

## LNOCA Report Templates (on the ITC Custom tab)

For all reports listed below:

- Default selections are already filled in unless otherwise noted on the Basic tab.
- Reports are for active students only unless otherwise noted; faculty not included.
- In most cases, uncheck 'View log' and uncheck 'Format report' before viewing.
- All Notices are printed two per page.

LN: Bill/Ovd List, inactive

- Displays unreturned overdues and bills for students whose accounts have expired.
- Manual cleanup is required; students remain in system until transactions are cleared.
- Sorts on name.

LN: Bill Notices, active

- Prints notices for unpaid fines on returned items and for lost items.
- Overdues not included.
- Sorts on homeroom.

LN: ES Ovd Notices no fines

- For elementary schools whose items are not overdue until the day after the class is in the library.
- Run this report after the visiting class checks in all their items.
- *Enter homeroom* (as it appears on the user record) on User Options tab.
- Displays all overdue items AND unreturned items due today.
- Bills for lost items do not display.
- Generic message included.

LN: ES Ovd Notices w/ fines

- Same as above but for buildings that charge fines.
- *Enter homeroom* (as it appears on the user record) on User Options tab.
- Unpaid fines on returned items or bills for lost items do not display.

LN: Ovd Notices no fines

- Bills for lost items do not display.
- Sorts on homeroom.
- Generic message included.

LN: Ovd Notices w/ fines

- Same as above, but for buildings that charge fines.
- Unpaid fines on returned items or bills for lost items do not display.

LN: Overdues List by HR

- Produces one-liner overdues desklist.
- Displays student name, homeroom, title, date due, estimated fine (if applicable).
- Unpaid fines on returned items or bills for lost items do not display.
- Sorts on homeroom.
- Check 'Start New Page on Sort Key' (Output Options) if distributing to teachers.

LN: Overdues List by Name

- Same as above, but sorted alphabetically by name.

LN: Student List Excel

- Produces a student patron list in Excel.
- Displays both active and inactive students assigned to your building.
- Default sort is by grade/name; once the finished report is opened in Excel, it can be re-sorted by any column/field.
- Output options include recommended field selections, but can be adjusted as desired.

*Fine print: All overdues refer to checkouts by students assigned to your building AND items owned by your library. The Bill reports are the exception: the students are currently assigned to your building but the bills (and unreturned overdues) may be for items carried over from other buildings.*