Items due TOMORROW (or on specific date)

Purpose:
   Create a list of students with items DUE TOMORROW (date after report is generated) or on a specific date.

Location:
   INFOhio tab > CIR: Active Loans

Setup options:
   a. Basic tab – change report name and title to reflect purpose of report (Items due tomorrow)

   b. User selection tab
      Library – will report ALL items due TOMORROW for this library

   c. Checkout selection tab
      Date due – use gadget, select Start date "The date this report will be run" – select End date AFTER 1 day, (displays as D0:DE+1)

   d. Sorting – no changes, use default (by name), or your preference

   e. Output options – no changes, use default settings

Tips:
- Select specific due date, if desired
- Select GRADE or HOMEROOM for specific list to send to teacher day before class reports to library
- Save this as a TEMPLATE, if useful

Result:

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INFOHIO - -tItems DUE TOMORROW - (circcheckouts.pl)                                    07/17/2009
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Name          Title              Item ID          Callnum   Due Date    Room        Teacher   Grade   Price
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Bruxner, GEO  Maverick queen     32612050030679   FIC GRE   2009-07-18  TUTT-TUT    TUTTLE     07      4.39
              Hannah divided     32612050031503   FIC GRI   2009-07-18  TUTT-TUT    TUTTLE     07     13.59
Downing, DAL  Favor for a ghost  32612050025323   FIC CHR   2009-07-18  ULMM-ULM    ULM        07      9.86
              Centerfield ballhawk 32612050025356 FIC CHR   2009-07-18  ULMM-ULM    ULM        07     10.16
Glover, NICH  Hummer             32612050031263   FIC GRU   2009-07-18  OSBU-OSB    OSBURN     07      9.06
              Shadow in the sun  32612050031388   FIC GRO   2009-07-18  OSBU-OSB    OSBURN     07      3.99
Haines, BRAX  Rainbow Valley No 00 32612050037492 FIC MON  2009-07-18  OSBU-OSB    OSBURN     07      4.87
Hallauer, JE  Favorite stories old 32612050031297 FIC GRU  2009-07-18  BAUM-BAU    BAUMAN     07      4.00
Lotherington  Gertie McMichaels an 32612050047087 FIC GRO  2009-07-18  OSBU-OSB    OSBURN     07      4.23
Mccune, KENN  Fugitive trail     32612050030612   FIC GRE   2009-07-18  LLIN-LIN    LINDEMAN   07      4.39
              Western Union      32612050030794   FIC GRE   2009-07-18  LLIN-LIN    LINDEMAN   07      4.39
Oppie, JAMES  Deadline for danger 32612050025224  FIC CHR   2009-07-18  OSBU-OSB    OSBURN     07      6.16
Richter, WIL  Shen of the sea Chin 32612050025422 FIC CHR  2009-07-18  ULMM-ULM    ULM        07      0.00
              Mystery at Camp Triu 32612050025471 FIC CHR  2009-07-18  ULMM-ULM    ULM        07      5.82
Stough, BREE  Dancing horses     32612050031446   FIC GRI   2009-07-18  --          UNKNOWN    07      8.96
Wain, MEGAN   Runaway stallion   32612050037765   FIC MOR   2009-07-18  ULMM-ULM    ULM        07     11.85
              Gentle Ben         32612050040884   FIC MOR   2009-07-18  ULMM-ULM    ULM        07     11.01
West, JOHN    Fireball           32612050025414   FIC CHR   2009-07-18  ULMM-ULM    ULM        07      9.95
Wile, TAYLOR  Double play at short 32612050025232 FIC CHR  2009-07-18  ULMM-ULM    ULM        07     10.37
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