

### Expired Patrons List

**Purpose:**

Create a list of students and faculty with expired records.

Expired records will be removed in by ITC during summer maintenance, however, you can remove as you wish or update expiration date, if indicated.

**Location:**

INFOhio Tab > PAT: List Users

**Set up options:**

- a. Basic tab – rename report *“List of expired students”*
- b. User options - *INACTIVE*
- c. User selection tab
  - Library
  - User profile (*use Student profile and/or Faculty profile connected to specific Library data*)
- d. Sorting
  - *library/grade/room/name* or your preference
- e. Output Options
  - Long, selections: *Expiration date, Grade, Library* (other options as desired)

**Tips:** - *Generate list of patrons to be expired as of July 1, will list patrons that will be expired in summer maintenance. (User selection tab – Privilege exp. date = <7/1/2009)*

- *Any open transaction will need to be marked LOST, paid, cancelled, or forgiven before the patron/item can be deleted from the database.*

**Result:**

INFOhio :: Patron List (patlist.pl - long)				07/22/2009 12:57
Barcode	Name			
22612001008263	Dale, DONOVAN	Grade: 09	Library: DLHS	Ex. Date: 2008-11-06
22612020091027	Raynter, ZACHARY	Grade: 10	Library: DLHS	Ex. Date: 2009-01-30
22612020091035	Ray, COLLIN	Grade: 10	Library: DLHS	Ex. Date: 2009-02-19
22612020091043	Robertson, ALICIA	Grade: 10	Library: DLHS	Ex. Date: 2009-06-30
22612001994371	Huey, BRITTANY	Grade: 11	Library: DLHS	Ex. Date: 2008-06-30
22612000822904	Beard, KAYLA MARIE	Grade: 12	Library: DLHS	Ex. Date: 2009-06-30
22612000809505	Bollinger, RACHEL ANN	Grade: 12	Library: DLHS	Ex. Date: 2009-06-30
22612000711701	Graff, TORRIE AMBER	Grade: 12	Library: DLHS	Ex. Date: 2009-06-30
22612020521056	Green, KEITH ALLEN	Grade: 12	Library: DLHS	Ex. Date: 2009-06-30
22612000750758	Hardie, JESSICA ELIZAB	Grade: 12	Library: DLHS	Ex. Date: 2009-06-30