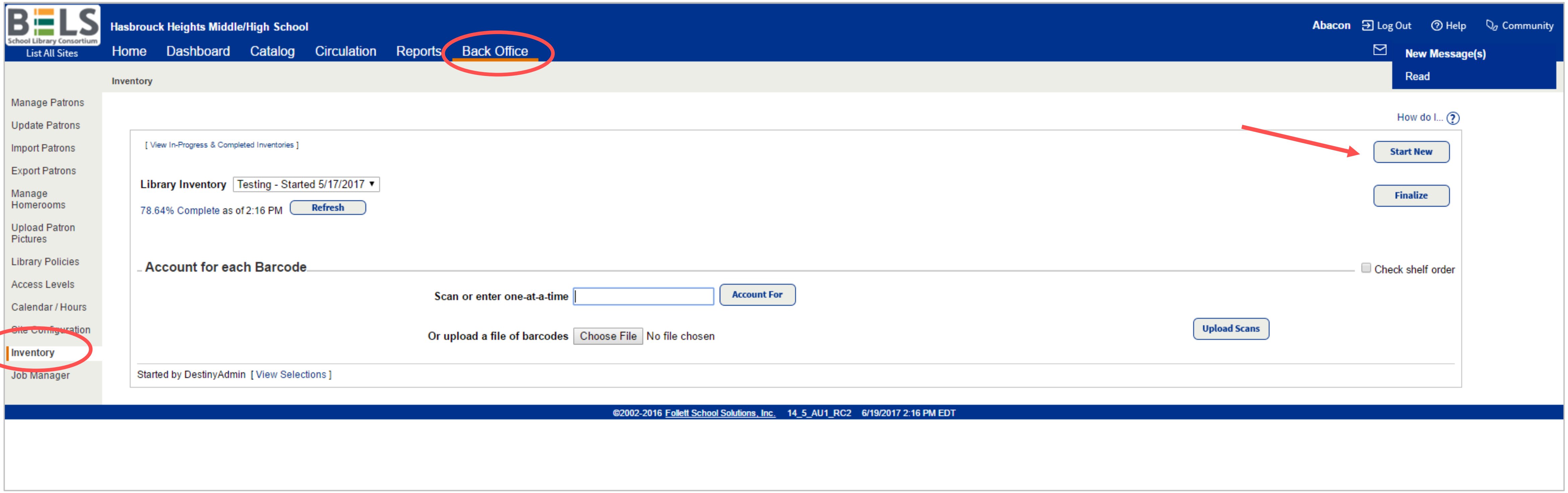
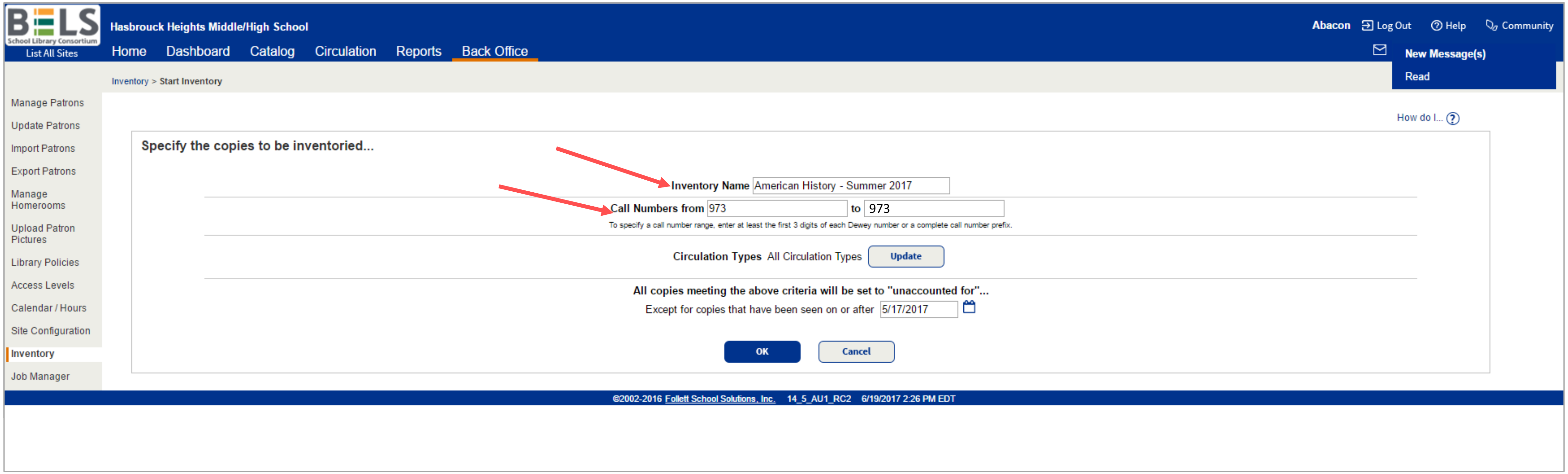
Conducting an Inventory in Destiny



