

## 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:**

INFOHIO - Brief Overdues/bills desk list 2nd grade - (cirove 07/22/2009				
Name	Room	Title	Bill/Overdue	Amount
DLFN:02:2B-GERDING:				
Cross, AMANDA MARIE	2B-GE	Boofo: the dog that goes wher	Due 08/25/	
	2B-GE	Don't read this book whatever	Due 08/25/	
	2B-GE	Stars of the Major Leagues	Due 08/25/	
Greene, JAKOB SCOTT	2B-GE	Don't you dare shoot that bea	Due 09/04/	
Laborde, PAIGE	2B-GE	Happy Easter, dear dragon	Bill	
Lauffer, JARRETT	2B-GE	Captain Underpants and the bi	Bill	
	2B-GE	Popcorn	Bill	
Nickolson, ETHYN MIC	2B-GE	Miss Nelson has a field day	Bill	
Nicola, ANDREW	2B-GE	Monster math school time	Bill	
Pratt, TAYLOR MICHEL	2B-GE	Have you seen my cat?	Bill	
Reddish, MAKAYA NICO	2B-GE	Sports hall of fame : Ken Gri	Bill	
	2B-GE	Scary stories to tell in the	Bill	
	2B-GE	Ladies first : 40 daring Amer	Due 08/25/	
Rummel, NICKOLAS JOH	2B-GE	Max's Christmas	Bill	
Steiner, QUINN ROBER	2B-GE	Horse in Harry's room	Bill	
Swain, BETHANY	2B-GE	Captain Underpants and the bi	Bill	
	2B-GE	Ace, the very important pig /	Bill	
Wire, ALESHA (DAWN)	2B-GE	Sonya's mommy work	Bill	

First page

INFOHIO - Brief Overdues/bills desk list 2nd grade - (cirove 07/22/2009				
Name	Room	Title	Bill/Overdue	Amount
DLFN:02:2C-JACKSON:				
McKinnon, REBECCA MA	2C-JA	Captain Underpants and the pr	Due 01/17/08	1.00
Romanoff, MALACHAI	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
Warrick, BRITTANY NI	2C-JA	Miscellaneous Charge or Bill	Bill	1.50
	2C-JA	Miscellaneous Charge or Bill	Bill	15.55
Whirlow, ROBERT NICH	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

Second page

Tip: For a brief DESKLIST, uncheck this:

Start New Page on Sort Key

Results:

INFOHIO - Overdue Notice 2/page - 2nd grade - (ciroverlist.p 07/23/2009				
Name	Room	Title	Bill/Overdue	Amount
Arthur, KEVIN WILLIA	2A-BO	Napping house	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
Hughes, SPENCER (LEE	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
Ruch, TRISTAN	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	2A-BO	Big Showoffs	Due 05/26/09	0.20
Cross, AMANDA MARIE	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
	2B-GE	Stars of the Major Leagues	Due 08/25/08	1.00
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
Lauffer, JARRETT	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
Reddish, MAKAYA NICO	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
Steiner, QUINN ROBER	2B-GE	Horse in Harry's room	Bill	8.95
Swain, BETHANY	2B-GE	Captain Underpants and the bi	Bill	1.00
	2B-GE	Ace, the very important pig /	Bill	12.00
Wire, ALESHA (DAWN)	2B-GE	Sonya's mommy work	Bill	0.50
Mckinnon, REBECCA MA	2C-JA	Captain Underpants and the pr	Due 01/17/08	1.00
Romanoff, MALACHAI	2C-JA	No red monsters allowed	Bill	1.00
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Unk, ELIZABETH	2C-JA	The hidden stairs and the mag	Bill	3.99
Warrick, BRITTANY NI	2C-JA	Miscellaneous Charge or Bill	Bill	1.50
	2C-JA	Miscellaneous Charge or Bill	Bill	15.55
Whirlow, ROBERT NICH	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.