

Step	o 1			Step	2					Step 2		Step 2a	
Set Inventory Date Report		Item Group		Date Scanned		First Item Call #	Last Item Call #	File Name / Notes		Create Barcode File		Load Scanned Barcodes Report	
Example: 5/2/15		Fiction		5/2/15		FIC A	FIC M	fictiona-m.txt		5/2/15		5/2/15	
•													
Invente	n / acampin		lated for Iton	- Croup				Compl	ata Stana A	 E when ontire	libro	nuio oconnod	
			mpleted for Item Group. Step 3a Step 3b							I-5 when entire library is scanned. Step 4b Step 5			
Continue with Ste		Run repor					Check this list carefully		All Items finalized in		ltor	Items declared Missing	
			Runrepon		0//	items	Check and			tabase		ne acciarea micority	
Date	Item Gr	oup Items N		OT in For f		ound items, scan			Checkout to Missing to Declare Update Database Yes		New Missing Copies List Report		
			Inventory Report		using Inventory Item								
			(Recon			Wizard							
5/3/06	Fictio	on	5/3/15				5/3/15		5/6/15		5/6/15		

In Finished Reports, when viewing and/or printing inventory reports, put check mark in the view Log box.

Last Updated Summer 2015

Special Tasks - Inventory

☑ View log ☑ View result

Report to view:

🔽 Format report