

Overdue Desk List

Setting up the report

1. **Click** Schedule New Reports wizard.
2. **Select** the Custom tab name.
3. **Select** OH Overdue Desk List.
4. **Click** Setup & Schedule.

The settings for this report will give you a list of patrons with overdue items, sorted by Homeroom (one Homeroom per page). Output is NOT changeable.

Note: excess “white space” can be deleted with Word editor, if a continuous list is desired.

Basic Information Tab

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

Selection (Homeroom, Checkout Selection, User Selection, User Status Selection) Tabs:

Schedule New Reports : Schedule CIR : Overdue Desk List

Basic	Homeroom	Checkout Selection	User Selection	User Status Selection	Sorting
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- **Make** selections as appropriate.
- Use gadgets  to ensure correct formatting of data entry.

NOTE: If Library is left blank, all buildings are reported.

- Homeroom selection – specific homeroom information can be selected, string must be entered exactly as data appears in records.
- User Selection
Select your building from the dropdown menu, remove *ChangeThis*.
Select your Student profile(s) from the dropdown menu, remove *ChangeThis*.

Sorting Criteria Tab:

- Sort is by username (within the Homeroom sort as noted above)

Example of report (NOTE: page breaks between homerooms):

Overdue Desk List (5A-L. HOLLOWAY)				
Produced Friday, January 14, 2005 at 2:49 PM				
Item id	Title	Checked out	Due Date	Price
User Name: XXXXX, BOB (MICHAEL) (CVEL) User ID: 22611000120210				
32611000203006	Evil in Amsterdam / C	11/10/2004	1/3/2005	\$9.55
32611000207312	Rifles for Watie / by	12/15/2004	1/3/2005	\$10.10
User Name: XXXXXX, SUSIE (LYNN) (CVEL) User ID: 22611000120103				
32611001143730	The austere academy /	12/8/2004	1/3/2005	\$6.95
32611001142302	The wide window / by	12/15/2004	1/3/2005	\$6.95
User Name: XXXX, BOB (LEIGH) (CVEL) User ID: 22611000120731				
32611001141908	The reptile room / by	12/15/2004	1/3/2005	\$6.95
User Name: XXXXXX, SUSIE (MCKINLE) (CVEL) User ID: 22611000120236				
32611000202016	The cat who played Br	11/10/2004	1/3/2005	\$.00
32611000201992	The cat who lived hig	12/15/2004	1/3/2005	\$9.63
User Name: XXXX, BOB (M) (CVEL) User ID: 22611000120517				
32611001139019	Peter Pan / by J.M. B	12/1/2004	1/3/2005	\$10.95
User Name: XXXXXX, SUSIE (CVEL) User ID: 22611000101020				
32611000500823	Why the cat chose us	12/15/2004	1/3/2005	\$14.80
32611001107974	The cat who played Br	12/15/2004	1/3/2005	\$6.95
32611001101563	Wolves and coyotes.	12/15/2004	1/3/2005	\$10.95
User Name: XXXXXX, BOB (S) (CVEL) User ID: 22611000120244				
32611000202040	The cat who sniffed g	12/15/2004	1/3/2005	\$9.63
User Name: XXXXX, SUSIE (W) (CVEL) User ID: 22611000120012				
32611000150637	The sky blue frame /	12/1/2004	12/15/2004	\$8.05
32611000202008	The cat who moved a m	12/1/2004	1/3/2005	\$9.95
32611000202057	The cat who talked to	12/15/2004	1/3/2005	\$9.63
User Name: XXXXXX, BOB (ALAN) (CVEL) User ID: 22611000120020				
32611000201836	By the shores of Silv	12/1/2004	1/3/2005	\$10.10
User Name: XXXXXX, SUSIE (ANN) (CVEL) User ID: 22611000120186				
32611000203451	Ginger Pye / Eleanor	12/15/2004	1/3/2005	\$11.72
User Name: XXXXX, BOB (C) (CVEL) User ID: 22611000100980				
32611001132147	In the spotlight / by	12/15/2004	1/3/2005	\$16.95
32611001205893	A murder is announced	12/15/2004	1/3/2005	\$9.40
32611001205885	The moving finger / A	12/15/2004	1/3/2005	\$9.40
User Name: XXXXXXXXX, SUSIE (ALAN) (CVEL) User ID: 22611000120087				
32611001143888	The reptile room / by	12/15/2004	1/3/2005	\$6.95
32611001144985	The austere academy /	12/15/2004	1/3/2005	\$.00
32611001144928	The carnivorous carn	12/15/2004	1/3/2005	\$4.99

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