DESTINY – TURN OFF AUTOMATED EMAIL NOTICES

To turn off your automated email notice reports:

- Go to your Current Checkouts and Fines report that is scheduled to run automatically. Click the edit symbol to the right of your saved email report:

  ![Student Overdues Email 5-8](image)

- On Step 1 Format click Continue
- On Step 2 Limit click Continue
- On Step 3 Click Save Setup
- On the Save Setup page, click the down arrow next to Schedule Report and change it from Weekly (or Daily) to Do Not Schedule, then click Save Setup.

![Save As](image)

Hope this helps!

Please contact the BOCES2 SLS Library Automation Team with any questions.
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