

Destiny Reports

Current Checkouts/Fines

Emailed notices

Limiting by due date

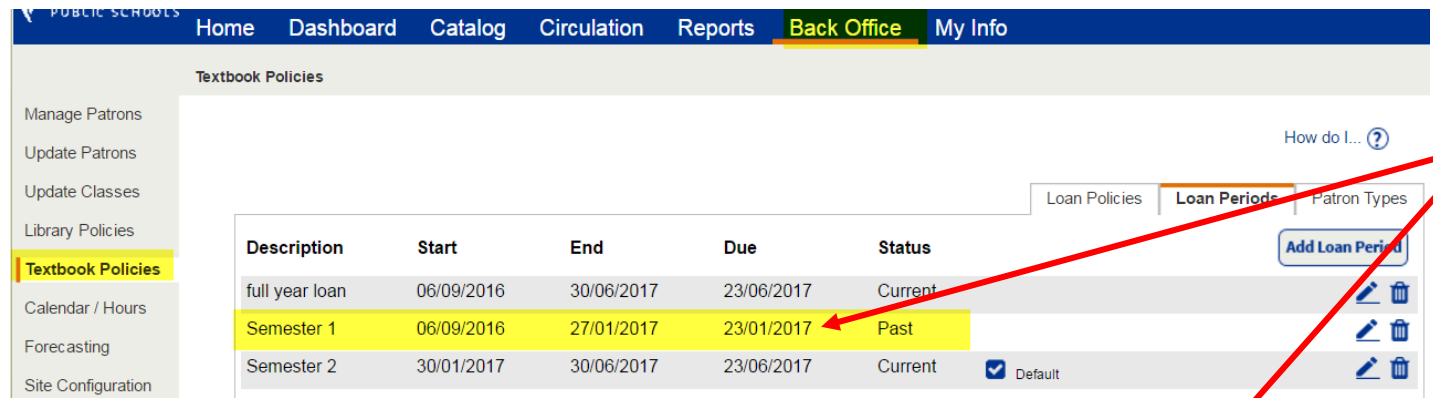
(For Library and Textbooks)

Important note: *Email notices should be **scheduled to run during non-school hours** as this ties up the system for other users who need to run reports during their work time.*

Task: email overdue notices for textbooks that were due at the end of the first semester only.

1. Look-up your site's semester one textbook due date.

Go to *Back Office*, *Textbook Policies* and click the *Loan Periods* tab.

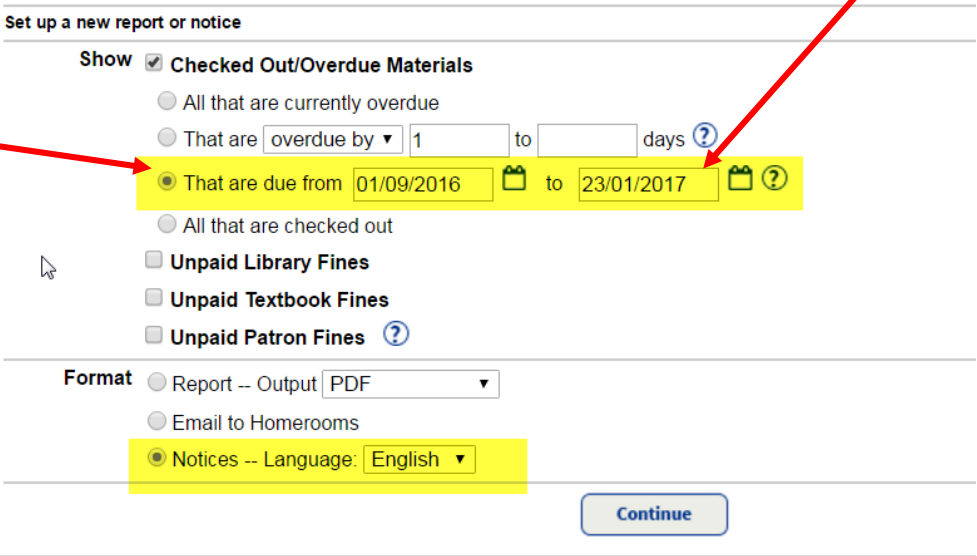


Description	Start	End	Due	Status
full year loan	06/09/2016	30/06/2017	23/06/2017	Current
Semester 1	06/09/2016	27/01/2017	23/01/2017	Past
Semester 2	30/01/2017	30/06/2017	23/06/2017	Current

Textbooks borrowed during the 1st semester at this site were due at the end of the day on January 23, 2017.

2. Now, in *Reports*, *Textbook Reports*, select *Current checkouts/Fines*, Set up your new report as follows.

Click the radio button, then enter the appropriate dates.



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

3. Click the *Continue* Button.

4. Limit who receives notices by *type*, *status* and *location* of patron, and *type*, and *ownership* of the material

1. Format

2. Limit

3. Details

Overdue MaterialsNotices - Items due from 01/09/2016 to 23/01/2017

Limit the results to...

My Patrons

Student

Update

☐ Graduating in 2017

Also Include

☐ Patrons of other sites that have [my materials](#) and/or that owe fines to Dover Bay Secondary School. ?

My Materials

Library -

No Circulation Types

Update

☒ Textbooks

Also Include

☐ The materials [my patrons](#) have and/or the fines they owe that belong to other sites in the district. ?

Continue

Note:

Active students are students currently enrolled in NLPS or students that have left the district but their status hasn't been changed yet.

Inactive indicates that the student has left the district. This can be changed at the site, or centrally.

Restricted means the site has removed the patron's borrowing privileges.

5. Click the *Continue* button once you make your selections.

[1. Format](#) [2. Limit](#) [3. Details](#)

Overdue Materials Notices - Items due from 01/09/2016 to 23/01/2017

Select & Sort by Patron Name ▼ from to

Distributed ☐ Internally ?

☐ Mailed

☒ Via email - Provide sender information

Display name

Email

?

Send To ☒ Email 1 and Email 2

☐ Email 1

☐ Email 2

Page layout Print 2 notices per page ▼

Message Patron's Name:

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

Address Label ☐ To the Parent or Guardian of: Patron's Name

Also Display...

Title Info ☒ Title for library materials

☒ Price of checked out/overdue materials

Patron Info ☒ Barcode

☒ Phone number

☐ Grade Level ▼

☐ Homeroom ▼

Select Via email

*Enter a reply email address—**Do not** use agurney@sd68.bc.ca*

*The student **email 1** is the first usable contact email in the student's MyEd record. This is populated by electronic updates from MyEd.*

***Email 2** is no longer updated from MyEd. This can be used at the site if you choose to collect student email addresses.*

Please consider privacy issues before sending the titles of items borrowed by students to their parents.

Do Not run this report during working hours.



6. Click *Save Setup* to schedule your report.

7. Give your report a title, then select ***Schedule Report Weekly***– even if you only want to run this report once.

Overdue MaterialsNotices - Items due from 01/09/2016 to 23/01/2017

Save As

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

Schedule Report Weekly ▼


☐ Do not run on closed days (Closed: Sunday, Saturday)

On Monday ▼

Note: Please enter times below in am/pm format. Example: 8:00 AM.

Time

Save Setup Save & Run



8. Select the Day and time to wish to run your report. (*Schedule your report between **4:30 PM and 7:50 PM** to avoid automatic updates and the system backup which are also scheduled at night*).

9. Do NOT use Save & Run. Click *Save Setup*.

10. If you only want this report to run one time, rather than weekly, edit the saved report by changing *Scheduled Report* back to *Do Not Schedule*– **before** the next scheduled run time. Save your changes.

Save As

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