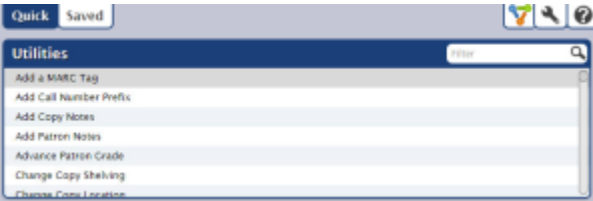
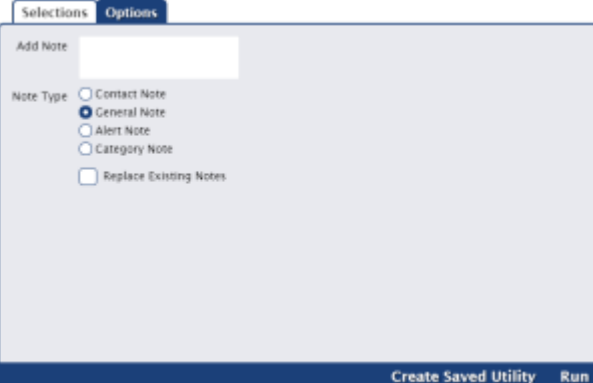
10767
5901

Jul/208/2023

		Alex S Utilities Mitinet BestMARC Selections.png	107675900	Jul/208/2023
		Alex S Utilities Mitinet BestMARC Standard Selections.png	107675824	Jul/206/2023
		Alex S Utilities Mitinet_AnalyzeMARC Selections.png	38404433	Jan/06/2021

		Alex S Utilities Mitinet_BestMARC Selections.png	48529760	Aug/230/2021
		Alex S Utilities Mitinet_EnhanceMARC Options.png	38404696	Aug/229/2023
		Alex S Utilities Mitinet_EnhanceMARC Selections.png	38404698	Aug/229/2023

	Record Repair Options ☐ Place of Publication ☐ Date of Publication ☐ Running Time ☐ Invalid Indicators ☐ Content, Media, Carrier ☐ Non Filing Indicator ☐ Undefined Language From Title ☐ Remove Leading Blanks ☐ Update Punctuation ☐ Convert 260 to 264 ☐ Expand Abbreviations ☐ Fix Invalid Characters ☐ Sort MARC Fields by Tag	Alex S Utilities Mitinet_EnhanceMARC Sort_MARC_Fields_by_tag.png	48529 823	Aug/231 /2021
		Alex S Utilities Moitinet BestMARC Standard Selections.png	10767 5823	Jul/206/2023
		Alex S Utilities Move_Patrons_to_Site Options.png	17606 382	Feb/38/2020
		Alex S Utilities Move_Patrons_to_Site Selections.png	17606 401	Feb/38/2020

		Alex S Utilities Navigation.png		994268	Feb/51/2018
		Alex S Utilities Patrons_General_Utilities_Documentation.png		17606360	Feb/38/2020
		Alex S Utilities Quick Controls CU.jpg		994472	Feb/52/2018
		Alex S Utilities Quick Controls.jpg	controls	994465	Feb/52/2018
		Alex S Utilities Quick List.jpg		994264	Feb/51/2018
		Alex S Utilities Quick Options 1.png		6815831	Jun/152/2018

Selections	Options
Add Tag_Subfield (e.g. 700.a)	
Value to Add	
NOTE: Modifications cannot be undone. Use with caution and ensure your changes follow MARC standards.	

Alex S Utilities Quick Options.jpg

99426
5

Jun/152
/2018

Selections

Options

This utility will add the note specified under the options tab. Add note for:

Patrons at Site

Patrons with a Status of

Patrons in Security Group

Patrons with a Policy of

Patrons from From Through

Patrons in Grade Through

Patrons added from MM/DD/YYYY Through MM/DD/YYYY

Show Additional Selections

Create Saved Utility

Run

Alex S Utilities Quick Selections 1.png

68158
33

Jun/152
/2018

Selections

Options

This utility will add the tags specified under the options tab to:

Titles with a Policy of

Titles from From Through

Titles with a Medium of

Titles in Call Number Range From Through

Titles added From MM/DD/YYYY To MM/DD/YYYY

Show Additional Selections

Create Saved Utility

Run

Alex S Utilities Quick Selections.jpg

	99426
	6

Jun/152
/2018[illegible]

