

Find Report Builder in the Back Office, under Reports in the left-hand column

The screenshot shows the Destiny Administrator interface for Tiverton High School. The top navigation bar includes 'Home', 'Catalog', 'Circulation', and 'Back Office'. The 'Back Office' tab is active. On the left, a vertical menu lists various options, with 'Reports' highlighted. The main content area shows the 'Report Builder' page, which includes sections for 'Bibliography', 'Collection Statistics - Historical', and 'Copy Barcodes'. A red arrow points to the 'Report Builder' link in the top navigation bar.

The overdue report has been saved here, but the date will need to be changed by editing the report before you run it each time.

The screenshot shows the 'Report Builder' interface. It features a table with columns for 'Name', 'Type', 'Created By', and 'Last Run'. The table lists two reports: 'No AUPs' and 'Overdues'. The 'Overdues' report is highlighted, and a red arrow points to its 'Last Run' date, '3/24/2009'. Below the table, a note states: 'This would need to be edited each time to change the date to the current date (or whatever date is desired)'. A red arrow also points to the 'Run' button for the 'Overdues' report.

The date can be changed in Step 6, just keep pressing the green right arrow until you get there.

The screenshot shows the 'Report Builder' interface in 'Step 6 of 7: Set up limiters to indicate which records you want to include and/or exclude from your report.' The 'Report Limiters' section includes a dropdown menu for 'Due Date', a dropdown for 'less than', a text input field containing '3/24/2009', and a dropdown for 'AND'. A red arrow points to the date input field. A green right arrow is visible in the top right corner, and a 'Cancel' button is also present.