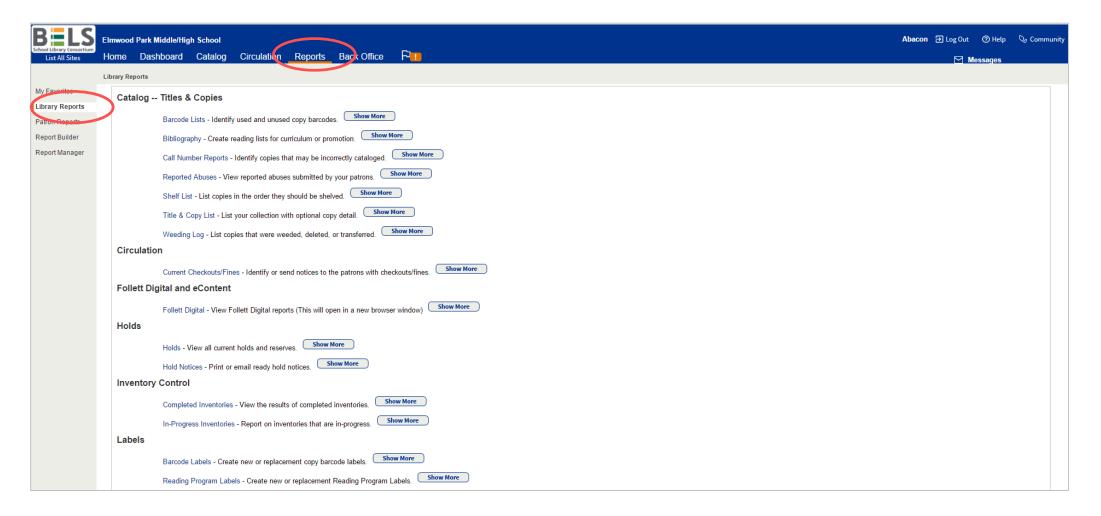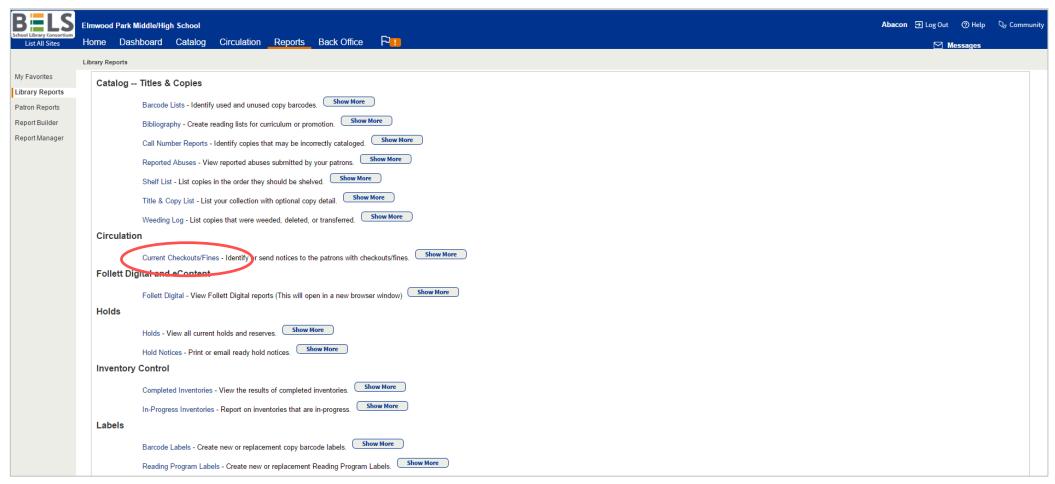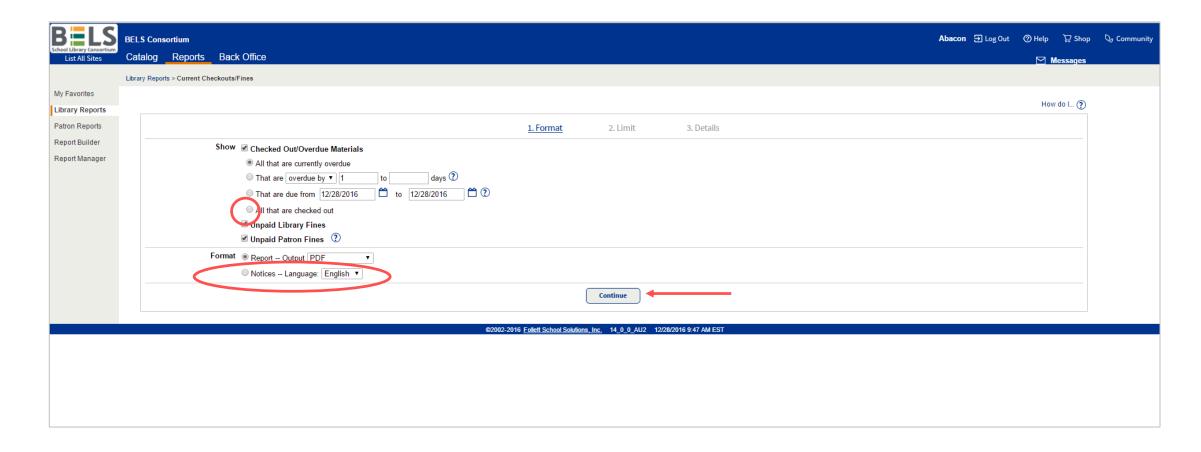# Running Overdue Notices in Destiny

