Overdue Mini-notice (long)

(Overdues/bills Notes)

Purpose:
    Create a short note to use to notify student of overdue item/bill

Location:
    INFOhio tab > CIR: Overdues and Notices

Setup options:
    a. Basic tab – change report name and title to reflect purpose of report
        - *"Overdue NOTE 2nd grade"*
    b. User Selection tab: Grade (*02*)
    c. Item Selection tab: Library
    d. Sorting: library/grade/room/name (or as desired)
    e. Output options: *Long*, format: *Landscape*
        Enter message as desired.
        Field selections as shown:
        (Can select as desired)

Field Selection

☑ Item: Title	☑ Date: Checkout	☑ Patron: Room
☑ Item: Barcode Number	☑ Date: Returned	☐ Patron: Teacher
☐ Item: Callnum	☑ Date: Due	☐ Patron: Program
☐ Item: Author	☑ Date: Notice Date	☑ Patron: Grade
☑ Item: Estimated Fines	☑ Patron: Name	☑ Patron: Address
☑ Item: Price	☑ Patron: ID/Alt-ID	☑ Patron: Homeschool

Results (cut apart on dotted lines):

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INFOHIO - Overdue Note - 2nd grade - (ciroverlist.pl)                          07/22/2009
==========================================================================================
Name                    |Title Information                     Dates         Status   Due
==========================================================================================
DLFN:02:2B-GERDING:
------------------------------------------------------------------------------------------
Cross, AMANDA MARIE   Gr: 02|Please see librarian if you have any questions.
ID/Alt:   22612001703004  |
  Room:    2B-GERDING      |Boofo: the dog that goes where Santa goes   Out: 06/24/08  OVERDUE   1.00
                          | Val: $ 14.95       Bar: 32612010039323  Due: 08/25/08  0.00
                          |                                            Ret: --/--/--  0.00
                          |
                          |Don't read this book whatever you do! : more Out: 06/24/08  OVERDUE   1.00
                          | Val: $ 13.95       Bar: 32612010086167  Due: 08/25/08  0.00
                          |                                            Ret: --/--/--  0.00
                          |
                          |Stars of the Major Leagues                 Out: 06/24/08  OVERDUE   1.00
                          | Val: $  6.95       Bar: 32612010004814  Due: 08/25/08  0.00
                          |                                            Ret: --/--/--  0.00
                          |
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Greene, JAKOB SCOTT   Gr: 02|Please see librarian if you have any questions.
ID/Alt:   22612001700455  |
  Room:    2B-GERDING      |Don't you dare shoot that bear story of Theo Out: 08/28/08  OVERDUE   1.00
                          | Val: $ 11.95       Bar: 32612010002487  Due: 09/04/08  0.00
                          |                                            Ret: --/--/--  0.00
                          |
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Laborde, PAIGE        Gr: 02|Please see librarian if you have any questions.
ID/Alt:   22612001616651  |
  Room:    2B-GERDING      |Happy Easter, dear dragon                  Out: 11/13/06  OVERDUE   1.00
                          | Val: $  6.83       Bar: 32612010015513  Due: 11/20/06  Bill
                          |                                            Ret: 05/30/07
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