


DESTINY - YEAR END

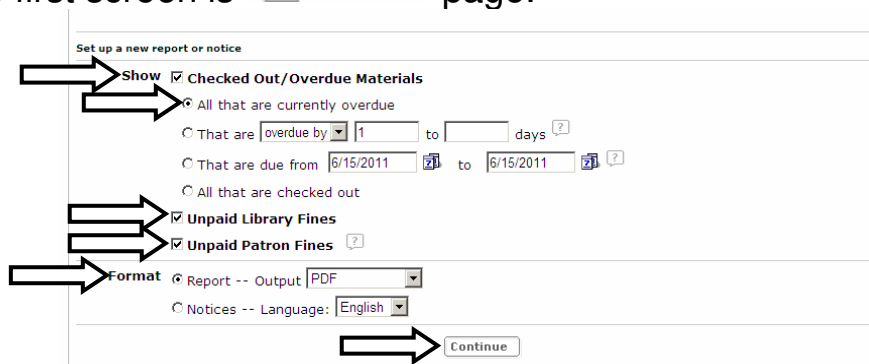
Creating a Master List of Overdues.


Once most of the Library books have been returned, it may be helpful to create a Master List of Overdues instead of working from separate lists for each class. This list is organized by teacher and includes home phone numbers and fine totals for each student.

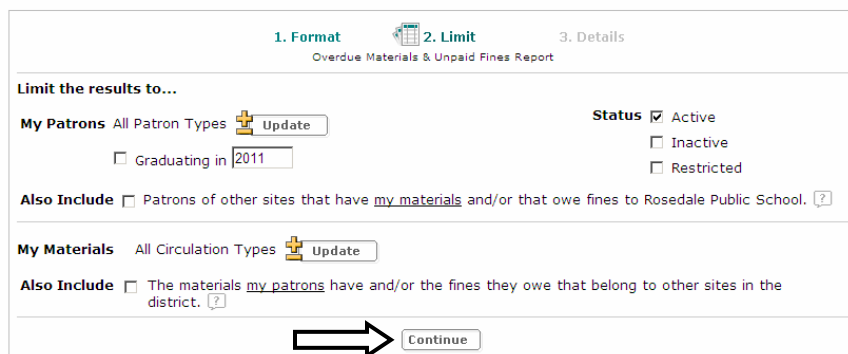
It would be helpful to print a final year end copy of this report to reference in September. It will help you to track down any books that may have been found over the summer. Do not print this list until after your Ceiling Date has passed as it will only report on overdues.

- ▶ Log into Destiny as Circ Desk.
- ▶ Reports-Patron-Current Checkouts/Fines.

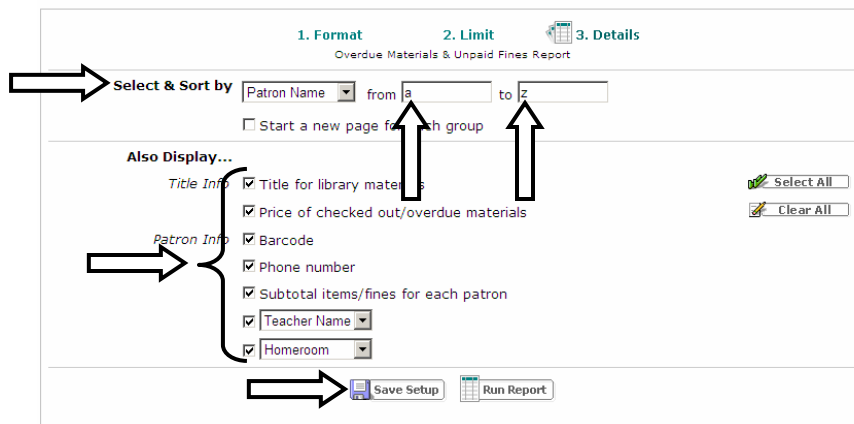
▶ The first screen is  **1. Format** page.



▶ On the  **2. Limit** page, remove the check mark for “The materials my patrons...”



► Complete the  **3. Details** page as follows...



1. Format 2. Limit 3. Details
Overdue Materials & Unpaid Fines Report

Select & Sort by Patron Name from a to z

Start a new page for each group

Also Display...

Title Info

- Title for library materials
- Price of checked out/overdue materials
- Subtotal items/fines for each patron

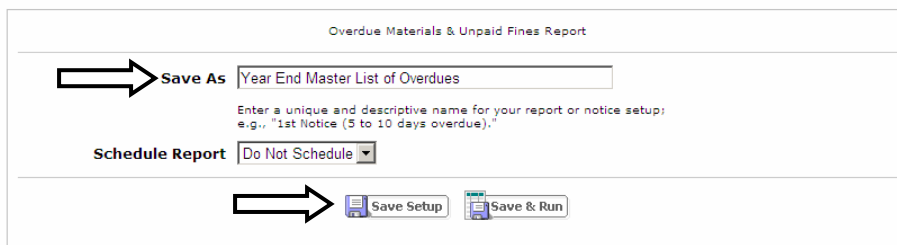
Patron Info

- Barcode
- Phone number
- Teacher Name
- Homerroom

Select All Clear All

Save Setup Run Report

► Give the Report a name (Year End Master List of Overdues) and click “Save Setup” or “Save & Run”.



Overdue Materials & Unpaid Fines Report

Save As Year End Master List of Overdues

Enter a unique and descriptive name for your report or notice setup:
e.g., "1st Notice (5 to 10 days overdue)."

Schedule Report Do Not Schedule

Save Setup Save & Run



Run this report on the last P.A. Day and file for reference in September.