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# Destiny

Creating an Overdue Fines from other schools report

November 9, 2008

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*This step-by-step guide will help you through the process of creating a fines report that is limited to overdue fines that your students have but were given by other schools. The report is intended to give you the ability to quickly create lists that you can then forward to your feeder schools so that the media specialist there can remove all the fines at one time without receiving multiple messages throughout the year.*

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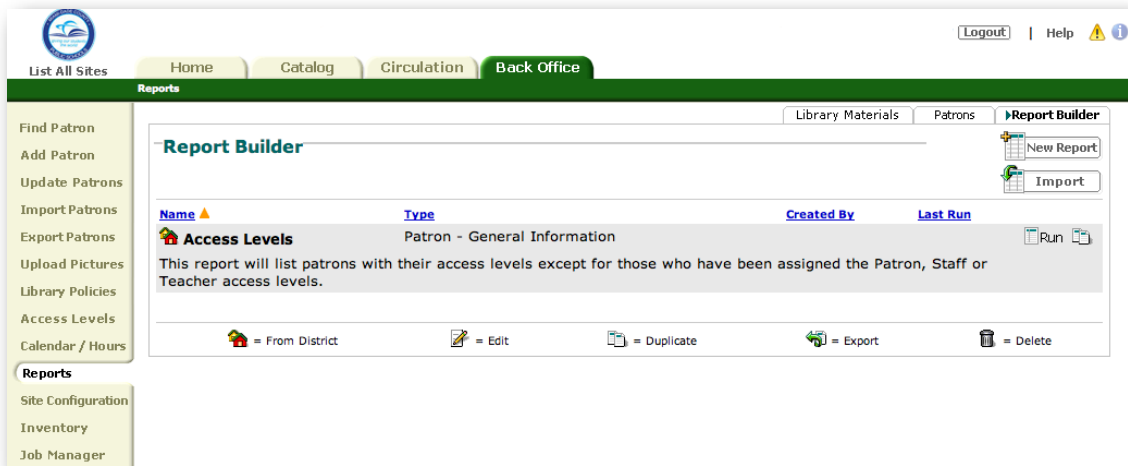
# Destiny

## Creating an overdue fines from other school report in Report Builder

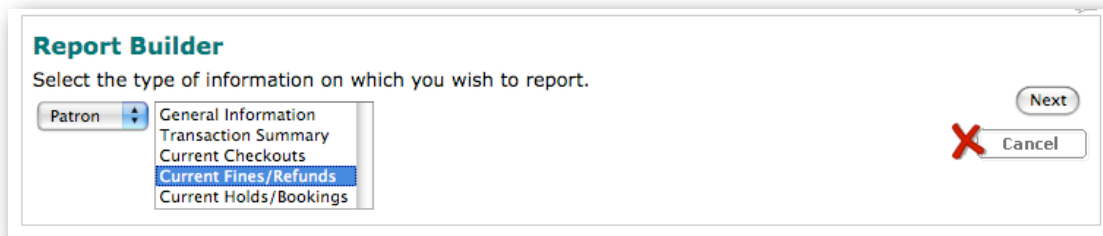
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### I. Create a new Report Builder report

Log-in as an administrator and click on the Back Office tab, then click on the Reports link and finally the Report Builder sub-tab



In the new report, select Patron from the first drop down menu and then Current Fines/Refunds from the second. Click on the Next button when finished.



## 2. Select report settings

Check the following boxes on the seven corresponding screens of this report. Click “Next” to move to the next screen.

### Step 1

#### Patron - Current Fines/Refunds Report: OD's from other schools report

Next

**Step 1 of 7:** Choose the information you wish to include in your report.

**Patron Information** Select All Clear All

<input checked="" type="checkbox"/> Barcode - Patron	<input type="checkbox"/> Graduation Year	<input checked="" type="checkbox"/> Patron Type
<input type="checkbox"/> Birth Date	<input type="checkbox"/> Homeroom	<input checked="" type="checkbox"/> Status
<input type="checkbox"/> Date Added/Updated	<input type="checkbox"/> LA Teacher	<input type="checkbox"/> UD-1
<input checked="" type="checkbox"/> District ID	<input checked="" type="checkbox"/> Name - First	<input type="checkbox"/> UD-2
<input type="checkbox"/> FCAT	<input checked="" type="checkbox"/> Name - Last	<input type="checkbox"/> Withdrawal Date
<input type="checkbox"/> Gender	<input type="checkbox"/> Name - Middle	
<input type="checkbox"/> Grade Level	<input type="checkbox"/> Nickname	