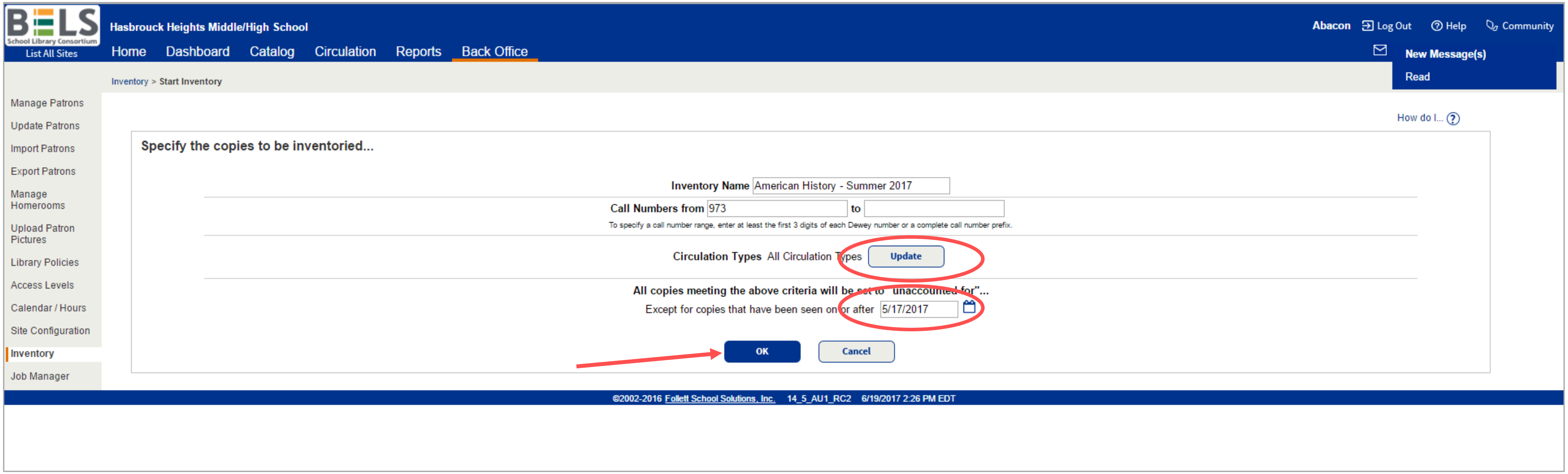
Step 1: In the Back Office select Inventory from the left sidebar.

Step 2: Click Start New button.



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).

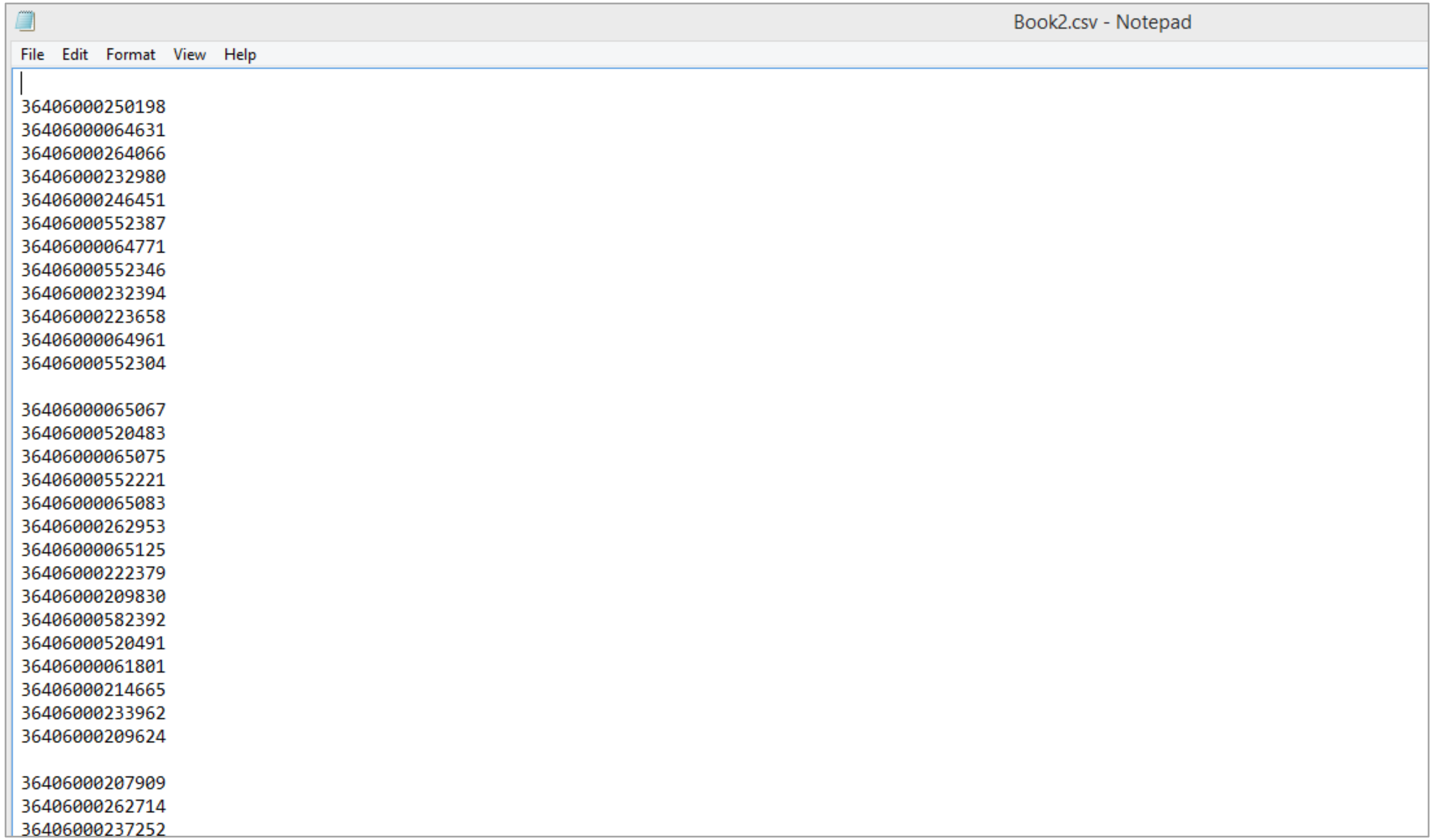
Step 4: Input the appropriate call number range (to do a narrow inventory, put the same number in both fields - ex 973 to 973. For a broad inventory use a larger range - ex 900 to 999).



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.



