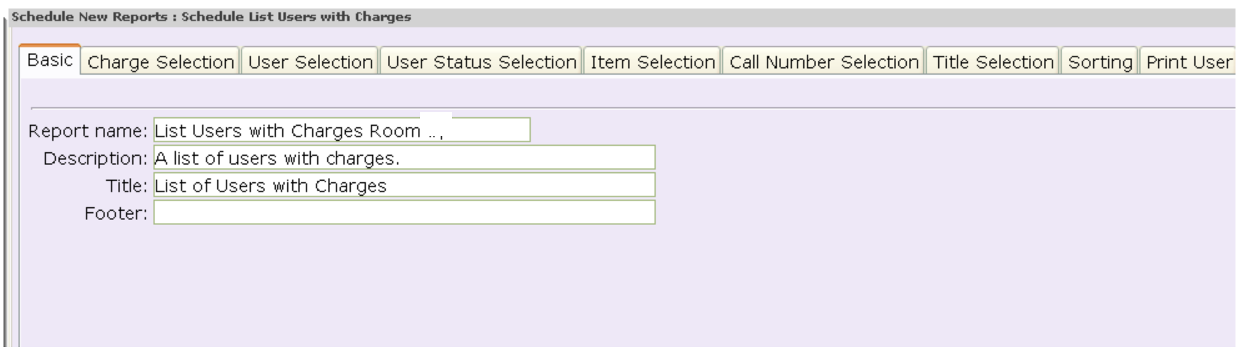
Reports Overdue
Create new List or Notice
The new report is selected from the reports tab, the tabs are subject headings, under the tabs (headings) are reports. The reports can be modified and saved under the templates tab.

Note: If a tab in the report is not discussed, the tab is untouched an the default settings are acceptable.

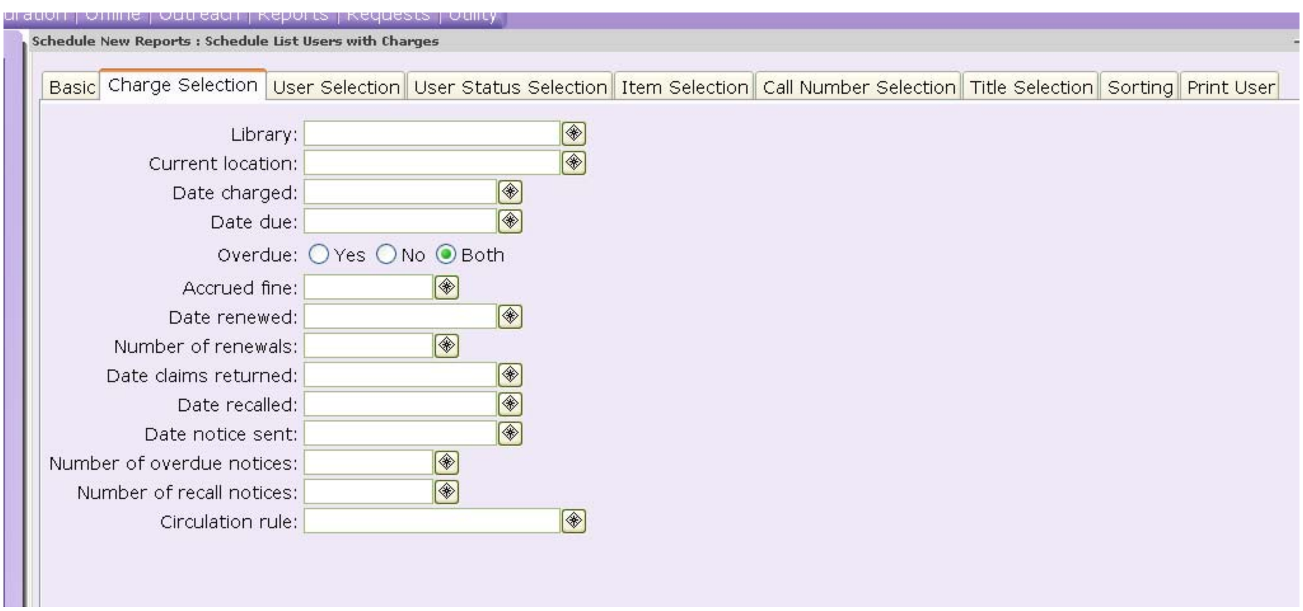
Open Scheduled New reports wizard, List Charges/Items report is under tab, Circulation.
NOTE: Best practice is to run List reports by home room.

