



BOOKMARK FACT SHEET

Overdues

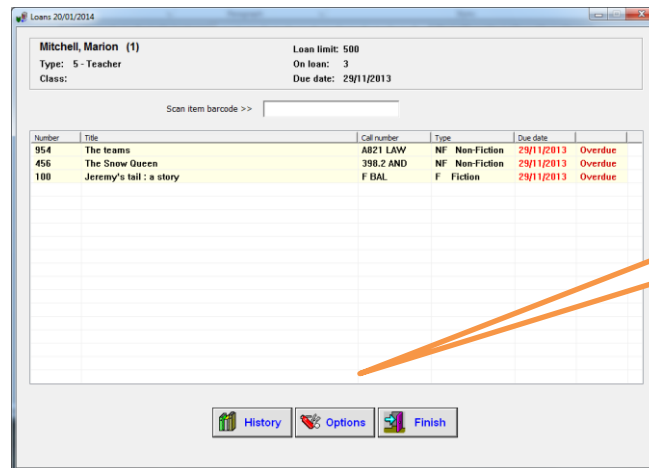
May 2017

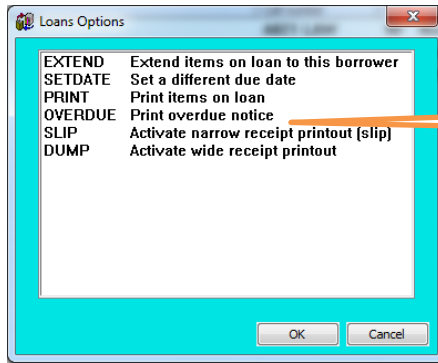
There are three types of overdues. A single overdue, or group lists, or notices. Notices can be regular, with book cover images, letter format or email.

Single overdue notice for just one person

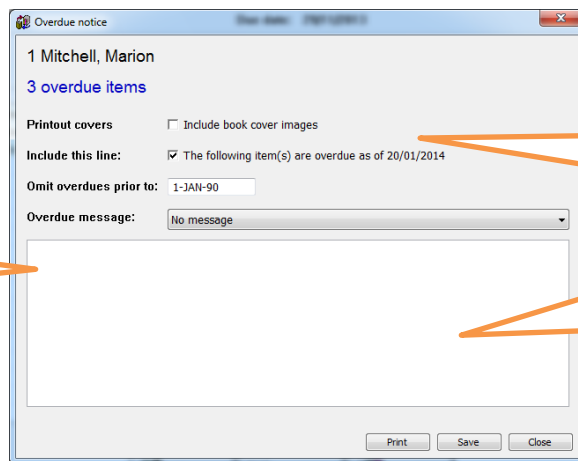
An "on the fly" overdue notice can be generated in Circulation / Loans.

In Circulation call up the borrower. Choose Options. (If the overdue option does not show check the switches in Controls, Circulation Controls to see if it is active or not.)





Here



Personalise the message.

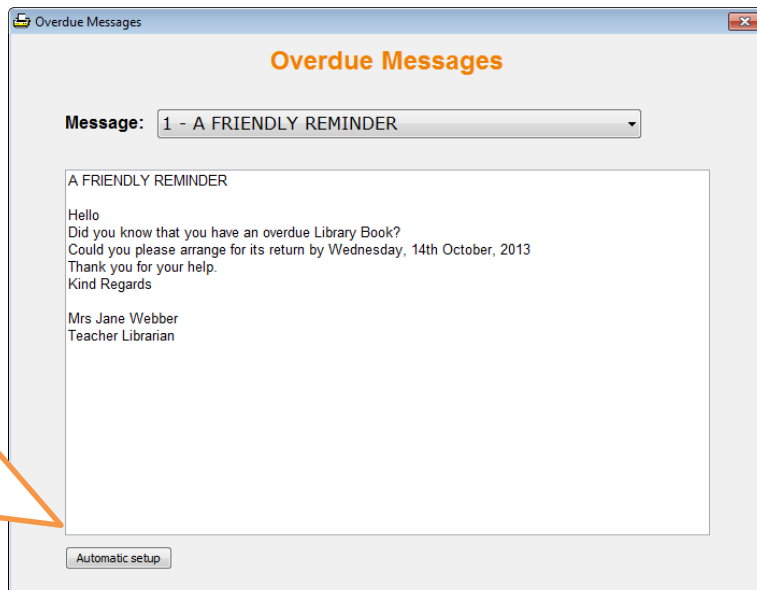
Decide how message should appear.

