

### Incremental Overdue Notice

- This report will give you a basic report for overdues and the accrued fine for the overdue item (to date), sorted by Homeroom.
- This report is designed to be run daily, similar to the old batch overdues. The student will get a notice once a week (if appropriate). Notices will be counted and the appropriate notice message printed (1st notice, 2<sup>nd</sup> notice, etc.)
- **Do not** use this report if you want notices for all students at the same time. Use the CIR: Overdues and Notices.
- Notice texts can be customized (by your ITC) to district-wide messages.
- This needs to be set as a scheduled report.

#### Setting up the report

1. **Click** Schedule New Reports wizard.
2. **Select** the Custom tab.
3. **Select** OH Incremental Ovrdu Notices.
4. **Click** Setup & Schedule.

User Selection	User Status Selection	Sorting	Checkout Notice	Produce Mailing Labels
Basic	Checkout Selection			Item Selection

#### Basic Information Tab

- **Change** the Report name and/or Title if you wish.

#### Selection (Checkout Selection, Copy Selection, User Selection, User Status Selection) Tabs:

- **Checkout Selection** - Select your building from the dropdown menu, remove *ChangeThis*. No other selections needed here unless you want to limit results.  
**NOTE:** *If Library is left blank, all buildings are reported.*
- **Item Selection** – Select your library or leave blank for all buildings. No other selections needed here unless you want to limit results.
- **User Selection** – Select library, profile, grade or other fields only if you want to limit results. Leave the check in “blank field matches with Not Equal Qualifier” box.

Extended info: <input type="text"/>	
<input checked="" type="checkbox"/> blank field matches with Not Equal qualifier	

- **User Status Selection** - No other selections needed here unless you want to limit results.
- Use gadgets to ensure correct formatting of data entry.

#### Sorting Tab:

- Select Sort option – Homeroom (group ID), Teacher, User ID, User name.

#### Checkout Notice Tab:

- The defaults should suffice, but can be modified if desired.
- Your ITC staff can assist with selecting notice text if you want something customized.

#### Produce Mailing Labels

- Currently not working.

**Incremental Overdue Notice**

Schedule the report.

- **Click** Schedule at the bottom of the screen.
- To schedule the report to run on a daily basis, Mon. – Fri., before school begins:
  - **Select** WEEKLY
  - Start running on: **Select** TOMORROW's date, time of 7:15 or later.
  - Days of week: **Select** MON, T, W, TH, FR

**Examples of notice text:**

OVERDUE NOTICE

According to our records, the following are checked out in your name and are now overdue. Please return the items as soon as possible because an overdue fine of \$.05 per day is being charged to you. See the library if you have any questions.

SECOND OVERDUE NOTICE

The following Library materials are still overdue, even though a notice was sent to bring this to your attention. Overdue charges are continuing to accrue. Please return these materials and pay the fines associated with these items.  
Thank you.

**Incremental Overdue Notice – Example**

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Friday, January 14, 2005

Delphos Jefferson High School
925 N. State St.
Delphos
OH
45833

BRADLEY JOSEPH RODE
GARY/ELAINE RODE
XXXX BLOOMLOCK RD
SPENCERVILLE
OHIO
45887

Homerom: A127-YODER, MS

Dear BRADLEY JOSEPH RODE,

SECOND OVERDUE NOTICE

The following Library materials are still overdue, even though a
notice was sent to bring this to your attention. Overdue charges
are continuing to accrue. Please return these materials and pay
the fines associated with these items.
Thank you.

1 call number:FIC HUN ID:32612100095805
No promises in the wind / Irene Hunt.
Hunt, Irene.
due:12/20/2004,23:59 price:$3.75 accrued fine to date:$.45

2 call number:FIC HUN ID:32612100029531
William : a novel / Irene Hunt.
Hunt, Irene.
due:12/20/2004,23:59 price:$2.25 accrued fine to date:$.45
```