

Printing Overdue and Fine Notices

1. Go to the **Reports** tab and choose **Patron** from the left menu.
2. Choose the **Current Checkouts/Fines** report (under the **Circulation** heading).

3. For a standard report that includes both fines and overdue items, leave as shown and click **Continue**.
4. The next screen, **Limit**, allows you to choose which types of patrons (i.e. students, faculty) and which types of materials to include or exclude from the report.

5. The third screen, **Details**, allows you to choose how the notices are sorted and what information is included.
6. You will usually want to **Select & Sort by** the **Teacher** field and check “Start a new page for each group” so that the notices can be distributed by class.

7. Click **Save Setup** if you will want to run this report again with settings exactly the same in the future, or if you would like to automate this exact report to run daily or weekly. Otherwise, choose **Run Report**.
8. Click **Refresh View** above the Report Manager list until the status is “Completed,” then click **View** to download, view and/or print the report (PDF file).