It can be saved for Word as a straight text file to attach, or put into an email.

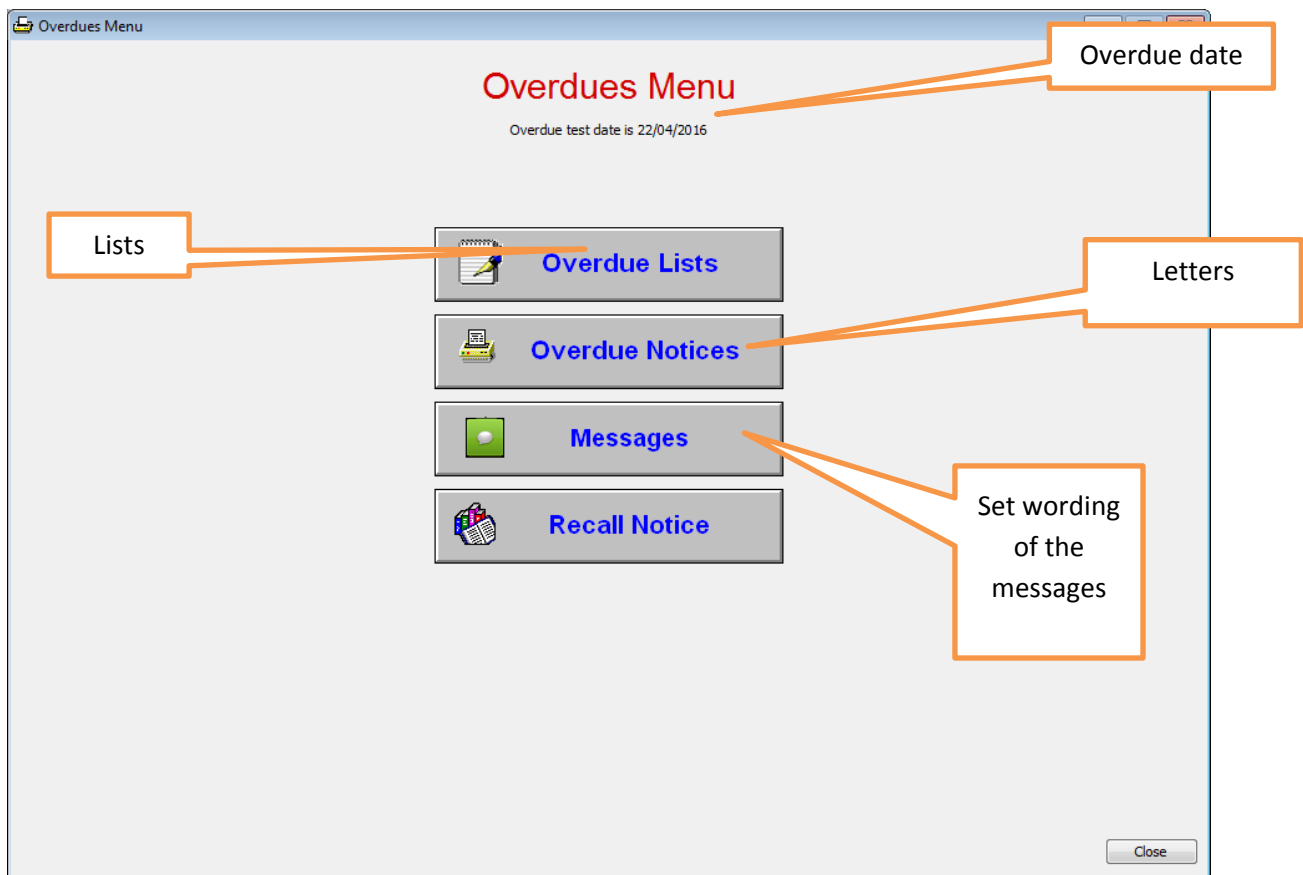
Press print.

