

DUE DATE REPORTING

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.

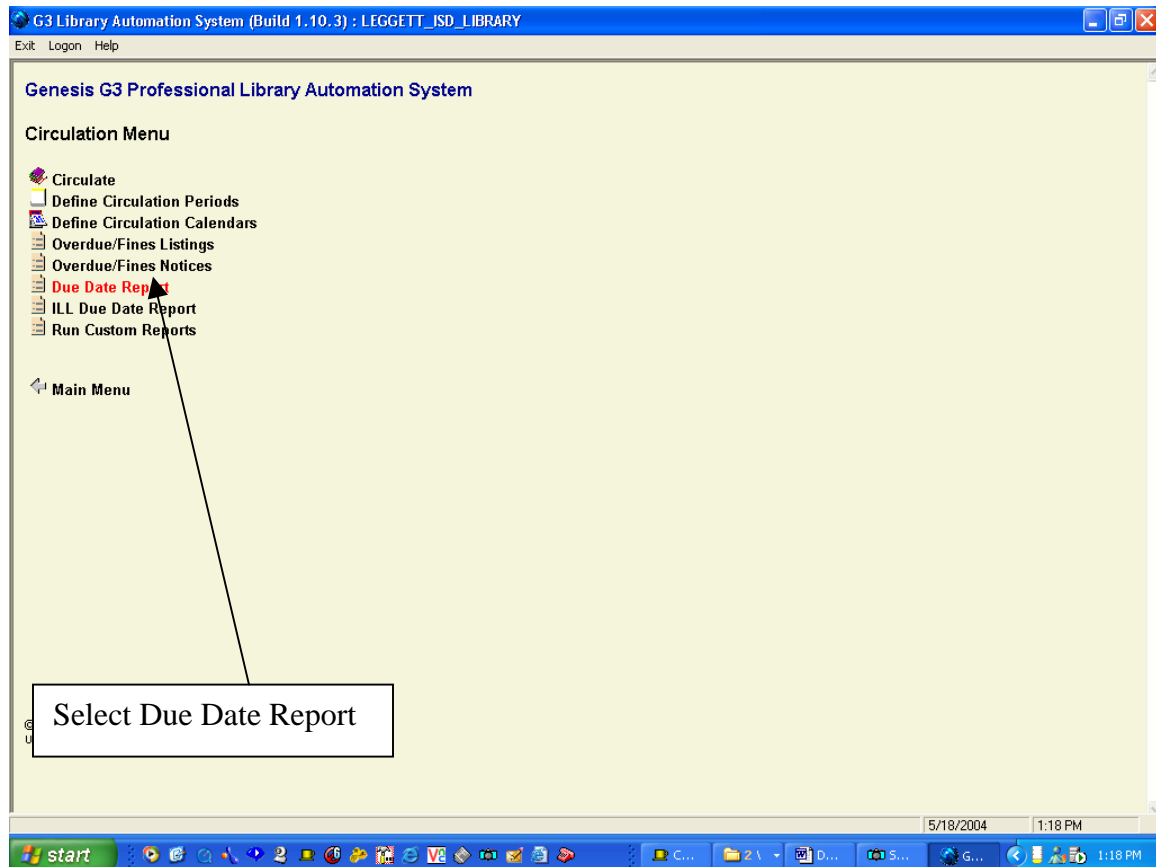


Figure 1

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

Library Resource Management Systems, Inc.

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.

- 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.

