

Conducting an Inventory in Destiny

The screenshot shows the Destiny Back Office interface for Hasbrouck Heights Middle/High School. The top navigation bar includes 'Home', 'Dashboard', 'Catalog', 'Circulation', 'Reports', and 'Back Office' (circled in red). The left sidebar contains various management options, with 'Inventory' circled in red. The main content area displays the 'Inventory' page for a 'Testing' inventory that started on 5/17/2017 and is 78.64% complete. It features a 'Start New' button (indicated by a red arrow), a 'Finalize' button, and options to 'Account for each Barcode' or 'Upload Scans'. The footer shows copyright information for Follett School Solutions, Inc. and the date 6/19/2017.

Step 1: In the **Back Office** select **Inventory** from the left sidebar.

Step 2: Click **Start New** button.

BELS School Library Consortium
Hasbrouck Heights Middle/High School

Home Dashboard Catalog Circulation Reports **Back Office**

Abacon Log Out Help Community

New Message(s)
Read

Inventory > Start Inventory

How do I... ?

Specify the copies to be inventoried...

Inventory Name

Call Numbers from to
To specify a call number range, enter at least the first 3 digits of each Dewey number or a complete call number prefix.

Circulation Types All Circulation Types

All copies meeting the above criteria will be set to "unaccounted for"...

Except for copies that have been seen on or after

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Manage Patrons
Update Patrons
Import Patrons
Export Patrons
Manage Homerooms
Upload Patron Pictures
Library Policies
Access Levels
Calendar / Hours
Site Configuration
Inventory
Job Manager

Step 3: Choose a **name for the inventory – if you are doing the inventory in sections (recommended) make sure to specify that in your name (ex. American History – Summer 2017).**

Step 4: Input the appropriate **call number range (to do a narrow inventory, put the same number in both fields - ex 973 to 973. For a broad inventory use a larger range - ex 900 to 999).**

The screenshot shows the 'Back Office' section of the Abacon library management system. The main heading is 'Specify the copies to be inventoried...'. The form contains the following fields and options:

- Inventory Name:** American History - Summer 2017
- Call Numbers from:** 973
- Circulation Types:** All Circulation Types (with an **Update** button circled in red)
- Date:** 5/17/2017 (with a calendar icon and the date circled in red)