Bulk overdue – lists and notices

Messages can be included on overdue notices. Set up the wording of the messages first.

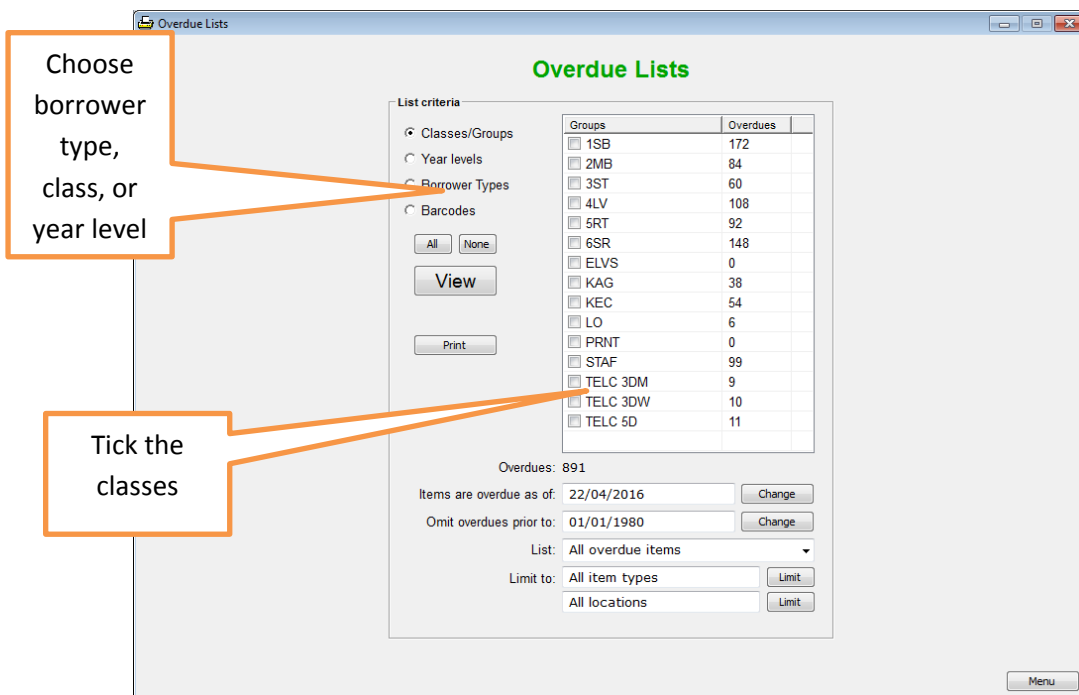


Set the number of days applicable to the message if you set the messages to automatic. 999 is the last message



Overdue lists

Overdue lists are intended as a summary of the overdues to a class. They can be given to a teacher.



Workout whether the list is to be done by class, year level or type, and put the dot in the circle of choice.

Tick the box for those requiring overdue (there is a button that says all, and another button to clear all choices).

Then click View to see the list.

Click on the heading to sort into class order

Highlight one and click REMOVE to take it from this list

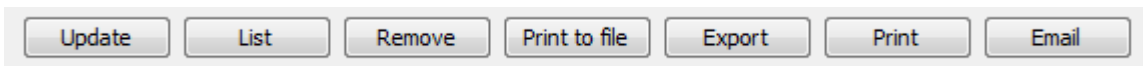
Choose what is to be included, and what it looks like

Double click an individual to see the titles of the overdue books

Highlight an individual and press remove to take them off the list

BN	Name	Class	Year	Type	Type description	Overdues
232	STEPNIAK, Isabelle	SRT	5	2	Primary Stage 2	6
323	ELKAN, Isobel	SRT	5	2	Primary Stage 2	5
329	MORISON, Angelina	SRT	5	2	Primary Stage 2	4
330	MORISON, Sienna	SRT	5	2	Primary Stage 2	3
450	ROBINSON, Ella	SRT	5	2	Primary Stage 2	3
459	MALONE, Ruari	SRT	5	2	Primary Stage 2	10
35	RUIZ, Sophie	6SR	5	7	Teacher	67
107	BLACK, Elke	6SR	6	4	Primary Stage 3b	3
140	HARRISON, Tia	6SR	6	3	Primary Stage 3	3
159	COLLITON, Thomas	6SR	6	3	Primary Stage 3	2
189	BENEFIELD, Darcy	6SR	6	3	Primary Stage 3	3
202	HORSFALL, Gisele	6SR	6	3	Primary Stage 3	4
241	CUTMORE, Caleb	6SR	6	3	Primary Stage 3	3
246	ABBOTT, Kaila	6SR	6	4	Primary Stage 3b	2
258	LAWTHER, Finley	6SR	6	3	Primary Stage 3	3
267	ALLEN, Kai	6SR	6	3	Primary Stage 3	5

