Quick Help for
Library/Textbook overdue notices

Overdue notices

The Current Checkouts/Fines report allows you to create, name, and save dozens of custom reports and notices that you can generate repeatedly. The report contains 3 pages of options for you. You can access this report from the Patron, Library, or Textbook page of Reports.

Move forward through the report by clicking Continue on each page. Move back by clicking the name of the step, for example, 2. Limit

Specifying the materials

1. On the first page, Format, select the materials to include on the notices:
   - All overdues
   - That are overdue by and enter a day range.
   - That are due from and enter a date range.
   
   Note: If you'll be generating these notices periodically, do not select That are due from; the calendar dates will become outdated.

2. To include any outstanding fines or refunds on the notice, select the appropriate Unpaid Fines check boxes.

3. Choose to format the results as Notices.

4. Click Continue.

Tips:
To print notices for items that will soon be overdue, specify a future date.
To create an open-ended range, leave one of the text boxes empty.
For example, to create notices for items more than 10 days overdue, set this option to That are overdue by and enter 10 in the first box. Leave the second box empty.
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Limiting the notices

5. On the second page, Limit, select the patron types you’re generating notices for. Click Update to change your selections.

6. If desired, limit the notices to patrons of a certain status or patrons with a particular graduation year. If you circulate across your district, you can also include patrons from other sites who have your materials.

7. If desired, limit the notices to certain circulation types. Click Update to change your selections. You can choose to also include materials belonging to other libraries.

8. Click Continue.

Note: To create your patron and circulation types, see your Library Policies or Textbook Policies page in the Back Office.

Including the details

9. On the third page, Details, select and sort the notices by patron name, grade level, homeroom, or one of the user-defined fields.

10. You can limit the printing to a specific range.

Examples:
Patron Name from A to G
Homeroom from 101 to 199

11. Choose the method of delivery: internal, mail, or email*.

12. Select 1, 2, or 4 notices per page.

13. Customize the salutation before the patron’s name and the message.

14. Choose to include any of the additional information by selecting any of the check boxes or list items.

15. To name and save this setup, click Save Setup. Otherwise, click Run Notices.

*Your Destiny Administrator must have set up your email server.
Saving and scheduling a setup

On the next page, if you're saving the notice, enter a name for it. If you'd like, Destiny can automatically generate the notices periodically. Select Daily or Weekly next to Schedule Report, and choose the weekday, and the time (if applicable). When you're done, click Save Setup or Save & Run.

The saved notices appear in the Saved Report / Notices list at the top of the Format page, along with the date it was last generated and icons for running, editing, or deleting it.

If you'd like to re-schedule the notices, just click the Scheduled day/time and change your preferences. If the notices are available for viewing and printing, the Last Run date/time is linked.

Notice contents

Each notice includes the following:
- The school name
- The patron's name
- Address (if you selected Mailed)
- The current date
- Any of the additional options selected on the Details page
- A list of each individual copy with its:
  - Due date
  - Title (if selected)
  - Call number
  - Barcode number
  - Estimated overdue fine amount (if you charge fines).

If you chose to send the notices by email, and a patron doesn’t have an email address, a printed version of the notice is automatically printed for you.