Alex S Utilities Quick.png

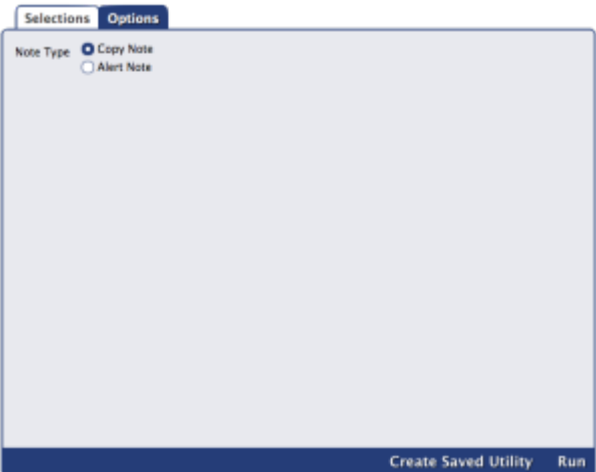
	68158
	34

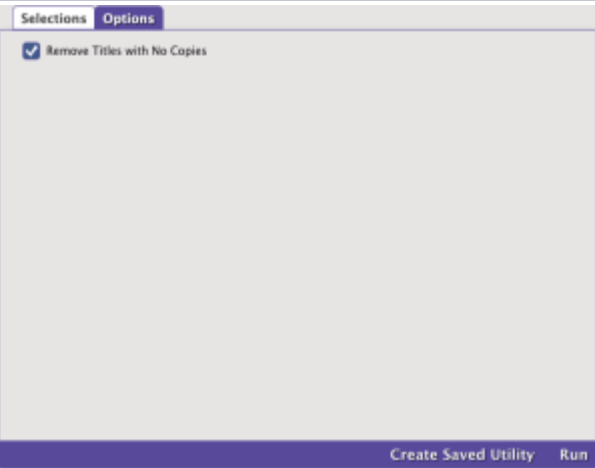
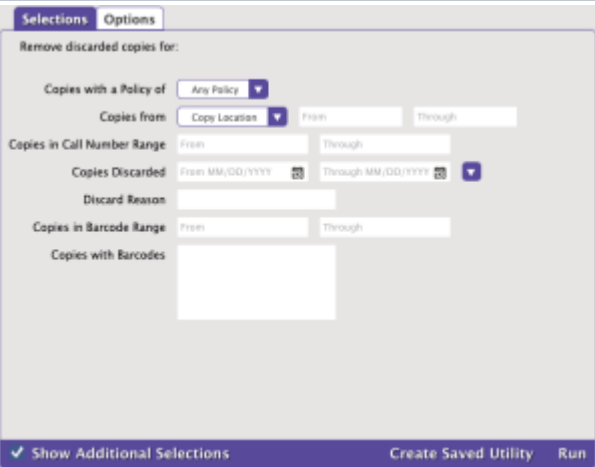
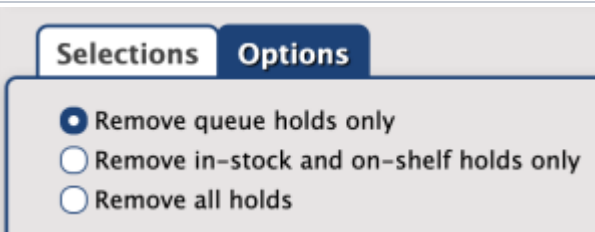
Jun/152
/2018

		Alex S Utilities Reassign_Union_Site_Copies Selections.png		17606 560	Feb/42/2020
		Alex S Utilities Reassign_Union_Site_Patrons Selections.png		17606 437	Feb/38/2020
		Alex S Utilities Recompute_Due_Dates Selections.png		17606 636	Feb/42/2020

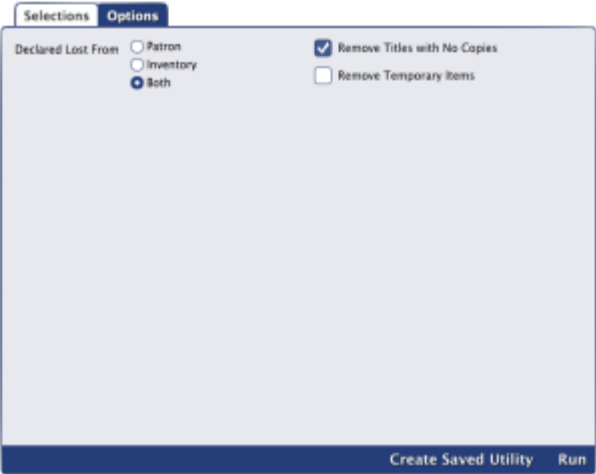
		Alex S Utilities Remove_Archived_Copies Options.png		17606558	Feb/42/2020
		Alex S Utilities Remove_Archived_Copies Selections.png		17606559	Feb/42/2020
		Alex S Utilities Remove_Circulation_Statistics Options.png		17606634	Feb/42/2020

Selections Options Remove circulation statistics older than the date set in the Options tab. WARNING: This is not normally required. Only run this utility if you are certain those statistics are no longer useful for your reporting. Create Saved Utility Run	Alex S Utilities Remove_Circulation_Statistics Selections.png		17606 635	Feb/42/2020
Selections Options ☒ Remove Titles with No Copies Checked Out Copies ☒ Declare Lost ☐ Remove ☐ Keep Create Saved Utility Run	Alex S Utilities Remove_Copies Options. png		17606 556	Feb/42/2020
Selections Options Remove copy records for: Copes at Site AMS - Adams Middle School Copes with a Status of Any Copes with a Policy of Any Policy Copes from Copy Location From Through Copes with a Medium of Any Medium Copes in Call Number Range From Through Copes added From MM/DD/YYYY Through MM/DD/YYYY Copes from Title From Through Copes in Barcode Range From Through Copes with Barcodes ☒ Show Additional Selections Create Saved Utility Run	Alex S Utilities Remove_Copies Selections.png		17606 557	Feb/42/2020

		Alex S Utilities Remove_Copy_History Selections.png		17606555	Feb/42/2020
		Alex S Utilities Remove_Copy_Notes Options.png		17606553	Feb/42/2020
		Alex S Utilities Remove_Copy_Notes Selections.png		17606554	Feb/42/2020

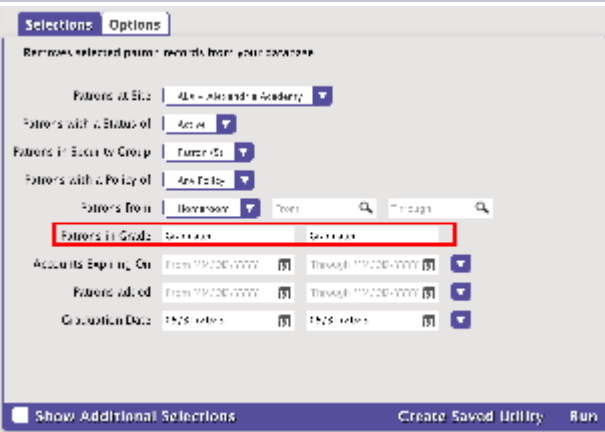
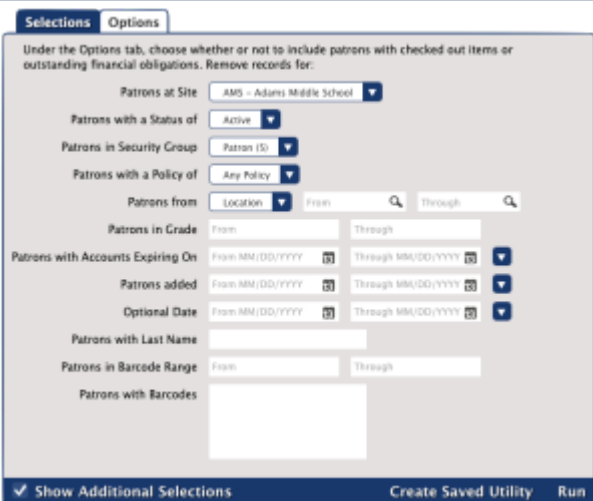
	Alex S Utilities Remove_Cover_Art Selections.png		17606 466	Feb/41/2020
	Alex S Utilities Remove_Discarded_Copies Options.png		17606 551	Jul/192/2022
	Alex S Utilities Remove_Discarded_Copies Selections.png		17606 552	Jul/192/2022
	Alex S Utilities Remove_Holds 20-3_Release_Notes.png		28085 613	Aug/220 /2020

