DUEDATEREPORTING

Use this Report for Tracking and reporting on what Collection Items are currently Checked-out or on Loan.

Proceed to the Main Menu of G3 and choose the Circulation menu selection. Once at the Circulation Menu use the following steps to create a report.

G3 Library Automation System (Build 1.10.3) : LEGGETT_ISD_LIBRARY	
Exit Logon Help	
Circulation Menu Circulation Cliculation Cliculation System Circulation Menu Circulation Cliculation Calendars Overdue/Fines Listings Overdue/Fines Notices Due Date Report Run Custom Report Run Custom Report Amin Menu	
Select Due Date Report	
5/18/2004 1:18 PM	
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Figure 1

There are some rules that apply to create this report;

- 1. Reporting should occur within the days of your current calendar settings between the "First Day of Year and the Last Day of Year".
- 2. Earliest reporting date for "Due Dates From" uses the calendar "First Day of Year example is First day = 08/12/2003.
- 3. "Due Dates From" can be any date after 08/12/2003
- 4. "Due Dates to" is current day date or any date you choose after the "Due Dates From, example is **Due Dates From** = 08/12/2003 and to your current day's date example 05/12/2004 which can be our "**Due Dates to**" date or this can be any date after the "Due Date From" date of 09/03/2002.
- 5. "Due Dates to" can be dates into the future, let's say that Miss Smith brings her class in every Friday. The "Due Date" report can be created on any day prior to Friday using Friday's date as the "Due Dates to" date information. Using the Circulation period of 14 days (or your Circ. Days) you can work backwards from Fridays date, example let's say

today is 05/12/2004 and Friday is 05/16/2004. The Due Date report "From" field would have a date of 05/02/2004 or any date prior to 05/02/2004 and a "to" date of 05/16/2004 representing the future date of Friday, using the selection criteria fields located below the "Due Dates From-to" fields will create a report for "All Items Due" on Friday.

6. If you intend to use Due Date Reporting extensively for sending advance lists to teachers or staff, making them aware of what is Due on a specific day, we would recommend not using "Grace Days" within your circulation periods setting.



Library Resource Management Systems, Inc.

Prir	nted in Due Date Order	r		
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		Leggett_ISD_Library		
	00/40/2002 / 05/20/2004	Due Date Report		
	08/18/2003 to 05/28/2004 CallNo/Title/Barcode	Name/Group/Parent-Teacher	Due Date	
	796.323%64TA Toronto Raptors/ 105594	Criswell , Jimmy N 09	05/19/2004	
	FIC SAC Holes / 105655	Garcia ,Luis G 12	05/19/2004	
	E COH When will read?/ 110221	Bower ,Luke D 01	05/19/2004	
	621.36 SMI Careers in fiber optics / 111059	Diosdado , Socorro 12	05/19/2004	
	FIC GAR Moondog / 131384	Harrington , Kyle R 11	05/19/2004	
	796.323 JOS Orlando Magic / 1 50006	Criswell , Jimmy N 09	05/19/2004	
	E FIC TID	Davis , Chesbie	05/20/2004	
	The best pet yet / 10023	51		
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To Due Date	The bestpet / 10023	der Eeggett_SD_Library Due Date Report	¢ C. ► 2 + ₩ D.	© 5. @ G. ₽ R. (I A D 1
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Due Date	The best pet / 10023 Control Control Contro	der Eeggett_SD_Library Due Date Report Name/Group/Parent-Teacher Collins , Ashley M 01	C. ■ 2 → Ø D.       Due Date       05/25/2004	G3 will produce th report by placing each Groups output
Due Date	The best pet / 10023 Report Report Report Report	der Eeggett_SD_Library Due Date Report Name/Group/Parent-Teacher Collins ,Ashley M of Petty ,Brandon of	C Due Date 05/24/2004	G3 will produce the report by placing each Groups output onto their separate page or pages
Tinted in (	The best pet / 10023 The best pet yet / 10023 Callo 2 Call Call Call Call Call Call Call Ca	der Eggett_SD_Library Due Date Report Name/Group/Parent-Teacher Collins , Ashley M 01 Petty , Brandon 01 Bower , Luke D 01	C. 2 . 2 . 2 . 2 . 2 . 2 . 2 . 2 . 2 . 2	G3 will produce the report by placing each Groups output onto their separate page or pages. Group information
Due Date	The best pet yet / 10023 CallNo/T file/Barcode 158.1 CHI Chicken soup for the kid's soul: 100256 E BEN A ghost named Fred / 130201 E COH When will read?/ 110221 E FIC TID The best pet yet / 10023	der egget_SD_Library Due Date Report Name/Group/Parent-Teacher Collins , Ashley M of Petty , Brandon of Davis , Chesbie of	C. 2 . 2 . 2 . 2 . 2 . 2 . 2 . 2 . 2 . 2	G3 will produce the report by placing each Groups output onto their separate page or pages. Group information does not run togeth on one page. Any
inted in C	The best pet yet / 10023 Report Control (10) % Control (10) % C	Collins Ashley M Petty Berk Petty Bower (Luke D Collins (Chesbie 01 Davis (Chesbie 01	C Due Date Due Date 05/24/2004 05/19/2004 05/20/2004	G3 will produce the report by placing each Groups output onto their separate page or pages. Group information does not run togeth on one page. Any report by Group w be produced this

