Data Collection w/out TriCoder

> **In order to have access to these functions, you must login with administrative rights.**

»» Administration »» Inventory

After scanning the collection's barcodes, the inventory program will compare each scanned item with the MARC records in your catalog to help you see what may be missing from your library collection. You can then list and mark items that are missing, and not on loan.
OPALS allows you to do inventory by stages (call number ranges) if your library is large.

Inventory Guide

Inventory Session | **Reports**
Data Collection w/out TriCoder | **TriCoder for Data Collection**

Data Collection without TriCoder

Preparation

OPALS uses a text file which contains a listing of barcodes you have scanned. Once created and saved, you can load the file into OPALS Inventory. The barcode file can be created by simply plugging your scanner into a Netbook or laptop computer and carrying it to your shelves to scan the items. This solution is cheaper than using a portable inventory scanner of any type.

Scanning

To create a file of your barcodes,

1. Simply open the Windows accessory program called "Notepad " and scan the barcodes. As you scan you will see them adding to the file in a column – one barcode per line.

2. When you save the file, name it by the range of call numbers it contains.

NOTE: You may use any word processor, but always make sure you have saved the file as a DOS TEXT or ASCI file, or it will not be readable by the inventory module. If you use the "Notepad" text editor, that is the only kind of file it makes and it will work perfectly.

Here are some great notes from an experienced OPALS user:

1. Use a laptop & move to the books. If it is a PC, scan the books into notepad files. Save them by section, etc (ie 001_299.txt). If it is a Mac, use Word but save as a text only with line breaks. It will then upload in import correctly.

2. Then you can go online either wirelessly or plugged in to a network and import your files into your inventory.

3. After finished scanning the range you have selected for the inventory (such as all fiction or entire library) there are some easy reports that give you every book that was scanned out of place, every missing book, books previously marked lost, and so forth. Don't bother trying to figure out any reports until you are done with your inventory range.