

# **Overdue Notices (2/page)**

# (Overdues/bills Notices)

### Purpose:

Create a Notice to use to notify student or parent of overdue item/bill -Send to student, or select address info to send to parent

## Location:

INFOhio tab > CIR: Overdues and Notices

# Setup options:

- a. Basic tab change report name and title to reflect purpose of report
  "Overdue NOTICE 2nd grade"
- b. User Selection tab: Grade (02)
- c. Item Selection tab: Library
- d. Sorting: library/grade/room/name (or as desired)
- e. Output options: Notice, format: use default

Two notices per page Enter message as desired (4 lines available).

Message (Notices and Long Report)
The listed items are overdue, or you owe a fine.
Please return items to library as soon as possible.
-Your Library Staff

Field selections as shown: (Can select as desired)

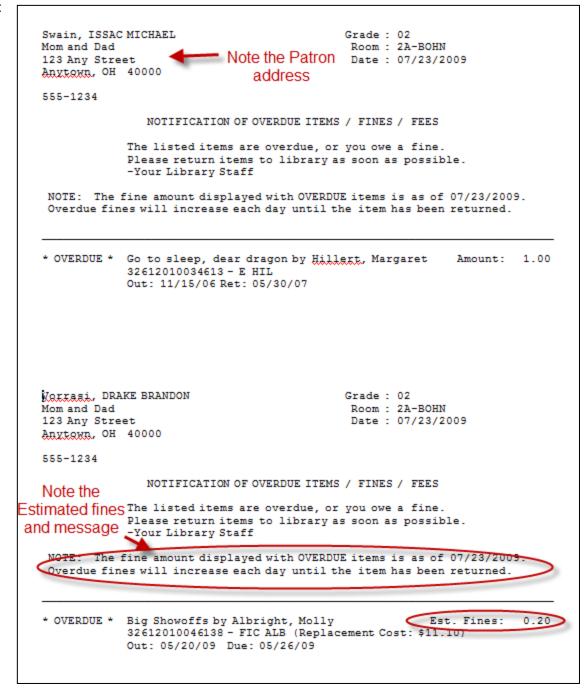
Field Selection					
√ Item:	Title	✓ Date: Checkout	▼ Patron: Room		
√ Item:	Barcode Number	√ Date: Returned	Patron: Teacher		
Item:	Callnum	√ Date: Due	Patron: Program		
Item:	Author	▼ Date: Notice Date	▼ Patron: Grade		
Item:	Estimated Fines	√ Patron: Name	▼ Patron: Address		
Item:	Price	$\overline{\checkmark}$ Patron: ID/Alt-ID	Patron: Homeschool		

#### Tip:

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



#### Results:



### Tips:

- If you do not charge overdue fines, deselect the following on the Output screen:

☐ Item: Estimated Fines	Show default Late Fee/Fine Message	
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- If you do not send to parents, deselect the following on the Output screen:





### Results:

Swain, ISSAC MICHAEL Grade: 02

Room : 2A-BOHN Date : 07/23/2009

NOTIFICATION OF OVERDUE ITEMS / FINES / FEES

The listed items are overdue, or you owe a fine. Please return items to library as soon as possible. -Your Library Staff

\* OVERDUE \* Go to sleep, dear dragon by Hillert, Margaret Amount: 1.00 32612010034613 - E HIL

Out: 11/15/06 Ret: 05/30/07

Vorrasi, DRAKE BRANDON Grade: 02

Room: 2A-BOHN Date: 07/23/2009

NOTIFICATION OF OVERDUE ITEMS / FINES / FEES

The listed items are overdue, or you owe a fine. Please return items to library as soon as possible. -Your Library Staff

\* OVERDUE \* Big Showoffs by Albright, Molly

32612010046138 - FIC ALB (Replacement Cost: \$11.10)

Out: 05/20/09 Due: 05/26/09