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

Step 1: Click Current Checkout/Fines under the Circulation category.
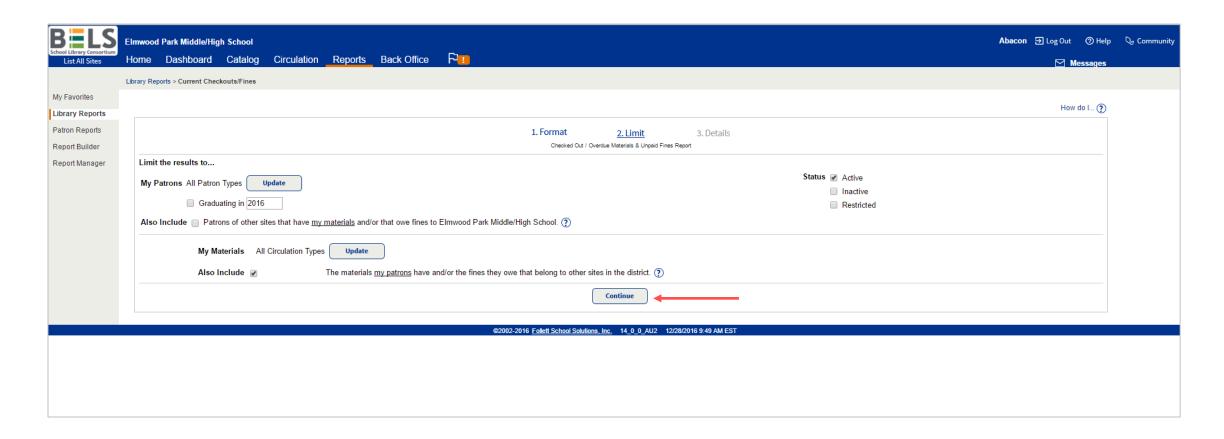
Step 2: Check Checked Out/Overdue Materials then click All that are checked out.
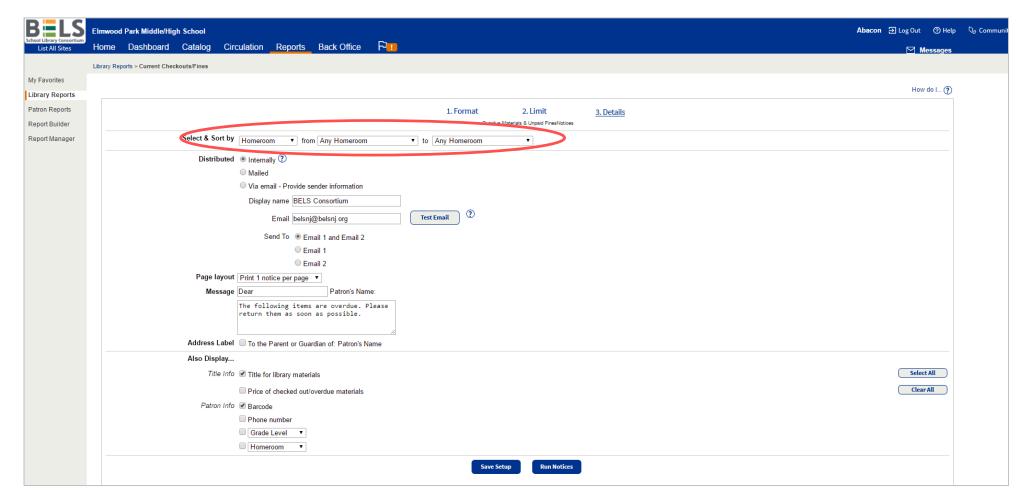
*you may chose whether or not to include fine information by checking the appropriate boxes

Step 3: Change the report format to Notices.

