

# Overdue List

### **Brief Overdues/Bills Teacher list**

## Purpose:

Create a brief list of overdues/bills

- Send to teacher

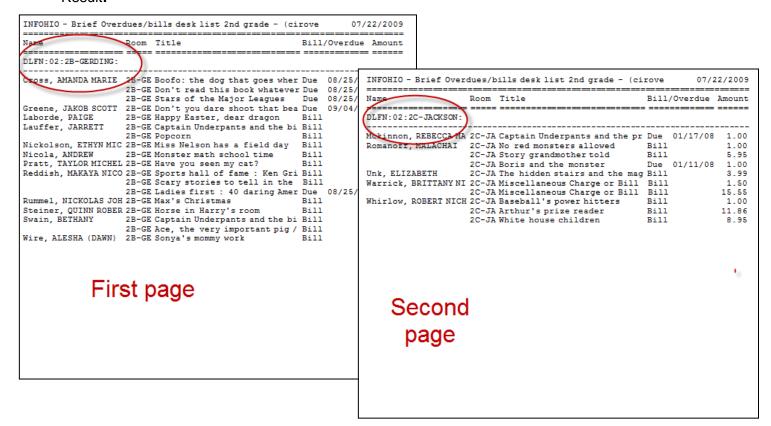
#### Location:

INFOhio tab > CIR: Overdues and Notices

# Setup options:

- a. Basic tab change report name and title to reflect purpose of report
  - "Brief Overdues/bills desk list 2nd grade"
- b. User Selection tab: Grade (02)
- c. Item Selection tab: Library
- d. Sorting: library/grade/room/name (or as desired Output will be sorted as selected)
- e. Output options: Brief
  - use other defaults as desired (in Results below, unchecked "Total Bills..")

## Result:



Tip: For a brief DESKLIST, uncheck this:

Start New Page on Sort Key



# Results:

		Title		Overdue	
Arthur, KEVIN WILLIA			Bill		1.00
	2A-BO	Napping house	Bill		25.00
Cribbs, BAILEY	2A-BO	Miscellaneous Charge or Bill	Bill		1.50
	2A-BO	Miscellaneous Charge or Bill	Bill		7.60
	2A-BO	Miscellaneous Charge or Bill	Bill		10.96
	2A-BO	Miscellaneous Charge or Bill	Bill		1.50
Prevatt, VICTORIA JA	2A-BO	Hat	Bill		16.99
-	2A-BO	Miscellaneous Charge or Bill	Bill		1.50
	2A-BO	Miscellaneous Charge or Bill	Bill		9.95
Spring, DANIEL THOMA	2A-BO	Laura Ingalls Wilder / by Wil	Bill		8.96
Swain, ISSAC MICHAEL	2A-BO	Go to sleep, dear dragon	Bill		1.00
Unk, ERIC	2A-BO	Dreams	Bill		9.95
Vorrasi, DRAKE BRAND				05/26/09	
	2B-GE	Boofo: the dog that goes wher	Due	08/25/08	1.00
	2B-GE	Don't read this book whatever	Due	08/25/08	1.00
		Stars of the Major Leagues			
Greene, JAKOB SCOTT	2B-GE	Don't you dare shoot that bea	Due	09/04/08	1.00
Laborde, PAIGE	2B-GE	Happy Easter, dear dragon	Bill		1.00
	2B-GE	Captain Underpants and the bi	Bill		1.00
	2B-GE	Popcorn	Bill		4.95
Nickolson, ETHYN MIC	2B-GE	Miss Nelson has a field day	Bill		12.95
Nicola, ANDREW	2B-GE	Monster math school time	Bill		7.40
Pratt, TAYLOR MICHEL	2B-GE	Have you seen my cat?	Bill		1.00
,	2B-GE	Sports hall of fame : Ken Gri	Bill		0.80
	2B-GE	Scary stories to tell in the	Bill		5.99
	2B-GE	Ladies first : 40 daring Amer	Due	08/25/08	1.00
Rummel, NICKOLAS JOH	2B-GE	Max's Christmas	Bill		6.94
			Bill		8.95
-	2B-GE	Captain Underpants and the bi	Bill		1.00
	2B-GE	Ace, the very important pig /	Bill		12.00
Wire, ALESHA (DAWN)			Bill		0.50
Mckinnon, REBECCA MA	2C-JA	Captain Underpants and the pr	Due	01/17/08	1.00
•	2C-JA	No red monsters allowed	Bill		1.00
	2C-JA	Story grandmother told	Bill		5.95
	2C-JA	Boris and the monster	Due	01/11/08	1.00
Unk, ELIZABETH	2C-JA	The hidden stairs and the mag	Bill		3.99
•	2C-JA	Miscellaneous Charge or Bill	Bill		1.50
	2C-JA	Miscellaneous Charge or Bill	Bill		15.55
•	2C-JA	Baseball's power hitters	Bill		1.00
	2C-JA	Arthur's prize reader	Bill		11.86
	2C-JA	White house children	Bill		8.95

Tip: Save this report as a template, to be run when desired; or set it as a "Scheduled" report to run automatically as needed.