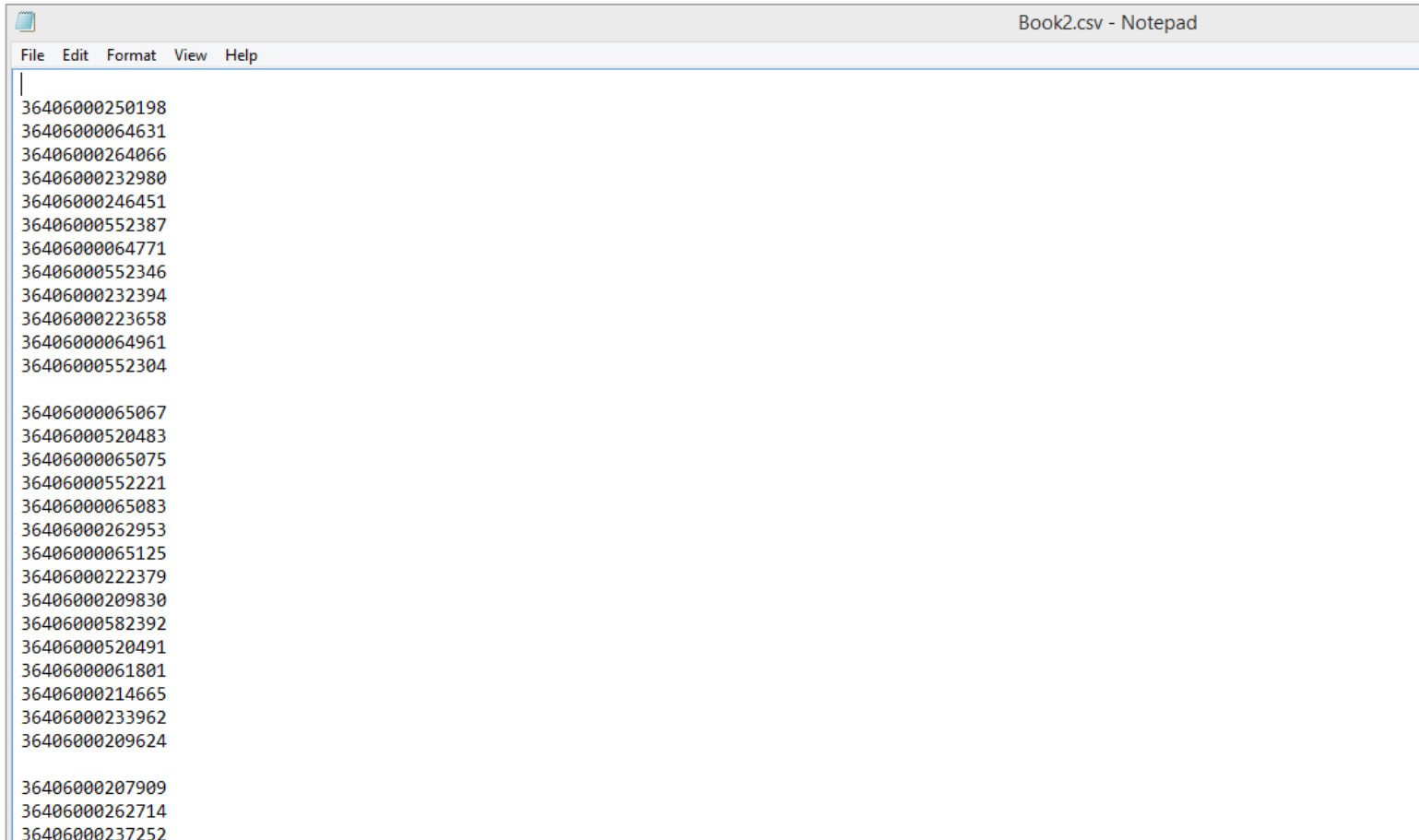
Below the form, there is a warning: 'All copies meeting the above criteria will be set to unaccounted for...' and a note: 'Except for copies that have been seen on or after 5/17/2017'. At the bottom of the form are **OK** and **Cancel** buttons. A red arrow points to the **OK** button.

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Step 5: If your collection includes various circulation types (reserves, etc) choose the **Update** button to include or exclude these items.

Step 6: Adjust the **date** as needed – this time frame relates to items that are in process (for example, new items in your office that are getting stickered or recently returned items on a cart waiting to be shelved). Note this will not account for items on display, items lent to a teacher that haven't been checked out properly, etc.

Step 7: Click **Ok** button.



The image shows a Notepad window with the title 'Book2.csv - Notepad'. The window contains a list of 36-digit numbers, each on a new line. The numbers are: 36406000250198, 36406000064631, 36406000264066, 36406000232980, 36406000246451, 36406000552387, 36406000064771, 36406000552346, 36406000232394, 36406000223658, 36406000064961, 36406000552304, 36406000065067, 36406000520483, 36406000065075, 36406000552221, 36406000065083, 36406000262953, 36406000065125, 36406000222379, 36406000209830, 36406000582392, 36406000520491, 36406000061801, 36406000214665, 36406000233962, 36406000209624, 36406000207909, 36406000262714, and 36406000237252.

Step 8: Open a Plain Text program (wordpad, notepad etc) and save your scan file (ex. Summer Inventory AmHist.txt).

Step 9: Begin to scan your items, and as you scan each section (or each time you step away from the scanner), save your scan file. You may wish to do your inventory in sections with separate files if the collection is very large (ex. AmHist1, AmHist2, AmHist3 etc.)

