



Emailing Destiny Overdue/Fine Reports and Notices

The email functionality is configured for your site in Destiny. You will to make some changes locally in order to make it work completely. The following steps will get you up and going:

I. Set up homerooms

- A. Go to **Back Office > Site Configuration > Site Administration > Edit Patron Homerooms**
- B. **Add Homerooms** or edit existing homerooms by adding the Supervisor (Teacher); continue to add or edit until all your homerooms are configured
- C. Go to **Back Office > Find Patron** to find teacher patron records. Add the following information to each homeroom teacher's patron record:
 - Add his/her email address. This will populate the email address in the homerooms list.
 - Add his/her homeroom information. The teacher will be notified of his/her checked out items, too.

II. Edit saved overdue reports and notices

- A. Go to **Back Office > Reports > Patrons > Checked Out/Overdue Materials & Unpaid Fines**
- B. For reports that will be emailed to homerooms, edit the following fields:
 - Format Results as **Email to Homerooms**
 - On **Details > Update Send To >** Select the appropriate homeroom(s)
 - Insert or change **From Name** to your own name
 - Insert or change **Email** to your own email address
 - **Test Email** if you would like, you will receive an email from Destiny
 - **Save Set Up**
- C. For notices that will be emailed to individuals, edit the following fields:
 - On **Details > Distributed >** Select **Via email**
 - Insert or change **From Name** to your own name
 - Insert or change **Email** to your own email address
 - **Test Email** if you would like, you will receive an email from Destiny
 - **Save Set Up**

III. Schedule reports and notices to be emailed to homerooms and individuals automatically

Saved overdue reports and notices can be scheduled to automatically email homerooms and individuals. Here's how:

- When **Saving** an overdue notice or report choose **Schedule Report** either **Weekly** or **Daily**
- For **Weekly**, determine the **Day** and **Time** you would like the notice report to go out
- For **Daily**, determine the time
- **Save Setup**

IV. Notes about individual emails

- The parent email addresses for parents have been brought over from eSIS
- Where two addresses were available, both were imported
- Destiny emails BOTH email addresses in the patron record when present
- The email field is not required in eSIS, therefore there are only about one third of students who have email data in their records