

# Portland Public Schools

## Via Circulation Quick Reference Guide

### Overdues Report by Home Room

Following are step-by-step instructions for creating an Overdue Item Report by Home Room. This function is performed from the Via Overdues Report mode.

**From the Overdues Report Mode:**

**Step 1**

Verify that the correct school is displaying in the **Home Library** text box.

If not, click on the Home Library drop down arrow and select the desired library.

Home Library **Abernethy** ▼

- Abernethy 6d9
- Ainsworth 1dm
- Alameda 1dn
- Alliance 3hs
- Arleta 4d6
- Atkinson 1hg

**Step 2**

Click on the **Home Room** drop down arrow and select the correct home room.

Home Room **ALL** ▼

- ALL
- 10
- 12
- 14

**Step 3**

Click on the **Prepare Reports** button.

The overdue report will appear.

**Prepare Reports**

Home Library	Home Room	Barcode	Name	Barcode	Title	Due Date
Abernethy (6...	10	2316800157...	Captein, Wil...	3316801517...	Brighty of the Grand Ca...	05-15-2007
Abernethy (6...	10	2316800157...	Slischer, Re...	3316801591...	I can draw forest anim...	10-02-2007
Abernethy (6...	10	2316800158...	Vallejo, Andr...	3316801593...	Draw 50 cats / by Lee J...	10-02-2007
Abernethy (6...	10	2316800157...	White, Violet...	3316802448...	ivy and Bean / written b...	10-09-2007

**Note**

Below are the steps to export the information to an Excel spreadsheet.

**Step 4**

Click on the **first record** to highlight it.

Scroll to the bottom of the list, then press the **Shift key** and click the **last record** in the list.

The entire list should now be selected.

Home Libr...	Home Room	Barcode	Name	Barcode	Title	Due Date
Abernethy...	17	231680015...	Avers, L...	331680092...	Alligators / written and ...	02-28-2008
Abernethy...	2A	231680015...	Hart, Nathan	331680152...	Captain Underpants on...	02-07-2008
Abernethy...	2A	231680015...	Madden, E...	331680148...	Cats that roar / by Kim...	01-31-2008
Abernethy...	2A	231680015...	Vega, Alex	331680110...	One Halloween night / ...	10-23-2007
Abernethy...	3	231680015...	Del Biagi...	331680110...	Arthur's new puppy / B...	03-15-2007
Abernethy...	4	231680015...	Gonzales, ...	331680159...	Spider-man versus Doc ...	04-16-2008
Abernethy...	STAFF	231680013...	Adamski,D...	331680092...	Amie and the wild ani...	02-07-2008
Abernethy...	STAFF	231680013...	Adamski,D...	33168092685	3m head to toe / Eric...	04-11-2007
Abernethy...	STAFF	231680015...	Ferrell-Bu...	331680206...	Looking back : a book ...	11-08-2007
Abernethy...	STAFF	231680015...	Ferrell-Bu...	331680111...	Poetry by heart : a chil...	05-19-2008
Abernethy...	STAFF	231680015...	Ferrell-Bu...	331680110...	Poetry place anthology...	05-19-2008
Abernethy...	STAFF	231680015...	Ferrell-Bu...	331680092...	Tales of a fourth grade ...	09-24-2007
Abernethy...	STAFF	231680015...	Goodrich...	331680151...	The Great world atlas / ...	07-26-2007
Abernethy...	STAFF	231680015...	HILL, ELIA	331680148...	Lost treasure of the Em...	04-17-2008
Abernethy...	STAFF	231680015...	Peek,Ran...	331680148...	Totally amazing spiders...	03-10-2008
Abernethy...	STAFF	231680015...	Peek,Ran...	331680110...	What is a flower? / By J...	05-14-2008
Abernethy...	STAFF	231680015...	PIT, CAT...	331680244...	Garfield blots out the su...	05-16-2008

**Step 5**

Copy the list by choosing **Ctrl+C**, (NOTE: Right click or the menus will not work)

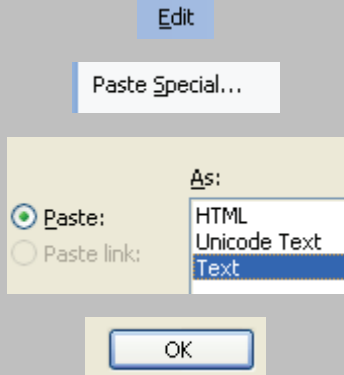
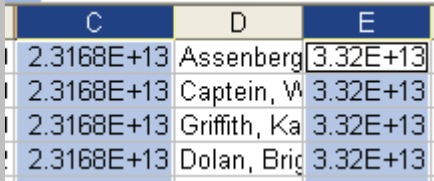
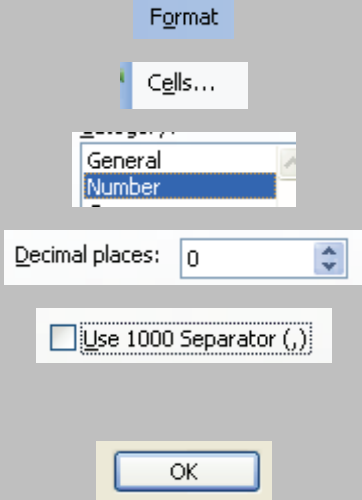
Ctrl + C

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October 2008  
Revision #2.0

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Published by:  
PPS IT Training

<p><b>Step 6</b></p>	<p>Start Excel, then click in Cell <b>A1</b>.</p> <p>Paste the list by choosing from the Menu, click <b>Edit</b>, then <b>Paste Special</b></p> <p>In the Paste Special dialog Box, select <b>Text</b>.</p> <p>Click <b>OK</b>.</p>	
<p><b>Step 7</b></p>	<p>On your spreadsheet, click the letter <b>C</b> to highlight column C.</p> <p>Press the Ctrl key and click the letter <b>E</b> to highlight column E.</p>	
<p><b>Step 8</b></p>	<p>From the menu, click on <b>Format</b>.</p> <p>Then click <b>Cells</b>.</p> <p>Next, click on <b>Number</b>.</p> <p>Set <b>Decimal places</b> to <b>0</b>.</p> <p>Uncheck <b>Use 1000 Separator</b>.</p> <p>Click <b>OK</b>.</p>	
<p><b>Step 9</b></p>	<p>If ##### displays in some of your worksheet cells, make the column width wider</p> <p>The report can now be sorted, filtered or grouped, etc.</p>	