Book2.csv - Notepad

File Edit Format View Help

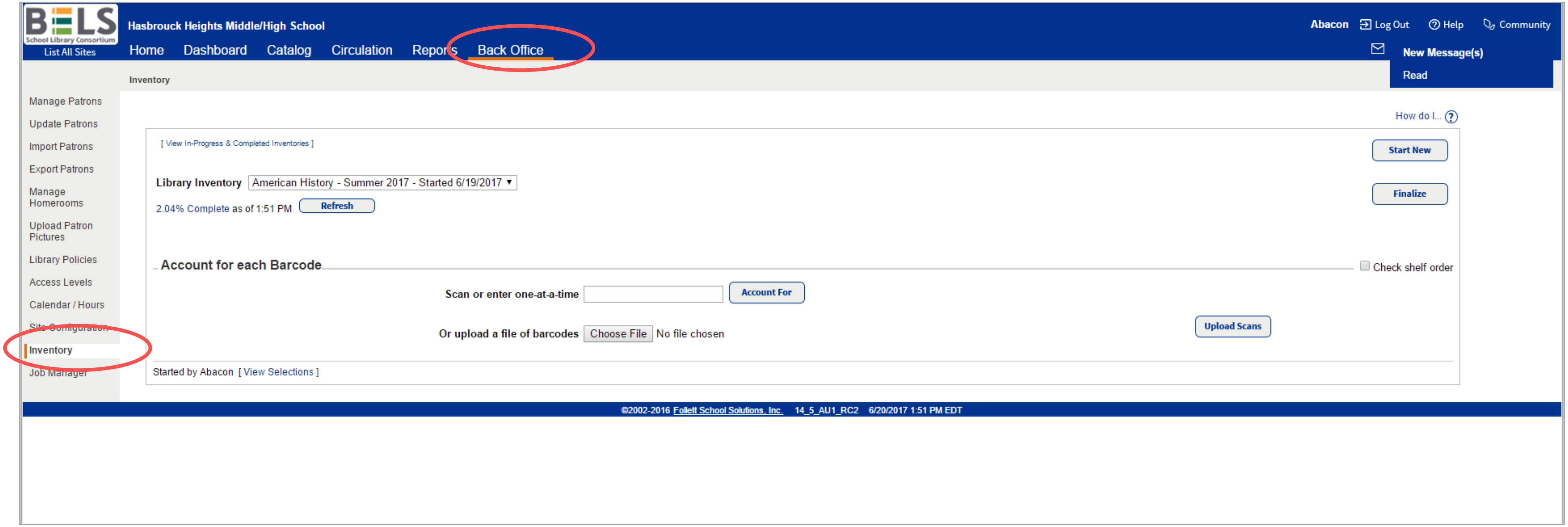
36406000250198
36406000064631
36406000264066
36406000232980
36406000246451
36406000552387
36406000064771
36406000552346
36406000232394
36406000223658
36406000064961
36406000552304

36406000065067
36406000520483
36406000065075
36406000552221
36406000065083
36406000262953
36406000065125
36406000222379
36406000209830
36406000582392
36406000520491
36406000061801
36406000214665
36406000233962
36406000209624

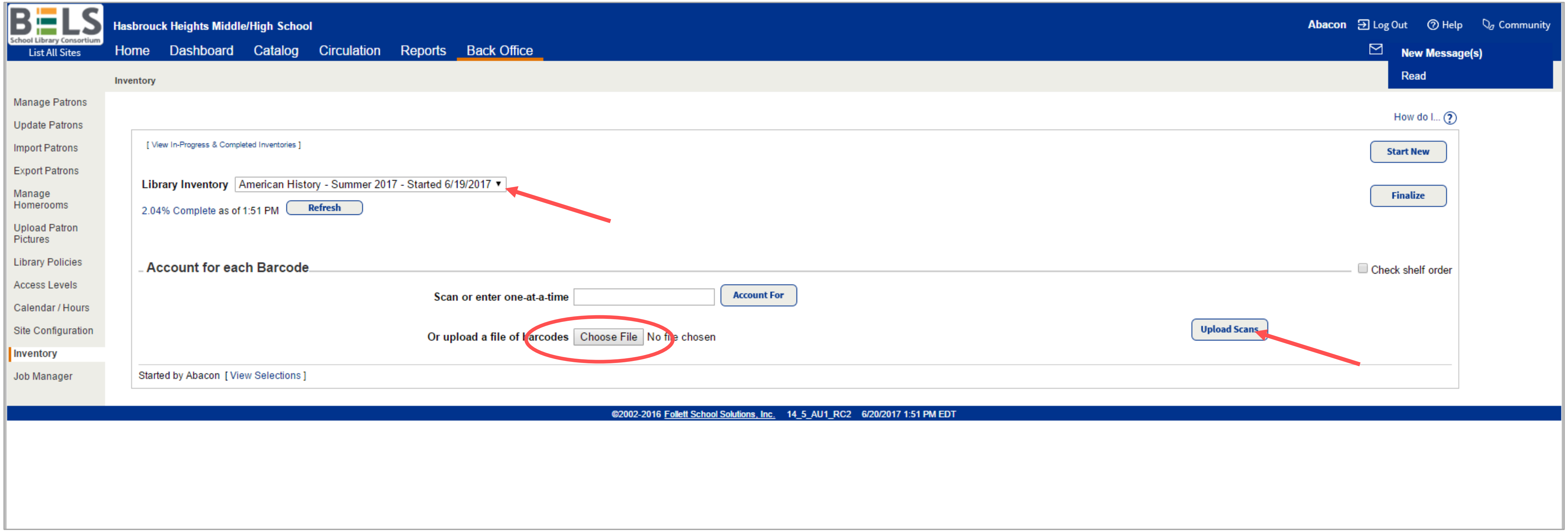
36406000207909
36406000262714
36406000237252

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.)



