

Running Checkout Reports in Destiny

The screenshot displays the Destiny library management system interface for Elmwood Park Middle/High School. The top navigation bar includes the BLS School Library Consortium logo, the school name, and a menu with options: Home, Dashboard, Catalog, Circulation, Reports, and Back Office. The 'Reports' tab is highlighted with a red circle. In the top right corner, there are links for 'Abacon', 'Log Out', 'Help', and 'Community', along with a 'Messages' icon. On the left sidebar, 'Library Reports' is highlighted with a red circle. The main content area is titled 'Library Reports' and is organized into several sections, each with a 'Show More' button:

- Catalog -- Titles & Copies**
 - Barcode Lists - Identify used and unused copy barcodes. [Show More](#)
 - Bibliography - Create reading lists for curriculum or promotion. [Show More](#)
 - Call Number Reports - Identify copies that may be incorrectly cataloged. [Show More](#)
 - Reported Abuses - View reported abuses submitted by your patrons. [Show More](#)
 - Shelf List - List copies in the order they should be shelved. [Show More](#)
 - Title & Copy List - List your collection with optional copy detail. [Show More](#)
 - Weeding Log - List copies that were weeded, deleted, or transferred. [Show More](#)
- Circulation**
 - Current Checkouts/Fines - Identify or send notices to the patrons with checkouts/fines. [Show More](#)
- Follett Digital and eContent**
 - Follett Digital - View Follett Digital reports (This will open in a new browser window) [Show More](#)
- Holds**
 - Holds - View all current holds and reserves. [Show More](#)
 - Hold Notices - Print or email ready hold notices. [Show More](#)
- Inventory Control**
 - Completed Inventories - View the results of completed inventories. [Show More](#)
 - In-Progress Inventories - Report on inventories that are in-progress. [Show More](#)
- Labels**
 - Barcode Labels - Create new or replacement copy barcode labels. [Show More](#)
 - Reading Program Labels - Create new or replacement Reading Program Labels. [Show More](#)

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

Current Checkouts and Renewals Report

The screenshot shows the BLS School Library Consortium website for Elmwood Park Middle/High School. The navigation bar includes links for Home, Dashboard, Catalog, Circulation, Reports, and Back Office. The 'Reports' section is active, displaying a list of report categories. The 'Circulation' category is highlighted, and the 'Current Checkouts/Fines' link is circled in red. Other categories include Catalog -- Titles & Copies, Follett Digital and eContent, Holds, Inventory Control, and Labels.

Library Reports

Catalog -- Titles & Copies

- Barcode Lists - Identify used and unused copy barcodes. [Show More](#)
- Bibliography - Create reading lists for curriculum or promotion. [Show More](#)
- Call Number Reports - Identify copies that may be incorrectly cataloged. [Show More](#)
- Reported Abuses - View reported abuses submitted by your patrons. [Show More](#)
- Shelf List - List copies in the order they should be shelved. [Show More](#)
- Title & Copy List - List your collection with optional copy detail. [Show More](#)
- Weeding Log - List copies that were weeded, deleted, or transferred. [Show More](#)

Circulation

- Current Checkouts/Fines** - Identify or send notices to the patrons with checkouts/fines. [Show More](#)

Follett Digital and eContent

- Follett Digital - View Follett Digital reports (This will open in a new browser window) [Show More](#)

Holds

- Holds - View all current holds and reserves. [Show More](#)
- Hold Notices - Print or email ready hold notices. [Show More](#)

Inventory Control

- Completed Inventories - View the results of completed inventories. [Show More](#)
- In-Progress Inventories - Report on inventories that are in-progress. [Show More](#)

Labels

- Barcode Labels - Create new or replacement copy barcode labels. [Show More](#)
- Reading Program Labels - Create new or replacement Reading Program Labels. [Show More](#)

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

BELS Consortium
School Library Consortium
List All Sites Catalog Reports Back Office

Abacon Log Out Help Shop Community
Messages

Library Reports > Current Checkouts/Fines

My Favorites
Library Reports
Patron Reports
Report Builder
Report Manager

How do I... ?

1. Format 2. Limit 3. Details

Show Checked Out/Overdue Materials

All that are currently overdue

That are overdue by 1 to days ?

That are due from 12/28/2016 to 12/28/2016 ?

All that are checked out

Unpaid Library Fines

Unpaid Patron Fines ?

Format Report -- Output PDF

Notices -- Language: English

Continue

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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.**

My Favorites

Library Reports

Patron Reports

Report Builder

Report Manager

How do I...?

1. Format 2. Limit 3. Details

Checked Out / Overdue Materials & Unpaid Fines Report

Limit the results to...

My Patrons All Patron Types Update

 Graduating in 2016Also Include Patrons of other sites that have my materials and/or that owe fines to Elmwood Park Middle/High School. ?Status Active
 Inactive
 Restricted

My Materials All Circulation Types Update

Also Include The materials my patrons have and/or the fines they owe that belong to other sites in the district. ?

Continue

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

Step 6: Click **Continue** button.

Library Reports > Current Checkouts/Fines

My Favorites

Library Reports

Patron Reports

Report Builder

Report Manager

How do I... ?

1. Format 2. Limit 3. Details

Checked Out / Overdue Materials & Unpaid Fines Report

Select & Sort by Homeroom from Any Homeroom to Any Homeroom

Start a new page for each group

Also Display...

Title Info Title for library materials Price of checked out/overdue materials

Patron Info Barcode Phone number Subtotal items/fines for each patron Grade Level Homeroom

Select All Clear All

Save Setup Run Report

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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.**

BELS School Library Consortium
List All Sites

Elmwood Park Middle/High School

Abacon Log Out Help Community

Home Dashboard Catalog Circulation **Reports** Back Office

Messages

Report Manager

My Favorites

Library Reports

Patron Reports

Report Builder

Report Manager

Jobs: 1 - 3 of 3 [Refresh List](#)

<input type="checkbox"/>	Job	Status	View	
<input type="checkbox"/>	Library Title & Copy List	Completed (3/31/2015 10:03 AM)	View	
<input type="checkbox"/>	Overdue Materials, Unpaid Fines.	Completed (3/28/2015 10:44 AM)	View	
<input type="checkbox"/>	Completed Library Inventory Report	Completed (9/23/2014 10:25 AM)	View	

Jobs: 1 - 3 of 3 [Refresh List](#)

Delete Jobs... [Delete](#)

All Selected (on this page)

Based on

Started on or before

= Select All = Clear All

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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.**