Figure 4

Library Resource Management Systems, Inc.

G3 Library Automation System (Build 1.10.3) : LEGGETT_ISD_LIBRARY - [Due Date Report] File Help	
Selection Criteria Due Dates From 08/18/2003 to 06/15/2004 Group Equals I 2 U Last Name Group Institution Name Parent ID	1.Create a Report for a specific Group or Grade Level. (Example Group 12)
Order Name 2. rep selv 3. What print out order do you want this report? Use the drop down menus to make vour selection.	Add the selection Criteria for the Group you want a ort to be compile for, use the drop down menus to ect your choices. Ing these choices allows you to create multiple eria Reports. Note: Institution Name and Parent ID rent/Teacher ID) can be used only if you have ated this information within your Borrower ords.
Image: Start       Image: Source of	5/18/2004 7:27 PM 같 2 W - 했 DU @ Sn @ G3 () 라 7:27 PM
Printed in Group 12 order by Last Name Leggett_ISD_Library Due Date Report	
08/18/2003 to 06/15/2004       CallNo/Title/Barcode     Name/Ocor/pParent-Teacher       621.36 SMI     Diosdado       Careers in fiber optics /     12       111059     TIC SAC       FIC SAC     Garcia       Holes /     12       1059555     Sac	Due Date 05/19/2004
105655	

## Library Resource Management Systems, Inc.

Figure 6						
G3 Library Automation System (Build 1.10.3) : LEGGETT_ISD_LIBRARY - [Due Date Report] File Help						
Selection Criteria Due Dates From DB/18/2003 to DB/15/2004	<b>Equals</b> = the search by the specific term entered in the 3 rd . column description field. <b>Is less than</b> = a search by less than and not including the specific term entered in the 3 rd . column description field. <b>Is greater than</b> = a search by greater than and not including the specific term entered in the 3 rd . column description field. <b>Is like</b> = a search by the term used and includes results where the specific term is a part of a similar term found in the 3 rd . column description field. (Example 05 is the term used and the search also finds and reports 05a, 05b, 05c etc.) <b>Is</b> > or <b>Equal</b> = a search by the term used or greater than the term used. (Example 05 would have results Equal to 05 with results greater than 05, which would include 06, 07, and 08 to the highest term G3 finds for its search. <b>Is</b> < or <b>Equal</b> = a search by the term used or less than the term used. (Example 05 would have results Equal to 05 with results greater than 05, which would include 01, 02, 03 and 04 or to the lowest term G3 finds for its search.					
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Due Date Report     Q Q 100 %      Q Q 100 %      Print Q Q 100 %						
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Control mechanics         Netrite/refugit/refield is relationer           796.323/6417A         Criswell           Toronto Reptors /         09           105594         09	05/19/2004					
796.323 JOS Criswell , Jimm y N Orlando Magic / 09 150006	05/19/2004					
621.36 SMI Diosdado , Socorro Careers in fiber optics / 12 111059	05/19/2004					
E 796,8 SIP Garcia ,Jessie Kickboxing : 10 130074	05/20/2004					
FIC SAC Garcia ,Luis G Holes / 12 105655	05/19/2004					
FIC GAR Herrington , Kyle R Moondog / 11 131384	05/19/2004					
E FIC WHE Jefferson , Brittney R Silver / 06 110441	05/21/2004					

Figure 8