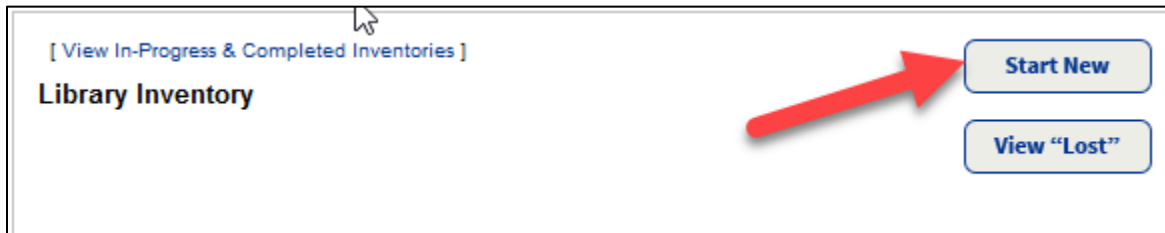


Power Up Your Inventory with Destiny Library Manager

Creating an Inventory

You can create an Inventory for your whole library, or create separate Inventories for different segments. Go to Admin, Inventory, and click Start New to create your Inventory.



Name your inventory, and then enter the call number range if you will be focusing on a certain segment. You can also limit by Circulation Type and Sublocation.

Inventory Name <input type="text"/>
Call Numbers from <input type="text"/> to <input type="text"/>
<small>To specify a call number range, enter at least the first 3 digits for Dewey numbers, a complete call number prefix, or a call number prefix and author cutter.</small>
Circulation Types All Circulation Types <input type="button" value="Update"/>
Sublocation All Sublocations <input type="button" value="Update"/>
All copies meeting the above criteria will be set to "unaccounted for"...
Except for copies that have been seen on or after <input type="text" value="3/2/2021"/> <input type="text" value="31"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>

Scanning Copies

- Scan each copy directly into the Inventory page
- Or Create a text file of barcodes and upload them. You can do this using Notepad or Follett Remote.
- If you want to check shelf order while doing inventory, select this in Admin, Site Configuration
- You can continue to circulate your collection while an inventory is in progress. Copies checked out, loaned out, or sent out for repairs during an inventory become Accounted-for.
- Checking a copy in does not affect its inventory status; it stays Accounted-for.
- Copies scanned for in-library use or in-media center use become Accounted-for.

- You can continue to add new titles and copies while an inventory is in progress.
- Copies added manually or by an import become Accounted-for in Inventory

Review Unaccounted-for Copies

Once you are sure you have entered the barcode numbers for all the copies, review the list of unaccounted-for copies by clicking %Complete beneath Inventory on the Inventory page, and then See Details next to Unaccounted for:

- If you can locate any of the copies on the list, click Found to account for them.
- If you cannot locate a copy, click Mark "Lost" to account for it and change its copy status to Lost.
- Besides the barcode numbers that you enter or upload on the Inventory page, the Accounted for total automatically includes any copies with a copy status of Checked Out, On Order, Loaned Out, Out for Repairs, In Transit, or Lost.

Review Lost Copies

To open the list, click % Complete beneath Inventory, and then click See Details next to Accounted for:

- If you can locate any of the copies that had been Lost, either click Found on the Lost Copies list or enter the barcode directly on the Inventory page to make it Accounted-for and change its copy status to Available.
- To delete a lost copy from the collection permanently, click Delete on the list.
- Remember that deleting a copy deletes all information about it, including its circulation statistics.

Completing an Inventory

After you have inventoried the copies in the selected call number range and accounted for all of your copies so that your Unaccounted-for total is zero, you will click Finalize to close the inventory. If you still have any unaccounted-for copies, you will get a message.

- Select Mark all unaccounted for copies "lost" if you are sure that you cannot find the remaining Unaccounted-for copies. When you select this, Inventory marks the Unaccounted-for copies Lost. Their copy status changes to Lost; they are added to the lost copies list; and they become Accounted-for. If you have looked for the items and were unable to find them, it is best to mark them as lost, so that patrons don't see them in your catalog.
- When you select Ignore them (don't mark them "lost"), Inventory does not change their inventory status or copy status. The Unaccounted-for copies remain Unaccounted-for. Their copy status remains Available, or, for ready holds, On Hold.