

8.4 OVERVIEW OF OVERDUE NOTICES

You can view all overdue notices for the member:

- green overdue notices for material that was already returned
- black overdue notices for material that is still on loan
- red overdue notices which were not sent yet

Procedure

1. In the **Member** class, find and select a member.
2. Select the **Object / Overdue notices - overview** method.

The **Overdue notices - overview** window will open, including the list of overdue notices. In libraries with departments, all overdue notices will be displayed regardless of the fact in which department the member received the overdue notice.

3. Highlight one (or several) overdue notices and load it to the workspace by clicking the **Select** button.