

## Running a report on chrome books

Reports – library reports – current check-outs (that’s the screen below)

Put a checkmark next to “all that are checked out”, uncheck Library fines and patron fines.

Next to Format report – dropdown arrow to get Excel, then click Continue

The screenshot shows a web browser window with the URL `destiny.redclay.k12.de.us/backoffice/servlet/presentpatroncirreportform.do`. The page is for "Conrad Schools of Science" and is titled "Current Checkouts/Fines". The user is logged in as "Janet S Dean".

The main content area is titled "1. Format" and contains a table of saved reports:

Saved Report / Notices	Last Run	Actions
Chromebook check-out	3/16/2016 10:11 AM	Run, Edit, Delete
End of year overdues	6/7/2013 8:06 AM	Run, Edit, Delete
Materials out by homeroom	6/6/2013 7:15 AM	Run, Edit, Delete
Overdue notices	10/24/2012 1:57 PM	Run, Edit, Delete
End of year check out list	6/8/2011 10:27 AM	Run, Edit, Delete
Losses	4/30/2009 1:32 PM	Run, Edit, Delete

Below the table are options to "Set up a new report or notice":

- Show**  **Checked Out/Overdue Materials**
  - All that are currently overdue
  - That are overdue by  to  days
  - That are due from  to
  - All that are checked out
- Unpaid Library Fines**
- Unpaid Patron Fines**

**Format**

- Report -- Output:
- Email to Homerooms
- Notices -- Language:

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On next screen “Limit” – click Update next to My Materials, uncheck everything except “Chromebooks”

Also remove checkmark next to Also include materials my patrons have.

The screenshot shows a web browser window with the URL `destiny.redclay.k12.de.us/backoffice/servlet/handlepatroncirreportform.do?restoreFromCrumb=1&tm=TopLevelReports&l2m=Library+Reports&fo`. The page is for Conrad Schools of Science, with a user named Janet S Dean. The navigation menu includes Home, Dashboard, Catalog, Circulation, Reports, Back Office, and My Info. The current page is 'Library Reports > Current Checkouts/Fines'. The main content area is titled 'Checked Out / Overdue Materials Report' and is in the '2. Limit' step. It contains the following sections:

- Limit the results to...**
- My Patrons:** All Patron Types (Update), Graduating in 2016 (checkbox), Status: Active (checked), Inactive, Restricted.
- Also Include:** Patrons of other sites that have my materials and/or that owe fines to Conrad Schools of Science. (checkbox)
- My Materials:** Chromebook (Update)
- Also Include:** The materials my patrons have and/or the fines they owe that belong to other sites in the district. (checkbox)

A 'Continue' button is at the bottom of the form. The footer shows copyright information for Follett School Solutions, Inc. and the date 4/25/2016 12:23 PM EDT.

The final screen gives you the choices as to what details you want to show, and whether you want it organized by name, by grade level, etc.

Below is a sample from my 9<sup>th</sup> grade report

Patron Name	Transacti on Type	Due	Call Number	Copy/Item Barcode	Copy Deleted	Title/Description
	Library Materials	6/2/2016	CNR-CBST-0322	*2527011447600		Chromebook Acer C740
	Library Materials	6/1/2016	CNR-CBST-0142	*25260A7C07600		Chromebook Acer C740
	Library Materials	6/2/2016	CNR-CBST-0175	*25260A6237600		Chromebook Acer C740
	Library Materials	6/2/2016	CNR-CBST-0084	*25260A7C37600		Chromebook Acer C740
	Library Materials	6/2/2016	CNR-CBST-0071	*25241AA5D7600		Chromebook Acer C740
	Library Materials	6/2/2016	CNR-CBST-0260	*2527010477600		Chromebook Acer C740
	Library Materials	6/2/2016	CNR-CBST-0126	*25260A7A97600		Chromebook Acer C740
	Library Materials	5/30/2016	CNR-CBST-0042	*25241AA6A7600		Chromebook Acer C740
	Library Materials	6/1/2016	CNR-CBST-0255	*252700D6A7600		Chromebook Acer C740
	Library Materials	6/2/2016	CNR-CBST-0074	*25241AA897600		Chromebook Acer C740
	Library Materials	6/1/2016	CNR-CBST-0238	*252700D5D7600		Chromebook Acer C740