Basic tab gives the report name, do not change the report name – add unique identifier



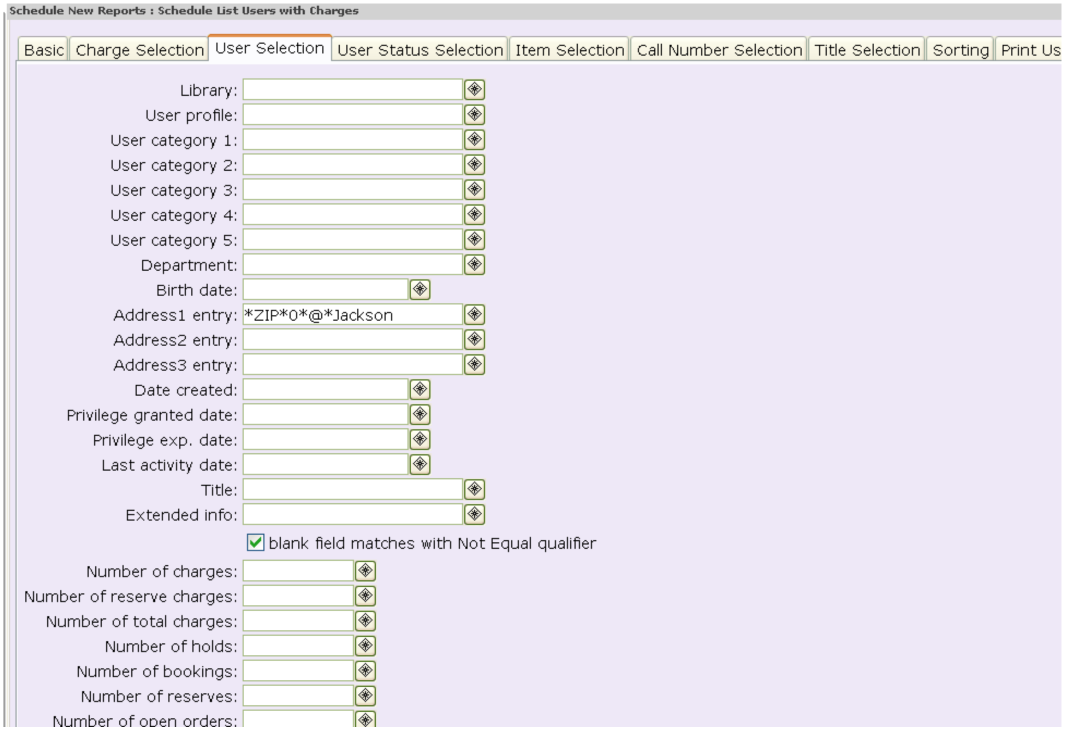
Charge selection tab

- Overdue radio buttons identifies items to print that are:
- Overdue (Yes)
- Items charged but NOT Overdue (No)
- All items checked out and or Overdue (Both)