**Current Fine/Refund Details** Select All Clear All

<input checked="" type="checkbox"/> Amount Due	<input checked="" type="checkbox"/> Barcode - Copy	<input checked="" type="checkbox"/> Reason
<input type="checkbox"/> Amount Fined	<input checked="" type="checkbox"/> Fine Assessed Date	<input checked="" type="checkbox"/> Title
<input type="checkbox"/> Amount Paid	<input type="checkbox"/> Fine Type	
<input type="checkbox"/> Amount Waived	<input checked="" type="checkbox"/> Property Of	

### Step 2

#### Patron - Current Fines/Refunds Report: OD's from other schools report

Previous Next

**Step 2 of 7:** Indicate how you want the information in your report to be grouped.

**Report Grouping Levels**

**Group by**

**...then by**

**...and finally by**

### Step 3

#### Patron - Current Fines/Refunds Report: OD's from other schools report

Previous Next

**Step 3 of 7:** Specify the column order (from left to right) in which you want the details of your report to appear.

**Report Details**

Property Of	<input type="button" value="Top"/>
Barcode - Patron	<input type="button" value="Up"/>
District ID	<input type="button" value="Down"/>
Name - First	
Name - Last	
Patron Type	
Status	
Amount Due	<input type="button" value="Bottom"/>
Barcode - Copy	
Fine Assessed Date	
Title	
Reason	

Step 4

**Patron - Current Fines/Refunds Report: OD's from other schools report** Previous Next

**Step 4 of 7:** Specify the order in which you want the details of your report to be sorted. Cancel

**Report Details**

**Sort by** Property Of  Ascending

**...then by** Barcode - Patron  Ascending

**...and finally by** -- None --  Ascending

Step 5

**Patron - Current Fines/Refunds Report: OD's from other schools report** Previous Next

**Step 5 of 7:** Indicate how you want the information in your report to be summarized. Cancel

**Report Summary Options**

	Count	Total	Average	Smallest Value	Largest Value
<b>Records</b>	<input type="checkbox"/>				
<b>Amount Due</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 6 - Change the "Property Of" limiter to your school. Some of the listed reasons may not be an option at your school.

**Patron - Current Fines/Refunds Report: OD's from other schools report** Previous Next

**Step 6 of 7:** Set up limiters to indicate which records you want to include and/or exclude from your report. Cancel

**Report Limiters**

Property Of <input type="text"/>	does not equal <input type="text"/>	Ronald Reagan Doral Senior High School <input type="text"/>	AND
Patron Type <input type="text"/>	does not equal <input type="text"/>	Faculty <input type="text"/>	AND
Amount Due <input type="text"/>	greater than <input type="text"/>	\$0.00 <input type="text"/>	AND
Reason <input type="text"/>	does not equal <input type="text"/>	Broken Binding <input type="text"/>	AND
Reason <input type="text"/>	does not equal <input type="text"/>	Damaged <input type="text"/>	AND
Reason <input type="text"/>	does not equal <input type="text"/>	Excessive Writing <input type="text"/>	AND
Reason <input type="text"/>	does not equal <input type="text"/>	Torn Pages <input type="text"/>	AND
Reason <input type="text"/>	does not equal <input type="text"/>	Water Damage <input type="text"/>	AND
Reason <input type="text"/>	does not equal <input type="text"/>	Lost <input type="text"/>	

Add Limiter

## Step 7

### Patron - Current Fines/Refunds Report: OD's from other schools report

**Step 7 of 7:** Enter a unique name and a description (optional) for your report.

**\*Name**

**Description**

\* = Required Field

[Previous](#) [Save & Run](#) [Save](#) [Cancel](#)

### 3. Locate the report in the Job Manager

Click on the XML File to download and save it.

**Job** OD's test  
**Site** Library Media Services  
**Started** 11/8/2008 9:01 AM  
**Options** Patron - Current Fines/Refunds

**Description** This report generates a list of students that have overdue fines from other schools. The resulting list can be divided by school and then provided to each of the the schools on the list requesting that that they remove the fines from the students on the list. This report does not include lost or damaged book fines.

[View Report](#)  
[Download XML File](#)

**Process completed** 11/8/2008 7:57 AM

### 4. Open the XML file in Excel

Open Microsoft Excel and then from it's file open command, locate and open the XML file. When prompted, select the Read Only option.

The file will be sorted by school and then by student name. Select all the rows that contain one school and copy them. Open a new worksheet and paste the rows copied. Save the worksheet with the school's name. The resulting file can then be sent to the school via email as an attachment.