

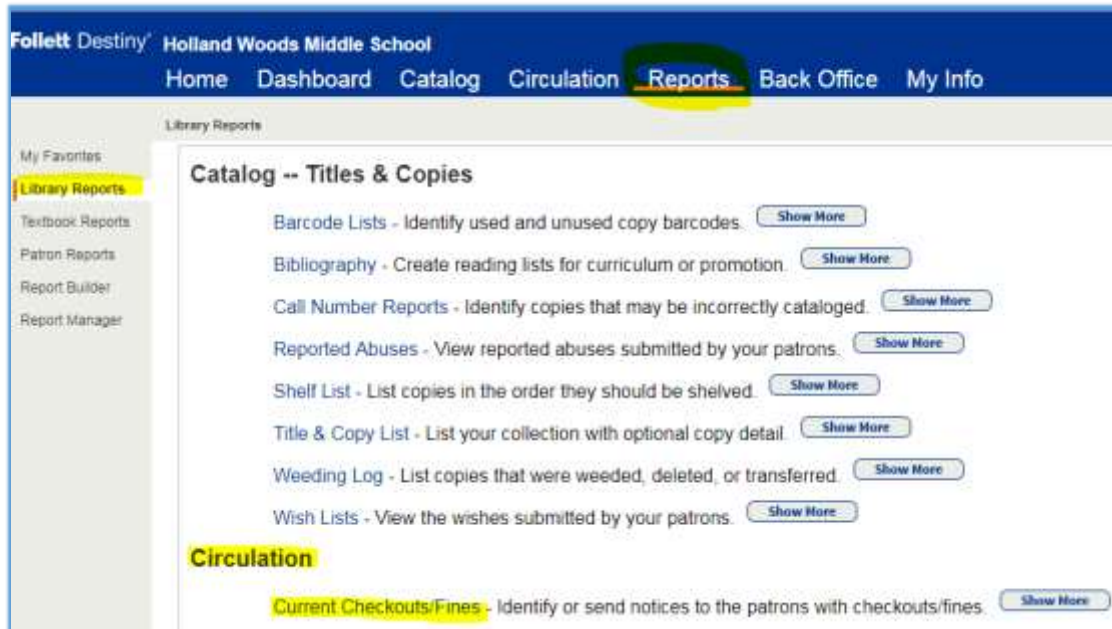
Using or Creating a Destiny Report

Log in to Destiny,

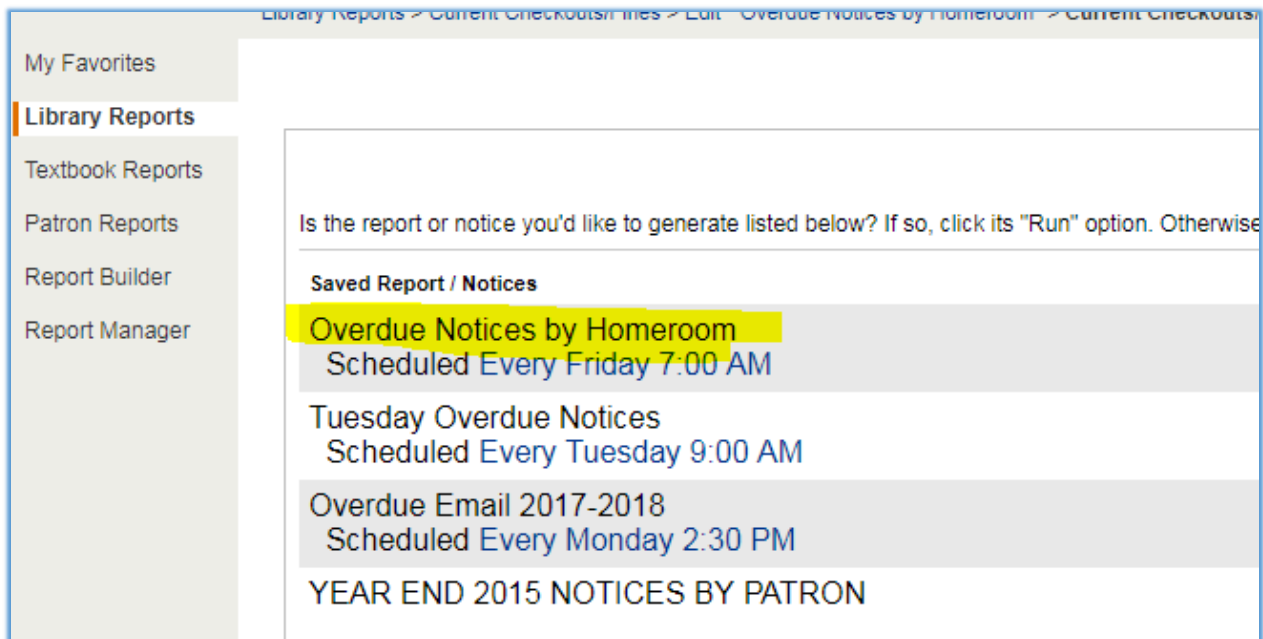
Select the option Report,

Left hand menu select desired report area. In this example select Library Reports

Under the heading Circulation select Current Checkouts\Fines



Select area you wish to run a report. In this example Select Circulation, Overdue Notices by Homeroom



Using or Creating a Destiny Report

Or scroll to the bottom of this screen and create a new report selecting the Format options.

Set up a new report or notice

Show **Checked Out/Overdue Materials**

- All that are currently overdue
- That are overdue by to days [?](#)
- That are due from to [?](#)
- All that are checked out

Unpaid Library Fines

Unpaid Textbook Fines

Unpaid Patron Fines [?](#)

Format Report -- Output

Email to Homerooms

Notices -- Language:

[Continue](#)

Select the desired Limit options and click on Continue

Limit the results to...

My Patrons All Patron Types [Update](#)

Graduating in

Also Include Patrons of other sites that have my materials and/or that owe fines

My Materials Library - All Circulation Types [Update](#)

Textbooks

Also Include The materials my patrons have and/or the fines they owe

Using or Creating a Destiny Report

Final step, select the desired Details either save the setup or run the report

1. Format2. Limit3. Details

Overdue Materials & Unpaid Fines Report

Select & Sort by Patron Name ▼ from to

Start a new page for each group

Also Display...

Title Info Title for library materials

Price of checked out/overdue materials

Patron Info Barcode

Phone number

Subtotal items/fines for each patron

Grade Level ▼

Homeroom ▼

Save Setup Run Report