BELS School Library Consortium
List All Sites

Hasbrouck Heights Middle/High School

Home Dashboard Catalog Circulation Reports **Back Office**

Abacon Log Out Help Community

New Message(s)
Read

Inventory

Manage Patrons
Update Patrons
Import Patrons
Export Patrons
Manage Homerooms
Upload Patron Pictures
Library Policies
Access Levels
Calendar / Hours
Site Configuration
Inventory
Job Manager

[View In-Progress & Completed Inventories]

Library Inventory American History - Summer 2017 - Started 6/19/2017

2.04% Complete as of 1:51 PM Refresh

How do I... ?

Start New

Finalize

Account for each Barcode Check shelf order

Scan or enter one-at-a-time Account For

Or upload a file of barcodes Choose File No file chosen Upload Scans

Started by Abacon [View Selections]

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Step 10: Go back to the **Inventory section in the **Back Office**.**

The screenshot displays the 'Inventory' management interface in Abacon. The top navigation bar includes 'Home', 'Dashboard', 'Catalog', 'Circulation', 'Reports', and 'Back Office'. The left sidebar lists various management tasks such as 'Manage Patrons', 'Update Patrons', 'Import Patrons', 'Export Patrons', 'Manage Homerooms', 'Upload Patron Pictures', 'Library Policies', 'Access Levels', 'Calendar / Hours', 'Site Configuration', 'Inventory', and 'Job Manager'. The main content area shows the 'Inventory' section with a dropdown menu for 'Library Inventory' currently set to 'American History - Summer 2017 - Started 6/19/2017'. Below this, there is a 'Refresh' button and a progress indicator showing '2.04% Complete as of 1:51 PM'. The 'Account for each Barcode' section includes a 'Scan or enter one-at-a-time' input field with an 'Account For' button, and an 'Or upload a file of barcodes' section with a 'Choose File' button (circled in red) and 'No file chosen' text. An 'Upload Scans' button (highlighted with a red arrow) is located to the right. A 'Check shelf order' checkbox is also present. The footer contains copyright information: '@2002-2016 Follett School Solutions, Inc. 14_5_AU1_RC2 6/20/2017 1:51 PM EDT'.

Step 11: Make sure the correct **Inventory is selected from the drop-down menu.**

Step 12: Select **Choose File and navigate to your saved barcode **.txt** file.**

Step 13: Click **Upload Scans button.**

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Hasbrouck Heights Middle/High School

Home Dashboard Catalog Circulation Reports **Back Office**

Abacon Log Out Help Community

New Message(s)
Read

Inventory

Manage Patrons
Update Patrons
Import Patrons
Export Patrons
Manage Homerooms
Upload Patron Pictures
Library Policies
Access Levels
Calendar / Hours
Site Configuration
Inventory
Job Manager

[View In-Progress & Completed Inventories]

Library Inventory American History - Summer 2017 - Started 6/19/2017

99.82% Complete as of 2:02 PM Refresh

Start New
Finalize

How do I... ?

Account for each Barcode Check shelf order

Scan or enter one-at-a-time Account For

Or upload a file of barcodes Choose File No file chosen Upload Scans

Started by Abacon [View Selections]

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Step 14: After you have uploaded all barcodes in your inventory category (this can be done in batches over time, but it may make sense to keep adding barcodes to the same file and then to upload them all at once) click the **x% Complete link.**

- Manage Patrons
- Update Patrons
- Import Patrons
- Export Patrons
- Manage Homerooms
- Upload Patron Pictures
- Library Policies
- Access Levels
- Calendar / Hours
- Site Configuration
- Inventory**
- Job Manager

American History Inventory- Summer

How do I... ?

Close

Run Report

Copies matching selections 206

Accounted for 162

(Copies lost: 4 [See Details])

Unaccounted for 44

[See Details]

Copies in collection 10,010

Report on

- Copies in the inventory
- Copies that have been 'Accounted For'
- Copies that are 'Unaccounted For'

Step 15: Click the See Details link in the Unaccounted for section.