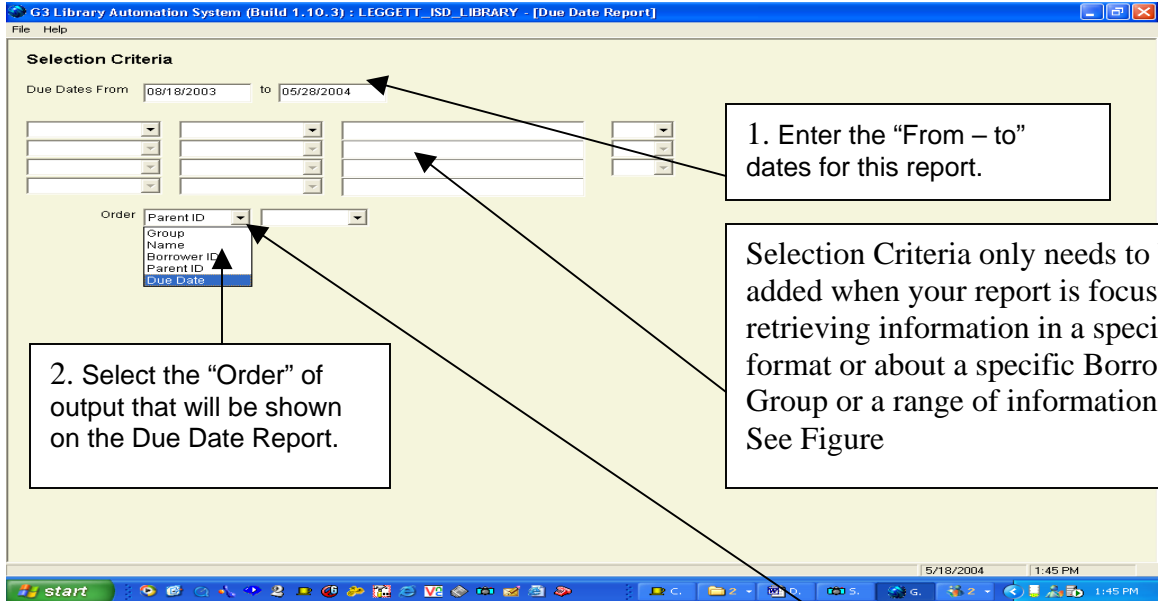
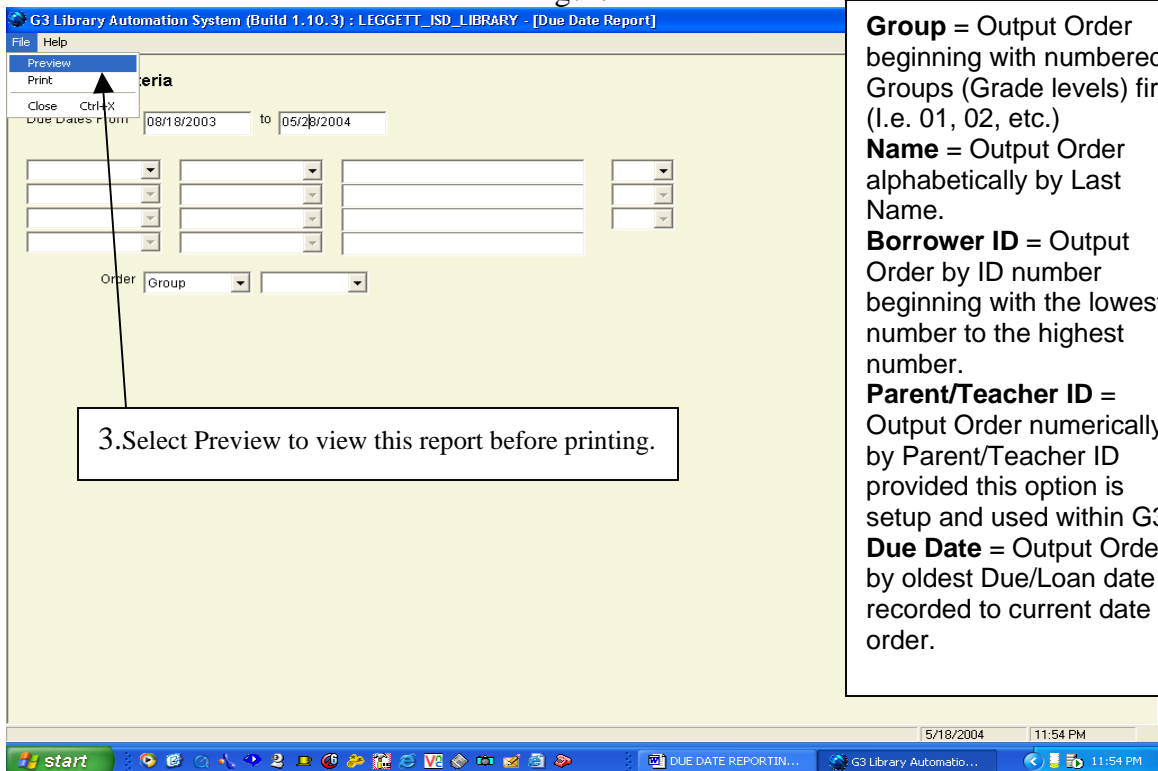