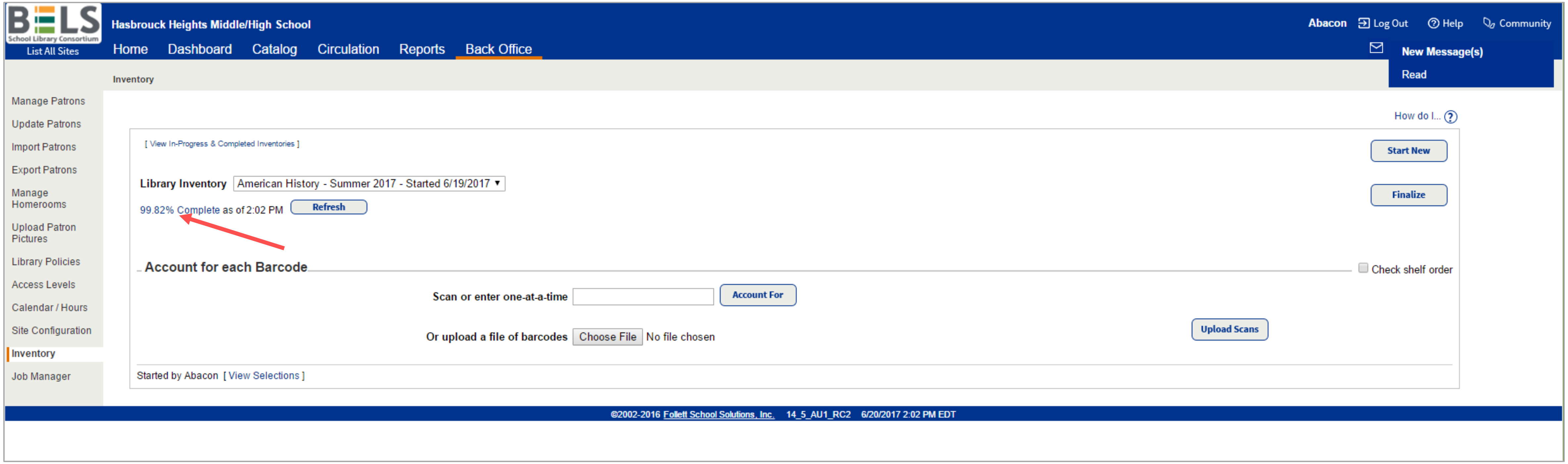
Step 10: Go back to the Inventory section in the Back Office.



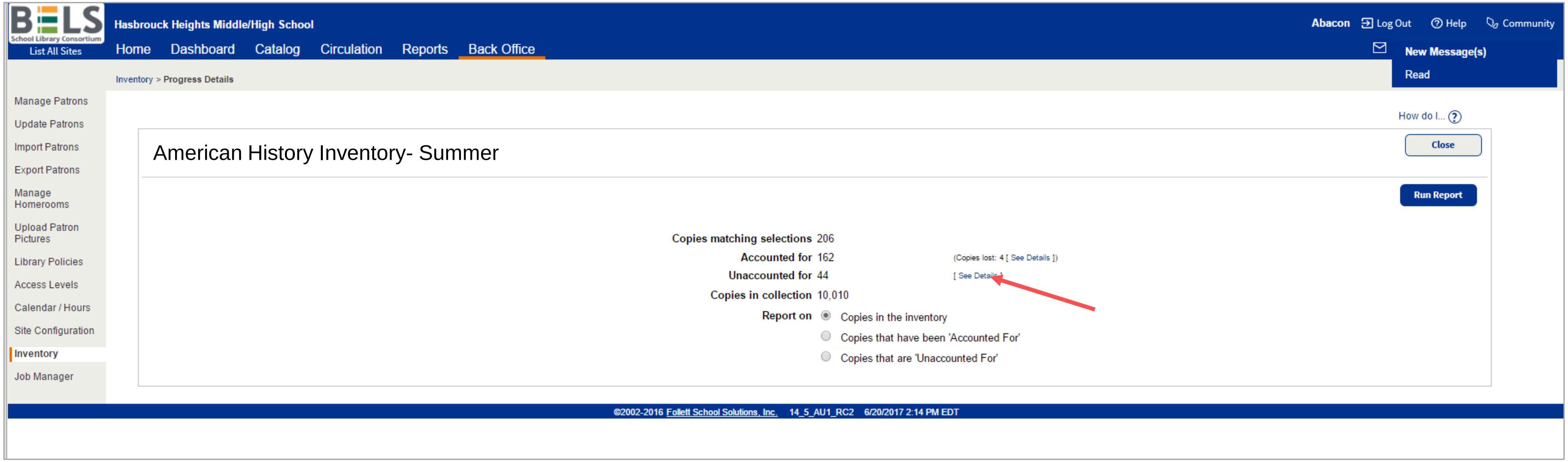
Step 11: Make sure the correct Inventory is selected from the drop-down menu.

