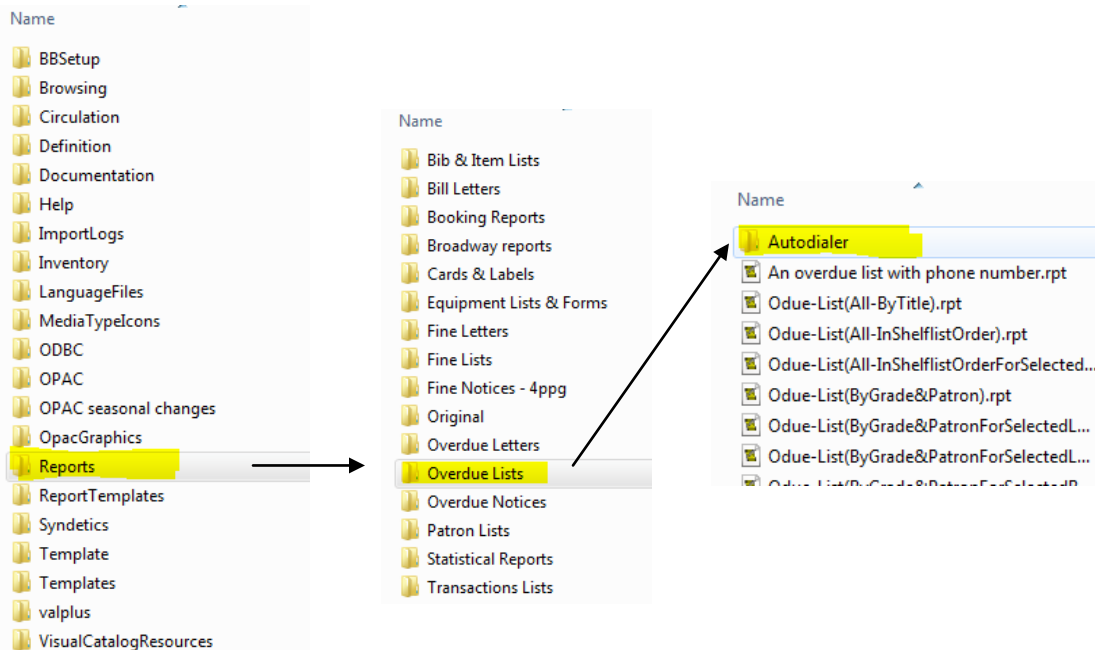


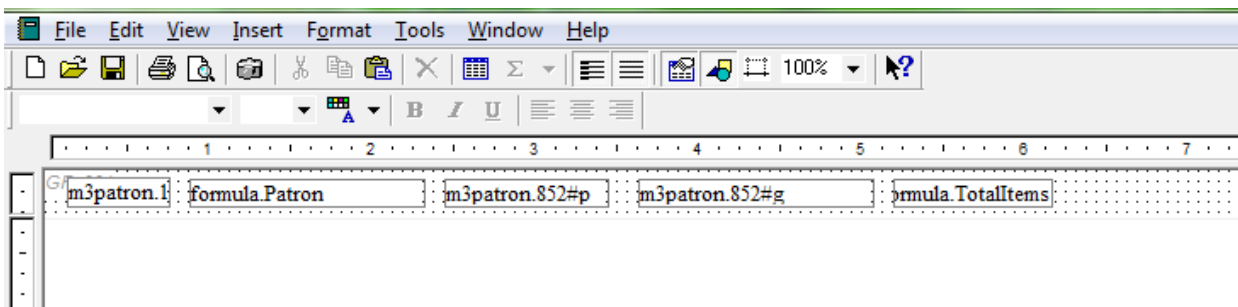
## CREATING AN AUTODIAL REPORT

**PLEASE NOTE:** The Autodial Report must first be set up for you by members of the SLS staff and Computer Services. The Autodial program looks for the file every day at 3:40, so if you wish phone calls to be made that evening, the report should be run prior to 3:40.

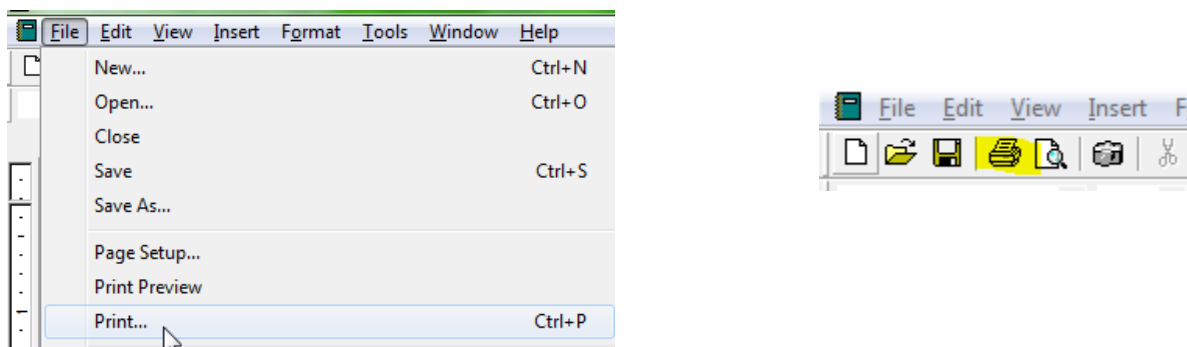
1. Locate and open your autodial report in your Mandarin folder...Reports...Overdue Lists...Autodialer. There should only be one report in this folder – it will be named simply with three letters for your school and the word “Overdue” – XXXXOverdues.rpt



2. The report will look very bare – no headings, etc. This is necessary to obtain the proper formatting for the autodialer program.

