# Running Checkout Reports in Destiny
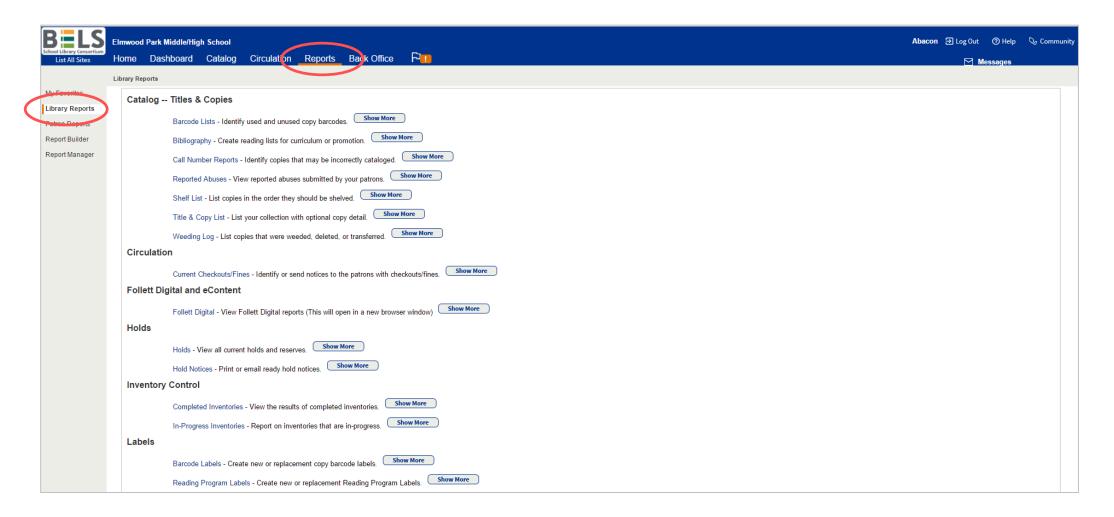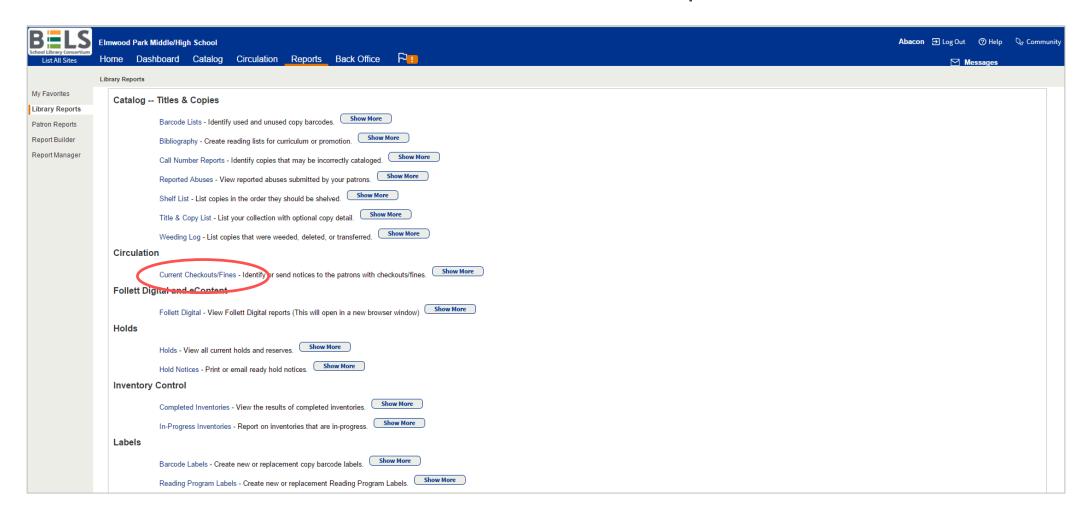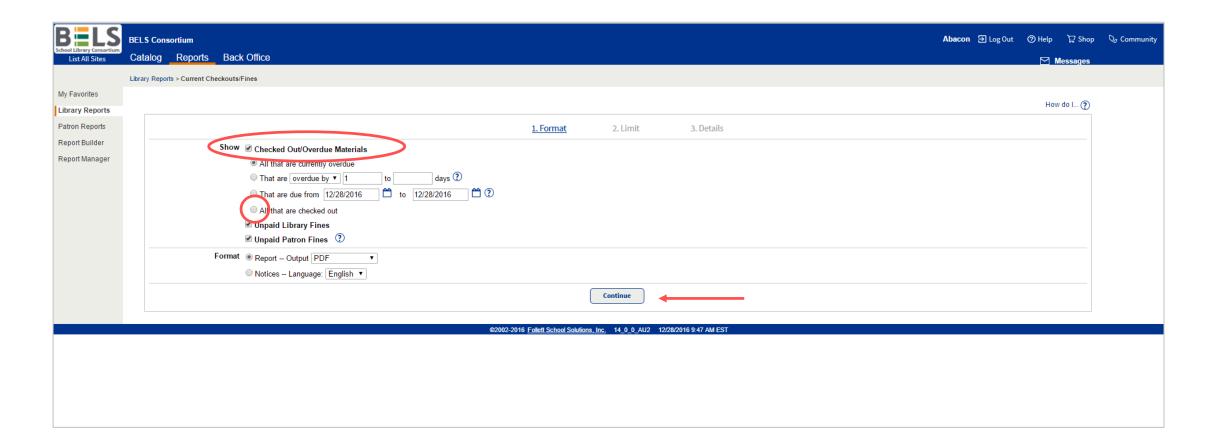