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

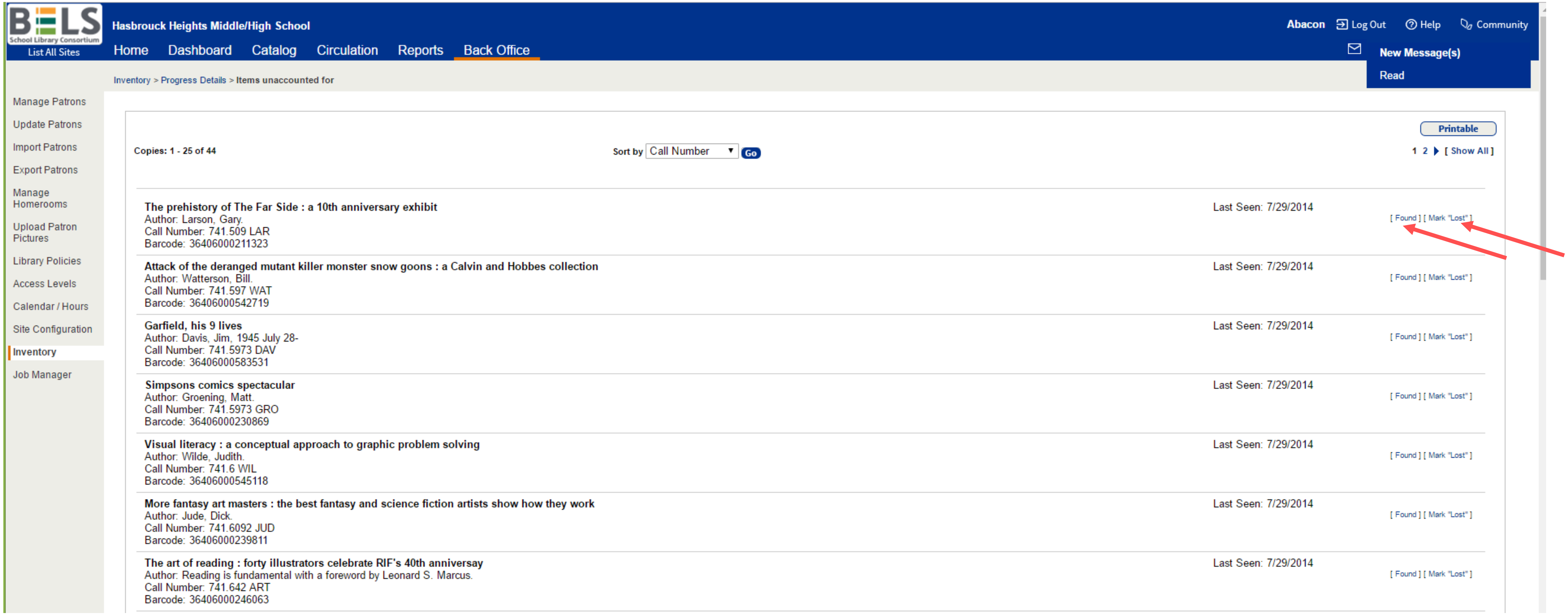
Step 13: Click Upload Scans button.



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.

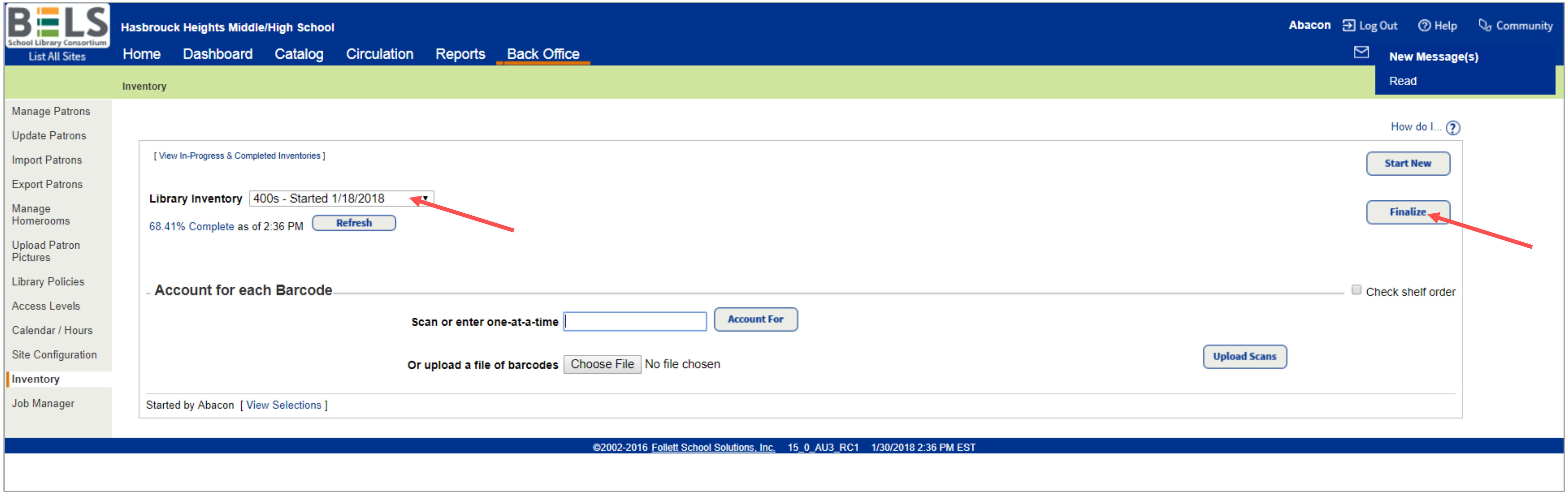


Step 15: Click the See Details link in the Unaccounted for section.