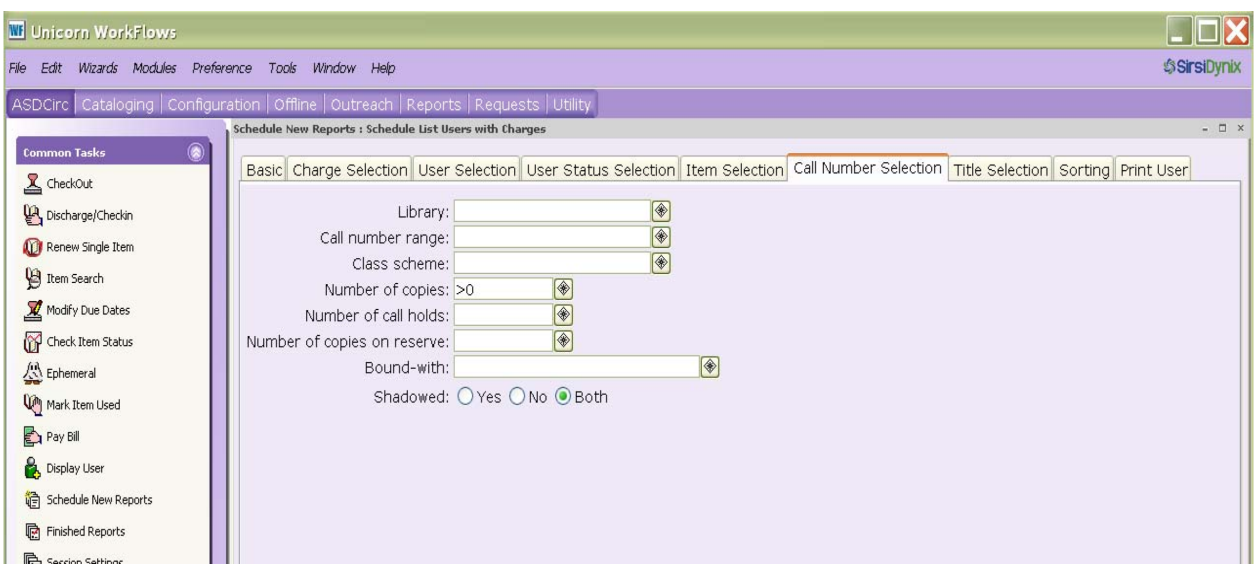
User Selection tab

- Enter **exactly** how the room field is on the patron record.



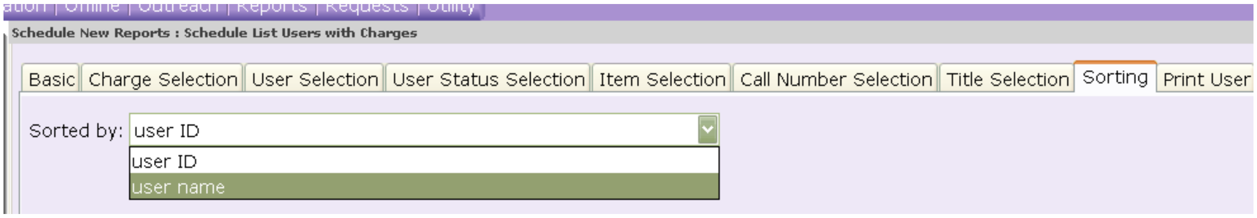
Call Number Selection tab

- Number of copies field, enter greater than 0, this avoids error 111 in the report.



