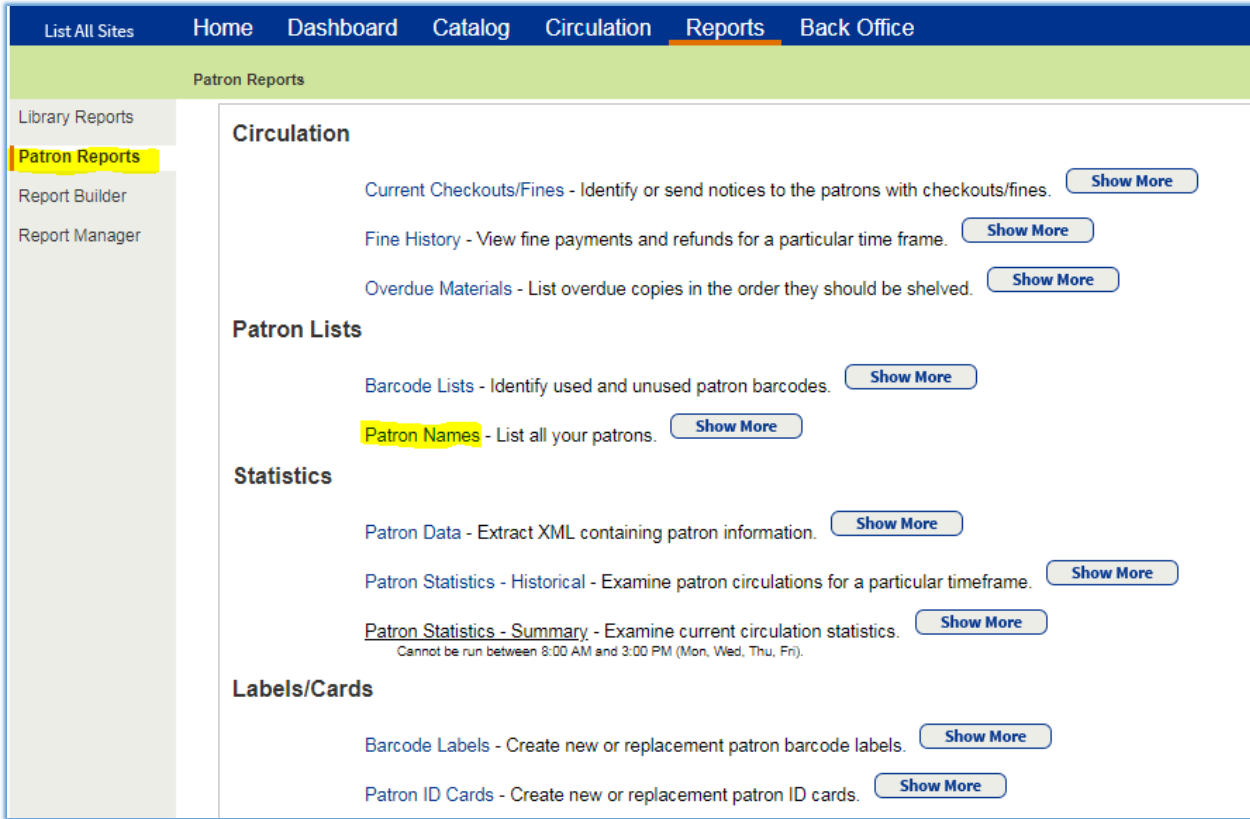
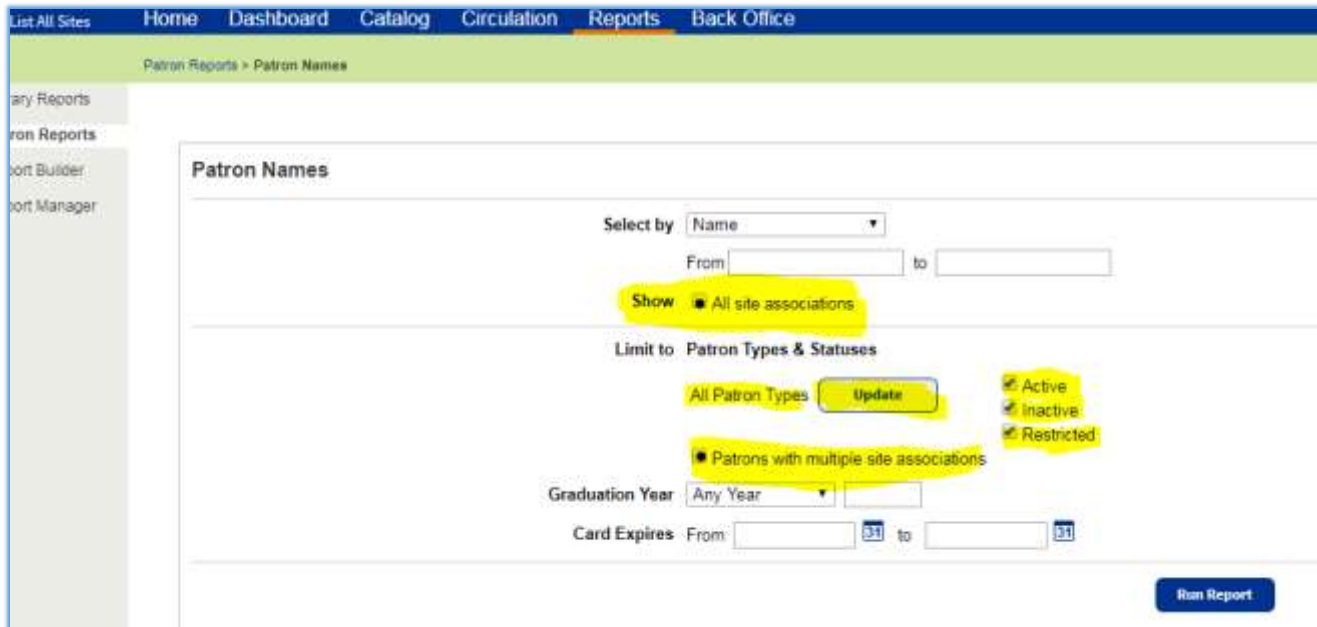