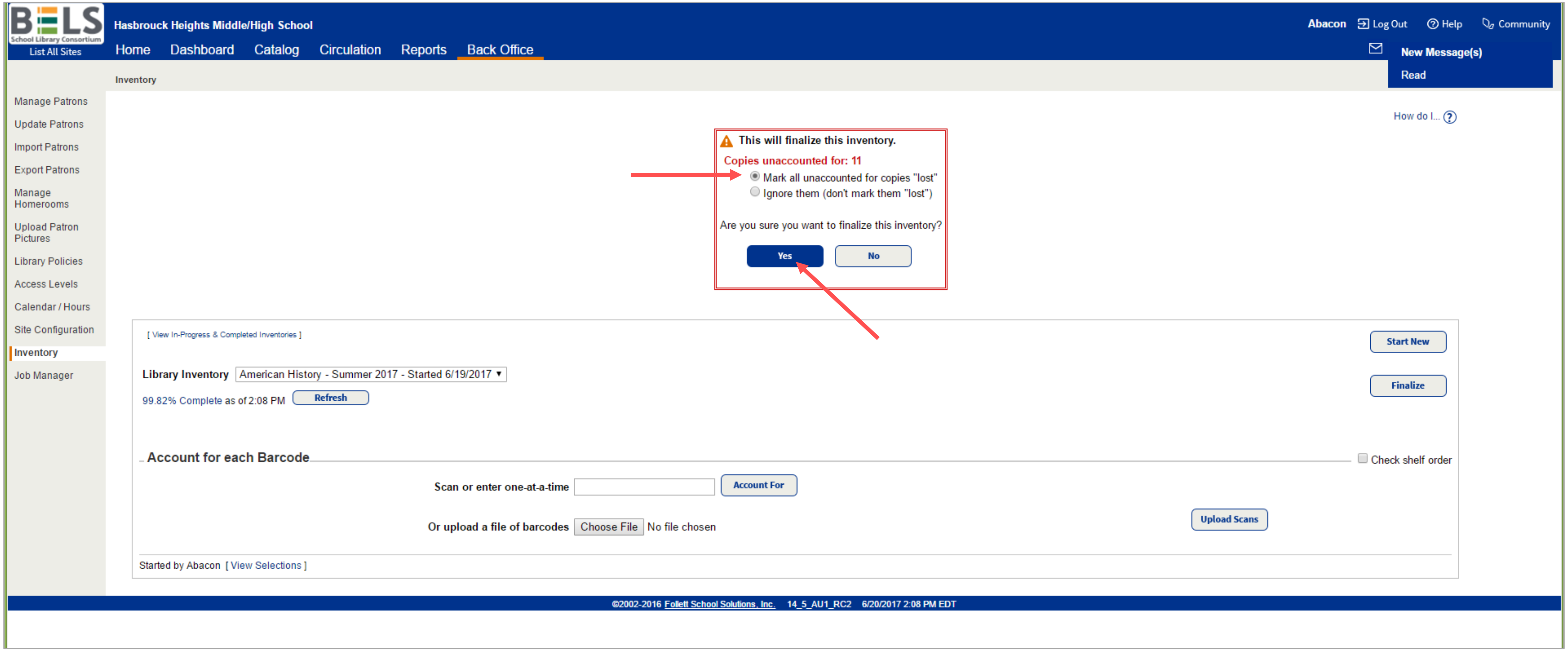


Step 16: Review list and decide whether to mark items as Lost or Found (when you do a check-in for an item that had been marked Lost it returns to circulation).

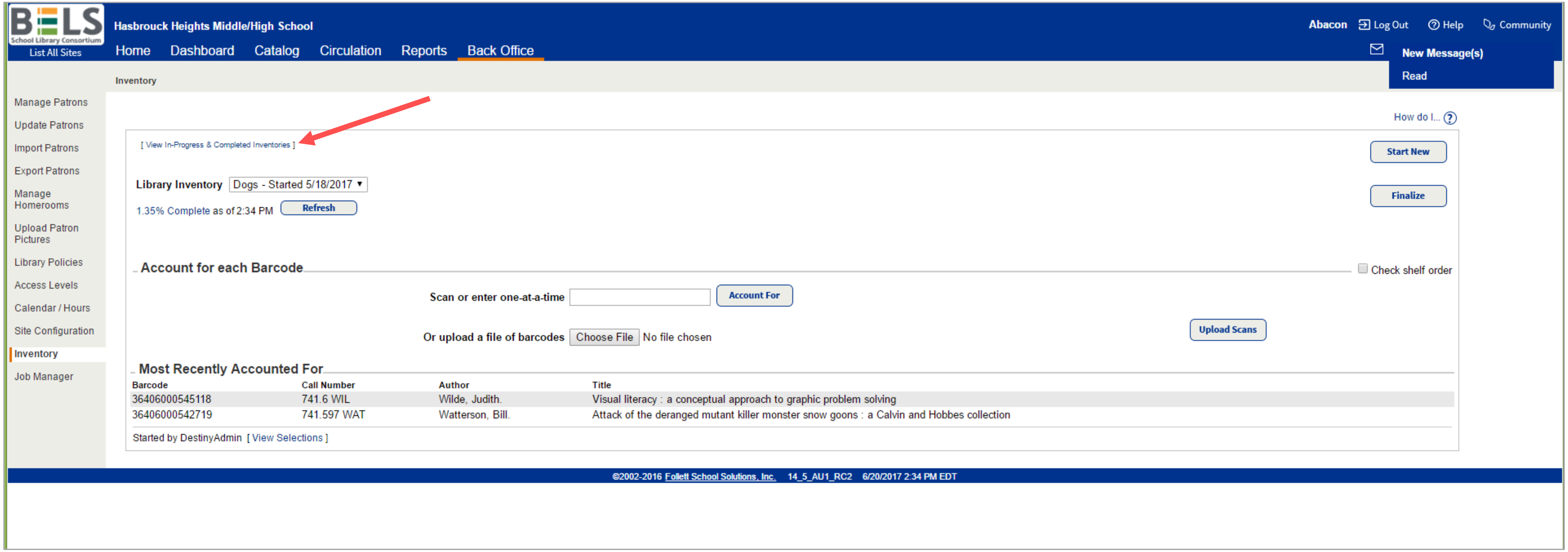
You may also skip this copy review and go right to the next slide.