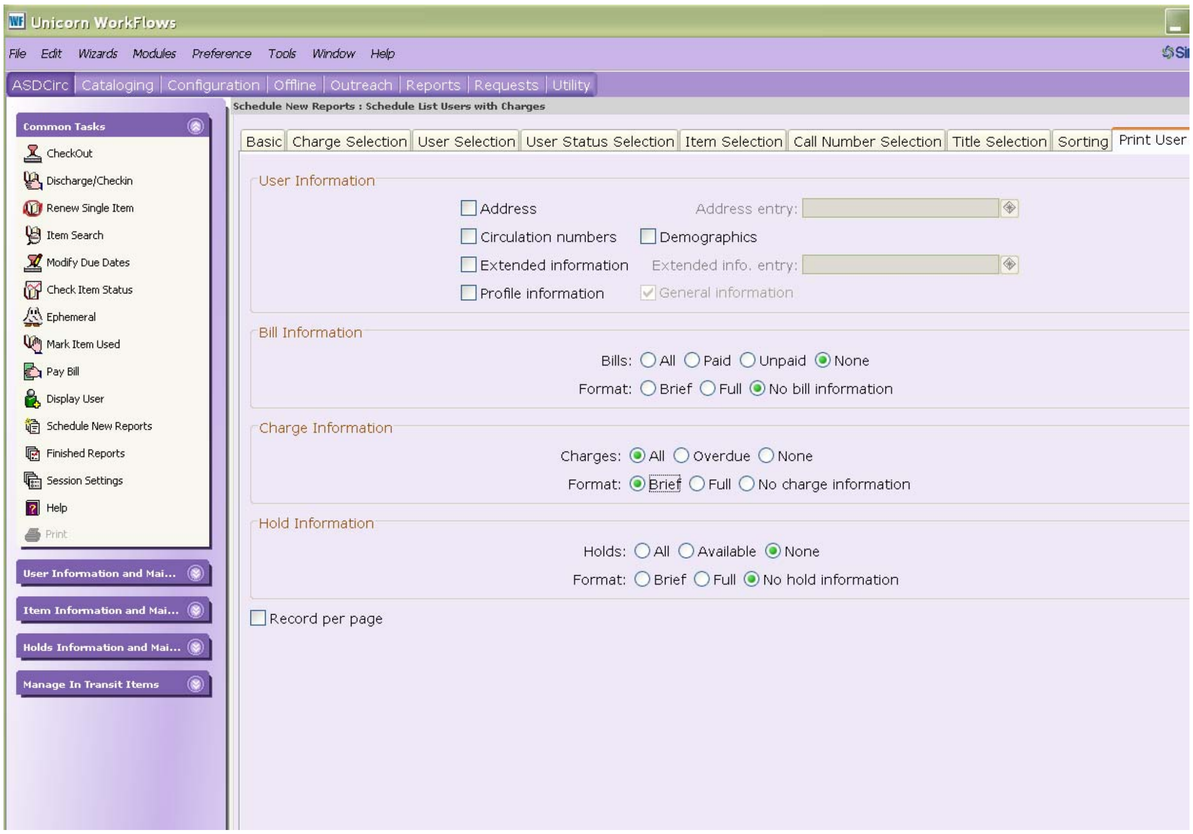
Sorting tab

- Common selection is User Name



Print User tab

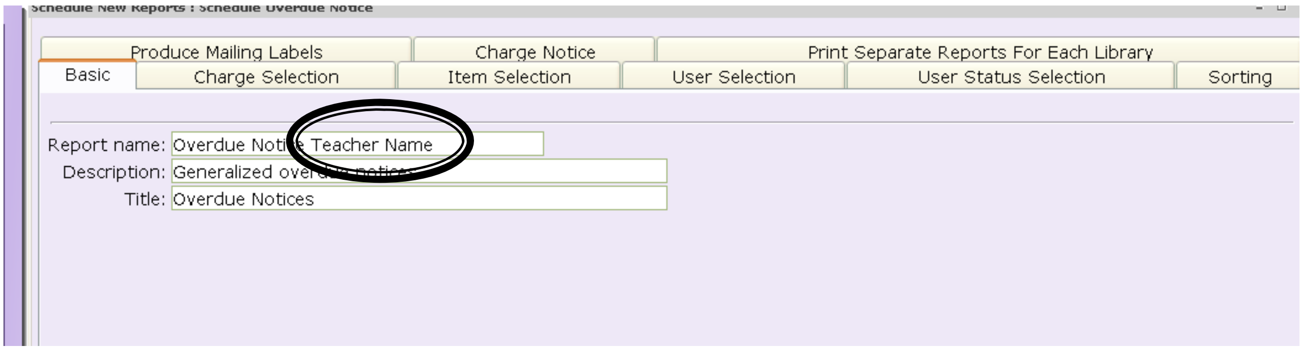
- Common selections in screen – selections are print display options



Open Scheduled New reports wizard, an Overdue Notice report is under tab, Circulation.
NOTE: The finished report does not page break cleanly after every patrons list of items, it is best practice to run the report by home room teacher.

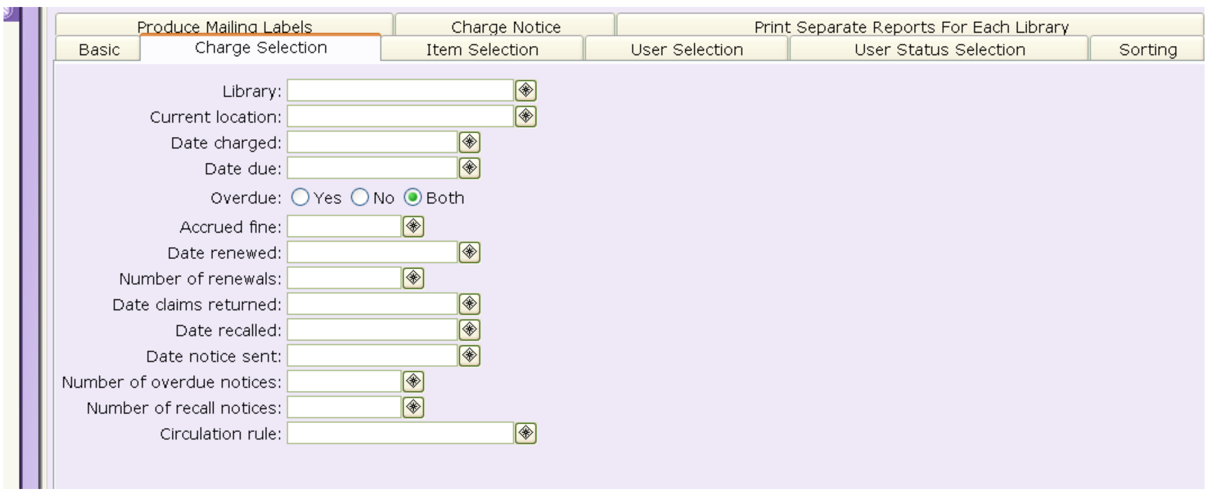
Note: If a tab in the report is not discussed, the tab is untouched an the default settings are acceptable.

