

Overdue List
One-liner report with price – via Spreadsheet format

Purpose:

- Create a brief list of overdues with **price** of item
- Send to Office at Semester

Location:

INFOhio tab > CIR: Overdues and Notices

Setup options:

- a. Basic tab – change report name and title to reflect purpose of report
- “Office Overdues - one-line / spreadsheet”
- b. User Selection tab: Select User profile desired
- c. Item Selection tab: Library
- d. Sorting: *library/grade/room/name* (or as desired – Output will be sorted as selected)
- e. Output options:
 - Report type: Spreadsheet
 - Report format: Plain text
 - General Options: Overdues
 - Field Selection:
 - Item: Title; Barcode Number; Call Number; Price
 - Date: Date due
 - Patron: Name; Room; Teacher; Grade

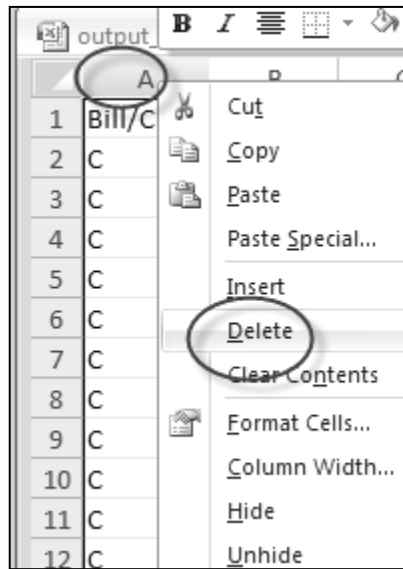
Finished Report tab:

Open with Excel program (see documentation [Excel tips](#))

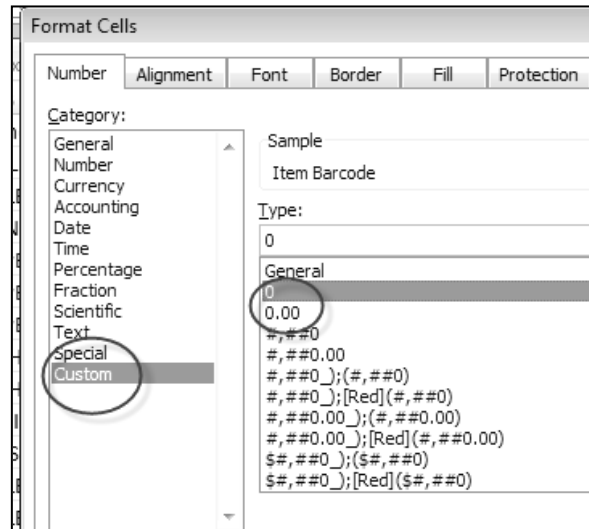
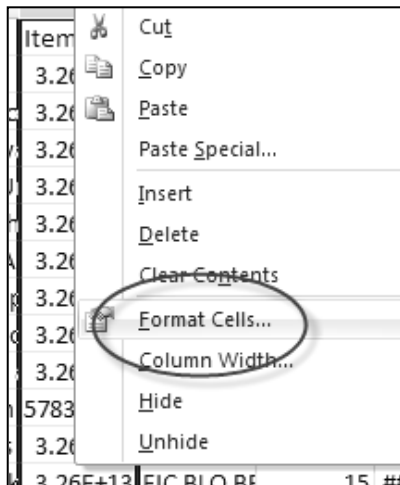
	A	B	C	D	E	F	G	H	I	J
1	Bill/Charge	Name	Teacher	Patron Gr:	Title	Item Barc	Callnum	Price	Due Date	
2	C	TURNER, C	TUTTLE	7	In Dutch	3.26E+13	VC P-VOL	25	#####	
3	C	ADKINS, A	HOHLBEIN	4	A dog's go	3.26E+13	RC 870	3.99	#####	
4	C	ARMSTRO	BOHN	2	Dance aw	3.26E+13	E SHA	15.07	#####	
5	C	BECK, WIL	HARPER	5	Captain U	3.26E+13	FIC PIL RC	9.26	#####	
6	C	BROCK, D	HARPER	5	Hold my h	3.26E+13	E ZOL	5.22	#####	
7	C	BROCK, D	HARPER	5	Snakes! A	3.26E+13	E POL SNA	14.95	#####	
8	C	BROWN, C	SMITH	4	What elec	3.26E+13	F COT	14.4	#####	
9	C	BROWN, C	SMITH	4	There's nc	3.26E+13	520 RAB	50	#####	
10	C	BUSH, PAI	GERDING	2	Cable car	3.26E+13	E CAE	7.95	#####	
11	C	BYRD, WY	JACKSON	2	The cat in	5783-6002	E SEU	0	#####	
12	C	COLLIER, T	HOHLBEIN	4	My dad is	3.26E+13	E OSB	8.95	#####	
13	C	COLLIER, T	HOHLBEIN	4	Bram Stok	3.26E+13	FIC BLO BF	15	#####	
14	C	DIAZ, ERIC	HOHLBEIN	4	Santa Paw	3.26E+13	RC 850	4.5	#####	
15	C	DOUGLAS,	HOHLBEIN	4	On the co	3.26E+13	920 STO	8.76	#####	
16	C	GEORGE, J	HARPER	5	Animal he	3.26E+13	RC 930	3.99	#####	
17	C	GRAY, ZAC	HARTMAN	3	Job for Jer	3.26E+13	RC 400	9.95	#####	
18	C	GRAY, ZAC	HARTMAN	3	Enormous	3.26E+13	RC 410	10.95	#####	
19	C	GUTIERRE,	HOHLBEIN	4	Tracing ou	3.26E+13	973 SIL	12.95	#####	
20	C	HARRINGT	SWICK	4	Skeletons	3.26E+13	F DAD RC	8.36	#####	
21	C	HARRINGT	SWICK	4	Robots do	3.26E+13	F DAD RC	8.36	#####	
22	C	HENRY, EL	HARTMAN	3	Ben and t	3.26E+13	RC 410	5.82	#####	

