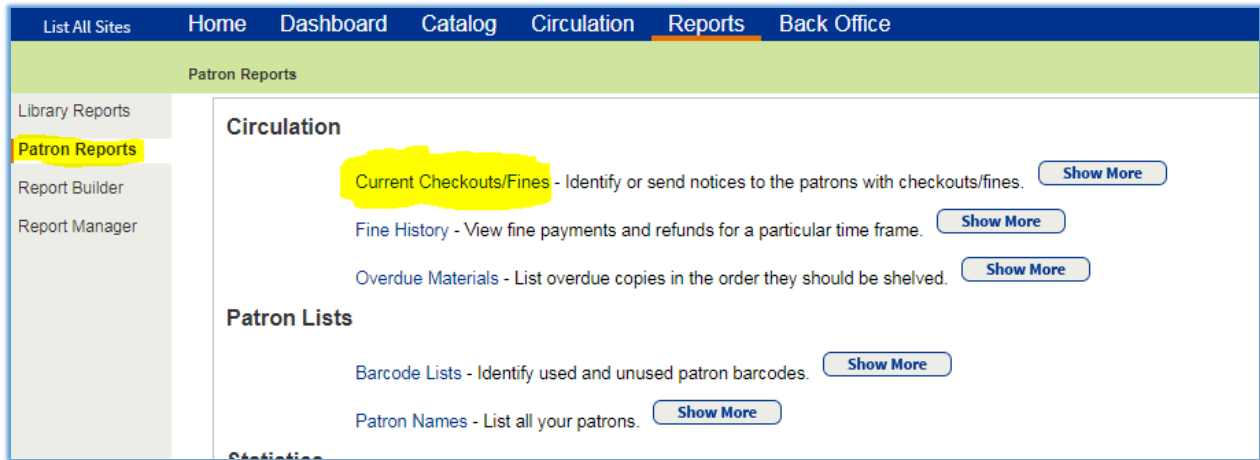
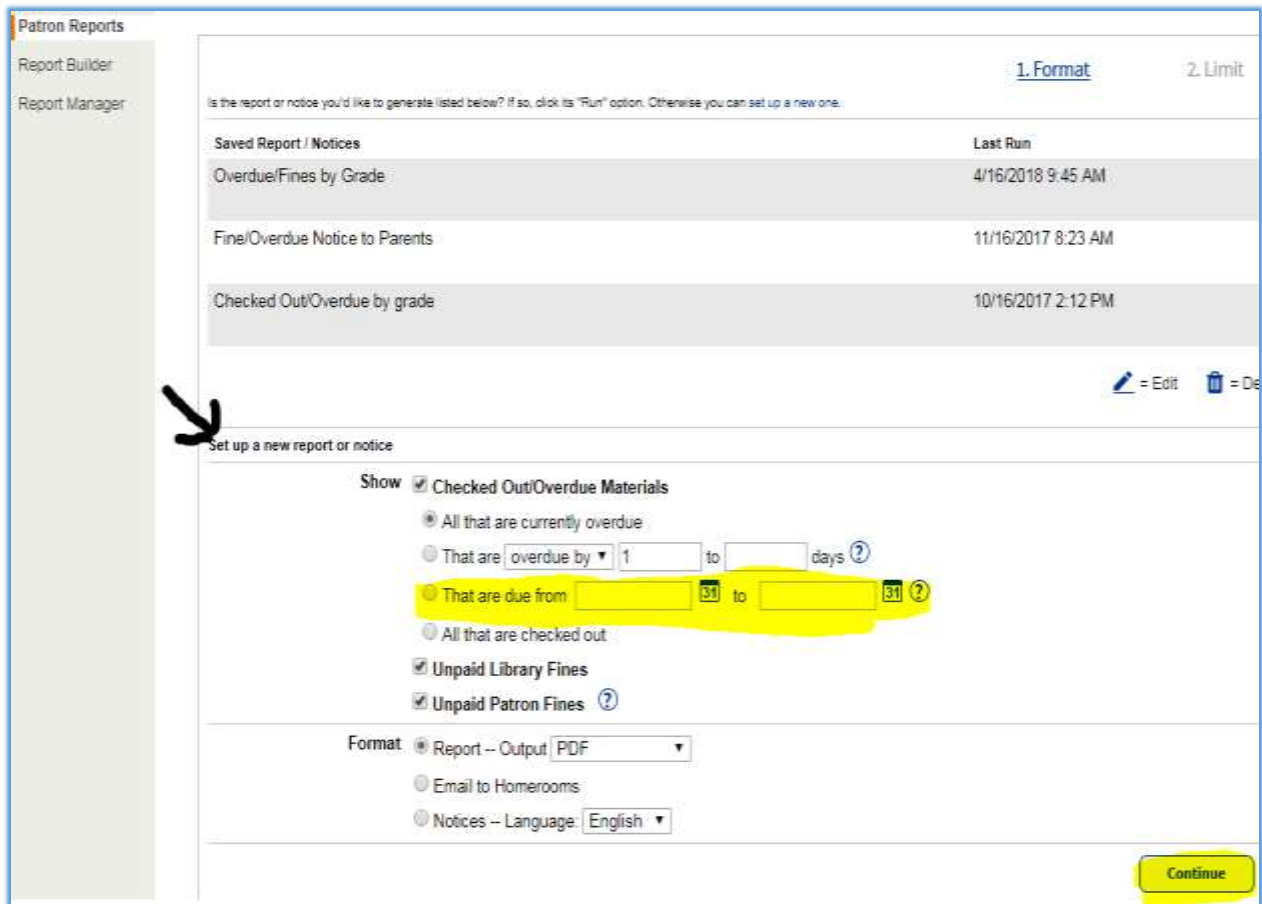


Active/Inactive Student Overdue/Fine Report

To run a report on students that are Active/Inactive and have a fine, go to the **Reports** tab. Select **Patron Reports** on the left hand side and choose the **Current Checkouts/Fines** option.



Half way down the page is the **Set up a new report or notice** option. This is where you will build your report. Leave the due date area blank. Once you have set up your parameters, click on the **Continue** button.



Now you can choose your Patron type. Click on **Update** and choose your Patron type. Leave the Graduation year blank to get everyone.

Library Reports
Patron Reports
Report Builder
Report Manager

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

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 to Memphis Junior High/High School. ?

My Materials All Circulation Types **Update**

Also Include The materials my patrons have and/or the fines they owe that belong to other sites in the district. ?

Continue

Choose **Student** and click OK.

Patron Reports > Current Checkouts/Fines > Select Patron Types

Library Reports
Patron Reports
Report Builder
Report Manager

Select Patron Types...

Select All **Clear All**

Community **Student**

Faculty Support Staff

OK

On this screen you can choose what you want to see on the report. Once you have selected your parameters, you can save the settings or just run the report.

Library Reports
Patron Reports
Report Builder
Report Manager

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

Limit the results to...

My Patrons **Student** **Update**

Graduating in

Also Include Patrons of other sites that have my materials and/or that owe fines to Memphis Elementary School. ?

My Materials All Circulation Types **Update**

Also Include The materials my patrons have and/or the fines they owe that belong to other sites in the district. ?

Status Active
 Inactive
 Restricted

Continue

On the final screen, you can check the boxes that you need, like Price of checked out/overdue materials, and you can also add a phone number of the student to the report. You can either save your settings, or you can just click on **Run Report**.

1. Format 2. Limit 3. 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

Home room

Save Settings Run Report