**1.0 Reports**

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| No. | Report Title | Report Content | Who Use | Purpose |
| 1 | Reservation Report on May 2019 | Reserve No, Reserve Date, Account No, Collection Date, Return Date, Book ID |  |  |
| 2 | Report of Late Unpaid Fine for Over 7 days (Exception Report) | This report shows the number of fine paid after more than or equal to one week, for each of the months from March 2019 to May 2019. | Library Manager | The Library Manager would use this report to help him/her to make decision to make more efforts to decrease the number of days before fine paid overall. |
| 3 |  |  |  |  |