

Various Library Overdue Reports

INFOhio tab >> CIR: Overdues and Notices Report >> Brief Overdue List by Grade

- User Options: Active/Inactive/Both ?
- User Selection: Add library code
 - Could exclude FACULTY1, FACULTY2, etc.
- Sorting >> Library/grade/name
- Output >> Brief, RTF, Portrait, Normal
 - Overdues – Unpaid bills – Start new page (will start on grade change)
- Note: View result only
- Make Word changes to font size (10) and margins (Moderate)

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INFOHIO - - (ciroverlist.pl) 10/05/2015
=====
Name          Room  Title                               Bill/Overdue  Amount
=====  =====  =====  =====  =====
LAKMS:05:
-----
Bell, Taylor  106-D Girls' life                   Due  09/30/15
Cavaliere, Ava  104-K Dog fancy                     Due  09/30/15
               104-K Dog fancy                     Due  09/30/15
               104-K Dog fancy                     Due  09/30/15
               104-K Dog fancy                     Due  09/30/15
               104-K Dog fancy                     Due  09/30/15
Fenstermaker, McKayl  104-K The Complete encyclopedia of  Due  09/30/15
               104-K The story of the Pittsburgh S Due  09/30/15
  
```

INFOhio tab >> CIR: Overdues and Notices Report >> Brief Overdue List by Teacher

- User Options: Active/Inactive/Both ?
- User Selection: Add library code
 - Could exclude FACULTY1, FACULTY2, etc.
- Sorting >> Library/teacher/name
- Output >> Brief, RTF, Portrait, Normal
 - Overdues – Unpaid bills – Start new page (will start on teacher name change)
- Note: View result only
- Make Word changes to font size (10) and margins (Moderate)

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INFOHIO - CIR - Overdues List - (ciroverlist.pl) 10/05/2015
=====
Name          Room  Title                               Bill/Overdue  Amount
=====  =====  =====  =====  =====
LAKMS:CONLEY:
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Ferraro, Gianna  244-C Holes / Louis Sachar         Due  10/01/15
               244-C Draw 50 animal 'toons : the s Due  10/01/15
Marinkovich, Madylin  244-C James and the giant peach : a Due  09/17/15
Mizner, Dysten  244-C Labrador retrievers / edited  Due  09/17/15
Raynor, James  244-C Dragon keeper / Carole Wilkin Due  09/17/15
Rumancik, Kendall  244-C The bulldog / by Charlotte Wi Due  09/17/15
Rupeka, Luke  244-C Harry Potter and the sorcerer Due  10/01/15
               244-C Holes / Louis Sachar         Due  10/01/15
Snyder-Cherry, Ayria  244-C Sealed with a diss : a Clique Due  09/17/15
               244-C Atlas of the world           Due  10/01/15
  
```

INFOhio tab >> CIR: Overdues and Notices Report >> Overdue/Lost Notices by Teacher

- User Options: Active/Inactive/Both ?
- User Selection: Add library code
 - Could exclude FACULTY1, FACULTY2, etc.
- Sorting >> Library/teacher/name
- Output >> Notices, RTF, Normal
 - Overdues – Unpaid bills – Two notices per page
- Add a notice message. Example: “The item(s) listed below are now overdue/lost. Please return all item(s) to the library. If you do not return the item(s) listed, you will be charged the replacement cost.”
- Field Selections:

Field Selection

<input checked="" type="checkbox"/> Item: Title	<input checked="" type="checkbox"/> Date: Checkout	<input checked="" type="checkbox"/> Patron: Room
<input checked="" type="checkbox"/> Item: Barcode Number	<input checked="" type="checkbox"/> Date: Returned	<input checked="" type="checkbox"/> Patron: Teacher
<input checked="" type="checkbox"/> Item: Callnum	<input checked="" type="checkbox"/> Date: Due	<input type="checkbox"/> Patron: Program
<input checked="" type="checkbox"/> Item: Author	<input checked="" type="checkbox"/> Date: Notice Date	<input checked="" type="checkbox"/> Patron: Grade
<input type="checkbox"/> Item: Estimated Fines	<input checked="" type="checkbox"/> Patron: Name	<input type="checkbox"/> Patron: Address
<input checked="" type="checkbox"/> Item: Price	<input checked="" type="checkbox"/> Patron: ID/Alt-ID	<input type="checkbox"/> Patron: Homeschool