BELS School Library Consortium
List All Sites

Hasbrouck Heights Middle/High School

Home Dashboard Catalog Circulation Reports Back Office

Abacon Log Out Help Community

New Message(s) Read

Inventory > Progress Details > Items unaccounted for

Manage Patrons
Update Patrons
Import Patrons
Export Patrons
Manage Homerooms
Upload Patron Pictures
Library Policies
Access Levels
Calendar / Hours
Site Configuration
Inventory
Job Manager

Copies: 1 - 25 of 44

Sort by Call Number Go

Printable

1 2 [Show All]

<p>The prehistory of The Far Side : a 10th anniversary exhibit Author: Larson, Gary Call Number: 741.509 LAR Barcode: 36406000211323</p>	Last Seen: 7/29/2014	[Found] [Mark "Lost"]
<p>Attack of the deranged mutant killer monster snow goons : a Calvin and Hobbes collection Author: Watterson, Bill Call Number: 741.597 WAT Barcode: 36406000542719</p>	Last Seen: 7/29/2014	[Found] [Mark "Lost"]
<p>Garfield, his 9 lives Author: Davis, Jim, 1945 July 28- Call Number: 741.5973 DAV Barcode: 36406000583531</p>	Last Seen: 7/29/2014	[Found] [Mark "Lost"]
<p>Simpsons comics spectacular Author: Groening, Matt. Call Number: 741.5973 GRO Barcode: 36406000230869</p>	Last Seen: 7/29/2014	[Found] [Mark "Lost"]
<p>Visual literacy : a conceptual approach to graphic problem solving Author: Wilde, Judith. Call Number: 741.6 WIL Barcode: 36406000545118</p>	Last Seen: 7/29/2014	[Found] [Mark "Lost"]
<p>More fantasy art masters : the best fantasy and science fiction artists show how they work Author: Jude, Dick. Call Number: 741.6092 JUD Barcode: 36406000239811</p>	Last Seen: 7/29/2014	[Found] [Mark "Lost"]
<p>The art of reading : forty illustrators celebrate RIF's 40th anniversary Author: Reading is fundamental with a foreword by Leonard S. Marcus. Call Number: 741.642 ART Barcode: 36406000246063</p>	Last Seen: 7/29/2014	[Found] [Mark "Lost"]

Step 16: Review list and decide whether to mark items as **Lost or **Found** (when you do a **check-in** for an item that had been marked **Lost** it returns to circulation).**

You may also skip this copy review and go right to the next slide.

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List All Sites

Hasbrouck Heights Middle/High School

Abacon Log Out Help Community



Home Dashboard Catalog Circulation Reports **Back Office**

New Message(s)
Read

Inventory


Manage Patrons
Update Patrons
Import Patrons
Export Patrons
Manage Homerooms
Upload Patron Pictures
Library Policies
Access Levels
Calendar / Hours
Site Configuration
Inventory
Job Manager

[View In-Progress & Completed Inventories]

Library Inventory 400s - Started 1/18/2018  

68.41% Complete as of 2:36 PM

How do I... ?



Check shelf order

Account for each Barcode

Scan or enter one-at-a-time

Or upload a file of barcodes No file chosen

Started by Abacon [View Selections]

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Step 17: After you have uploaded all barcodes and/or reviewed the **Unaccounted For copies, click the **Finalize** button.**

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List All Sites Home Dashboard Catalog Circulation Reports **Back Office**

Abacon Log Out Help Community

New Message(s)
Read

Inventory

How do I... ?

Manage Patrons
Update Patrons
Import Patrons
Export Patrons
Manage Homerooms
Upload Patron Pictures
Library Policies
Access Levels
Calendar / Hours
Site Configuration

Inventory
Job Manager

⚠ This will finalize this inventory.
Copies unaccounted for: 11

Mark all unaccounted for copies "lost"
 Ignore them (don't mark them "lost")

Are you sure you want to finalize this inventory?