Active/Inactive Staff Report

Under the **Reports** tab select **Patron Reports**, then select the **Patron Names** report.



Check the All site associations, and the Patrons with multiple site associations. Choose Active, Inactive, and Restricted. Click the **Update All Patron Types** button.



Select just Faculty.

The screenshot shows the 'Follett Destiny' interface for Woodrow Wilson Elementary School. The navigation menu includes 'List All Sites', 'Home', 'Dashboard', 'Catalog', 'Circulation', 'Reports', and 'Back Office'. The breadcrumb trail is 'Patron Reports > Patron Names > Select Patron Types > Patron Names > Select Patron Types'. On the left sidebar, 'Patron Reports' is selected. The main area is titled 'Select Patron Types...' and contains two radio buttons: 'Faculty' (which is selected and highlighted in yellow) and 'Student'. There are 'Select All' and 'Clear All' buttons at the top right, and an 'OK' button at the bottom right.

Run the Report.

The screenshot shows the 'Patron Names' report configuration page. The left sidebar has 'Patron Reports' selected. The main area is titled 'Patron Names' and contains several configuration options: 'Select by' is set to 'Name'; 'From' and 'to' date fields are empty; 'Show' has an unchecked checkbox for 'All site associations'; 'Limit to' is set to 'Patron Types & Statuses'; 'Faculty' is selected in the 'Limit to' section and highlighted in yellow, with an 'Update' button next to it; 'Active', 'Inactive', and 'Restricted' statuses are all checked; 'Patrons with multiple site associations' is unchecked; 'Graduation Year' is set to 'Any Year'; 'Card Expires' has 'From' and 'to' date fields with calendar icons; and a 'Run Report' button is highlighted in yellow at the bottom right.