









# Portland Public Schools

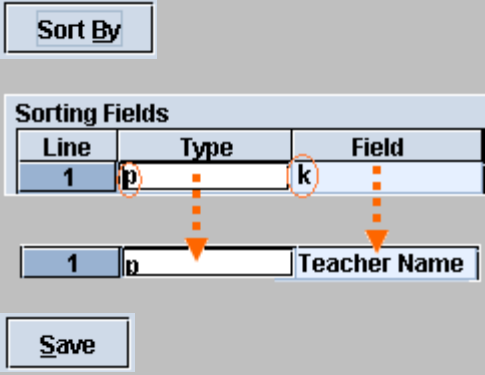


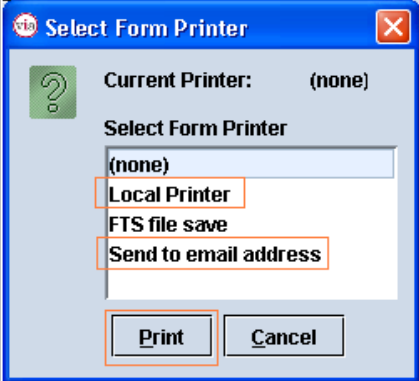
## Via Circulation Quick Reference Guide

### Notices on Demand (Statement of Checked-Out Items)

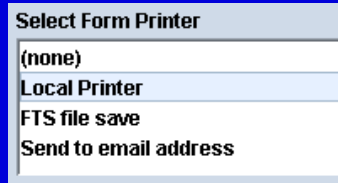
Statement of Checked-out Items – generates individual notices for patrons stating all items currently checked out. This notice compiles information more quickly using a review file. Review files must be set up, in advance, centrally.

Via Circulation · Portland Public Schools · Your Name																				
File Edit View Go Tools Admin Help																				
Notices																				
    																				
 <b>From the Notices Mode:</b>																				
<b>Step 1</b>	Click on <b>Notices</b> in the Via Navigation bar (you will need to scroll down to locate it).																			
<b>Step 2</b>	Click on the <b>New</b> button.																			
<b>Step 3</b>	Click on the <b>Notice Type</b> drop down arrow, scroll to the bottom of the list and select <b>Statement of Checked-out Items</b> .	<table border="1"> <tr> <td>Notice Type</td> <td>Overdue</td> </tr> <tr> <td></td> <td>Fines</td> </tr> <tr> <td></td> <td>Bills</td> </tr> <tr> <td></td> <td>Adjustments</td> </tr> <tr> <td></td> <td>All Bills and Fines</td> </tr> <tr> <td></td> <td>Statement of Charges</td> </tr> <tr> <td></td> <td>Statement of Checked-out Items</td> </tr> </table>	Notice Type	Overdue		Fines		Bills		Adjustments		All Bills and Fines		Statement of Charges		Statement of Checked-out Items				
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<b>Step 4</b>	Under <i>Options</i> , click on the <b>Range</b> drop down arrow and select <b>Review</b> .	<table border="1"> <tr> <td>Options</td> <td></td> </tr> <tr> <td>Range</td> <td></td> </tr> <tr> <td>Range</td> <td></td> </tr> <tr> <td>Review</td> <td></td> </tr> </table>	Options		Range		Range		Review											
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A new <b>Review file</b> : drop down option will appear on the screen: <table border="1" data-bbox="576 1543 1193 1596"> <tr> <td>Review file:</td> <td>Benson seniors 022808 (296) (Patron Records)</td> </tr> </table>			Review file:	Benson seniors 022808 (296) (Patron Records)																
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<b>Step 5</b>	Click on the <b>Review file</b> drop down arrow and scroll through the available review files and select (click on) the one pertaining to your school.	<table border="1"> <tr> <td>Review file:</td> <td>Benson seniors 022808 (296) (Patron Records)</td> </tr> <tr> <td></td> <td>Benson seniors 022808 (296) (Patron Records)</td> </tr> <tr> <td></td> <td>Cleveland seniors 022808 (318) (Patron Records)</td> </tr> <tr> <td></td> <td>Franklin seniors 022808 (325) (Patron Records)</td> </tr> <tr> <td></td> <td>Grant seniors 022808 (447) (Patron Records)</td> </tr> <tr> <td></td> <td>Jefferson seniors 022808 (228) (Patron Records)</td> </tr> <tr> <td></td> <td>Lincoln seniors 022808 (374) (Patron Records)</td> </tr> <tr> <td></td> <td>Madison seniors 022808 (252) (Patron Records)</td> </tr> <tr> <td></td> <td>Marshall seniors 022808 (192) (Patron Records)</td> </tr> </table>	Review file:	Benson seniors 022808 (296) (Patron Records)		Benson seniors 022808 (296) (Patron Records)		Cleveland seniors 022808 (318) (Patron Records)		Franklin seniors 022808 (325) (Patron Records)		Grant seniors 022808 (447) (Patron Records)		Jefferson seniors 022808 (228) (Patron Records)		Lincoln seniors 022808 (374) (Patron Records)		Madison seniors 022808 (252) (Patron Records)		Marshall seniors 022808 (192) (Patron Records)
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<p><b>Step 6</b></p> <p><i>Customizing the notice is Optional</i></p>	<p>Customize the notice (optional).</p> <p><b>Sort the Notices</b> (optional)</p> <p>Click on the <b>Sort By</b> button. The <i>Sorting Fields</i> window will open.</p> <p>In the <b>Type</b> field, enter a <b>p</b> for Patron</p> <p>In the <b>Field</b> field, enter <b>k</b> for Teacher Name</p> <p>Note: Double-click in the <i>Type</i> or <i>Field</i> fields to see a list of all options available.</p> <p>Click on the <b>Save</b> button to save your sort criteria.</p> <p><b>Note:</b> The <b>Limit by Patron</b> function does not work.</p> <p>The <b>Limit to</b> function does not work.</p> <p><b>Checkboxes</b> (optional)</p> <p>Click in the checkbox for items to be included in the notice (<i>Include Telephone Number, Include Amount Owed</i>).</p> <p><b>Include Amount Owed</b> shows a total dollar amount owing, not the price of each item.</p>	 <p>Limit by Patron Type</p> <p>Limit to All Items</p> <p>(do not change default of All Items)</p> <p>Include Telephone Number</p> <p>Include Amount Owed</p>
<p><b>Step 7</b></p>	<p>Click on the <b>Prepare</b> button.</p>	
<p><b>Step 8</b></p>	<p>“A printer must be selected to proceed” dialog window will open.</p> <p>Click on the <b>OK</b> button to proceed.</p>	
<p><b>Step 9</b></p>	<p>A <i>Select Form Printer</i> dialog window will open.</p> <p>Choose your print method:</p> <ul style="list-style-type: none"> <li>- Local Printer [for printing, go to <b>Step 9 PRINT</b>]</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- Send to email address [for email, go to <b>Step 9 EMAIL</b>]</li> </ul> <p>Click on the <b>Print</b> button and follow the prompts.</p>	

