

Active Loans

1. **Click** Schedule New Reports wizard.
2. **Select** the INFOhio tab.
3. **Select** CIR: Active Loans.
4. **Click** Setup & Schedule.

1. Basic Information Tab

- **Change** the Report name and/or Title if you wish.

2. User Options

- Specific homerooms, programs, or homeschools can be selected. They must be entered exactly as they appear in patron records. You may select Active, Inactive or Both for patrons.

3. User Selection

- Select your library, patron profile, grades, etc. Exclude your library (and DISTRICT) to identify your items check out by patrons at other buildings. If Library is left blank, all buildings' patrons are reported.

4. Checkout Selection Tab

- Leave alone unless you wish to limit by date.

5. Item Selection Tab

- **Select** your library (unless you want all libraries) and item group if desired.

6. Sort Options

- **Click** the drop down menu and select your sort preference.

7. Output Options

- Report Format recommended settings are shown. You may try additional combinations to meet your needs.
- Spreadsheet – should be Plain Text only.
- Insert Page Breaks on Sort Key allows you to print one page per homeroom, program, etc.

Running and saving the report

1. **Click** Run Now.
2. **Click** Finished Reports wizard.
3. **Select** report name and click View.
4. **Uncheck** View log and Format report

Report to view:
<input type="checkbox"/> View log
<input checked="" type="checkbox"/> View result
<input type="checkbox"/> Format report

Sample Homeroom report, Sort by NAME:

INFOHIO - -t7th grade active loans - (circheckouts.pl)								07/09/2009
Name	Title	Item ID	Callnum	Due Date	Room	Teacher	Grade	Bldg
Beard, MAXWE	*Crackback	32612060000647	FIC COY	2006-11-28	7C-HUBER	HUBER	07	KAHS
Burney, KYLE	*Crossing the wire	32612050049919	FIC HOB	2006-11-29	7C-HUBER	HUBER	07	KAHS
Greene, DERE	*Dangerous wishes	32612050041262	FIC SLE	2006-11-28	7C-HUBER	HUBER	07	KAHS
Kline, JOSHU	*Identifying snakes t	32612050005655	597.96 M	2007-03-29	7C-HUBER	HUBER	07	KAHS
	*Harry Potter and the	32612050040207	FIC ROW	2007-03-29	7C-HUBER	HUBER	07	KAHS
McClymonds,	*Daredevils do amazin	32612010004889	920 KRA	2007-08-29	7C-HUBER	HUBER	07	KAHS
	*First book of Presid	32612010014799	920 COY	2007-08-29	7C-HUBER	HUBER	07	KAHS
Perkins, SHA	*Second stringer	32612050043250	FIC DYG	2006-12-01	7C-HUBER	HUBER	07	KAHS
Priebe, ZACH	*Where the red fern g	32612050039696	FIC RAW	2006-12-01	7C-HUBER	HUBER	07	KAHS
Shaw, KYLE (*boy from the basemen	32612060000852	FIC SHA	2006-11-28	7C-HUBER	HUBER	07	KAHS
Stall, KATHE	*town cats and other	32612050021884	FIC ALE	2006-11-30	7C-HUBER	HUBER	07	KAHS
	*Sister of the bride	32612050025596	FIC CLE	2006-11-30	7C-HUBER	HUBER	07	KAHS
Treeby, JERE	*Donkey-Donkey	32612010010878	E DUV	2007-10-10	7C-HUBER	HUBER	07	KAHS
	*Dont tell me a ghost	32612010034167	E EIS	2007-10-10	7C-HUBER	HUBER	07	KAHS
Tue, JACOB	*Over the wall	32612060000373	FIC RIT	2006-11-15	7C-HUBER	HUBER	07	KAHS
Weeks, IAN	*grim grotto	32612060000456	FIC SNI	2006-11-20	7C-HUBER	HUBER	07	KAHS
Weinstein, C	*Something very sorry	32612050023427	FIC BOH	2006-11-07	7C-HUBER	HUBER	07	KAHS
West, JOHN	*Wemberly worried	32612010041337	E HEN RC	2007-10-10	7C-HUBER	HUBER	07	KAHS

Sample Homeroom report, Sort by CALL NUMBER:

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