

qt55

Export Patron Information in Tab-Delimited Format

Sometimes you might want a particular set of patron data for reporting or to open in a spreadsheet. You can get a text file of this information in tab-delimited format using Exports.

From Tools, open the Export module, or type `/export` at the end of your data station URL.

In the Patrons category, select Export Patrons.

Make Selections for the export, for example Security Group (e.g. *Patron*), or leave Selections blank to export all your patrons.

Go to Options.

Choose how the export will be sorted, and select the fields you want included in the export.

When selecting fields, you can click on the red X at the bottom to hand-pick the fields.

Click Set.

If this is something you'll want to see another time, Create a Saved Export.

Press Run to queue the export, then you'll be able to download the file from Operation Management.

View the file in a text editor, or open it in Excel or another spreadsheet application.