



Introduction: Borrowers with Items Out/Overdue by Responsible Party, report displays as a class list by RP, with options for only items overdue or all items checked out and borrowers in alpha order.

Public Folder>

Schools>

Borrowers with Items Out/Overdue by Responsible Party

5 selections and then click Finish

1. Select Statuses of Item

a. Overdue only or All items out

Select Status of Items

3. Select Borrower Types

a. Hold down shift key to select more than 1 or click Select all

5. Select Responsible Party(s)

a. Do not click blue banner, Result set is all RP's assigned to borrowers types selected in #3

Click here to populate Responsible Party

**Populate only if you wish to limit your results by Responsible Party(s)*

Select Responsible Party(s) (Optional)

Select all Deselect all

Cancel < Back Next > Finish

6. Click Finish

2. Select Location

b. Select your school

Select Location

4. Select Display Borrower ID

b. Yes or No

Display Borrower ID

b. Click blue banner, Hold down shift key to select more than 1 RP or select all.

Click here to populate Responsible Party

**Populate only if you wish to limit your results by Responsible Party(s)*

Select Responsible Party(s) (Optional)

Select all Deselect all

See next page for example of finished report





Borrowers with Items Out/Overdue by Responsible Party

All Checked Out Items

Abbott Loop

Responsible Party: Burnside, Eileen

Borrower Type	Borrower Name	Title	Author	Call Number	Due Date	Status
AL1	Dav McKenna N	Can you see what I see? Dream machine	Wick, Walter	793.73 W	03/14/2011	Overdue
		Great day for up!	Seuss, Dr.	E S	03/14/2011	Overdue
		A possible tree	Aldridge, Josephine Haskell	E A	03/14/2011	Overdue
		Wild creatures		590 W	03/14/2011	Overdue
E	ie	The Berenstain Bears clean house	Berenstain, Stan, 1923-2005	E B	03/25/2011	Checked Out
		Danny and the dinosaur	Hoff, Syd, 1912-	E H	03/25/2011	Checked Out
		Junie B. Jones is (almost) a flower girl	Park, Barbara		03/25/2011	Checked Out

