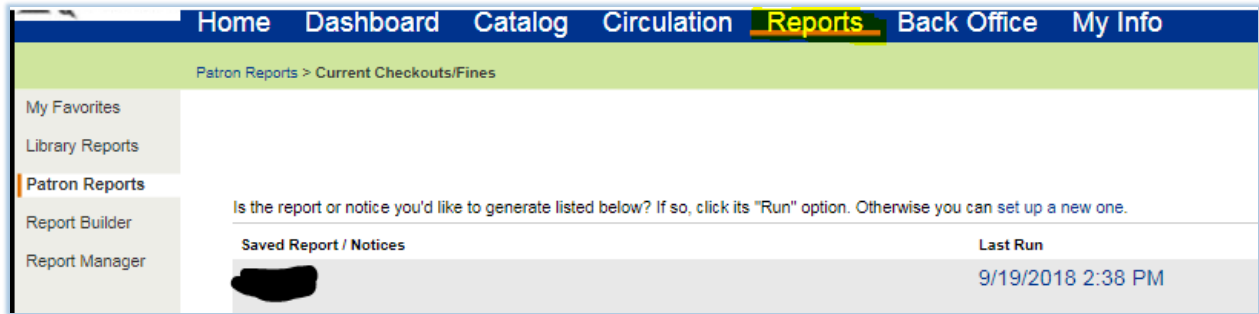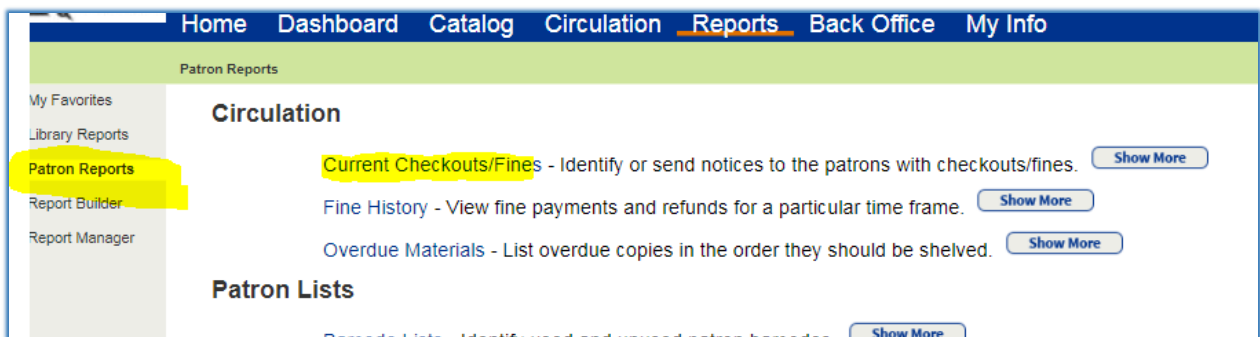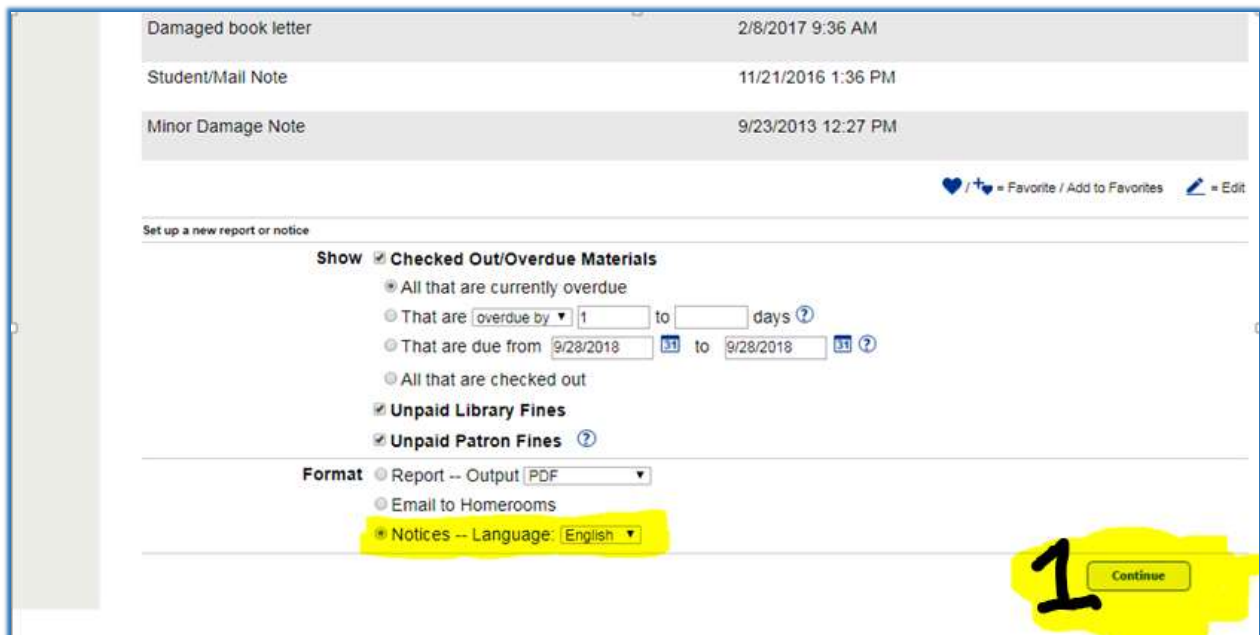# Sending an email for overdue items
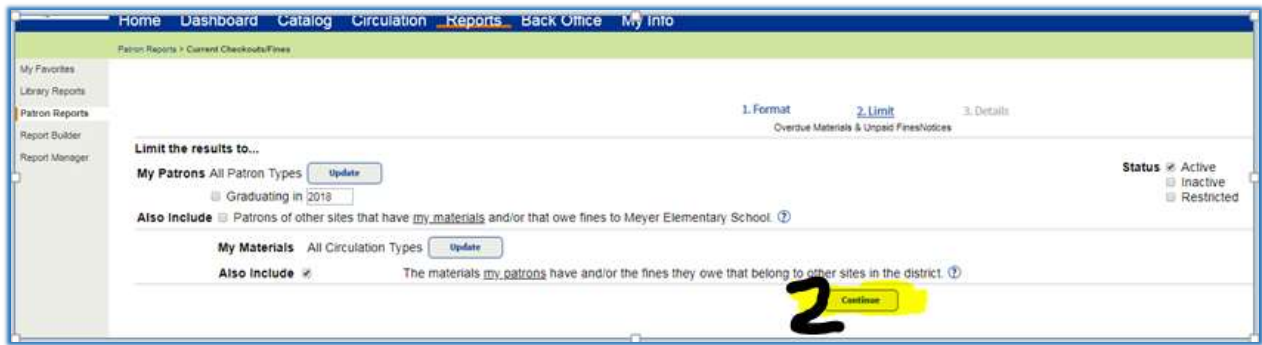
Go to the Reports tab