Yes No

[View In-Progress & Completed Inventories] **Start New**

Library Inventory American History - Summer 2017 - Started 6/19/2017 **Finalize**

99.82% Complete as of 2:08 PM **Refresh**

Account for each Barcode Check shelf order

Scan or enter one-at-a-time **Account For**

Or upload a file of barcodes No file chosen **Upload Scans**

Started by Abacon [View Selections]

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Step 18: Allow system to mark Unaccounted for copies Lost and finalize the inventory by clicking Yes.

- Manage Patrons
- Update Patrons
- Import Patrons
- Export Patrons
- Manage Homerooms
- Upload Patron Pictures
- Library Policies
- Access Levels
- Calendar / Hours
- Site Configuration

- Inventory**
- Job Manager

Inventory

[\[View In-Progress & Completed Inventories \]](#)

How do I... ?

Start New

Finalize

Library Inventory Dogs - Started 5/18/2017

1.35% Complete as of 2:34 PM Refresh

Account for each Barcode

Check shelf order

Scan or enter one-at-a-time Account For

Or upload a file of barcodes Choose File No file chosen Upload Scans

Most Recently Accounted For

Barcode	Call Number	Author	Title
36406000545118	741.6 WIL	Wilde, Judith.	Visual literacy : a conceptual approach to graphic problem solving
36406000542719	741.597 WAT	Watterson, Bill.	Attack of the deranged mutant killer monster snow goons : a Calvin and Hobbes collection

Started by DestinyAdmin [View Selections]

Step 19: View all In-Progress or Completed inventories by clicking the link on the main Inventory screen.

Inventory > In Progress Inventories

- Manage Patrons
- Update Patrons
- Import Patrons
- Export Patrons
- Manage Homerooms
- Upload Patron Pictures
- Library Policies
- Access Levels
- Calendar / Hours
- Site Configuration
- Inventory**
- Job Manager

How do I... ?

In Progress | Completed

Name	Started▼	Started by	Accounted for	Unaccounted for	
Dogs	5/18/2017	DestinyAdmin	4	292	View

Step 20: Switch between subtabs to view In-Progress or Completed inventories.

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Home Dashboard Catalog Circulation Reports **Back Office**

Abacon Log Out Help Community

New Message(s) Read

Inventory > Completed Inventories > Job Summary > Completed Inventories

How do I... ?

Name	Completed	Started by	Accounted for	Unaccounted for	
Missing/Lost	9/23/2014	DestinyAdmin	0	149 (Marked "Lost")	View Remove
American History - Summer 2017	6/20/2017	Abacon	5,984	11 (Marked "Lost")	View Remove
Testing	6/20/2017	DestinyAdmin	166	40	View Remove

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Step 21: Click the **View** button to view various reports on your completed inventories or the **Remove** button to remove a completed inventory from your menu.

Manage Patrons

Update Patrons

Import Patrons

Export Patrons

Manage
Homerooms

Upload Patron
Pictures

Library Policies

Access Levels

Calendar / Hours

Site Configuration

Inventory

Job Manager

[View In-Progress & Completed Inventories]

Library Inventory

How do I... ?

Start New

View "Lost"

Step 22: When ALL inventories are finalized click the **View Lost button (this will only appear when there are no inventories in progress).**

Export Patrons
Manage
Computer Rooms
Upload Patron Pictures
Library Policies
Access Levels
Calendar / Hours
Site Configuration
Inventory
Job Manager

[Printable](#)

Copies: 1 - 25 of 142 Sort by [Go](#) 1 2 3 4 6 ▶ [\[Show All \]](#)

To reset "lost" library materials to "unaccounted for" or to delete all "lost" copies, use the options at the end of this list.