Format as follows:

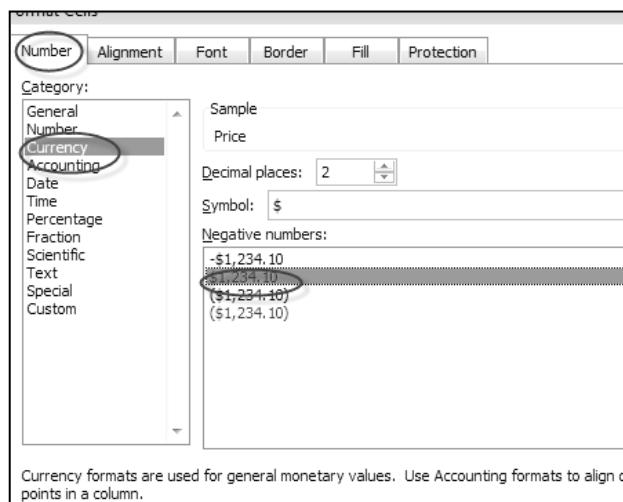
- Column A – **Delete**



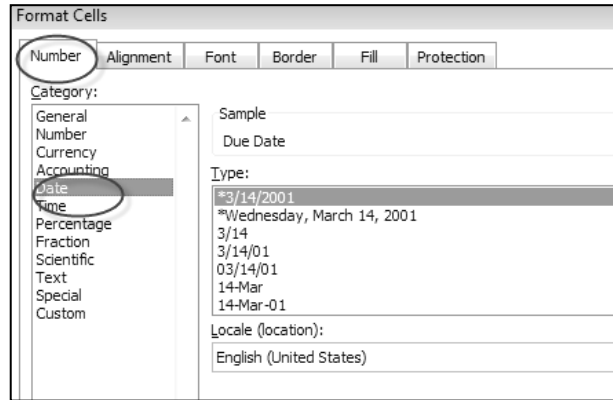
- Column F – **Format**
(Number - Custom)



- Column H – **Format**
(Number – Currency)