Figure 1



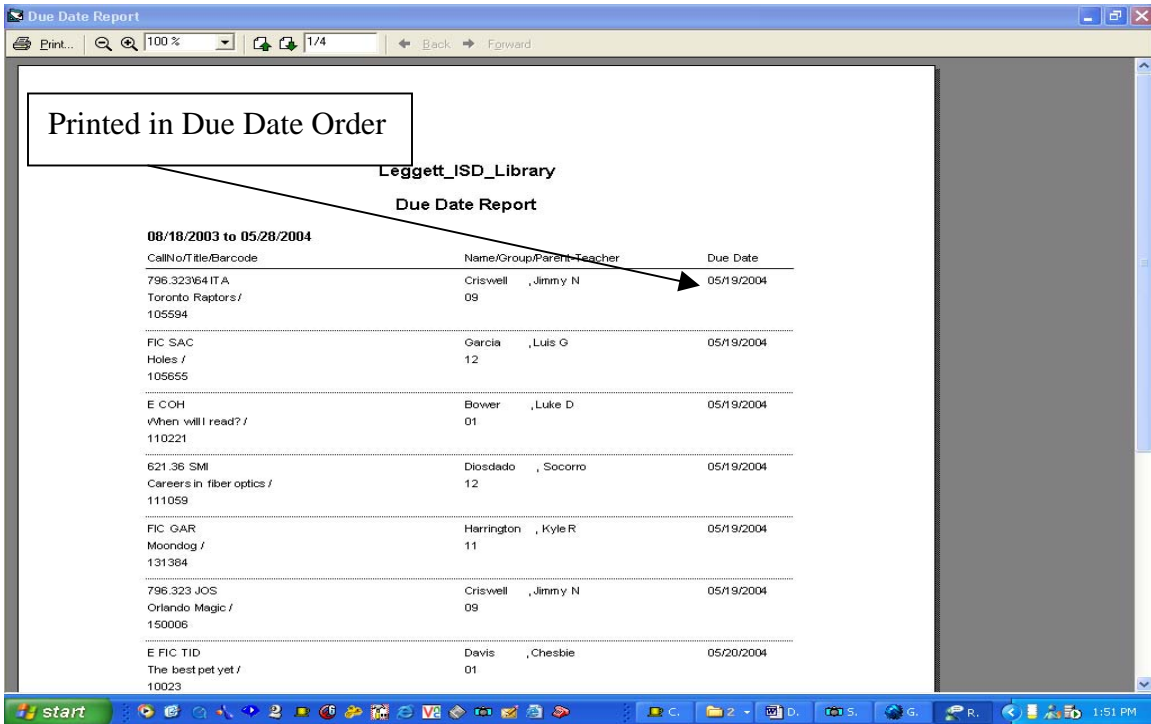


Figure 2

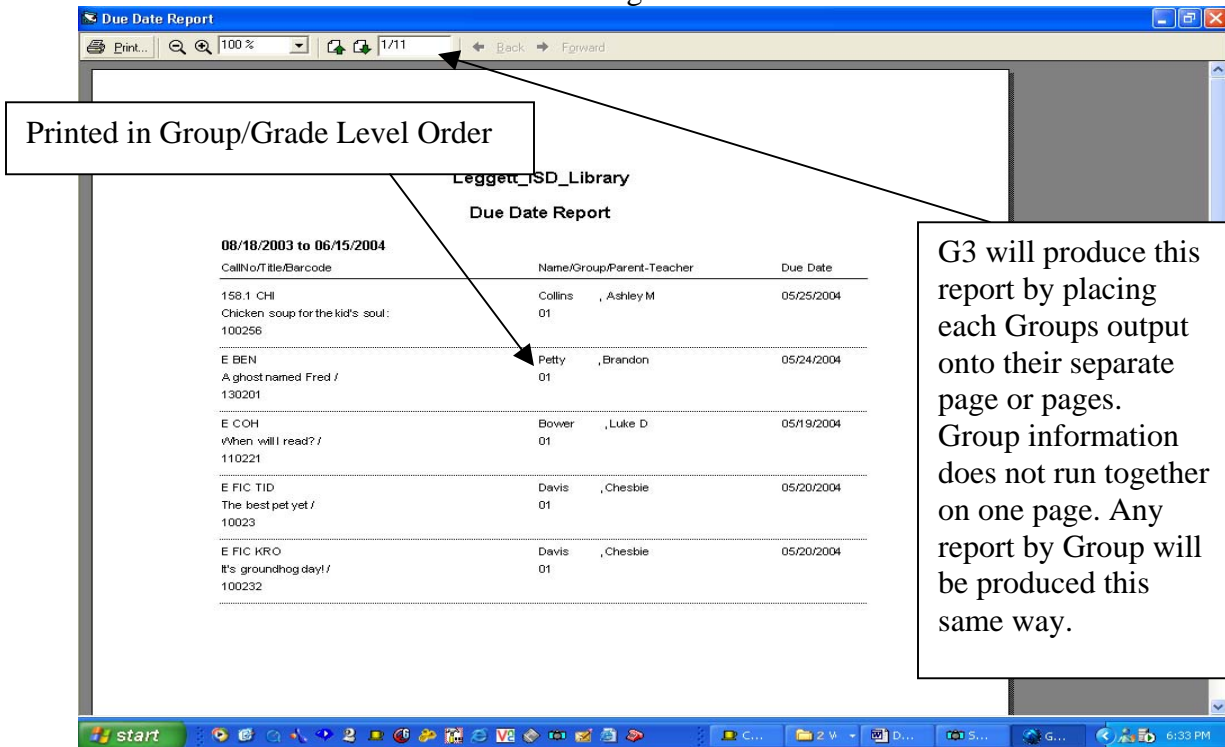


Figure 4

Library Resource Management Systems, Inc.

Selection Criteria

Due Dates From 08/18/2003 to 06/15/2004

Group: 12

Criteria: ID, Last Name, Group, Institution Name, Parent ID

Order: Name

1. Create a Report for a specific Group or Grade Level. (Example Group 12)

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. 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.

3. What print out order do you want this report? Use the drop down menus to make your selection.

Figure 5

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/Group/Parent-Teacher	Due Date
621.36 SMI Careers in fiber optics / 111059	Diosdado, Socorro 12	05/19/2004
FIC SAC Holes / 105655	Garcia, Luis G 12	05/19/2004

Figure 6

Selection Criteria

Due Dates From 08/18/2003 to 06/15/2004

Group [v] Is > or Equal [v] 06 [AND v]
 Group [v] Is < or Equal [v] 12 [AND v]
 Last Name [v] Is > or Equal [v] a [AND v]
 Last Name [v] Is < or Equal [v] q [AND v]

Order: Name [v] [v]
 Group [v]
 Name [v]
 Borrower ID [v]
 Parent ID [v]
 Due Date [v]

Using more criteria will bring different results.

Equals = the search by the specific term entered in the 3rd. column description field.