Basic tab gives the report name, do not change the report name – add unique identifier



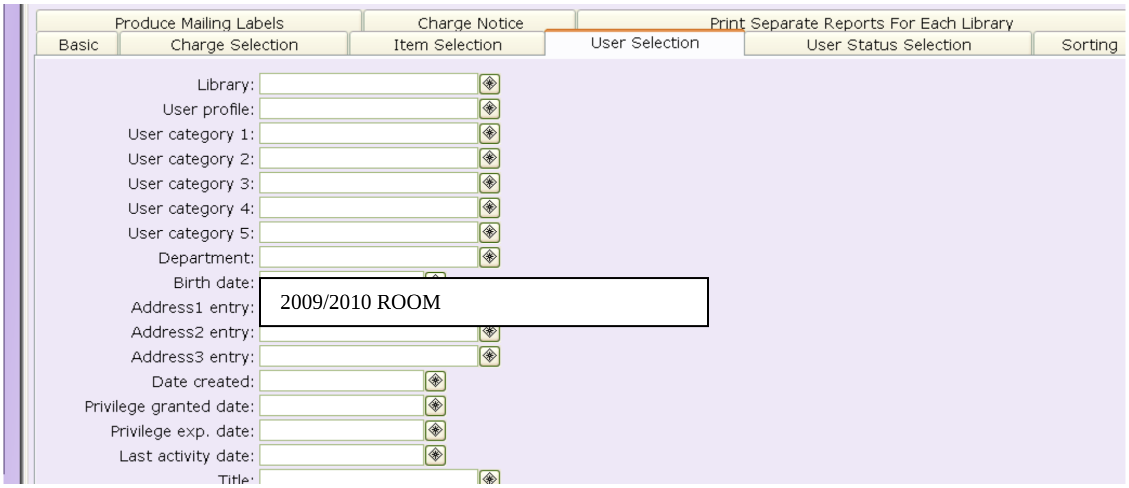
Charge selection tab

- Overdue radio buttons identifies items to print that are:
- Overdue (Yes)
- Items charged but NOT Overdue (No)
- All items checked out and or Overdue (Both)



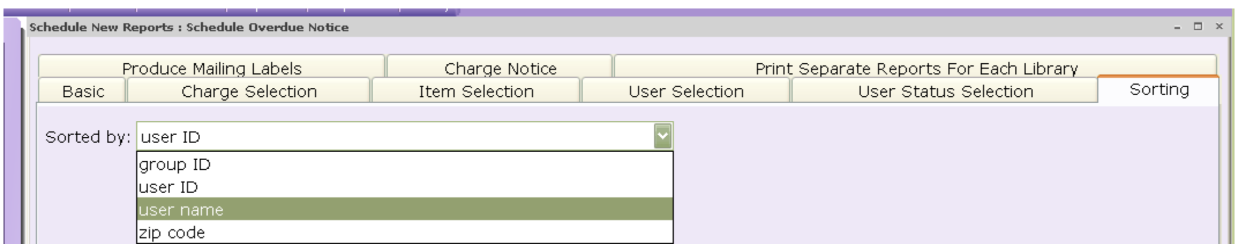
User Selection tab

- Enter **exactly** how the room field is on the patron record.



Sorting tab

- See screen shot for options



Charge Notice tab

- Review the selections made in the screen shot.
- Best practice is the count notice sent radio button is off, as multiple notices are sent the message language to return gets very stern.
- The option to have the defaulted item price display on the notice is on the bottom of the tab.