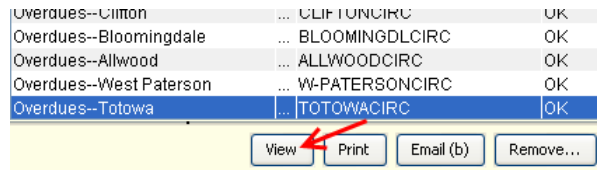


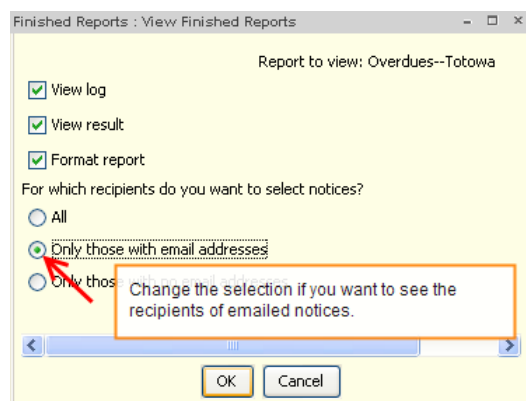
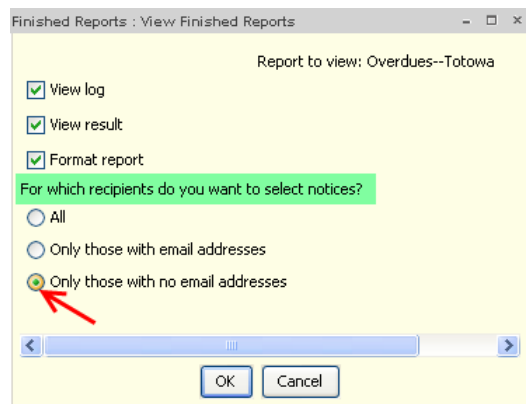
Printing and emailing Overdue notices

By default, our Overdue notice reports are set up so that *for each potential recipient, both an email notice **and** a printable, mail-able paper notice will be generated.*

To send Overdue notices by email only (when there is a valid email address in the patron record), first highlight the Overdue report in the finished report list and choose View:



Note the question “For which recipients do you want to select notices?” Here you will select the radio button for “Only those with no email addresses.” Since all patrons in the report will receive an emailed notice if they have an email address in their record, selecting this button will remove the email sendees from the list of notices that will be printed. Now you can go ahead and print the resulting report.



You can always change back to printing All notices, or even change the selection so you can see which patrons will be sent the emailed versions, as shown above.