Is less than = a search by less than and not including the specific term entered in the 3rd. column description field.
Is greater than = a search by greater than and not including the specific term entered in the 3rd. column description field.
Is like = a search by the term used and includes results where the specific term is a part of a similar term found in the 3rd. column description field. (Example 05 is the term used and the search also finds and reports 05a, 05b, 05c etc.)
Is > or Equal = 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.)
Is < or Equal = 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.)

Figure 7

Report printed by Group 06 thru 12 and Last Name A thru Q

Leggett_ISD_Library
Due Date Report

08/18/2003 to 06/15/2004

CallNo/Title/Barcode	Name/Group/Parent-Teacher	Due Date
796.323/64 ITA Toronto Raptors / 105594	Criswell , Jimmy N 09	05/19/2004
796.323 JOS Orlando Magic / 150006	Criswell , Jimmy N 09	05/19/2004
621.36 SMI Careers in fiber optics / 111059	Diosdado , Socorro 12	05/19/2004
E 796.8 SIP Kickboxing : 130074	Garcia , Jessie 10	05/20/2004
FIC SAC Holes / 105655	Garcia , Luis G 12	05/19/2004
FIC GAR Moondog / 131384	Harrington , Kyle R 11	05/19/2004
E FIC WHE Silver / 110441	Jefferson , Britney R 06	05/21/2004

Figure 8