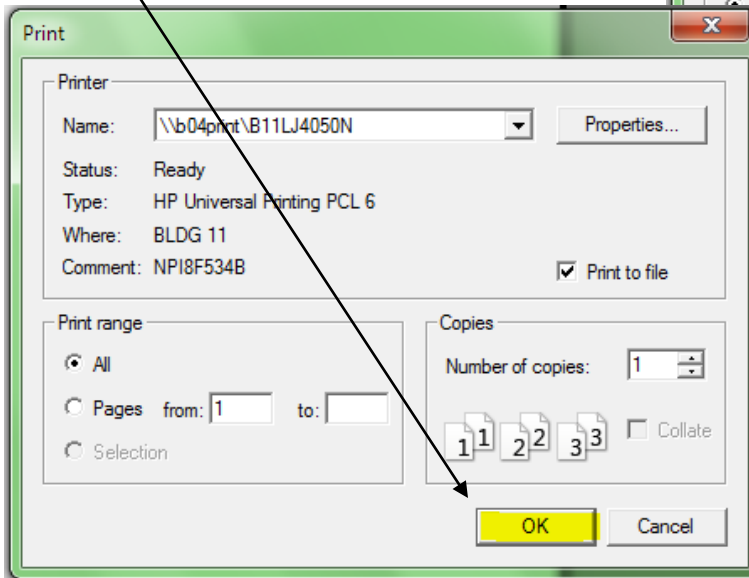
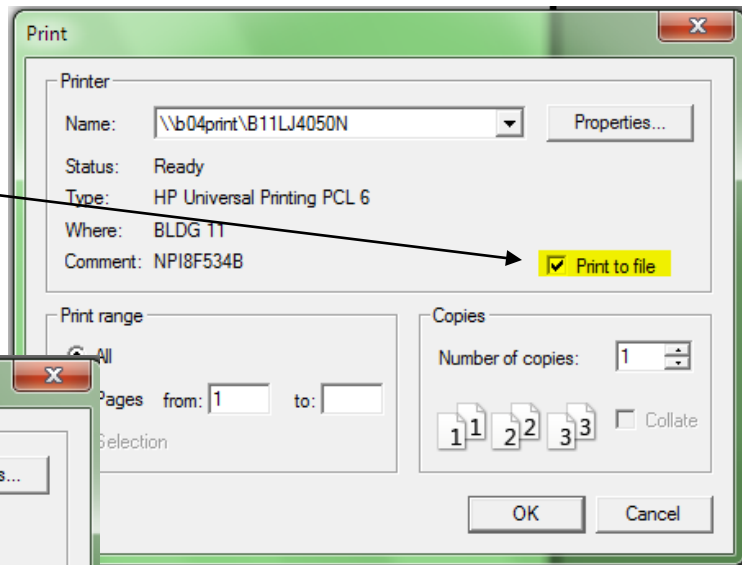


3. Click File...Print (or you can also click the Printer Icon on the Toolbar OR press Ctrl+P).

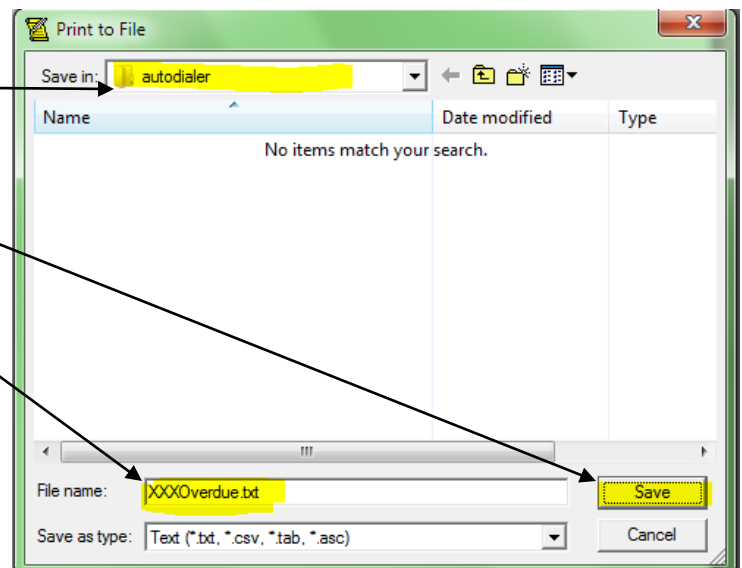


4. In the Print Dialog box that appears, be sure to check "Print to File." (It does not matter what printer you select, because it will not actually print a piece of paper.)

