

How To Create a Report of Student Textbook Checkouts in Destiny

1. Click **Reports Tab**
2. Click **Textbook Reports** option on the left.
3. Click **Current Checkouts/Fines** link.

Setup Page 1: **Format**

Set up a new report or notice

Show **Checked Out/Overdue Materials**

- All that are currently overdue
- That are overdue by to days [?](#)
- That are due from [?](#) to [?](#)
- All that are checked out

Unpaid Library Fines

Unpaid Textbook Fines

Unpaid Patron Fines [?](#)

Format Report -- Output:

Notices -- Language:

[Continue](#)

4. Under **“Show,”** click the radio button marked **“All that are checked out.”** Uncheck the boxes marked **“Library Fines”** and **“Patron Fines.”**
 - a. Or: Click the radio button marked **“All that are overdue.”**
 - b. Or: Click the radio button marked **“That are due from”** and select a date range.
5. Under **“Format,”** click the radio button for **“Report”** and select PDF. Click the **“Continue”** button.
 - a. Or: You can select Microsoft Excel, which generate your finished report in Excel format, allowing you to sort and manipulate the data.

Setup Page 2: **Limit**

1. Format 2. **Limit** 3. Details

Checked Out / Overdue Materials & Unpaid Fines Report

Limit the results to...

My Patrons Student [+](#) [Update](#)

Graduating in

Status Active
 Inactive
 Restricted [?](#)

Also Include Patrons of other sites that have [my materials](#) and/or that owe fines to [?](#)

My Materials Library - No Circulation Types [+](#) [Update](#)

Textbooks

Also Include The materials [my patrons](#) have and/or the fines they owe that belong to other sites in the district. [?](#)

[Continue](#)

6. Under **“Limit the results to...”**, click the **“Update”** button. On the page where it takes you, uncheck the box for **“Faculty.”** Click the **“OK”** button.
7. Leave **“Graduating in”** UNCHECKED.
8. Check the box for **“Patrons of other sites that have my materials or owe fines to [your school].”**

How To Create a Report of Student Textbook Checkouts in Destiny

- Under **“My Materials”**, click the **“Update”** button next to **“Library Materials – All Circulation Types.”** On the page where it takes you, click the **“Clear All”** button. Click the **“OK”** button.
- Make sure the boxes for **“Textbooks”** and **“The materials my patrons have and/or the fines they owe that belong to other sites in the district”** are checked.
- Click the **“Continue”** button.

Setup Page 3: **Details**

1. Format 2. Limit 3. Details

Checked Out / Overdue Materials & Unpaid Fines Report

Select & Sort by Homeroom from Any Homeroom to Any Homeroom

Start a new page for each group

Also Display...

Title Info Title for library materials

Price of checked out/overdue materials

Patron Info Barcode

Phone number

Subtotal items/fines for each patron

Grade Level

Homeroom

- Under **“Select & sort by...”**, select **“Homeroom”** from the dropdown.
 - Or: You may select “Grade Level” or “Patron Name”. If you select either of these options, we recommend that you opt to generate the report in Microsoft Excel (Step 5a), so the results can be sorted.
- Check the box for **“Start a new page for each group.”**
- Under **“Also display...”**, uncheck **“Title for library materials”** and make sure the boxes for the following items are checked:
 - Price of checked out/overdue materials**
 - Barcode**
 - Grade level**
 - Homeroom**
- Click the **“Save Setup”** button (So you always have a template to run this report).
- Under **“Save As”**, name the report whatever you like. (You can also schedule the report to run at a set time, if you prefer.)
- Click the **“Save and Run”** button. You will be taken to the **Report Manager**.
- Click **“Refresh list”** periodically, until you see that your report is COMPLETED. Then, click **“View.”**
- If you selected PDF format, your report will open in your web browser or Adobe Reader. If you selected Microsoft Excel, your report will open in Excel. (Microsoft Excel reports require some column adjustment the first time the report is opened, so that all data is readable.)