Inventory lists and reports

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

Inventory Lists & Reports

Do Inventory to create or update reports

Reports will not appear until you create them with the 'Do Inventory' button. If you have not uploaded or manually scanned any barcode files into your inventory session, this button will do nothing.

- Click 'Do Inventory' button. NOTE: If you have not completed uploading the files that comprise your inventory range, a message will appear indicating that you not come close to your final barcode upload total. You will need to click on 'yes' in the error dialog box before proceeding.

Click the 'Do Inventory' button

Inventory Status display

After clicking Do Inventory, two boxes appear at the bottom of the screen.

- **Inventory Results table:** displays a running account of total barcodes: in database, scanned, on loan (in circulation), validated and OK (meaning that the barcodes you scanned were actually in your catalog. Any barcode you scanned that is not in a catalog record somewhere will not be in that number and will display in the invalid list).
- **"Results" table** allows you to view/edit problem records. Most of the reports will allow you to track or modify the report to keep a running account of changes made or needed.
  - The two rightmost columns in the 'Results' report reflect the number of problem records, and
  - the two leftmost columns reflect the modifications or corrections made to that report.

Inventory Results for 2010-03-24 10:58:00				
	Whole Database	Scanned/Upload Files	Item on loan	Validated and OK
Total Barcodes	7484	7357	205	6283

Results				
Missing/Not Scanned	11	View/Edit	11	Marked Missing
Damaged but Shelved	0	View/Edit	0	Reactivated
Lost/Missing but Shelved	3	View/Edit	3	Reactivated
Loaned but Shelved	8	View/Edit	8	Returned
No Call Number	0	View	0	
Misplaced/Out of Range	1023	View/Edit	166	Corrected
Invalid	43	View	0	

Inventory Reports

1. Missing/Not Scanned:

This report shows records that are still to be scanned and uploaded. Click on view/edit to work with missing items. Items may be sorted by Call Number or Barcode or Title by clicking on the column header in this report.

Inventory :: List of Not Scanned/Recently Marked Missing Holdings

	Barcode(s)	title	Call Number
☐	CPP00561	The Shortstop	FIC GRE
☐	CPP02321	Growing up in medieval London: the experience of childhood in history	305.23 HAN
☐	CPP05083	Revolutionary and Napoleonic Wars	904 SOM
☐	CPP21576	A bend in the road	FIC SPA
☐	CPP00263	Children's story	FIC CLA
☐	CPP06667	A million little pieces	362.29 FRE
☐	CPP22651	The boy book: a study of habits and behaviors, plus techniques for taming them	FIC LOC
☐	CPP23031	Graceling	FIC CAS
☑	CPP06950	Motocross Brother	FIC HAD
☑	CPP23213	No school library left behind: leadership, school improvement, and the media specialist	025.1 HAR
☑	CPP50492	Mission Control, this is Apollo: the story of the first voyages to the moon	629.45 CHA

Brown: Updated

<<< Back to inventory result

First « Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 Next » Last

Mark Selected as Missing   Mark All as Missing   Remove Selected from Missing List

Print Selected   Print All

Mark . . as missing : Once you are sure of what is actually missing, select the missing items in the list and choose one of the "Mark . . as missing" buttons. The Items will then appear on the "Missing Items" list in the >Administration

>Reports / Tools menu. The listed items will have the text font color changed to brown once the status has been changed to "missing". **NOTE : The status of the holdings listed in this report will NOT be changed to 'Missing" unless you execute this step!**

Remove Selected : If you are sure you know where some of the items displayed in the list are , and wish to simply ignore the fact that you have not scanned them, then you may select them and use the button 'Remove Selected from Missing List'. This action will remove the marked titles and put them in the Manually scanned list of barcodes.

2. Damaged but Shelved:

These Items were marked as Damaged at some previous time but were on the shelf and scanned as inventory was done. Click on view/edit to see the report. Items may be sorted by any of the named columns. Click in box before record and use buttons to change status to Available as necessary.

3. Lost/Missing but Shelved:

Click on view/edit to see the report. These Items were marked as lost or missing at some previous time but were on the shelf and scanned as inventory was done.

The first thing you will notice in this report is a column called "Call # Previous to->". If the item is on the shelf, it may be mis-shelved. Go to the call no. listed in that column to find the item. It was scanned just before the 'Missing but shelved" holding and should be just before it on the shelf.

- Items may be sorted by Call Number or Title or Barcode or "Call # Previous to".
- Click in box before record and use the buttons to change status of these records to "available" as needed.
- The listed items will have the text font color changed to brown once the status has been changed to "Active"

4. Loaned but Shelved:

This report displays items titles that were re-shelved before they were returned in circulation. Items may be sorted by Call Number or any of the other listed columns.

Items may be returned from this screen.

- Use the button called 'Mark all as Returned" to return all of them, or your may need to only select some of them and choose the button called "Return Selected".
- The listed items will have the text font color changed to brown once the Item has been returned.

5. No Call Number:

A viewable list of items having no call number (or maybe no holding?) in the electronic record.

6: Misplaced/Out of Range:

The inventory program assumes all uploaded barcode files to be in shelf order.

Barcodes directly scanned manually into the inventory will not be checked for shelf order.

- This list will display items that are just one or more places out of order. The call number column will display numbers in red of items that are one or more places out of order.
- This list can only be as accurate as your call numbers. For example, to a computer there is a BIG difference between "FIC Arr" or "F Arr" or "Fic.Arr" for sorting purposes, even if you keep them all together on the shelf.
- Go to the shelves with this list to find the mis-shelved items and re-shelve them.
- Select the titles you have re-shelved and choose the button called "Mark selected as corrected". Or use the button called 'Mark all as Corrected" to cause the list to display them all as corrected.
- The listed items will have the text font color changed to brown once the item has been marked.

7: Invalid:

Allows you to see barcodes that did not scan properly or are not in your item data.

This list cannot display the title associated with the invalid barcode because the record is not in the database. It may be an item that was not cataloged yet, or it may be an item from another library.

- Look at the call number and title displayed in the column named "Item scanned before invalid barcode" .

- Go to the shelf location of that item to find the item having the invalid barcode.

- Remove the item from the shelf for cataloging or return to its owner.

<h2>4. 'Do Inventory' to create or update reports</h2>
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Click on the Do Inventory button.
If you have not completed uploading the files that comprise your inventory range, a message will appear indicating that you did not come close to your final barcode upload total. You will need to type 'yes' into the error dialog before proceeding.