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)

```
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
```

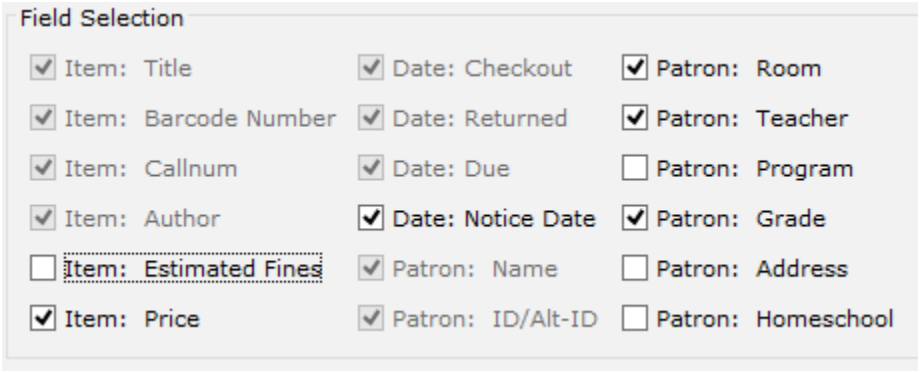
INFOhio tab >> CIR: Overdues and Notices Report >> Brief Overdue List by Teacher

- 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)

```
INFOHIO - CIR - Overdues List - (ciroverlist.pl)                       10/05/2015
================================================================================
Name                 Room  Title                          Bill/Overdue  Amount
==================== ===== ============================== ============= ======
LAKMS:CONLEY:
--------------------------------------------------------------------------------
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, Dylen        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:



- 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.

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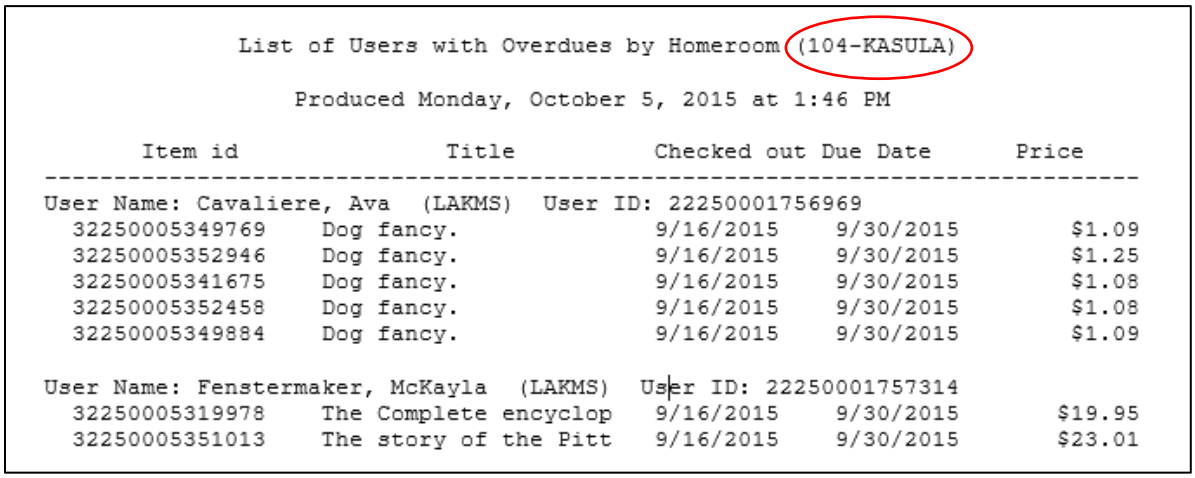
* OVERDUE * Holes / Louis Sachar by Sachar, Louis, 1954-
32250000372584 - F SAC (Replacement Cost: $9.95)
Out: 09/17/15 Due: 10/01/15

* 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)

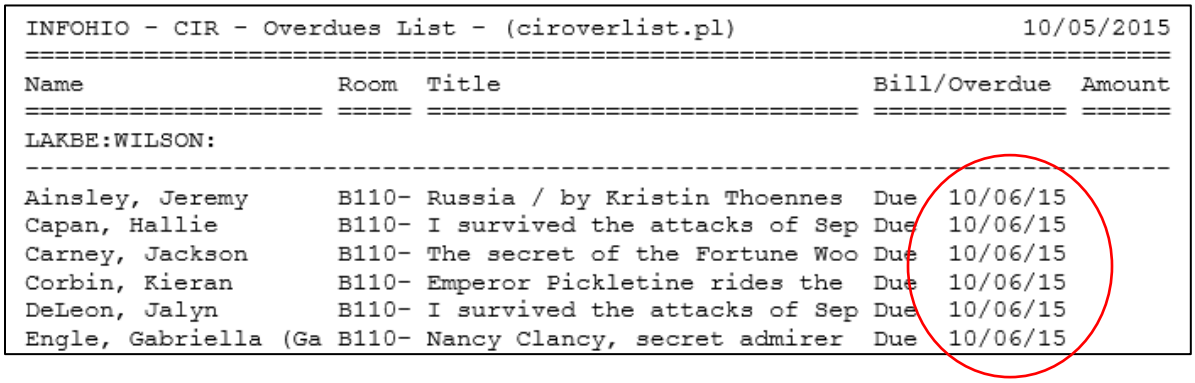
Produced Monday, October 5, 2015 at 1:46 PM

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	