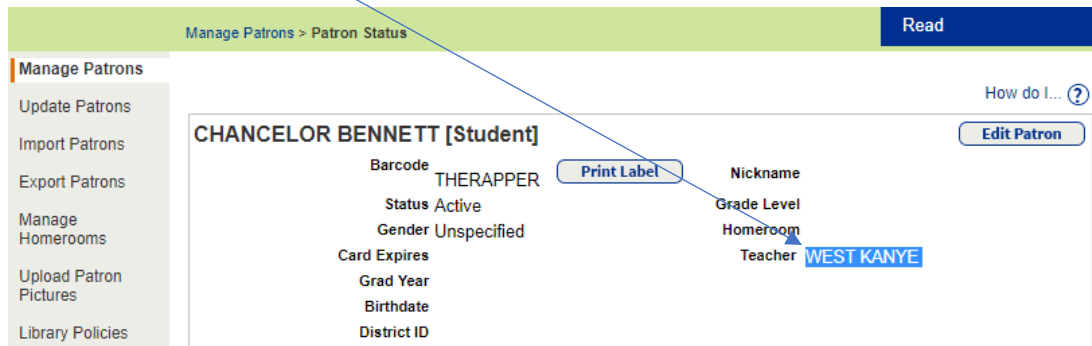


'Current Checkouts' Reports by Class

With these steps you can create and save 'Current Checkouts/Fines' reports for individual classes which can be run on-demand when a class visits the library each week.

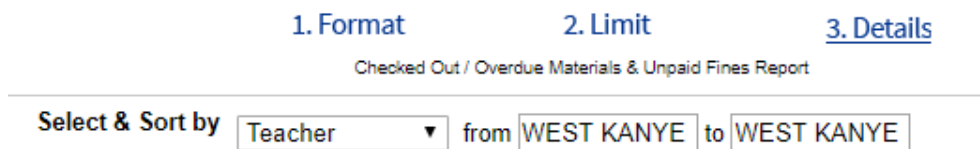
Part I – Copying the Teacher’s Name as Displayed in their Students’ Patron Records

1. Go to **Back Office > Manage Patrons**
2. Type the teacher’s last name in the Find field and **Search** in "All"
3. Click on **Patron Status** for one of that teacher's students in the search results
4. Highlight and Copy (Ctrl-C or right click) the teacher's full name from the student's page



Part 2 - Building the Current Checkouts Report

1. Go to **Reports > Library Reports > "Current Checkouts/Fines"**
2. On screen **1. Format** under **Show**, choose the "All that are checked out" radio button to see all current checkouts, not just overdue items. Choose other options and click **Continue**
3. On screen **2. Limit**, make any desired changes and click Continue
4. On screen **3. Details**, choose **Select and Sort by** "Teacher" and paste (Ctrl-V) the teacher's name into the "from" and "to" fields



5. Click **Save Setup**
6. Name the report with the teacher's name, and click **Save & Run**.

Part 3 – Running the Class Reports On-Demand

1. Go to **Reports > Library Reports > "Current Checkouts/Fines"**
2. Find the desired class report in the "Saved Report / Notices" section
3. Click the **Run** button



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