	Alex S Utilities Remove_Holds Options.png		28085650	Aug/220/2020
	Alex S Utilities Remove_Holds Selections.png		17606465	Aug/220/2020
	Alex S Utilities Remove_Holds_and_In-Stock_Holds Selections.png		17606464	Feb/38/2020

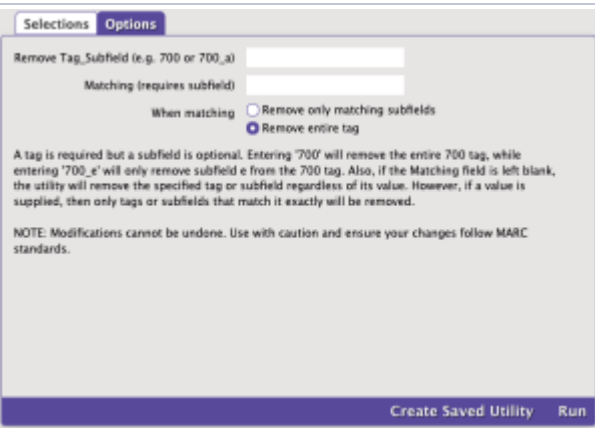
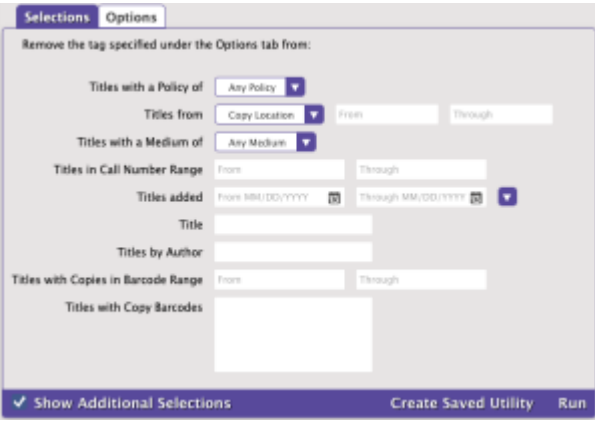
	Alex S Utilities Remove_Lost_Copies Options.png		17606549	Feb/42/2020
	Alex S Utilities Remove_Lost_Copies Selections.png		17606550	Feb/42/2020
	Alex S Utilities Remove_Patron_History Selections.png		17606399	Feb/38/2020

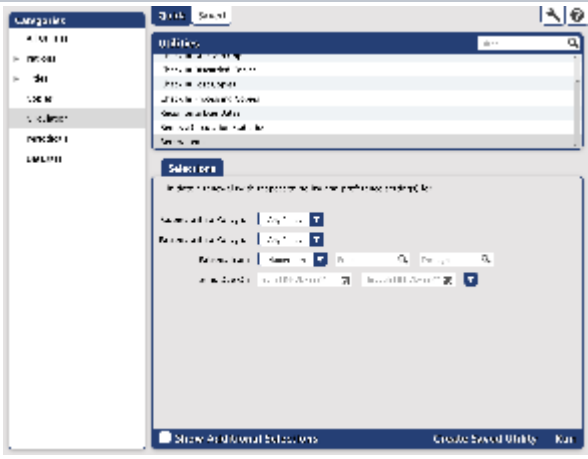
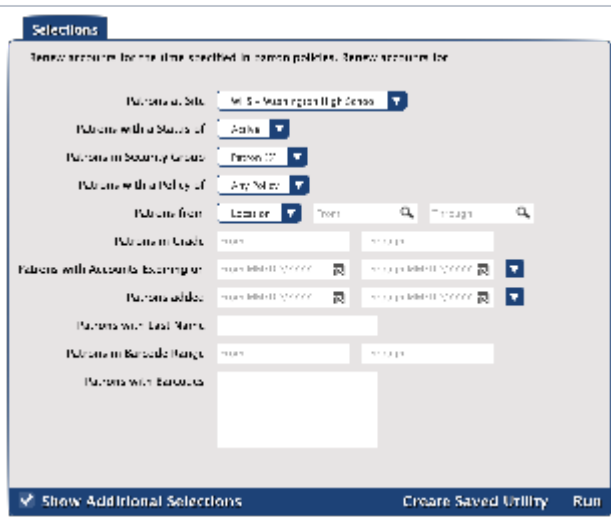
	Selections Remove the Lexile score and all Lexile entries for: Patrons at Site: AMS - Adams Middle School Patrons with a Status of: Active Patrons in Security Group: Patron (S) Patrons with a Policy of: Any Policy Patrons from: Location From Through Patrons in Grade: From Through Patrons added: From MM/DD/YYYY Through MM/DD/YYYY Patrons with Last Name: Patrons in Barcode Range: From Through Patrons with Barcodes: Show Additional Selections Create Saved Utility Run	Alex S Utilities Remove_Patron_Lexiles Selections.png		17606 449	Feb/38/2020
	Selections Options Note Type: ☐ Contact Note ☒ General Note ☐ Alert Note ☐ Category Note Create Saved Utility Run	Alex S Utilities Remove_Patron_Notes Options.png		17606 381	Feb/38/2020
	Selections Options Remove all notes of the type specified under the Options tab for: Patrons at Site: AMS - Adams Middle School Patrons with a Status of: Active Patrons in Security Group: Patron (S) Patrons with a Policy of: Any Policy Patrons from: Location From Through Patrons in Grade: From Through Patrons added: From MM/DD/YYYY Through MM/DD/YYYY Patrons with Last Name: Patrons in Barcode Range: From Through Patrons with Barcodes: Show Additional Selections Create Saved Utility Run	Alex S Utilities Remove_Patron_Notes Selections.png		17606 397	Feb/38/2020