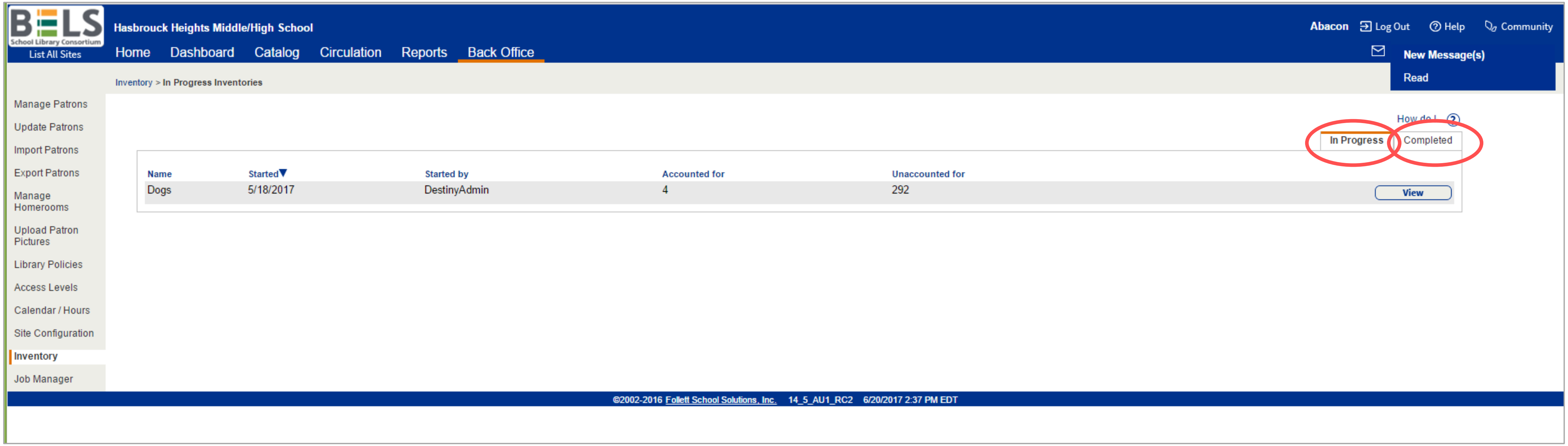
Step 17: After you have uploaded all barcodes and/or reviewed the Unaccounted For copies, click the Finalize button.



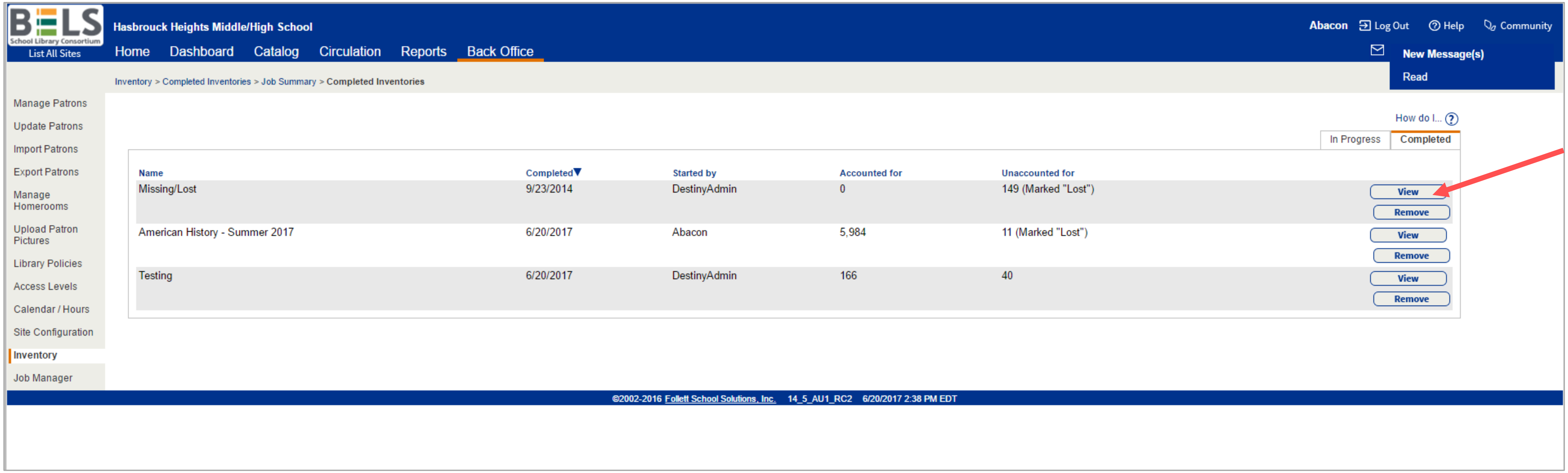
Step 18: Allow system to mark Unaccounted for copies Lost and finalize the inventory by clicking Yes.



