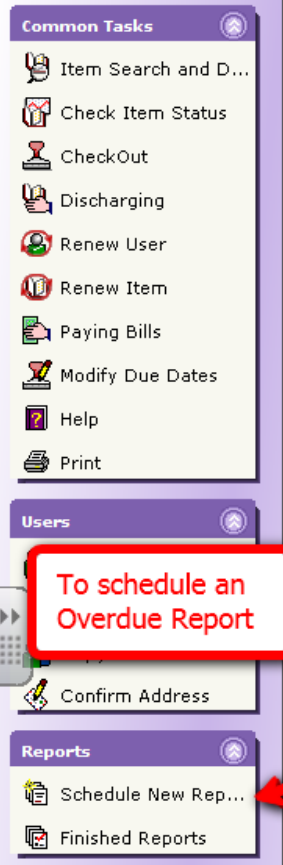


## Generating Overdue Reports

You actually do not have to wait for your assigned Overdue Report in order to print one whenever you would like. Most schools are able to gain access to an Overdue Report every Monday morning – now you can run one whenever you feel it might be necessary.

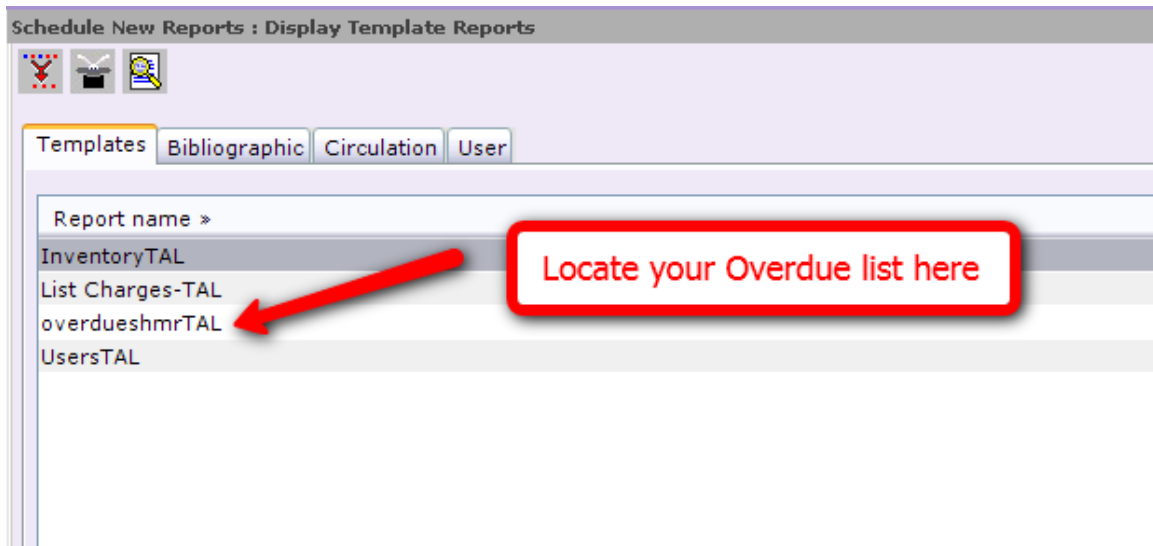
 <p>The screenshot shows a vertical toolbar with three main sections: 'Common Tasks', 'Users', and 'Reports'. The 'Common Tasks' section includes buttons for 'Item Search and D...', 'Check Item Status', 'CheckOut', 'Discharging', 'Renew User', 'Renew Item', 'Paying Bills', 'Modify Due Dates', 'Help', and 'Print'. The 'Users' section includes a 'Confirm Address' button. The 'Reports' section includes 'Schedule New Rep...' and 'Finished Reports' buttons. A red box highlights the 'Schedule New Rep...' button, and a red arrow points to it from the right.</p>	<p>Step 1: To schedule a new Overdue Report, draw your attention to the Toolbar on the left hand side of the screen.</p> <p>Click on the "Schedule New Report" button.</p>
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Step 2: When this screen appears, unclick the "Include log". Click "OK", which is located at the bottom of the screen.