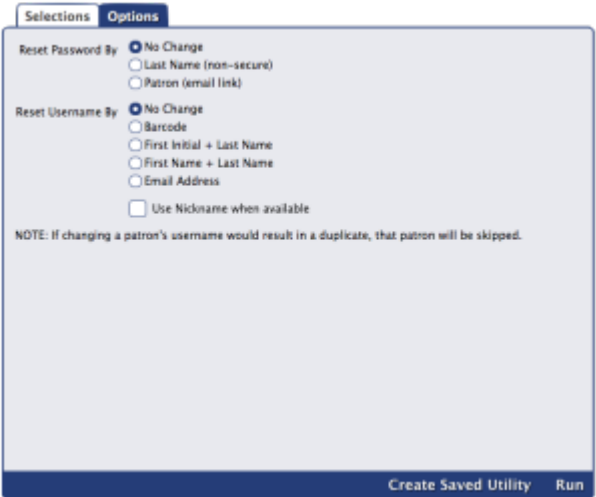
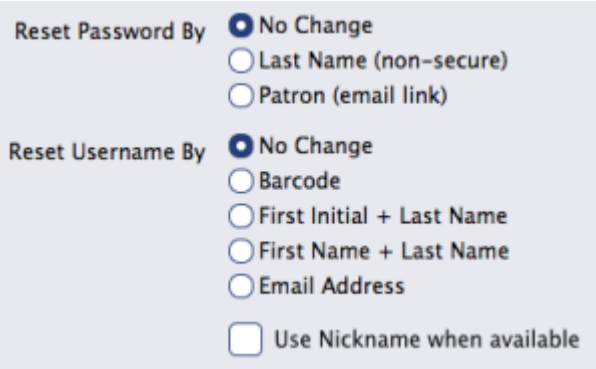
		Alex S Utilities Remove_Patron_Pictures Selections.png		17606 396	Feb/38/2020
		Alex S Utilities Remove_Patrons Graduation_Date.png		17604 417	Dec/357 /2019
		Alex S Utilities Remove_Patrons Options.png		17606 380	Feb/38/2020

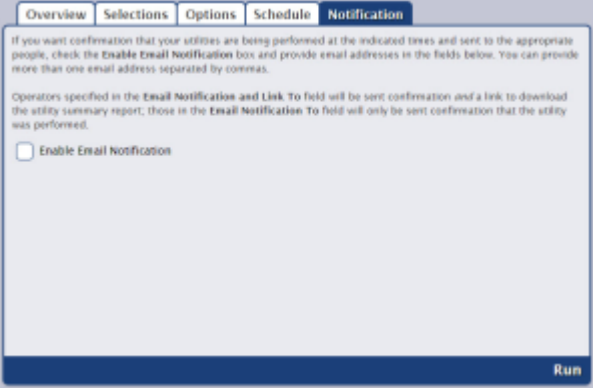
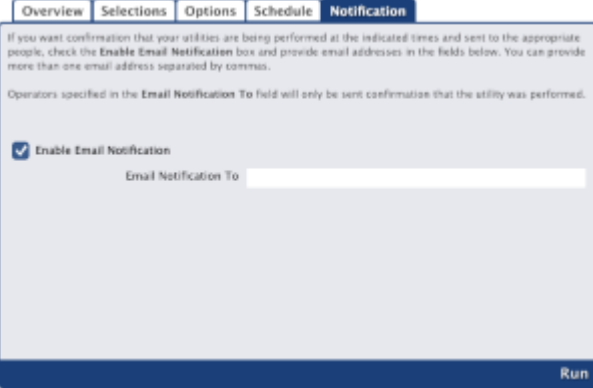
 Selections Options Remove selected patron records from your database Patrons at Site: AMS - Alexander's Academy Patrons with a Status of: Active Patrons in Security Group: Patron ID Patrons with a Policy of: Any Policy Patrons from: Location From: Through: Patrons in Grade: Seventh Seventh Accounts Expiring On: From MM/DD/YYYY Through MM/DD/YYYY Patrons added: From MM/DD/YYYY Through MM/DD/YYYY Optional Date: From MM/DD/YYYY Through MM/DD/YYYY Patrons with Last Name: Patrons in Barcode Range: From Through Patrons with Barcodes: ☐ Show Additional Selections Create Saved Utility Run	Alex S Utilities Remove_Patrons Patrons_in_Grade.png		17604 423	Nov/323 /2022
 Selections Options Under the Options tab, choose whether or not to include patrons with checked out items or outstanding financial obligations. Remove records for: Patrons at Site: AMS - Adams Middle School Patrons with a Status of: Active Patrons in Security Group: Patron ID Patrons with a Policy of: Any Policy Patrons from: Location From: Through: Patrons in Grade: From Through Patrons with Accounts Expiring On: From MM/DD/YYYY Through MM/DD/YYYY Patrons added: From MM/DD/YYYY Through MM/DD/YYYY Optional Date: From MM/DD/YYYY Through MM/DD/YYYY Patrons with Last Name: Patrons in Barcode Range: From Through Patrons with Barcodes: ☒ Show Additional Selections Create Saved Utility Run	Alex S Utilities Remove_Patrons Selections.png		17606 395	Dec/350 /2020
 Selections Remove ratings and reviews of: Review Date: From MM/DD/YYYY Through MM/DD/YYYY Review Status: Rejected Patron Barcode: Create Saved Utility Run	Alex S Utilities Remove_Reviews Selections.png		17606 394	Feb/38/2020