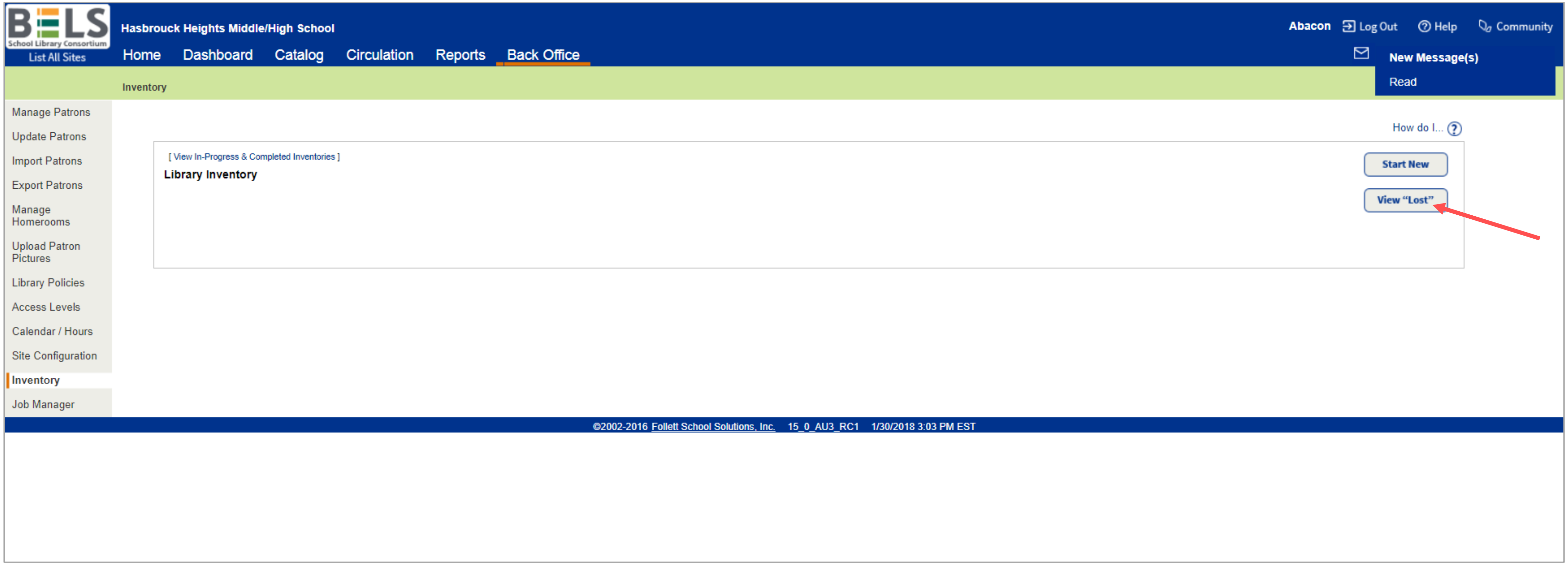
Step 19: View all In-Progress or Completed inventories by clicking the link on the main Inventory screen.



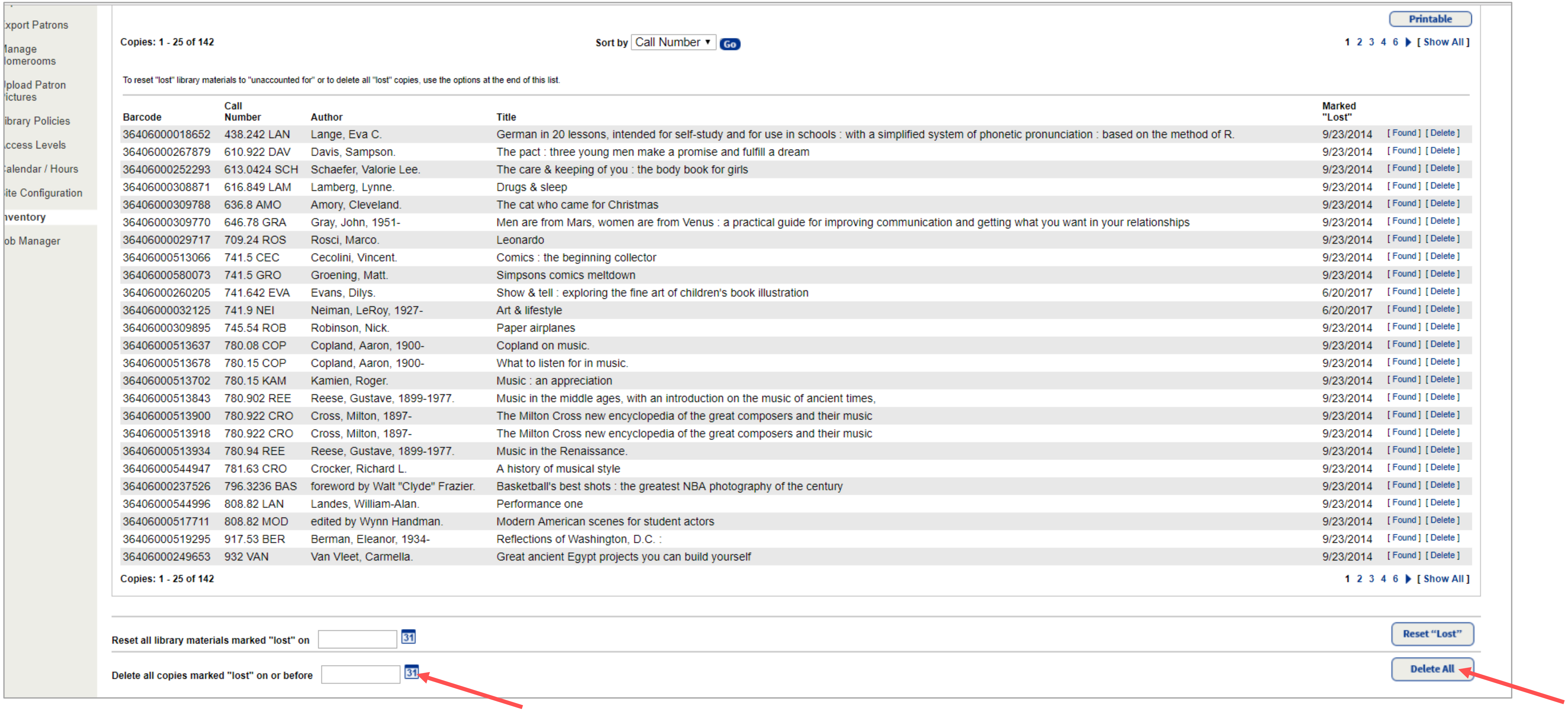
Step 20: Switch between subtabs to view In-Progress or Completed inventories.



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.



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



Barcode	Call Number	Author	Title	Marked "Lost"	
36406000018652	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]
36406000029717	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]

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.