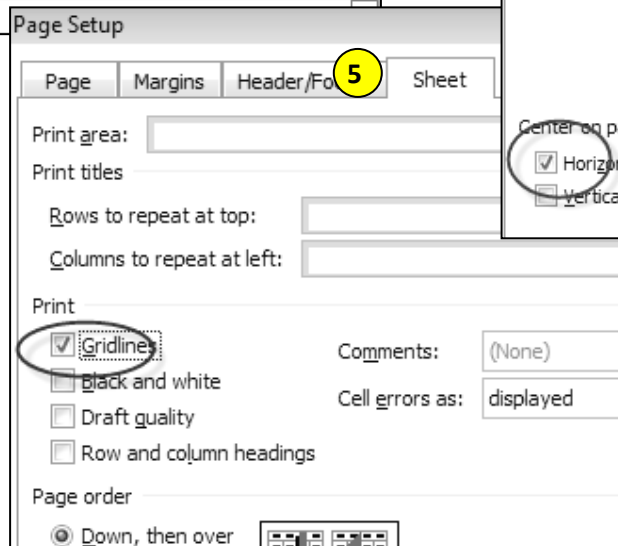
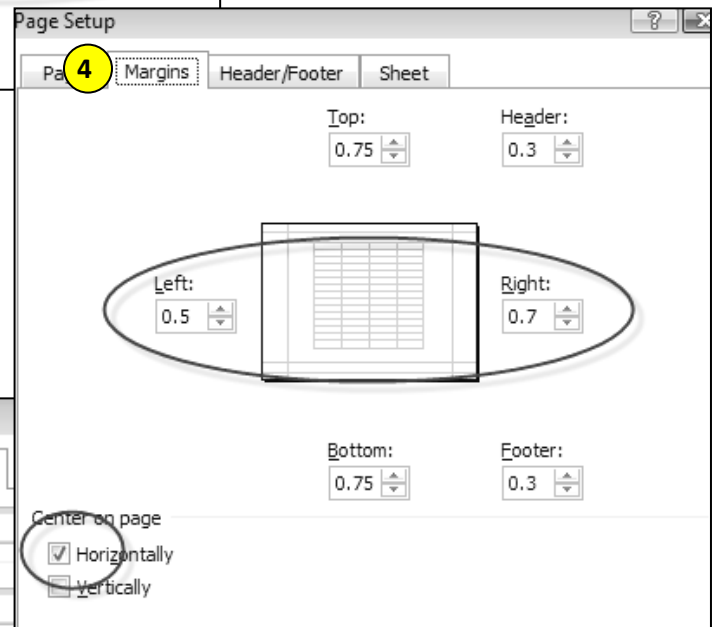
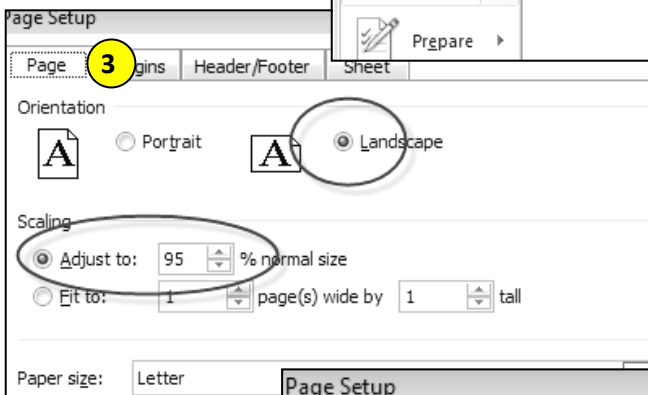
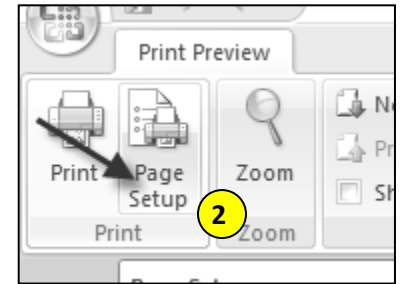
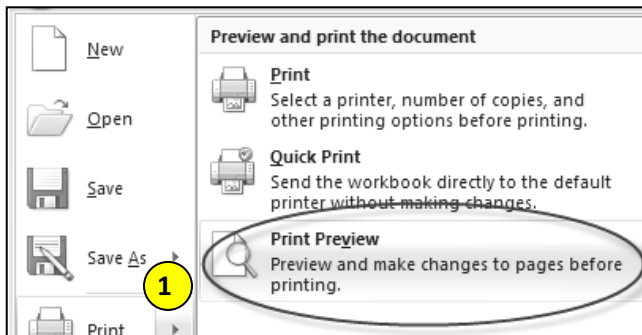


- Column I – **Format**
(Number – Date)



Adjust column widths as desired

Set page setup:



Results:

Name	Teacher	Patc	Title	Item Barcode	Callnum	Price	Due Date
TURNER, CHRISTYAUNA AU	TUTTLE	7	In Dutch	32612010094856	VC P-VOL 1	\$25.00	8/29/2007
ADKINS, ALYSSA KELSSY	HOHLBEIN	4	A dog's gotta do what a dog's gotta do : dogs at v	32612010103061	RC 870	\$3.99	11/27/2006
ARMSTRONG, SIERRA LYNN	BOHN	2	Dance away	32612010024531	E SHA	\$15.07	10/5/2009
BECK, WILLIAM	HARPER	5	Captain Under pants and the big, bad battle of th	32612015006327	FIC PIL RC 8	\$9.26	10/7/2009
BROCK, DAVID (SCOTT)	HARPER	5	Hold my hand	32612010029852	E ZOL	\$5.22	11/2/2009
BROCK, DAVID (SCOTT)	HARPER	5	Snakes! And the boy who was afraid of them / by	32612010104242	E POL SNA	\$14.95	11/2/2009
BROWN, CHRISTEN	SMITH	4	What elephant? / written and illustrated by Gene	32639002582010	F COT	\$14.40	10/20/2008
BROWN, CHRISTEN	SMITH	4	There's no place like space / by Tish Rabe ; illustr	32612010118150	520 RAB	\$50.00	10/20/2008
BUSH, PAIGE	GERDING	2	Cable car and the dragon	32612010008005	E CAE	\$7.95	10/21/2009
COLLIER, TIMOTHY	HOHLBEIN	4	My dad is really something	32612010042707	E OSB	\$8.95	10/20/2009
COLLIER, TIMOTHY	HOHLBEIN	4	Bram Stoker's Dracula / edited and with an intro	32612300000175	FIC BLO BRA	\$15.00	10/20/2009
DIAZ, ERICCA	HOHLBEIN	4	Santa Paws, our hero / by Nicholas Edwards	32612010105439	RC 850	\$4.50	11/21/2006
DOUGLAS, KAITLYN	HOHLBEIN	4	On the court with-- Venus and Serena Williams /	32612006645398	920 STO	\$8.76	11/2/2009
GEORGE, JASMINE	HARPER	5	Animal heroes	32612010103475	RC 930	\$3.99	11/27/2006
GRAY, ZACHARY (JORD)	HARTMAN	3	Job for Jenny Archer	32612010009292	RC 400	\$9.95	10/1/2009
GRAY, ZACHARY (JORD)	HARTMAN	3	Enormous crocodile	32612010048027	RC 410	\$10.95	10/1/2009
GUTIERREZ, BROCK	HOHLBEIN	4	Tracing our German roots	32612010088635	973 SIL	\$12.95	11/2/2009
HARRINGTON, REBECCA (FAYE)	SWICK	4	Skeletons don't play tubas / by Debbie Dadey and	32612015004033	F DAD RC 6	\$8.36	11/2/2009
HARRINGTON, REBECCA (FAYE)	SWICK	4	Robots don't catch chicken pox / by Debbie Dade	32612015004710	F DAD RC 6	\$8.36	11/2/2009
HENRY, ELIZABETH ANN	HARTMAN	3	Ben and the porcupine	32612010008187	RC 410	\$5.82	10/1/2009
HERRERA, COREY	SWICK	4	Tracing our Polish roots	32612010088684	973 MOS	\$12.95	11/2/2009
HERRERA, LANCE	BOHN	2	Amelia Bedelia and the baby	32612010033334	RC 80	\$6.68	11/2/2009
HERRERA, LANCE	BOHN	2	Vampires don't wear polka dots	32612010064693	F DAD RC 6	\$7.40	11/2/2009
HERRERA, SETH	BINKLEY	KG	Captain Under pants and the big, bad battle of th	32612010105140	FIC PIL RC 8	\$16.95	11/2/2009
HERRERA, SETH	BINKLEY	KG	Captain Under pants and the invasion of the incre	32612015002953	F PIL RC 730	\$9.16	11/2/2009
HORTON, BETHANY (LEEA)	SWICK	4	Get on board : the story of the Underground Rail	32612010102071	RC1180	\$9.99	11/20/2006
HUNTER, BRITTANY	SMITH	4	Bram Stoker's Dracula / edited and with an intro	32612300000126	FIC BLO BRA	\$12.00	10/20/2009
JENKINS, JOSEPH (ARTHU)	DIENSTBERG	3	Wayside School gets a little stranger	32612010059826	RC 440	\$14.98	10/1/2009
JENKINS, JOSEPH (ARTHU)	DIENSTBERG	3	Aliens for breakfast / by Jonathan Etra and Steph	32612010061590	RC 420	\$7.96	10/1/2009
JOHNSON, SERENNA	SEHLHORST	KG	The cat in the hat / by Dr. Seuss	32612000040182	E SEU	\$0.00	10/30/2009
JOHNSON, SERENNA	SEHLHORST	KG	The biggest Easter egg / by Sonia Sander ; illustr	32612015017308	E SAN	\$8.76	10/30/2009
JONES, ASHLIN	GALLMEIER	KG	Adventures of Taxi Dog Altered	32612010006934	E BAR RC 30	\$12.95	10/29/2009
MANN, NATHANIEL (GA)	SWICK	4	Secret of the tower / [by] Debra Doyle and Jame	32612010103228	RC 800	\$3.95	11/20/2006
MCKINNEY, DAMIEN	WIECHART	1	Captain Hook that's me	32612010063679	FIC LIT	\$8.95	11/2/2009
RANDALL, HANNAH	BINKLEY	KG	Adventures of Taxi Dog Altered	9259-1002	E BAR RC 30	\$0.00	11/20/2008

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