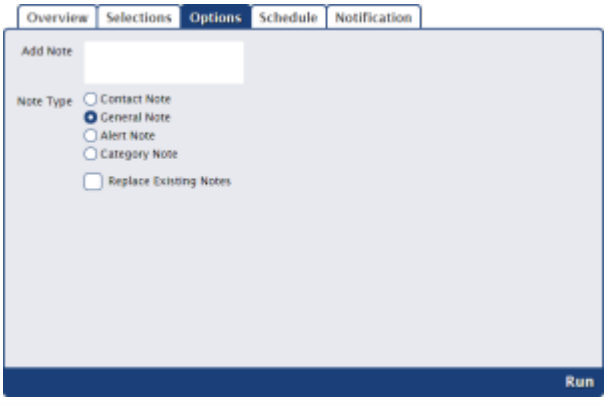
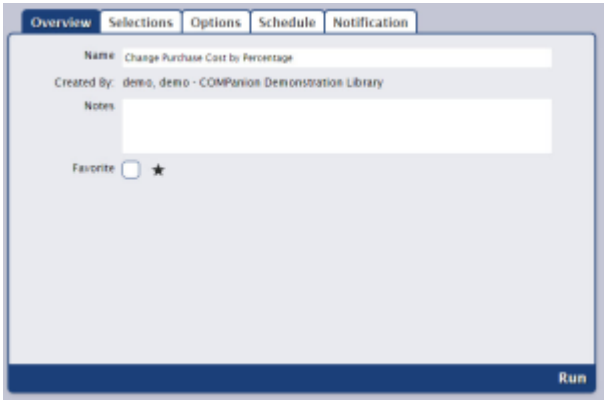
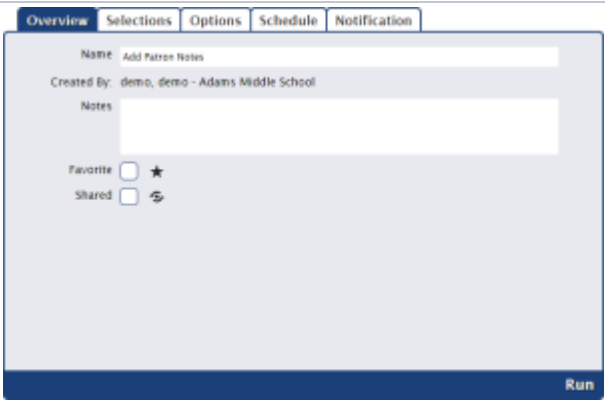
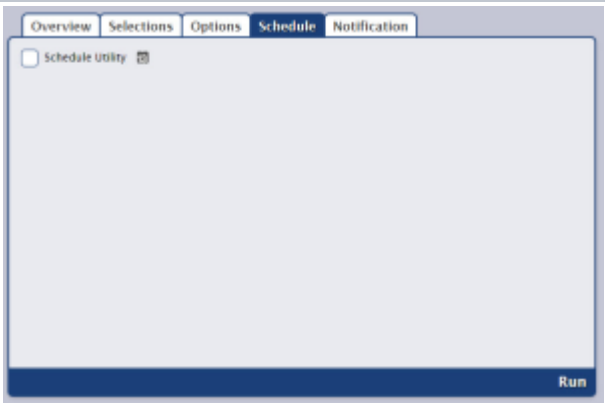
Selections Remove records for: Routes at Site AMS - Adams Middle School Route Name Responsible Patron Barcode Route Status Active Create Saved UtilityRun	Alex S Utilities Remove_Routes Selections.png		17606 633	Feb/42/2020
Selections Remove records for: Subscriptions at Site AMS - Adams Middle School Subscription Renewal Date From MM/DD/YYYY Through MM/DD/YYYY Subscription Name Subscription Status Active Create Saved UtilityRun	Alex S Utilities Remove_Subscriptions Selections.png		17606 632	Feb/42/2020
SelectionsOptions Checked Out Copies ☒ Declare Lost ☐ Remove ☐ Keep Create Saved UtilityRun	Alex S Utilities Remove_Titles Options. png		17606 462	Feb/38/2020

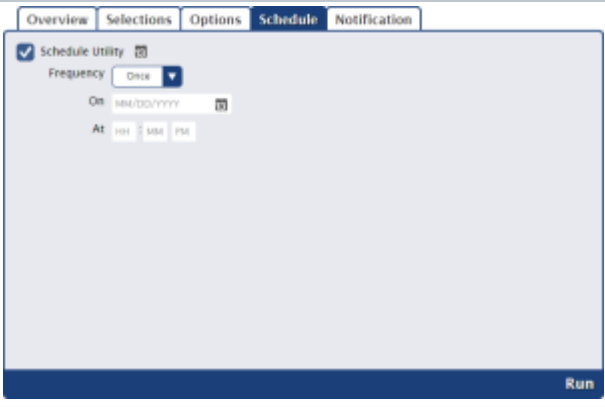
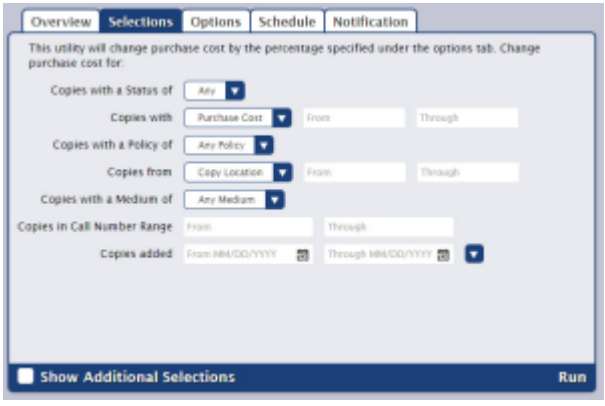
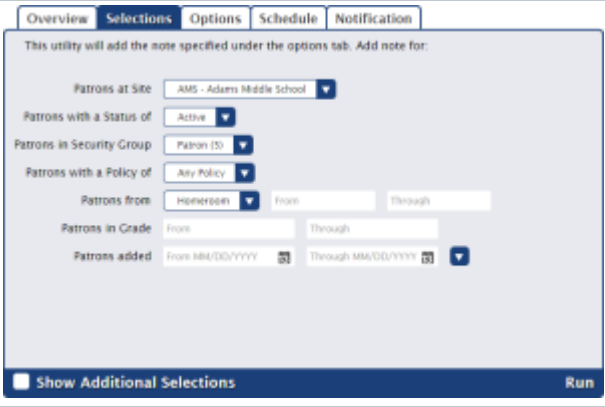
	Alex S Utilities Remove_Titles Selections.png		17606463	Feb/41/2020
	Alex S Utilities Remove_Titles_without_Copies Selections.png		17606461	Feb/41/2020
	Alex S Utilities Remove_a_MARC_Tag Options.png		17606467	Jul/198/2023
	Alex S Utilities Remove_a_MARC_Tag Selections.png		17606468	Jul/198/2023

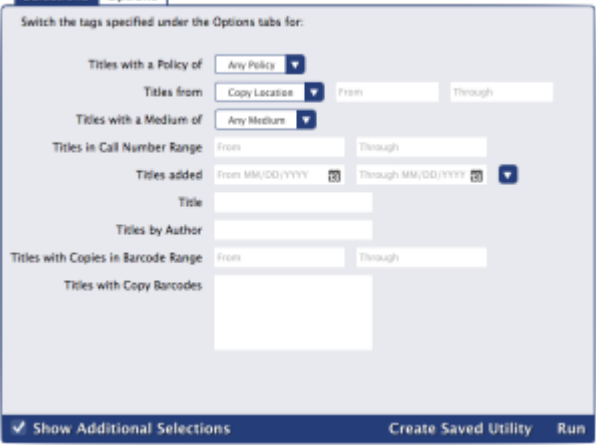
	Alex S Utilities Renew Items.png		56328 829	Jan/24/2022
	Alex S Utilities Renew_Patron_Accounts Selections.png		36405 556	Dec/345 /2020
	Alex S Utilities Renew_Patron_Cards Selections.png		17606 393	Feb/38/2020

