

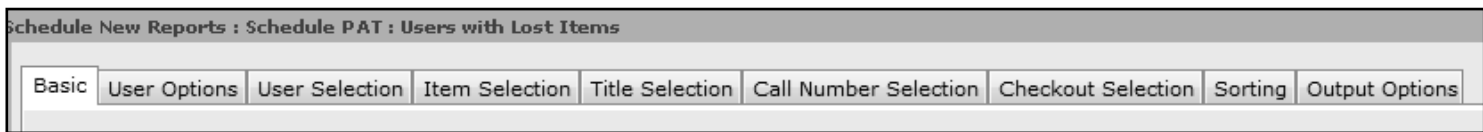
### PAT: Users with Lost Items

These reports are formatted to work with any RTF program. (Ex: Microsoft Word, Open Office (Free), AppleWorks). If using TextEdit for the MAC, you may not obtain the best results.

#### Setting up the Report:

1. **Click** Schedule New Reports wizard.
2. **Select** the INFOhio tab
3. **Select** PAT: Users with Lost Items.
4. **Click** Setup & Schedule.

#### Selections / Options




#### Basic Information Tab

1. **Change** the Report name and/or Title if you wish. It should reflect the content of the report.
2. **Description** is a good place to note any special print setup needed. If you save the report as a template, you will see this screen each time you run it.
3. **Title** appears on each page.
4. **Footer** appears at the bottom of each page (optional)

Report name:	KAHS Overdue Notices
Description:	Overdue Notices 2 per page
Title:	Overdue Notice
Footer:	KAHS

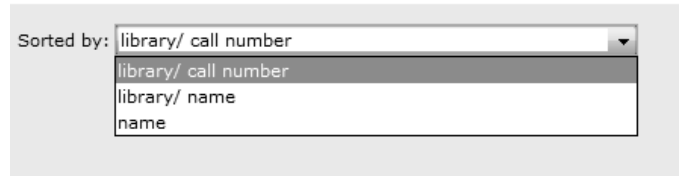
#### User Options, User ID's, User Selection, Checkout Selection, Bill Selection Tabs

1. **User Options** – Select specific homerooms, programs, or homeschools. Enter information exactly as it appears in patron records. You may select Active, Inactive or Both for Students.
2. **User Selection** – indicate library, patron profile, grade, etc. If Library is left blank, all buildings are reported.
3. **Item Selection** – limits output to a specific library, and/or Item growth.
4. **Use** gadgets  to ensure correct formatting of data.

**NOTE:** Consult user record to verify where and how data is entered.

### Sorting Tab

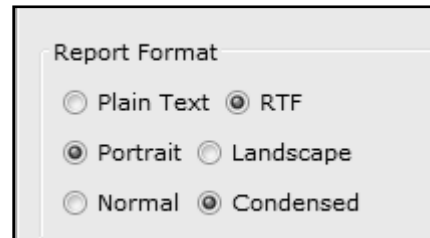
1. **Select** sort from drop-down menu.



### Output Options Tab

#### Report

1. Report Format recommended settings are shown.



### Sample Report

PAT: Users with Lost Items (lostitemlist)						07/26/2015
User ID	Name	Libra Item ID	Title	CallNum	Due Date	
2080000003433	Sinatra, Frank	LNHS 30800140001717	The Zookeeper's wife : a	940.53 ACK	2014-09-26	

### Running the Report

Save as a Template (optional, but helpful if you want to tweak results).

1. **Run** the report.
2. **Click** Finished Reports wizard.
3. **Select** report name and **click** View.
4. **Uncheck** View log.
5. **Uncheck** Format report.
6. **Click** OK. Your report will open in your pre-selected word processing program.
7. **Customize** the report and/or **save** it if you wish