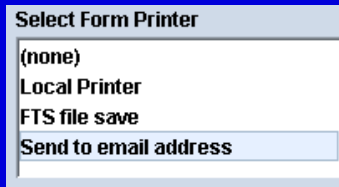
If You are Printing the Notices:



<b>Step 9 PRINT</b>	a)	<p>If several printers are available for you to choose from, a <b>Print (Form Printer)</b> dialog window will open.</p> <p>Accept the default printer, or select an alternate from the printer name drop down menu.</p> <p>Click on the <b>Print</b> button.</p>	
	b)	<p>After the notices have been generated, click on the <b>Move to Print Queue</b> button.</p>	
	c)	<p>A <b>Warning</b> dialog window will open. If you are certain you want to move all email notices to the print queue, click on the <b>Yes</b> button.</p>	
	<p><b>NOTE:</b> There is no print preview available. When you go to the next step you will be sending the notices directly to the printer.</p>		
	d)	<p>Click on the <b>Send Notices</b> tab.</p>	
	e)	<p>The <b>Send Notices</b> dialog window will open, letting you know that x number of notices will print.</p> <p><i>To "preview" sample notices prior to printing all, choose to print the last one or two notices in the queue.</i></p>	
	f)	<p>Click on the <b>OK</b> button to print the notices.</p> <p>Click on the <b>Cancel</b> button if you do not want to print the notices.</p>	
g)	<p>A dialog window prompting to clear all print notices will appear.</p> <p>Click on the <b>Yes</b> or <b>No</b> button.</p>		

Continue to Steps 10 and 11

If You are Emailing the Notices:



A destination email address to capture residuals will need to be specified when you choose **Send to email address** as your print option. You may use either your own or your Via proxy. When you have entered this email you may also add a message, but it is not needed.

<b>Step 9 EMAIL</b>	a)	<p>Enter destination email address (your own or the Via proxy address).</p> <p>Enter a message (optional).</p> <p>Click on the <b>Print</b> button.</p> <p><i>A "Preparing Notices" window will appear on the screen briefly.</i></p>	
	b)	<p>Click on the <b>Send Notices</b> tab.</p>	
	c)	<p>The <b>Send Notices</b> dialog window will open, letting you know that x number of notices will be sent to the email address.</p>	
	d)	<p>Click on the <b>OK</b> button to send the notices.</p> <p><i>A "Sending Notices" window will appear on the screen briefly.</i></p> <p>Click on the <b>Cancel</b> button if you do not want to send the notices.</p>	
	e)	<p>A dialog window prompting to clear all email notices will appear.</p> <p>Click on the <b>Yes</b> or <b>No</b> button.</p>	
<b>Continue to Steps 10 and 11</b>			
<b>Step 10</b>	<p>Click on the <b>Close</b> buttons to close the notices generated list, and the <i>Notice (New Job)</i> window.</p>		
<b>Step 11</b>	<p>Click on the <b>Save</b> button to save the settings.</p> <p>Click on the <b>No</b> button to exit without saving the settings.</p>		

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