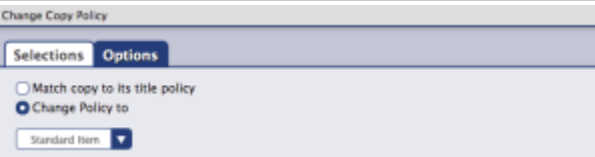
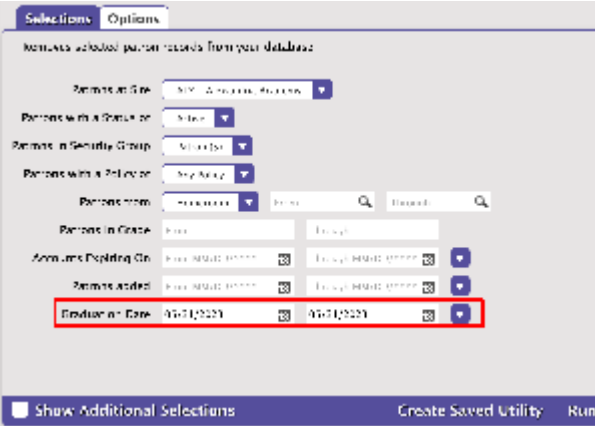
		Alex S Utilities Reset_Passwords Selections.png		17606 392	Feb/38/2020
		Alex S Utilities Reset_Patron_Accounts Options.png		28082 349	May/129 /2020
		Alex S Utilities Reset_Patron_Accounts Options_highlight.png		28082 409	May/129 /2020

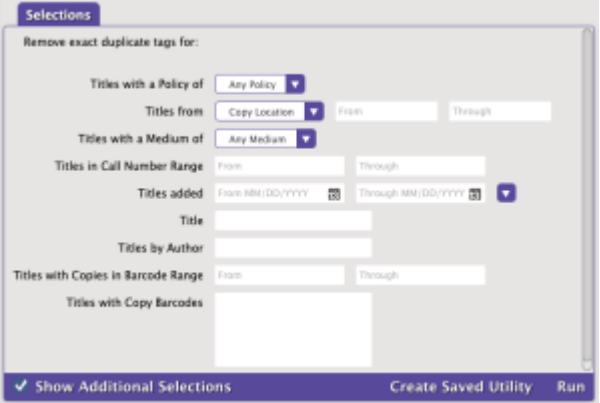
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		Alex S Utilities Saved Controls Locked.jpg	controls	994463	Feb/52/2018
		Alex S Utilities Saved Controls Unlocked CU.jpg	controls distributed-catalog	994464	Feb/52/2018
		Alex S Utilities Saved Controls Unlocked.jpg	controls	994462	Feb/52/2018
		Alex S Utilities Saved Notification.jpg		994451	Feb/52/2018
		Alex S Utilities Saved Notification.png		6815827	Jan/14/2019

	Alex S Utilities Saved Options.png		68158 32	Jun/152 /2018
	Alex S Utilities Saved Overview.jpg		99445 3	Feb/52/2018
	Alex S Utilities Saved Overview.png		68158 28	Jun/152 /2018
	Alex S Utilities Saved Schedule.jpg		99445 4	Feb/52/2018

	Alex S Utilities Saved Schedule.png		68158 29	Jun/152 /2018
	Alex S Utilities Saved Selections 1.jpg		99445 5	Feb/52/2018
	Alex S Utilities Saved Selections.png		68158 30	Jun/152 /2018
	Alex S Utilities Show_Titles_in_Search Selections.png		17606 460	Feb/41/2020

		Alex S Utilities Switch_a_MARC_Tag Options.png		17606458	Mar/77/2020
		Alex S Utilities Switch_a_MARC_Tag Selections.png		17606459	Feb/41/2020
		Alex S Utilities Toolbar Quick.png		6815815	Jun/152/2018
		Alex S Utilities Update_Title_Lexiles Options.png		17606456	Feb/38/2020

	Alex S Utilities Update_Title_Lexiles Selections.png		17606 457	Feb/41/2020
	Alex S Utilities_71910_updates.png		17608 528	Mar/73/2020
	Alex S Utilities Change_MARC_Tag Options Hunger.jpg		10097 298	Feb/50/2019
	Alex S Utilities Remove_Patrons Graduation_Date.png		84279 837	Nov/323 /2022

		Alex S2 Utilities Remove Duplicate MARC Tags .png		98074 847	Apr/109 /2023
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Manage Attachments

File	Modified
PNG File Alex S2 Utilities Remove Duplicate MARC Tags .png	Apr 19, 2023 by Bethany Brown
PNG File Alex S Advance Grade button.png	Feb 26, 2018 by 5152c68e605747c101607f2b57d50009
PNG File Alex S Advance Grade Utility.png	Feb 26, 2018 by 5152c68e605747c101607f2b57d50009
PNG File Alex S Patron Policy Utility1.png	Feb 26, 2018 by 5152c68e605747c101607f2b57d50009
PNG File Alex S Patron Policy Utility2.png	Feb 26, 2018 by 5152c68e605747c101607f2b57d50009
PNG File Alex S Remove Patron Utility.png	Feb 26, 2018 by 5152c68e605747c101607f2b57d50009
PNG File Alex S Reports Unused_Barcodes Selections.png	Jan 20, 2021 by Morgan
PNG File Alex S Utilities_71910_updates.png	Mar 13, 2020 by Morgan
PNG File Alex S Utilities Add_a_MARC_Tag genre_example.png	Feb 24, 2021 by Morgan
PNG File Alex S Utilities Add_a_MARC_Tag Options.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Add_a_MARC_Tag Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Add_Copy_Notes Options.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Add_Copy_Notes Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Add_Patron_Notes Options.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Add_Patron_Notes Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Advance_Patron_Grade Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Change_a_MARC_Tag Options.png	Mar 17, 2020 by Morgan
PNG File Alex S Utilities Change_a_MARC_Tag Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Change_Copy_Call_Numbers Options.png	May 11, 2020 by Morgan
PNG File Alex S Utilities Change_Copy_Call_Numbers Selections.png	May 11, 2020 by Morgan