Step 4: Click Continue button.

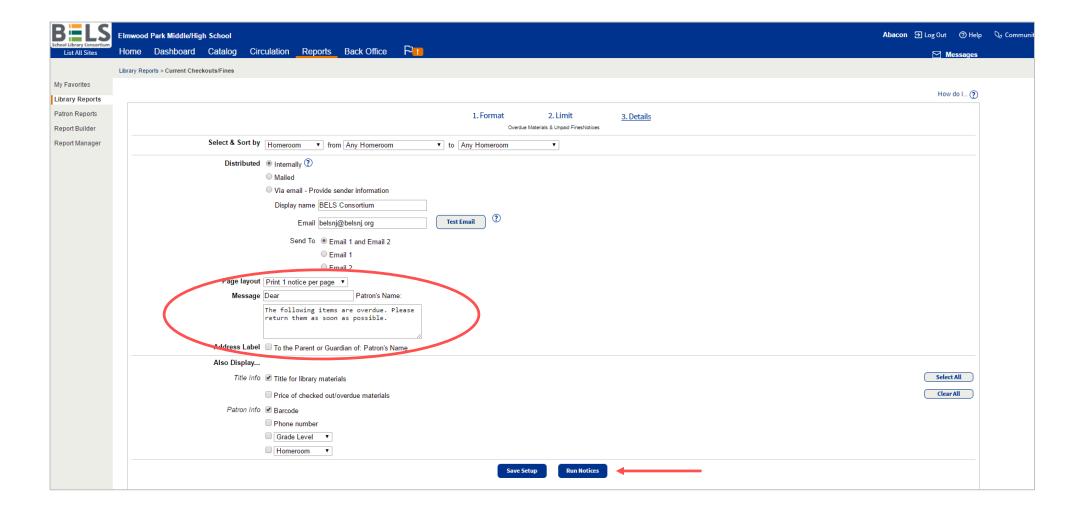**Step 5: Click the Continue button.**

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.

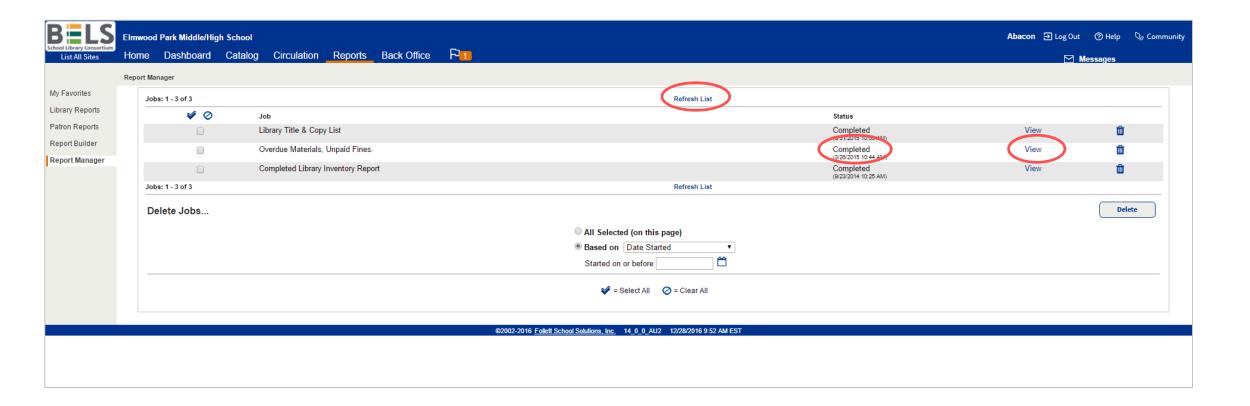*for one homeroom: choose the same name or number for both fields.
*for all homerooms: leave the default Any Homeroom to Any Homeroom.

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.

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.