

Export Patron Fines

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!

From Tools, open Export. Click on the Patrons category.

Select Export Fines (version 6), or Export Patrons Fines (version 7), and enter a selection.

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.

In version 6, Add a Selection for Grade, from Graduated to Graduated.

In version 7, under Selections, fill in the Patrons in Level field with Graduated.

You can limit the information included in this export. [v7 In Options] Click on Select Fields, and mark any fields you don't want. Press OK, or Press Set.

Run the Export. It will output a Tab Delimited file that can be imported into most databases or spreadsheets. Open Operation Management to save the file.

If necessary, you could open the export in a spreadsheet and enter additional information.

Keep in mind, 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.