## 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) : LEGG	GETT_ISD_LIBRARY						JJX
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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		
		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	
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	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	
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Due Date	10023	Back + Forward Back + Forward der Library Due Date Report Name/Oroup/Parent-Teacher Collins , Ashley M of Petty ,Brandon of Bower ,Luke D	Due Date 05/25/2004 05/24/2004	G3 will produce the report by placing each Groups output onto their separate page or pages. Group information
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Figure 4

Library Resource Management Systems, Inc.

G3 Library Automation System (Build 1.10.3) : LEGGETT_ISD_LIBRARY - [Due Date Repo File Help	ort]
Selection Criteria Due Dates From 08/18/2003 to 06/15/2004 Group Group Last Name Group Institution Name Parent ID	1.Create a Report for a specific Group or Grade Level. (Example Group 12)
Order Name	<ul><li>2. Add the selection Criteria for the Group you want a report to be compile for, use the drop down menus to select your choices.</li><li>Using these choices allows you to create multiple criteria Reports. Note: Institution Name and Parent ID (Parent/Teacher ID) can be used only if you have created this information within your Borrower records.</li></ul>
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## Library Resource Management Systems, Inc.

Figure 6	
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Bink.       Q       100 %       1/1       # Back       # Forward         Leggett_ISD_Library         Due Date Report         08/18/2003 to 06/15/2004         CallNot/Title/Barcode         Name/Group/Parent-Teacher         796.323.30S       Criswell       Jimmy N         09       09       09         105594       09       09         105594       09       09         105594       09       09         105594       09       09         105594       09       09         105594       09       09         11059       09       0006         621.38 SM       Diosdado       , Socorro         Careers In fiber optics /       12       10         130074       12       10         Holes /       12       105655         FIC GAR       Harrington , Kyle R         Moondog /       11       131394	Due Date         05/19/2004         05/19/2004         05/19/2004         05/19/2004         05/19/2004         05/19/2004

Figure 8