- Note: View result only
- Make Word changes to font size (10) and margins (Moderate)

```
Ferraro, Gianna                                Teacher : CONLEY
                                                Grade : 04
                                                Room : 244-CONLEY
                                                Date : 10/05/2015

NOTIFICATION OF OVERDUE ITEMS / FINES / FEES

The item(s) listed below are now overdue/lost. Please return all item(s) to
the library. If you do not return the item(s), you will be charged the
replacement cost.

-----
* OVERDUE * Holes / Louis Sachar by Sachar, Louis, 1954-
32250000372584 - F SAC (Replacement Cost: $9.95)
Out: 09/17/15 Due: 10/01/15

* OVERDUE * Draw 50 animal 'toons : the step-by-step way to draw dogs, cars,
32250005357788 - 741.5 AME (Replacement Cost: $15.99)
Out: 09/17/15 Due: 10/01/15
```

My Circulation tab >> List Overdues by Homeroom

- User Selection: Add library code
- Note: Report will print each homeroom on a separate page.
- Note: View result. Format Report.
- Make Word changes to font size (10) and margins (Moderate)

List of Users with Overdues by Homeroom (104-KASULA)					
Produced Monday, October 5, 2015 at 1:46 PM					
Item id	Title	Checked out	Due Date	Price	

User Name: Cavaliere, Ava (LAKMS) User ID: 22250001756969					
32250005349769	Dog fancy.	9/16/2015	9/30/2015	\$1.09	
32250005352946	Dog fancy.	9/16/2015	9/30/2015	\$1.25	
32250005341675	Dog fancy.	9/16/2015	9/30/2015	\$1.08	
32250005352458	Dog fancy.	9/16/2015	9/30/2015	\$1.08	
32250005349884	Dog fancy.	9/16/2015	9/30/2015	\$1.09	
User Name: Fenstermaker, McKayla (LAKMS) User ID: 22250001757314					
32250005319978	The Complete encyclop	9/16/2015	9/30/2015	\$19.95	
32250005351013	The story of the Pitt	9/16/2015	9/30/2015	\$23.01	

Create a report for items due today, but not yet overdue...

INFOhio tab >> CIR: Overdues and Notices Report >> Items Due Today by Teacher

- User Selection: Add library code
 - Could exclude FACULTY1, FACULTY2, etc.
- Checkout Selection: Date due = D0:D0 (bases date on when report runs), Overdue = NO
- Sorting: Library/teacher/name
- Output >> Brief, RTF, Portrait, Normal
 - Overdues – Unpaid bills – Start new page on sort key
- Schedule run weekly (M-F)
- Note: View result only
- Make Word changes to font size (10) and margins (Moderate)

INFOHIO - CIR - Overdues List - (ciroverlist.pl)					10/05/2015
Name	Room	Title	Bill/Overdue	Amount	
=====					
LAKBE:WILSON:					

Ainsley, Jeremy	B110-	Russia / by Kristin Thoennes	Due	10/06/15	
Capan, Hallie	B110-	I survived the attacks of Sep	Due	10/06/15	
Carney, Jackson	B110-	The secret of the Fortune Woo	Due	10/06/15	
Corbin, Kieran	B110-	Emperor Pickletine rides the	Due	10/06/15	
DeLeon, Jalyn	B110-	I survived the attacks of Sep	Due	10/06/15	
Engle, Gabriella (Ga	B110-	Nancy Clancy, secret admirer	Due	10/06/15	