

# Return Your Items Before Graduating!—Send Email Report

Tip for: 03.05.18

When you have students graduating for good, you want to make sure they return all their items and pay their fines and take care of business before they graduate. Because once they've graduated, they're gone, and you'd be lucky to get a "howdy-do" at the bus stop, let alone one of your books back.

One of the ways you can reach out to those students is by using the Send Email report in v7, or the Account Information - Email report in v6.

*Note that you will need your Email settings configured in Administration: /admin or Tools > Administration (v7) or Edit > Administration (v6).*

## Send Email (v7):

1. Open Reports and go to the Patrons category.
2. You will see the **Email** subcategory. That's new! It only has one report.
3. Click on the **Send Email** report.
4. Make Selections for your Graduating patrons (by policy, grade, or other criteria).
5. Go to the **Options** tab.
6. Enter a **Subject** line for your email.
7. In the **Body**, enter the text for your notice. If you have standard letter content (in your Circulation > Letters preference), you can insert that using the button below the field.
8. At any point, click **Create Saved Report** to save your progress (after which, you will access it under the Saved tab instead of the Quick tab).
9. When the email is ready, Run the report!

The Send Email report is also good for "The library will be closed" and "Construction in the parking lot" and other notices to your patrons!

## Account Information - Email (v6):

1. Open Reports and go to the Patrons category, and the **Status** subcategory.
2. Click on the **Account Information - Email** format report.
3. Add Selections to select by your graduating patrons (by policy, grade, etc.).
4. In the Letter Text, enter your lovely reminder to return their items.
5. At any point, click **Create New Saved Report** to save your progress (after which, you will access it under the Saved tab instead of the Reports tab).
6. When the email is ready, run the report!