Barcode	Call Number	Author	Title	Marked "Lost"
3640600018652	438.242 LAN	Lange, Eva C.	German in 20 lessons, intended for self-study and for use in schools : with a simplified system of phonetic pronunciation : based on the method of R.	9/23/2014 [Found] [Delete]
36406000267879	610.922 DAV	Davis, Sampson.	The pact : three young men make a promise and fulfill a dream	9/23/2014 [Found] [Delete]
36406000252293	613.0424 SCH	Schaefer, Valorie Lee.	The care & keeping of you : the body book for girls	9/23/2014 [Found] [Delete]
36406000308871	616.849 LAM	Lamberg, Lynne.	Drugs & sleep	9/23/2014 [Found] [Delete]
36406000309788	636.8 AMO	Amory, Cleveland.	The cat who came for Christmas	9/23/2014 [Found] [Delete]
36406000309770	646.78 GRA	Gray, John, 1951-	Men are from Mars, women are from Venus : a practical guide for improving communication and getting what you want in your relationships	9/23/2014 [Found] [Delete]
3640600029717	709.24 ROS	Rosci, Marco.	Leonardo	9/23/2014 [Found] [Delete]
36406000513066	741.5 CEC	Cecolini, Vincent.	Comics : the beginning collector	9/23/2014 [Found] [Delete]
36406000580073	741.5 GRO	Groening, Matt.	Simpsons comics meltdown	9/23/2014 [Found] [Delete]
36406000260205	741.642 EVA	Evans, Dilys.	Show & tell : exploring the fine art of children's book illustration	6/20/2017 [Found] [Delete]
36406000032125	741.9 NEI	Neiman, LeRoy, 1927-	Art & lifestyle	6/20/2017 [Found] [Delete]
36406000309895	745.54 ROB	Robinson, Nick.	Paper airplanes	9/23/2014 [Found] [Delete]
36406000513637	780.08 COP	Copland, Aaron, 1900-	Copland on music.	9/23/2014 [Found] [Delete]
36406000513678	780.15 COP	Copland, Aaron, 1900-	What to listen for in music.	9/23/2014 [Found] [Delete]
36406000513702	780.15 KAM	Kamien, Roger.	Music : an appreciation	9/23/2014 [Found] [Delete]
36406000513843	780.902 REE	Reese, Gustave, 1899-1977.	Music in the middle ages, with an introduction on the music of ancient times,	9/23/2014 [Found] [Delete]
36406000513900	780.922 CRO	Cross, Milton, 1897-	The Milton Cross new encyclopedia of the great composers and their music	9/23/2014 [Found] [Delete]
36406000513918	780.922 CRO	Cross, Milton, 1897-	The Milton Cross new encyclopedia of the great composers and their music	9/23/2014 [Found] [Delete]
36406000513934	780.94 REE	Reese, Gustave, 1899-1977.	Music in the Renaissance.	9/23/2014 [Found] [Delete]
36406000544947	781.63 CRO	Crocker, Richard L.	A history of musical style	9/23/2014 [Found] [Delete]
36406000237526	796.3236 BAS	foreword by Walt "Clyde" Frazier.	Basketball's best shots : the greatest NBA photography of the century	9/23/2014 [Found] [Delete]
36406000544996	808.82 LAN	Landes, William-Alan.	Performance one	9/23/2014 [Found] [Delete]
36406000517711	808.82 MOD	edited by Wynn Handman.	Modern American scenes for student actors	9/23/2014 [Found] [Delete]
36406000519295	917.53 BER	Berman, Eleanor, 1934-	Reflections of Washington, D.C. :	9/23/2014 [Found] [Delete]
36406000249653	932 VAN	Van Vleet, Carmella.	Great ancient Egypt projects you can build yourself	9/23/2014 [Found] [Delete]

Copies: 1 - 25 of 142 1 2 3 4 6 ▶ [\[Show All \]](#)

Reset all library materials marked "lost" on [31](#) [Reset "Lost"](#)

Delete all copies marked "lost" on or before [31](#) [Delete All](#)

Step 23: Decide on a buffer range for items you *do not* want to delete (ex. items marked lost within the last year) and enter the **start date for that range (items marked lost up until that date will be deleted).**

Step 24: Click **Delete All button.**