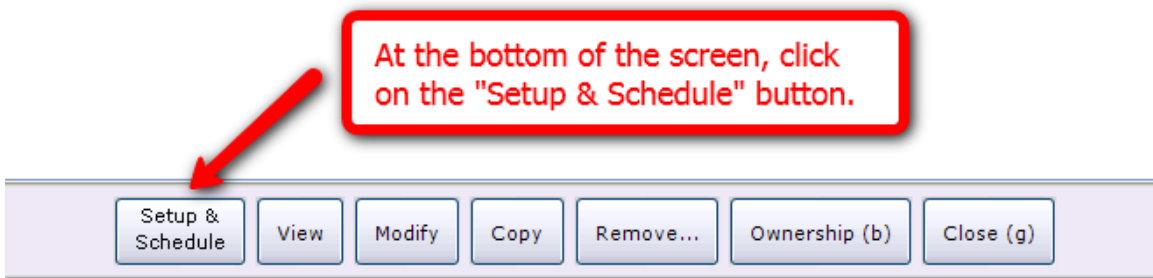
The screenshot shows a 'Defaults' configuration window with several sections:

- Application to view reports:** c:\program files\Windows NT\accessories
- Application to print reports:** c:\program files\Windows NT\accessories
- Setup & Schedule:** Four unchecked checkboxes: 'Display report source column', 'Notify owner when report is finished', 'Send notices automatically', and 'Preserve template owner'. A red arrow points to the 'Include log' checkbox in the next section.
- View, Print, or Email Finished Reports:** Four checkboxes: 'Format report' (checked), 'Include log' (unchecked), 'Include results' (checked), and 'Display format page' (unchecked). A red box highlights the 'Include log' checkbox with the text 'Unclick the "Include log"'. A red arrow points from this box to the 'Include log' checkbox.
- Format Page:** A dropdown menu for 'Character set table' set to 'DEFAULT', and input fields for 'Page length: 60', 'Page width: 80', 'Top margin: 3', and 'Bottom margin: 0'.
- View, Print, or Email Finished Notice Reports:** A 'Recipients:' section with three radio buttons: 'All' (selected), 'Only those with email addresses', and 'Only those without email addresses'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right. A red box highlights the 'OK' button with the text 'Click "OK" to generate your Overdue Report'. A red arrow points from this box to the 'OK' button.

Step 3: Locate and click on your appropriate Overdue List.



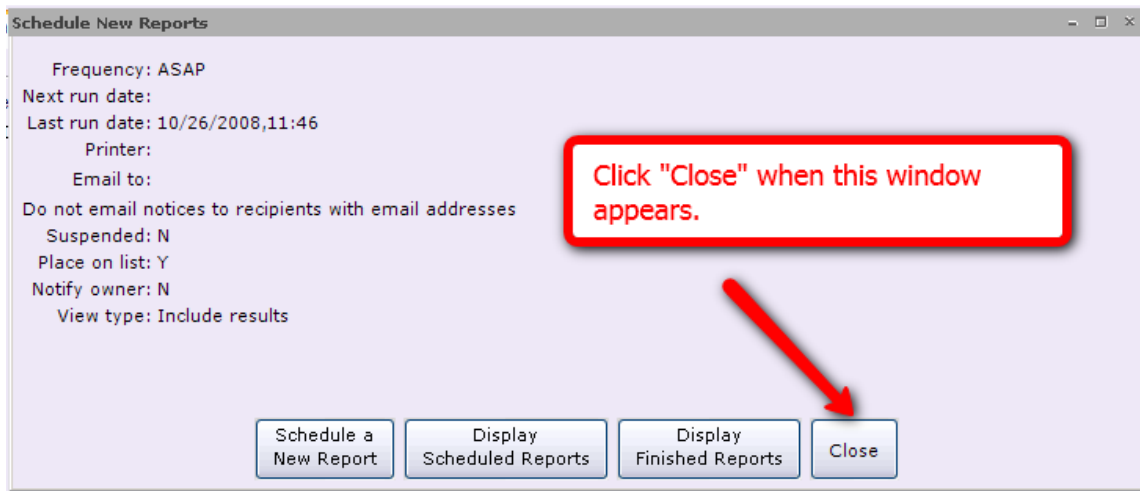
Step 4:



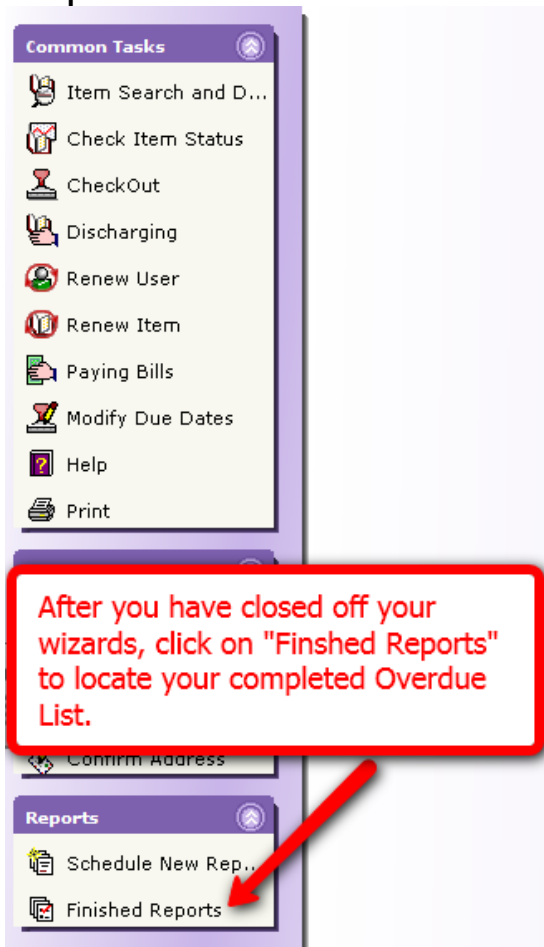
Step 5:



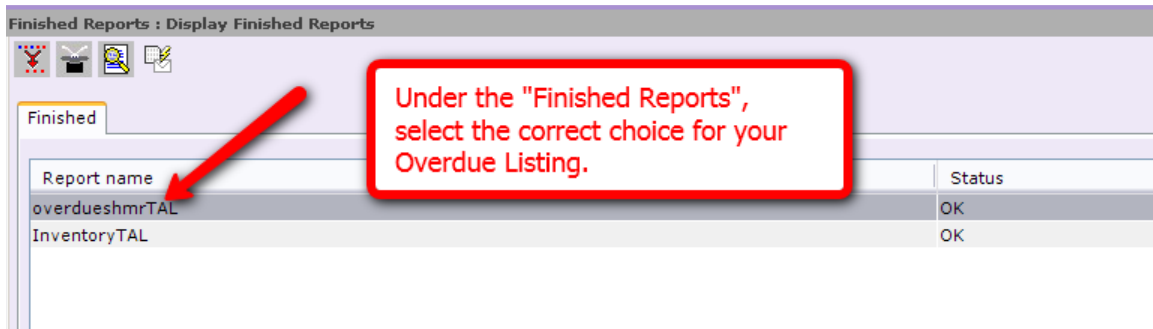
## Step 6:



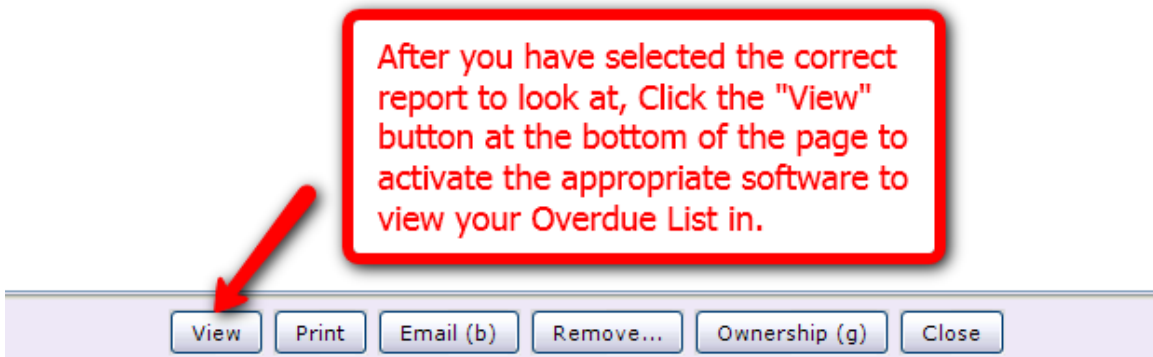
## Step 7:



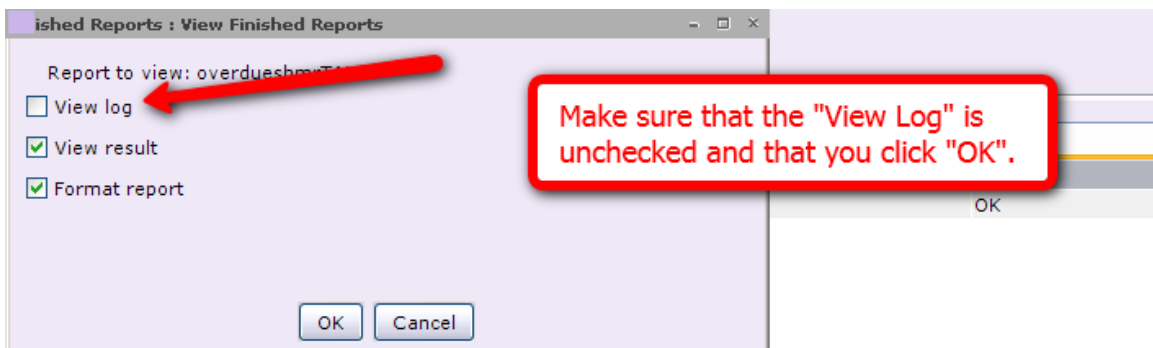
## Step 8:



## Step 9:



## Step 10:



# Step 11:

Talbot Trail Library Overdues by Homeroom (1D)  
Produced Wednesday, February 17, 2010 at 11:09 AM

USER NAME	USER ID	CHARGED	RENEWALS	UNSEEN	OVERDU	RECALL
DUE	RENEWED	RENEWALS	UNSEEN	OVERDU	RECALL	
RECALLED	LOCATION	LIBRARY				
E LON copy:2 32233023904683 Pirates don't change diapers / written by Melinda Long ; illustrated by David Shannon. Abu-Libdeh, Bayan 2/11/2010, 23:59						
	CHECKEDOUT	3_TALBOT	0	0	0	0
E CHI copy:1 32233023987423 I will never not ever eat a tomato / Lauren Child. Child, Lauren. 2/11/2010, 23:59						
	CHECKEDOUT	3_TALBOT	0	0	0	0
E AHL copy:1 32233023939242 Previously / Allan Ahlberg ; Bruce Ingman. Ahlberg, Allan. 2/11/2010, 23:59						
	CHECKEDOUT	3_TALBOT	0	0	0	0
E THO copy:1 32233023897432 Winnie's midnight dragon / Valerie Thomas and Korky Paul. Thomas, Valerie. 2/11/2010, 23:59						
	CHECKEDOUT	3_TALBOT	0	0	0	0