On the left click on Patron Reports. Under Circulation, click the Current Checkouts/Fines Report.

Down towards the bottom of the page, under Format, click Notices and hit the continue button **two** times.
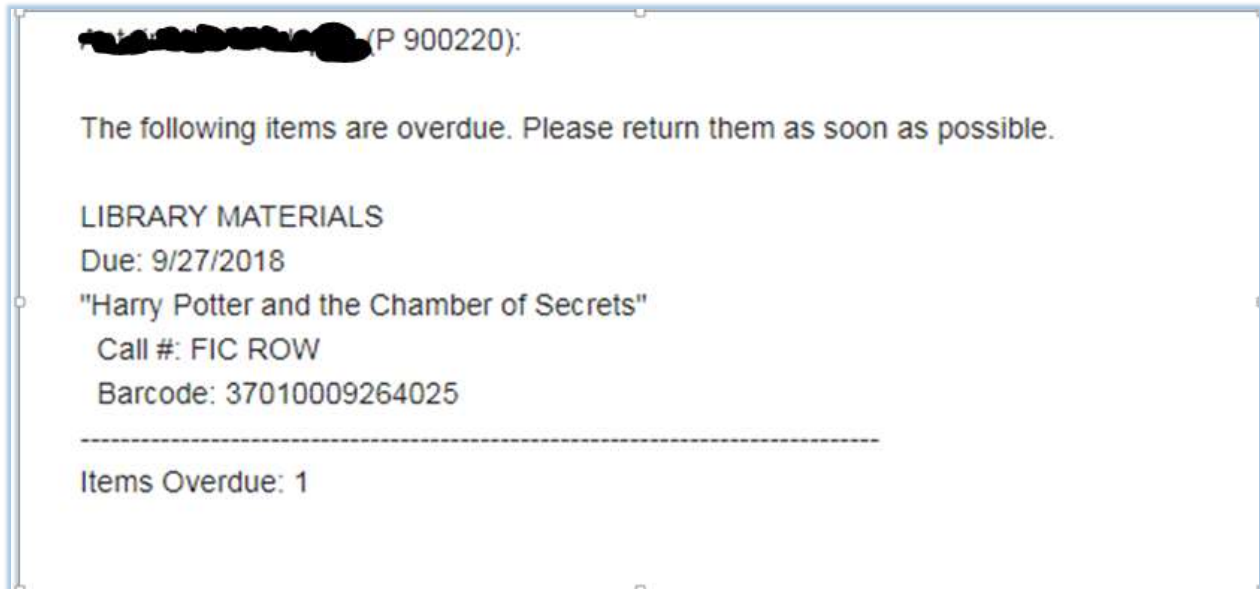
After clicking the Continue button twice, you then get to the screen where you are able to send the notice via email. If you have Email 1 populated, the email would be sent to that email. You can set up your parameters and then hit run notices.

Sending Overdue Notice to Email – 9-28-18 - TU

The email below is what is sent to the student/parent.

(P 900220):

The following items are overdue. Please return them as soon as possible.

LIBRARY MATERIALS
Due: 9/27/2018
"Harry Potter and the Chamber of Secrets"
 Call #: FIC ROW
 Barcode: 37010009264025

Items Overdue: 1

Below is a copy of the report letting you know how many emails were sent and if they went through.

Library Reports > Current Checkouts/Fines > Report Manager > Job Summary

Job Overdue Materials, Unpaid Fines.
Site Meyer Elementary School
Started 9/28/2018 11:36 AM
Options Notice: Overdue Materials, Unpaid Fines. Group by: Patron Name. Limit from Uppy to Uppy. Circulation Types: All. Patron Types: All.

Summary
- Email Notices Attempted: 1
- Email Notices Sent: 1
- Email Notices Failed: 0
- Patrons Skipped: 0