

# Running Overdue Notices 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, Back Office, and a search icon. 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, under 'My Favorites', the 'Library Reports' sub-tab is also highlighted with a red circle. The main content area is titled 'Library Reports' and is organized into several sections: 'Catalog -- Titles & Copies' (with sub-items like Barcode Lists, Bibliography, Call Number Reports, Reported Abuses, Shelf List, Title & Copy List, and Weeding Log), 'Circulation' (with Current Checkouts/Fines), 'Follett Digital and eContent' (with Follett Digital), 'Holds' (with Holds and Hold Notices), 'Inventory Control' (with Completed Inventories and In-Progress Inventories), and 'Labels' (with Barcode Labels and Reading Program Labels). Each sub-item includes a brief description and a 'Show More' button.

Start by opening the **Reports** tab then the **Library Reports** sub-tab.

**BLS** School Library Consortium  
List All Sites

Elmwood Park Middle/High School

Abacon Log Out Help Community

Home Dashboard Catalog Circulation **Reports** Back Office

Messages

Library Reports

My Favorites

Library Reports

Patron Reports

Report Builder

Report Manager

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

The screenshot shows the BELS Consortium website interface. The top navigation bar includes the BELS logo, 'List All Sites', 'Catalog', 'Reports', and 'Back Office'. On the right, there are links for 'Abacon', 'Log Out', 'Help', 'Shop', and 'Community', along with a 'Messages' icon. The main content area is titled 'Library Reports > Current Checkouts/Fines'. A sidebar on the left lists 'My Favorites', 'Library Reports', 'Patron Reports', 'Report Builder', and 'Report Manager'. The main form area has three steps: '1. Format', '2. Limit', and '3. Details'. Under the 'Show' section, there are several radio button options: 'Checked Out/Overdue Materials' (checked), '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' (circled in red), 'Unpaid Library Fines', and 'Unpaid Patron Fines'. The 'Format' section has a dropdown menu set to 'Report -- Output | PDF' and a radio button for 'Notices -- Language: English' (circled in red). A 'Continue' button is at the bottom right, with a red arrow pointing to it. The footer contains copyright information: '©2002-2016 Follett School Solutions, Inc. 14\_0\_0\_AU2 12/28/2016 9:47 AM EST'.

**Step 2: Check **Checked Out/Overdue Materials** then click **All that are checked out.****

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

**Step 3: Change the report format to **Notices.****

**Step 4: Click **Continue** button.**

**BLS** School Library Consortium Elmwood Park Middle/High School Abacon Log Out Help Community

List All Sites Home Dashboard Catalog Circulation **Reports** Back Office Messages

Library Reports > Current Checkouts/Fines How do I... ?

My Favorites  
**Library Reports**  
Patron Reports  
Report Builder  
Report Manager

1. Format    2. Limit    3. Details  
Checked Out / Overdue Materials & Unpaid Fines Report

**Limit the results to...**

**My Patrons** All Patron Types  **Status**  Active  
 Inactive  
 Restricted

Graduating in

**Also Include**  Patrons of other sites that have my materials and/or that owe fines to Elmwood Park Middle/High School. ?

**My Materials** All Circulation Types

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

←

©2002-2016 Follett School Solutions, Inc. 14\_0\_0\_AU2 12/28/2016 9:49 AM EST

**Step 5: Click the **Continue** button.**

ELLS School Library Consortium Elmwood Park Middle/High School

Home Dashboard Catalog Circulation Reports Back Office

Library Reports > Current Checkouts/Fines

My Favorites Library Reports Patron Reports Report Builder Report Manager

1. Format 2. Limit 3. Details

Select & Sort by Homeroom from Any Homeroom to Any Homeroom

Distributed Internally Mailed Via email - Provide sender information

Display name BELS Consortium

Email belsnj@belsnj.org Test Email

Send To Email 1 and Email 2 Email 1 Email 2

Page layout Print 1 notice per page

Message Dear Patron's Name: The following items are overdue. Please return them as soon as possible.

Address Label To the Parent or Guardian of: Patron's Name

Also Display... Title Info Title for library materials Price of checked out/overdue materials Patron Info Barcode Phone number Grade Level Homeroom

Select All Clear All

Save Setup Run Notices

Step 6: Open the **drop down menu** for **Select & Sort by**- you will probably choose **Homeroom**.

Step 7: Adjust **from** and **to** using the **drop down menus**.

\*for one homeroom: choose the **same** name or number for **both** fields.

\*for all homerooms: leave the default **Any Homeroom** to **Any Homeroom**.

ELS School Library Consortium Elmwood Park Middle/High School

Home Dashboard Catalog Circulation Reports Back Office

Library Reports > Current Checkouts/Fines

My Favorites Library Reports Patron Reports Report Builder Report Manager

1. Format 2. Limit 3. Details

Select & Sort by Homeroom from Any Homeroom to Any Homeroom

Distributed  Internally  Mailed  Via email - Provide sender information

Display name BELS Consortium

Email belsnj@belsnj.org Test Email

Send To  Email 1 and Email 2  Email 1  Email 2

Page layout Print 1 notice per page

Message Dear Patron's Name:  
The following items are overdue. Please return them as soon as possible.

Address Label  To the Parent or Guardian of: Patron's Name

Also Display...

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

Patron Info  Barcode  Phone number  Grade Level  Homeroom

Select All Clear All

Save Setup Run Notices

Step 8: Choose your notice print **layout** and edit patron **message** if you desire.

Step 9: Click **Run Notices** button.

Step 10: Click **Save Setup** if you would like to run this exact report in the future.

BELS School Library Consortium Elmwood Park Middle/High School

Home Dashboard Catalog Circulation **Reports** Back Office

Abacon Log Out Help Community

Messages

Report Manager

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

	Job	Status	
<input type="checkbox"/>	Library Title & Copy List	Completed (2/17/2015 10:05 AM)	<a href="#">View</a>
<input type="checkbox"/>	Overdue Materials, Unpaid Fines.	Completed (3/28/2015 10:44 AM)	<a href="#">View</a>
<input type="checkbox"/>	Completed Library Inventory Report	Completed (9/23/2014 10:25 AM)	<a href="#">View</a>

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

©2002-2016 Follett School Solutions, Inc. 14\_0\_0\_AU2 12/28/2016 9:52 AM EST

**Step 11:** 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 12:** Click **View** - your report will open in a new window or tab.