

List of Overdues / Fines

This report will give you a list of patrons with overdue items and/or overdue fines, sorted by Homeroom (one Homeroom per page). Output is NOT changeable.

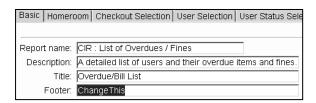
NOTE: excess "white space" can be deleted with Word editor, if a continuous list is desired.

Setting up the report

- 1. Click Schedule New Reports wizard.
- 2. Select the Custom tab.
- 3. Select OH List of Overdues/Fines.
- 4. Click Setup & Schedule.

Basic Information Tab

- Change the Report name and/or Title if you wish
- Delete the footer or edit Change This.



Selection (Homeroom, Checkout Selection, User Selection, User Status Selection) Tabs:



- **Homeroom** specific homerooms can be selected. They must be entered exactly as they appear in patron records.
- Checkout Selection limits output to a specific date or date range.
- **User Selection** indicate your library, patron profile, grades, etc. If Library is left blank, all buildings are reported.
- User Status Selection allows you to limit by user status and/or amount of fines owed.

Sorting Criteria Tab:

Select to sort by name or ID.



Example of report:

	Overdue/Bill List	(1A-LANGHALS)			
Produced Friday, January 14, 2005 at 2:02 PM					
	Title	Checked out	Due Date	Price	
User Name: XXXXX, B	ob (OVEL) User ID: 220 Barbie : two princess	526000016275			NOTE: This is a page break.
32626001006885 32626001009285 32626001006786	sie (OVEL) User ID: 22 Sleeping Beauty / ada Lilly's purple plasti Amigo means friend / Bubble gum in the sky	\$.15 \$.15 12/13/2004	OVERDUE OVERDUE 1/3/2005 1/3/2005	\$.15 \$.15 \$5.41 \$5.41	Extra white space has been removed.
	Overdue/Bill List	(4B-SCHNEIDER)			
P	roduced Friday, January	14, 2005 at 2	:02 PM		
Item id	Title	Billed/ Checked out			
User Name: XXXXXXX, Bob (OVEL) User ID: 22626000013454					
32626004030320 32626004026005 32626004020271	Crispin: the cross o Who was Helen Keller? DK big book of cars /	\$.25 \$.55 12/2/2004	OVERDUE OVERDUE 12/16/2004	\$.25 \$.55 \$14.95	
	Susie (OVEL) User ID:				
32626004013607 32626004017384	World War II / writte Germany.	\$.05 \$.20	OVERDUE OVERDUE	\$.05 \$.20	
	Bob (PAIGE) (OVEL) Us Ajeemah and his son /			\$13.00	