**Step 1: Open the Reports tab and then the Library Reports sub-tab.**

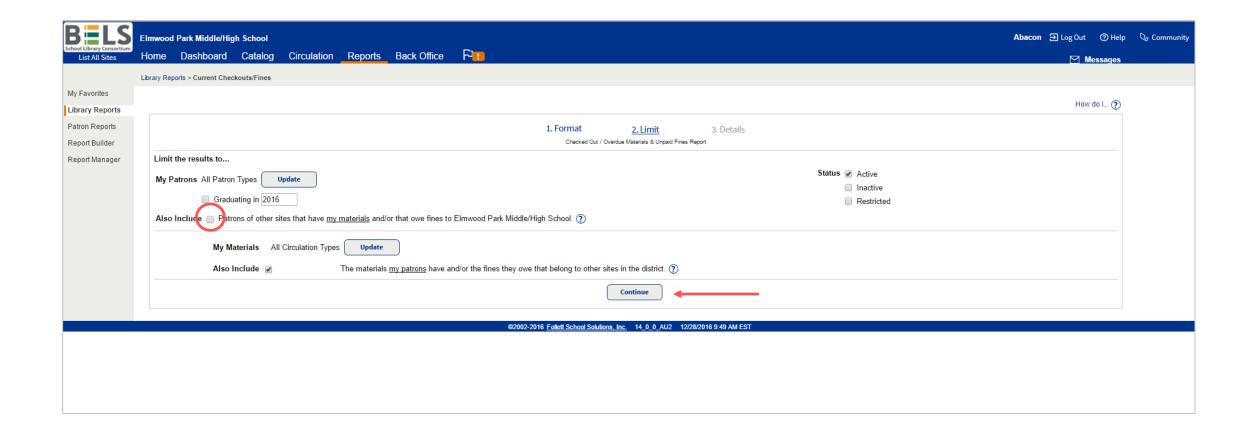# Current Checkouts and Renewals Report



**Step 2: Click Current Checkout/Fines under the Circulation category.**

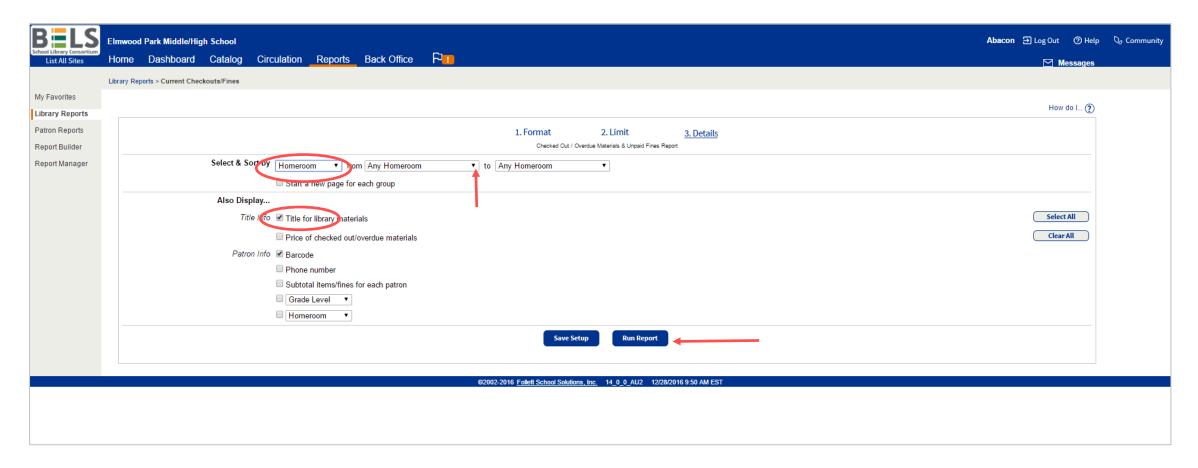**Step 3: Check Checked Out/Overdue Materials then select All that are checked out.**

*you may chose whether or not to include fine information by checking the appropriate boxes

**Step 4: Click Continue button.**

**Step 5: Check to include Patrons of other sites that have my materials.**
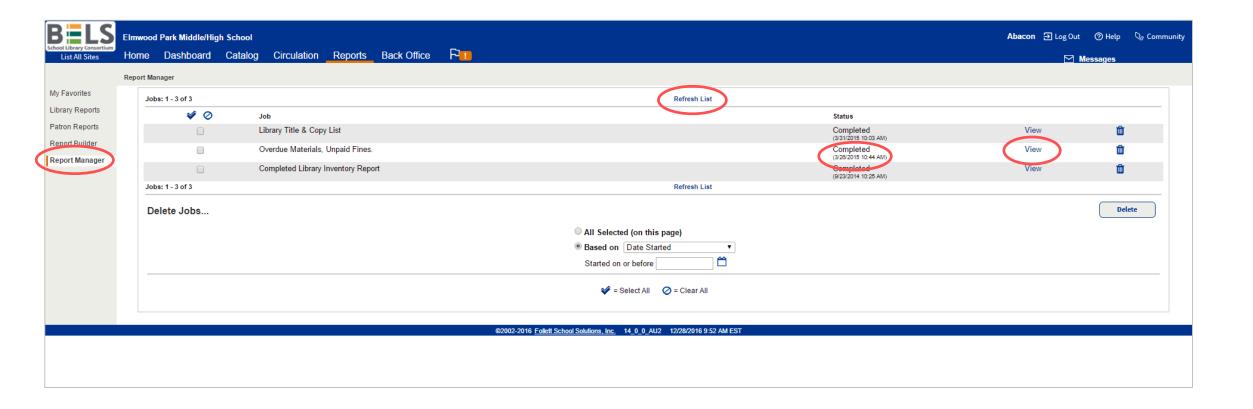
**Step 6: Click Continue button.**

**Step 7:** Choose how to sort your report using the drop down menu. You may leave the from and to fields blank to retrieve all patrons/homerooms.

*you may also check off Also Display items to further identify the patrons in your report.

**Step 8:** Click the Run Report button.

*you may choose to Save Setup if you'd like to run the exact same type of report in the future.

**Step 9:** Your **Report Manager** will open automatically. The status of your report will go from "pending" to "in progress" to "completed." You can help it along by clicking **Refresh List**.

**Step 10:** Click **View** - your report will open in a new window or tab.