# Tools

## Tools

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

To log in directly, add /tools to the end of your Alexandria URL.

## Tools

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

### **Related Blog Posts**

#### **Blog Posts**

- Blog: Winter storms-recompute due dates created by Bethany Brown Jan 23, 2024
- Alexandria
- Blog: How to add reports in the new beta–you beta be trying it! created by Bethany Brown Jan 16, 2024 Alexandria
- Blog: Remind me with reports... for notes! created by Bethany Brown Oct 04, 2023 Alexandria
- Blog: Loaned Items Notice for teachers created by Bethany Brown Sep 21, 2023
- Alexandria
- Blog: Cleaning up homerooms: Authority Control created by Bethany Brown Aug 30, 2023
   Alware deige
- Alexandria
  Blog: Summer tip: how to print library cards created by Bethany Brown Jul 12, 2023
- Alexandria
- Blog: Tip compilation: end-of-year edition created by Bethany Brown May 17, 2023 Alexandria
- Blog: End-of-year reports created by Bethany Brown May 10, 2023 Alexandria
- Blog: Cleaning up the grade table–Authority Control created by Bethany Brown Apr 26, 2023 Alexandria
- Blog: Curate your collection-Stats with Super Summary created by



#### Save as PDF this page has been moved to https://support.goalexandria.com/tools/ (i) Content Subscriptions Authority Control ٠ Activity Inventory Calendars . Offline Mode • Self-Service ٠ Sites **Policies** • **Textbook Tracker** Routes Security Unknown macro: 'multiexcerpt-include-macro' l Download files → Quick Saved Categories All Reports Reports

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 sidenay. 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 sidenay. 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.

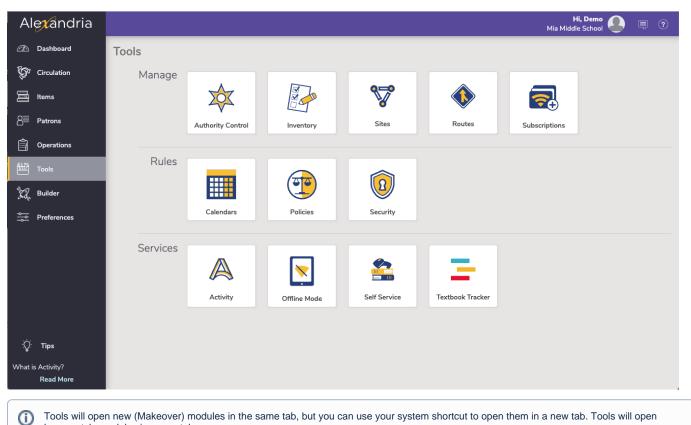
#### Reviews

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.



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.



Survey the items and materials you have in stock.



Manage site records for each school in your Centralized Catalog.



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



Track and manage your periodicals.



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



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



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



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.



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.