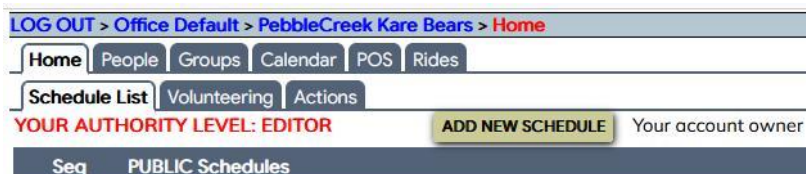


Starting from your HOME screen



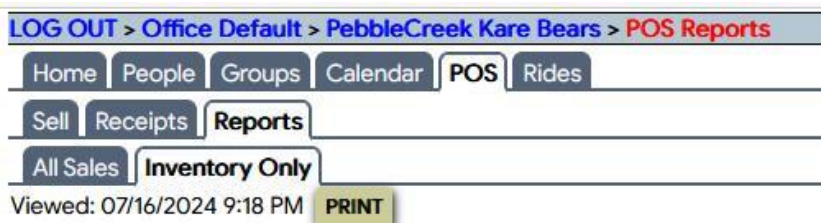
Click POS



Click Reports



Click Inventory Only



IN THE SELECTIONS ON THE NEXT SCREEN

- Change the selection in the "Show by Returned or Not" to **"Just show those still on loan"**

LOG OUT > Office Default > PebbleCreek Kare Bears > POS Reports

Home | People | Groups | Calendar | POS | Rides

Sell | Receipts | Reports

All Sales | Inventory Only

Viewed: 07/16/2024 9:50 PM PRINT

Specific Date:  TODAY << DAY DAY >>

--OR-- Range: 01/01/2024 through 06/10/2024 FILTER THIS WK << WEEK WEEK >> Jul 2024 << MONTH MONTH >>

Product: All

Show by Returned or Not: Just show those still on loan

- You can see that the current date is shown as "Viewed 07/16/2024" (below the tab rows)
- Determine the date which is six weeks ago using a calendar. Example here would thus be 6/10/2024
- Use the Range fields to specify:
  - A starting date many months ago – example here is 1/1/2024
  - The "through date" as the six-week-ago date. Example her is 6/10/2024 .

LOG OUT > Office Default > PebbleCreek Kare Bears > POS Reports

Home | People | Groups | Calendar | POS | Rides

Sell | Receipts | Reports

All Sales | Inventory Only

Viewed: 07/16/2024 9:50 PM PRINT

Specific Date:  TODAY << DAY DAY >>

--OR-- Range: 01/01/2024 through 06/10/2024 FILTER THIS WK << WEEK WEEK >> Jul 2024 << MONTH MONTH >>

Product: All

Show by Returned or Not: Just show those still on loan

- Click the FILTER button
- All loans (receipts) older than six weeks (prior to 6/10/2024) which have not been returned are shown.
- Click the POS Sale date entry to see the original Receipt for contact information

Inventory Report - Client Sales Summary: 1/01/2024 through 6/10/2024				
Client	POS Sale Date	Product	AssetID/UPC	Returned
Pelletier, Dave	05/20/2024 4:18pm	Ramp	(AssetID: RAMP-9)	-- No --
Pelletier, Tim	05/25/2024 9:46am	Ramp	(AssetID: RAMP-12)	-- No --
Pelletier, Tim	05/15/2024 9:44am	Ramp	(AssetID: RAMP-1)	-- No --
Rohleder, Otto	05/27/2024 5:06pm	Ramp	(AssetID: RAMP-8)	-- No --
Rohleder, Otto	05/25/2024 6:05pm	Ramp	(AssetID: RAMP-10)	-- No --
Rohleder, Otto	05/25/2024 5:17pm	Cane	(AssetID: CA-3)	-- No --
Rohleder, Otto	05/20/2024 5:05pm	Ramp	(AssetID: RAMP-11)	-- No --
Rohleder, Otto	06/05/2024 9:58pm	Ramp	(AssetID: RAMP-7)	-- No --
Werner, Jo	05/28/2024 1:01pm	Cane	(AssetID: CA-18)	-- No --
TOTALS:			9	

ALTERNATE METHOD

Rather than using the RANGE selection, use the "<<MONTH" button to cycle back through months with dates older than 6 weeks ago. You will need to go back through a few months to display them all this way, month by month.

For this example, with today's date of July 17, we first moved back to June. All loans in June are shown by person with the original loan date.

Looking at a calendar, six weeks ago was June 10, so the June 5 loan to Otto is the only one in June which is late as of today.

Inventory Report - Client Sales Summary: 6/01/2024 through 6/30/2024				
Client	POS Sale Date	Product	AssetID/UPC	Returned
Korba, Janis	06/17/2024 11:48am	Walker, 2 Wheel	(AssetID: WA-5)	-- No --
Laxer, Cary	06/21/2024 2:28pm	Knee Roller	(AssetID: NR-10)	-- No --
Miner, Brenda	06/21/2024 12:53pm	Knee Roller	(AssetID: NR-9)	-- No --
		Grabbers	(AssetID: GB-02)	-- No --
Pelletier, Jeff	06/18/2024 8:11pm	Cane, Quad Foot	(AssetID: CA-4F)	-- No --
Pelletier, Sue	06/12/2024 11:30am	Ramp	(AssetID: RAMP-6)	-- No --
Rohleder, Otto	06/05/2024 9:58pm	Ramp	(AssetID: RAMP-7)	-- No --
Werner, Jo	06/21/2024 11:42am	Wheel Chair, Small Wheels	(AssetID: WC-81T)	-- No --
<b>TOTALS:</b>		<b>8</b>		

Use the "<<MONTH" button again to look for even older outstanding loans, in May

Inventory Report - Client Sales Summary: 5/01/2024 through 5/31/2024				
Client	POS Sale Date	Product	AssetID/UPC	Returned
Pelletier, Dave	05/20/2024 4:18pm	Ramp	(AssetID: RAMP-9)	-- No --
Pelletier, Tim	05/25/2024 9:46am	Ramp	(AssetID: RAMP-12)	-- No --
Pelletier, Tim	05/15/2024 9:44am	Ramp	(AssetID: RAMP-1)	-- No --
Rohleder, Otto	05/27/2024 5:06pm	Ramp	(AssetID: RAMP-8)	-- No --
Rohleder, Otto	05/25/2024 6:05pm	Ramp	(AssetID: RAMP-10)	-- No --
Rohleder, Otto	05/25/2024 5:17pm	Cane	(AssetID: CA-3)	-- No --
Rohleder, Otto	05/20/2024 5:05pm	Ramp	(AssetID: RAMP-11)	-- No --
Werner, Jo	05/28/2024 1:01pm	Cane	(AssetID: CA-18)	-- No --
<b>TOTALS:</b>		<b>8</b>		

All the loans are late. (There more here than would be usual due to our testing).

If you were to use the "<<MONTH" button again to see April, there would be none late.