Get your books back!—Scheduling overdue notices

February 3rd, 2020

Miss Honey likes to consistently remind her students to return overdue books, which is why she sends out an *Overdue Items Notice* report each week. However, she finds setting up the report each time to be tedious... But there's a better way: scheduling your overdue notice reports.

Danielle Benton,

The following items require your attention. Please contact the library as soon as possible.

Title: A dog's life
Barcode: 21547
Date Due: Jan 17, 2020
Date Returned: Not Returned
Replacement Cost: $20.00
Fine: $0.00

Adams Middle School
1831 Fort Union Blvd
Salt Lake City, UT 84121

Administrator: Stephen Kunzler

Scheduling overdue notice reports in Alexandria is simple:

1. There are a variety of overdue notice reports: *Overdue Items Notice* and *Overdue Items and Unpaid Charges Notice*. Take a look at each and decide which best fits your needs.
2. Go to the **Reports** module and select the report you want to schedule.
3. Click **Create Saved Report** in the bottom right-hand corner.
4. Type a name for the report and click **OK**.
5. The report will move to the **Saved** tab, where there are additional settings. Fill out the **Overview**, **Selections**, **Options**, **Schedule**, **Notification**, and **FTP** tabs as necessary.
   a. Be sure to fill out the **Schedule** tab to determine the report frequency.
   b. If you would like notices to be emailed directly to students, choose the **Email** format on the **Options** tab.
   c. If you use paper notices and want to be emailed a link to the downloadable PDF each week, check the **Enable Email Notification** checkbox on the **Notification** tab and add your email to the **Email Notification and Download Link To** field.
   d. If you want a confirmation each time the report runs, check the **Enable Email Notification** checkbox on the **Notification** tab and add your email to the **Email Notification To** field.

   > ⊘ Email Preferences need to be configured for email notice reports to work.

6. Click **Save**.

And there you go! The notices will be emailed or generated automatically each week or month, and students will—hopefully—start returning their overdue items.

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