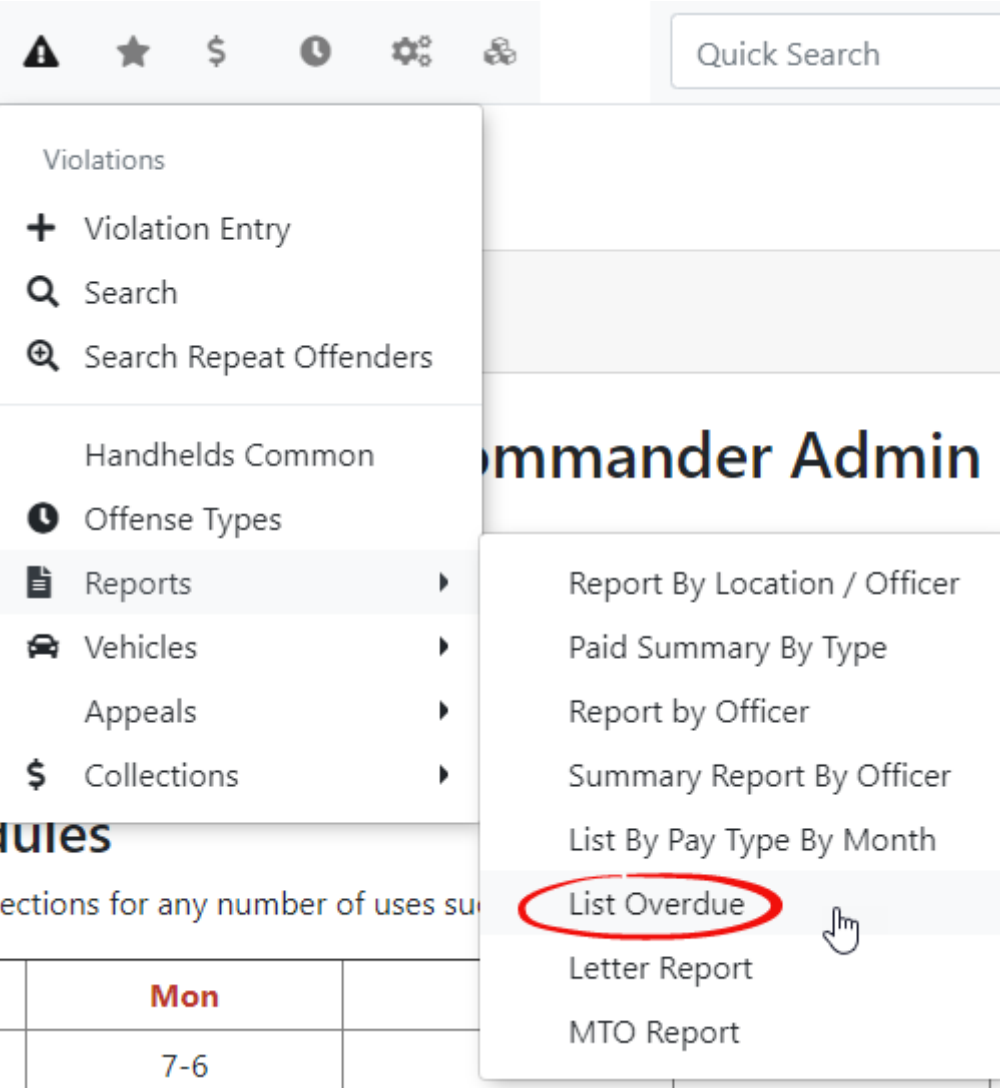


# List Overdue Report

## Accessing the Report

From the **Violations** menu hover over **Reports** and click the **List Overdue** menu item to access the **Overdue Violation Payments** report.



The **Overdue Violation Payments** screen is displayed.

Enter your search criteria and click **List Overdue Records**. In this case we are looking at violations between **May1st 2020** and **February 8th 2021**

The report will appear at the bottom of the screen with the violation number, details, amount, and offender details.

## Overdue Violation Payments

User Type
All User Types

Ticket Category
All Ticket Categories

☐ Include Archived Categories



Start Date
May 01, 2020

The date range will include outstanding payments on or before the given date.

Up To and Including
Feb 08, 2021

Search

Generate Excel Report

Ticket	Details	Amount	Offender Details		
Tue. Dec. 01, 2020					
TT-10028	Parked - Permit Not Visible	\$50.00	 JROCK	Passenger	James Rockwood <a href="mailto:jrockwood@tomahawk.ca">jrockwood@tomahawk.ca</a>
					Daily Total: \$50.00
Wed. Jul. 01, 2020					
TT-10030		\$50.00	 JROCK	Passenger	James Rockwood <a href="mailto:jrockwood@tomahawk.ca">jrockwood@tomahawk.ca</a>
					Daily Total: \$50.00
					Grand Total: \$100.00

Email Listed Users

# Emailing Users

You can click on the user email address to email users directly related to their overdue violations. You can also select **Email Listed Users** at the bottom of the report to send an email to **all users** on the report.

# Generating an Excel Report

Click **Generate Excel Report** to create an excel document for your records or further manipulation.

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