PNG File Alex S Utilities Change_Copy_Condition Options.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Change_Copy_Condition Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Change_Copy_Location Options.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Change_Copy_Location Selections.png	Mar 17, 2020 by Morgan
PNG File Alex S Utilities Change_Copy_Policy Options.png	Mar 16, 2020 by Morgan
PNG File Alex S Utilities Change_Copy_Policy Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Change_Copy_Shelving Options.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Change_Copy_Shelving Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Change_Copy_Site Options.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Change_Copy_Site Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Change_Due_Date Options.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Change_Due_Date Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Change_Funding_Source Options.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Change_Funding_Source Selections.png	Mar 17, 2020 by Morgan
JPEG File Alex S Utilities Change_MARC_Tag Options.jpg	Feb 19, 2019 by Ashley
JPEG File Alex S Utilities Change_MARC_Tag Selections.jpg	Feb 19, 2019 by Ashley
PNG File Alex S Utilities Change_Medium Options.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Change_Medium Selections.png	Feb 10, 2020 by Morgan
PNG File Alex S Utilities Change_Patron_2nd_Location Options.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Change_Patron_2nd_Location Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Change_Patron_Grade Options.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Change_Patron_Grade Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Change_Patron_Location Options.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Change_Patron_Location Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Change_Patron_Policy Options.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Change_Patron_Policy Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Change_Patron_Security_Group Options.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Change_Patron_Security_Group Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Change_Patron_Status Options.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Change_Patron_Status Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Change_Purchase_Cost Options.png	Apr 10, 2020 by Morgan
PNG File Alex S Utilities Change_Purchase_Cost Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Change_Replacement_Cost Options.png	Nov 13, 2020 by Morgan
PNG File Alex S Utilities Change_Replacement_Cost Selections.png	Nov 13, 2020 by Morgan

PNG File Alex S Utilities Change_Review_Status Options.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Change_Review_Status Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Change_Series_Volume Options.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Change_Series_Volume Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Change_Title_Call_Numbers Options_highlight.png	May 08, 2020 by Morgan
PNG File Alex S Utilities Change_Title_Call_Numbers Options.png	May 11, 2020 by Morgan
PNG File Alex S Utilities Change_Title_Call_Numbers Replace_prefix.png	Mar 03, 2021 by Morgan
PNG File Alex S Utilities Change_Title_Call_Numbers Selections.png	May 11, 2020 by Morgan
PNG File Alex S Utilities Change_Title_Policy Options.png	Mar 16, 2020 by Morgan
PNG File Alex S Utilities Change_Title_Policy Selections.png	Feb 10, 2020 by Morgan
PNG File Alex S Utilities Change_Vendor Options.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Change_Vendor Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Check_In_Archived_Copies Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Check_In_Discarded_Copies Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Check_In_Lost_Copies Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Check_In_Processing_Copies Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Check_In Options.png	Jul 11, 2022 by Bethany Brown
PNG File Alex S Utilities Check_In Selections.png	Jul 11, 2022 by Bethany Brown
PNG File Alex S Utilities Check_Out_to_Standard_Patron Options.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Check_Out_to_System_Patron Options.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Check_Out Options.png	Jul 11, 2022 by Bethany Brown
PNG File Alex S Utilities Check_Out Selections.png	Jul 11, 2022 by Bethany Brown
PNG File Alex S Utilities Control Navigation.png	Feb 20, 2018 by Ashley
PNG File Alex S Utilities Create_Genre_MARC_Tag Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Database_Archive Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Declare_Checked_Out_Copies_Lost New_Selections.png	Jul 09, 2021 by Morgan
PNG File Alex S Utilities Declare_Checked_Out_Copies_Lost Options.png	Jul 16, 2021 by Morgan
PNG File Alex S Utilities Declare_Checked_Out_Copies_Lost Selections.png	Jun 18, 2021 by Morgan
PNG File Alex S Utilities Declare_Missing_Copies_Discarded Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Declare_Missing_Copies_Lost Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Fix_Series Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Forgive_Charges Options.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Forgive_Charges Options TOTW.png	Dec 18, 2019 by Morgan
PNG File Alex S Utilities Forgive_Charges Patron_Balance_Selection.png	Jan 08, 2021 by Morgan

PNG File Alex S Utilities Forgive_Charges Selections.png	Jan 08, 2021 by Morgan
PNG File Alex S Utilities Hide_Titles_in_Search Selections.png	Feb 10, 2020 by Morgan
PNG File Alex S Utilities Mitinet_AnalyzeMARC Selections.png	Jan 06, 2021 by Morgan
PNG File Alex S Utilities Mitinet_BestMARC Selections.png	Aug 18, 2021 by Morgan
PNG File Alex S Utilities Mitinet_EnhanceMARC Options.png	Aug 17, 2023 by Bethany Brown
PNG File Alex S Utilities Mitinet_EnhanceMARC Selections.png	Aug 17, 2023 by Bethany Brown
PNG File Alex S Utilities Mitinet_EnhanceMARC Sort_MARC_Fields_by_tag.png	Aug 19, 2021 by Morgan
PNG File Alex S Utilities Mitinet BestMARC Options.png	Jul 27, 2023 by Bethany Brown
PNG File Alex S Utilities Mitinet BestMARC Selections.png	Jul 27, 2023 by Bethany Brown
PNG File Alex S Utilities Mitinet BestMARC Standard Selections.png	Jul 25, 2023 by Bethany Brown
PNG File Alex S Utilities Moitinet BestMARC Standard Selections.png	Jul 25, 2023 by Bethany Brown
PNG File Alex S Utilities Move_Patrons_to_Site Options.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Move_Patrons_to_Site Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Navigation.png	Feb 20, 2018 by Ashley
PNG File Alex S Utilities Patrons_General_Utility_Documentation.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Quick.png	Jun 01, 2018 by Ashley
JPEG File Alex S Utilities Quick Controls.jpg	Feb 21, 2018 by Ashley
JPEG File Alex S Utilities Quick Controls CU.jpg	Feb 21, 2018 by Ashley
JPEG File Alex S Utilities Quick List.jpg	Feb 20, 2018 by Ashley
JPEG File Alex S Utilities Quick Options.jpg	Jun 01, 2018 by Ashley
PNG File Alex S Utilities Quick Options 1.png	Jun 01, 2018 by Ashley
JPEG File Alex S Utilities Quick Selections.jpg	Jun 01, 2018 by Ashley
PNG File Alex S Utilities Quick Selections 1.png	Jun 01, 2018 by Ashley
PNG File Alex S Utilities Reassign_Union_Site_Copies Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Reassign_Union_Site_Patrons Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Recompute_Due_Dates Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Remove_a_MARC_Tag Options.png	Jul 17, 2023 by Bethany Brown
PNG File Alex S Utilities Remove_a_MARC_Tag Selections.png	Jul 17, 2023 by Bethany Brown
PNG File Alex S Utilities Remove_Archived_Copies Options.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Remove_Archived_Copies Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Remove_Circulation_Statistics Options.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Remove_Circulation_Statistics Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Remove_Copies Options.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Remove_Copies Selections.png	Feb 11, 2020 by Morgan

