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| **How to create a report of all loans which are overdue by 30 or more days** |  |



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**ONE**

From Alma do menu “General > Analytics > Design Analytics”

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**TWO**

From Analytics do “New > Analysis” and choose subject area “Fulfillment”

 

**THREE**

From left pane drag desired fields to right pane

For example drag these fields to the right pane:

* Due Date > Due Date
* Item Location at time of loan > Library Name
* Item Location at time of loan > Location name
* Bibliographic Details > Title
* Loan Details > Barcode
* Loan Details > Call Number
* Borrower Details > Last Name
* Borrower Details > First Name
* Borrower Details > Primary ID
* Preferred Contact Information > Preferred Email
* Preferred Contact Information > Preferred Phone Number



**FOUR**

We need to get only “Active” loans (not returned) so we will filter by loan status = active.

This is done by

1. Add filter > More Columns


2. Choose: ”Loan Details > Loan Status”


3. Filter by “Loan Status = Active”



Now we will get everything with a due date 30 days or more in the past.

There are various ways to do this, we will show just one way.

This is done by

1. Add filter > More Columns



1. Choosing “Due Date > Due Date Filter” and “OK”



1. Choose “Is equal to “Older than 30 days”



**FIVE**

Click the “Results” tab and see report



**SIX**

Save report

Click “Save As” on top right



Choose location and save