Print to file makes a text file which can be saved or imported into Word or Notepad. Export is a tab-delimited text file suitable for Excel.



Email can be used to send lists to teachers.

Overdue Notices, Letters or Emails

A notice is one that can be given to the child or parent. A letter can be folded and posted in a window envelope. An email can be sent out. *See the factsheet on email overdues* as there are technical issues that have to be dealt before it works.

Step 1.

The list of how many overdues can be printed

The notices can exclude or include dates, item types etc.

Work whether it is to be done by group, year level, or type, and put the blue dot in the circle of choice. Click View.

Click on heading to sort list

Highlight and delete those to whom messages are not to be sent

Add the school's logo

You can edit the message the message by clicking and choose automatic messages See below

Work out which message and how the notice should look

Highlight if only wishing to print some of them

BN	Name	Class	Year	Type	Type description	Overdues
3	BATTEN, Sara	1SB	S	7	Teacher	59
115	MCLEAN, Jay	1SB	1	1	Infants Student	7
121	COURTNEY-O'CONNOR, Amelia	1SB	1	1	Infants Student	7
129	DRIVER, Georgia	1SB	1	1	Infants Student	7
132	BURGE, Benjamin	1SB	1	1	Infants Student	7
200	HADDAD, Charlotte	1SB	3	2	Primary Stage 2	7
207	Lucey, Alesha	1SB	1	1	Infants Student	2
	Emmons, Cedar	1SB	1	1	Infants Student	2
	HADDAD, Damon	1SB	1	1	Infants Student	7
	THAM, Kaia	1SB	1	1	Infants Student	3
	BROWNING, Jett	1SB	1	1	Infants Student	5



Remove takes the person from the list it doesn't change anything else.

Settings

Format: **Regular notices** (dropdown)

Spacing: Single spacing (dropdown)

Banner: [text field] Browse

Footer: [text field] Browse

Heading: Heading not printed (dropdown) [text field]

Message: 1 - A FRIENDLY REMINDER (dropdown) Edit

Include 'the following items are overdue as of'
 Include borrower address on overdue notices
 Include email address on overdue notices
 Use alt addresses
 Include cost
 Include total cost
 Include site name at top of notice

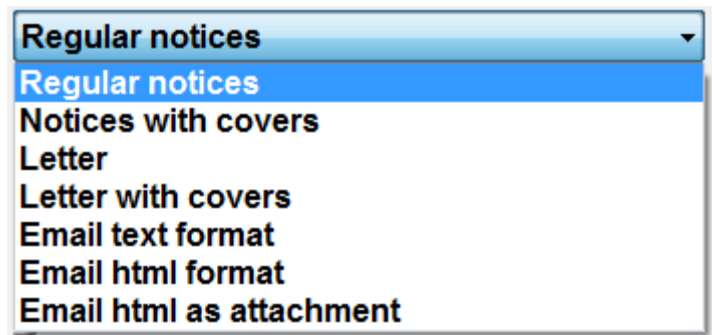
One notice per page
 Many notices per page

Font: Arial (dropdown)

Size: 10 (dropdown)

Custom Default

Top margin (1) (spinners)



If the school's logo is to be used (Banner or Footer) it should be stored in the Images folder in the Bookmark folder.

Banners

A banner is a graphic image that appears at the top of the page. It can be in the format bmp, jpg, gif, or png. Bookmark will resize it to fit.



You can store it in the images folder inside the bookmark folder..

Browse to find your banner, so the correct name and path are entered.

Print your overdue and voila!!!.