5. Click OK.

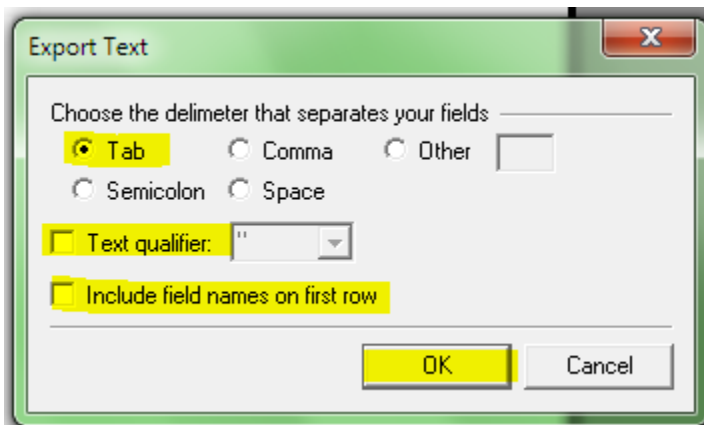


6. Accept the default save location and name for the report and click Save.



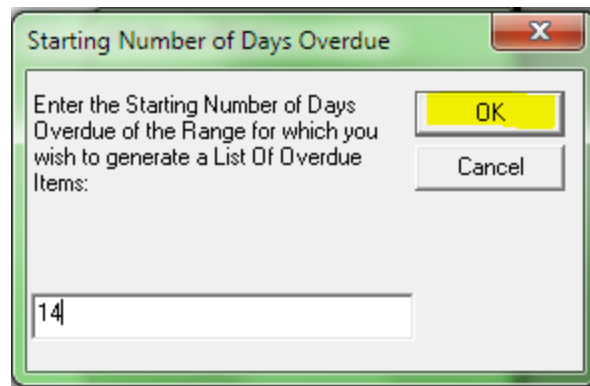
7. The "Export Text" dialog bog comes up next – it is IMPORTANT that you make these changes:

Choose "Tab" as the delimiter  
UNCHECK "Text Qualifier"  
UNCHECK "Include field names on first row."



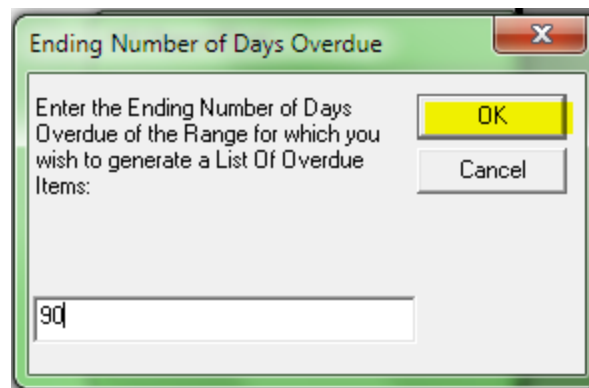
8. Now you will enter the overdue ranges. The example below is looking for books that are more than two weeks overdue but less than 3 months overdue.

- Enter the starting number of days overdue you wish to use and click OK. (If you want all overdue, enter 1).



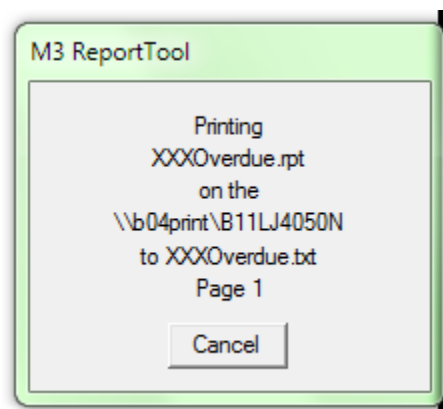
A dialog box titled "Starting Number of Days Overdue" with a green header and a red close button. The text inside says "Enter the Starting Number of Days Overdue of the Range for which you wish to generate a List Of Overdue Items:". There is a text input field at the bottom containing the number "14". To the right of the input field are two buttons: "OK" (yellow) and "Cancel" (gray).

- Enter the ending number of days overdue you wish to use and click OK.



A dialog box titled "Ending Number of Days Overdue" with a green header and a red close button. The text inside says "Enter the Ending Number of Days Overdue of the Range for which you wish to generate a List Of Overdue Items:". There is a text input field at the bottom containing the number "90". To the right of the input field are two buttons: "OK" (yellow) and "Cancel" (gray).

9. If the Report Tool prompts you to choose your database, do so. The report will then process and place a file in the Autodialer folder.



A dialog box titled "M3 ReportTool" with a green header. The text inside says "Printing XXXOverdue.rpt on the \\b04print\B11LJ4050N to XXXOverdue.txt Page 1". At the bottom is a "Cancel" button.

The Autodialer Program will look in the Autodial folder every day at 3:40. If it finds a file, it will place the phone calls that evening and you should receive an email the following day with a report of which phone calls it made and whether it left a message (either in person or on the answer machine) and also whether it did not attempt to call. **If there are names listed that it did NOT attempt, it means that there is no phone number in the Student Information Systems record (such as SASI or SchoolTool). It does not use the phone numbers in Mandarin.**