Using Query Studio to Create a Chart

1. Navigate to proper location:
   
   `Public Folders > Voyager 7 - Circulation and Call Slip > csmdb > Custom Reports`

2. Open Query Studio

3. Set Run Report to “Preview with Limited Data”

4. Expand Presentation Layer and go down to Patron Details > Patron Barcode Group

5. Pull over Patron Group Code

6. Pull over Patron ID

7. Highlight Patron ID column and go to Edit Data > Summarize > Advanced (upper right hand corner)

8. Set Summary for cells to COUNT

9. Reset Run Report to “Run with All Data”

10. Go back to Insert Data and add Total Fees Due

11. Format Data by highlighting Total Fees Due column

12. At bottom of Insert Data menu expand Filter

13. Add: Active Patron Barcode Status

14. Filter out any unwanted Patron Groups using the Edit Data menu

15. Edit Title

16. In Change Layout menu click on Chart button