PNG File Alex S Utilities Remove_Copy_History Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Remove_Copy_Notes Options.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Remove_Copy_Notes Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Remove_Cover_Art Selections.png	Feb 10, 2020 by Morgan
PNG File Alex S Utilities Remove_Discarded_Copies Options.png	Jul 11, 2022 by Bethany Brown
PNG File Alex S Utilities Remove_Discarded_Copies Selections.png	Jul 11, 2022 by Bethany Brown
PNG File Alex S Utilities Remove_Holds_and_In-Stock_Holds Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Remove_Holds 20-3_Release_Notes.png	Aug 07, 2020 by Morgan
PNG File Alex S Utilities Remove_Holds Options.png	Aug 07, 2020 by Morgan
PNG File Alex S Utilities Remove_Holds Selections.png	Aug 07, 2020 by Morgan
PNG File Alex S Utilities Remove_Lost_Copies Options.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Remove_Lost_Copies Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Remove_Patron_History Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Remove_Patron_Lexiles Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Remove_Patron_Notes Options.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Remove_Patron_Notes Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Remove_Patron_Pictures Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Remove_Patrons Graduation_Date.png	Dec 23, 2019 by Morgan
PNG File Alex S Utilities Remove_Patrons Options.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Remove_Patrons Patrons_in_Grade.png	Nov 19, 2022 by Bethany Brown
PNG File Alex S Utilities Remove_Patrons Selections.png	Dec 15, 2020 by Morgan
PNG File Alex S Utilities Remove_Reviews Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Remove_Routes Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Remove_Subscriptions Selections.png	Feb 11, 2020 by Morgan
PNG File Alex S Utilities Remove_Titles_without_Copies Selections.png	Feb 10, 2020 by Morgan
PNG File Alex S Utilities Remove_Titles Options.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Remove_Titles Selections.png	Feb 10, 2020 by Morgan
PNG File Alex S Utilities Renew_Patron_Accounts Selections.png	Dec 10, 2020 by Morgan
PNG File Alex S Utilities Renew_Patron_Cards Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Renew Items.png	Jan 24, 2022 by Myra
PNG File Alex S Utilities Reset_Passwords Selections.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Reset_Patron_Accounts Options_highlight.png	May 08, 2020 by Morgan
PNG File Alex S Utilities Reset_Patron_Accounts Options.png	May 08, 2020 by Morgan
PNG File Alex S Utilities Reset_Patron_Accounts Selections.png	May 08, 2020 by Morgan

JPEG File Alex S Utilities Saved Controls Locked.jpg	Feb 21, 2018 by Ashley
JPEG File Alex S Utilities Saved Controls Unlocked.jpg	Feb 21, 2018 by Ashley
JPEG File Alex S Utilities Saved Controls Unlocked CU.jpg	Feb 21, 2018 by Ashley
JPEG File Alex S Utilities Saved Notification.jpg	Jan 14, 2019 by Ashley
PNG File Alex S Utilities Saved Notification.png	Jan 14, 2019 by Ashley
PNG File Alex S Utilities Saved Options.png	Jan 14, 2019 by Ashley
JPEG File Alex S Utilities Saved Overview.jpg	Jan 14, 2019 by Ashley
PNG File Alex S Utilities Saved Overview.png	Jun 01, 2018 by Ashley
JPEG File Alex S Utilities Saved Schedule.jpg	Jan 14, 2019 by Ashley
PNG File Alex S Utilities Saved Schedule.png	Jun 01, 2018 by Ashley
PNG File Alex S Utilities Saved Selections.png	Jun 01, 2018 by Ashley
JPEG File Alex S Utilities Saved Selections 1.jpg	Jan 14, 2019 by Ashley
PNG File Alex S Utilities Show_Titles_in_Search Selections.png	Feb 10, 2020 by Morgan
PNG File Alex S Utilities Switch_a_MARC_Tag Options.png	Mar 17, 2020 by Morgan
PNG File Alex S Utilities Switch_a_MARC_Tag Selections.png	Feb 10, 2020 by Morgan
PNG File Alex S Utilities Toolbar Quick.png	Jun 01, 2018 by Ashley
PNG File Alex S Utilities Update_Title_Lexiles Options.png	Feb 07, 2020 by Morgan
PNG File Alex S Utilities Update_Title_Lexiles Selections.png	Feb 10, 2020 by Morgan
JPEG File Alex S Utilities Change_MARC_Tag Options Hunger.jpg	Feb 19, 2019 by Ashley
PNG File Alex S Utilities Remove_Patrons Graduation_Date.png	Nov 19, 2022 by Bethany Brown

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Shared Screenshots

These utilities share screenshots in their [documentation](#). If one is updated/changed, keep in mind that the image will change in each location.

Patrons

Alex S Utilities Move_Patrons_to_Site Options.png

- [Move Patrons to Site](#) Options
- [Reassign Union Site Patrons](#) Options

Copies

Alex S Utilities Change_Copy_Site Options.png

- [Change Copy Site](#) Options
- [Reassign Union Site Copies](#) Options

Circulation

Alex S Utilities Check_In Options.png

- [Check In](#) Options
- [Check In Archived Copies](#) Options

- [Check In Discarded Copies](#) Options
- [Check In Lost Copies](#) Options
- [Check In Processing Copies](#) Options