

Class List - Birthdays

Purpose:

Create a master list of students that includes their birthdays.

NOTE: This will only work if the PIN loaded into Sirsi is their birthday.

Location:

INFOhio Tab > PAT: List Users

Set up options:

- a. Basic tab – rename report
- b. User selection tab
 - i. Library
 - ii. Grade or user profile
- c. Sorting
 - i. library/teacher/name or your preference
- d. Output Options – bullet:
 - i. Spreadsheet
 - ii. Plain text
 - iii. Barcode
 - iv. Name
 - v. PIN
 - vi. Any other options you wish

Result:

Open the finished report in Excel and sort by PIN.

You will need to format the PIN column (Format > Cells > Number tab > Text)

NOTE: Excel leaves off the first zero, so the pin 0206 displays 206.

Name	Room	Teacher	Grade	PIN
Kimbro, Lee	201	MONITOR	12	206
Santiago, Jaime	129	BIGIO	12	313
Cook, Jeremy	116	KACUR	12	324
Schlusser, Bruce	216	CAWTHON S	12	325

Birthday is Feb. 6.