Full Library Inventory

Starting an Inventory

1. Plug the Bluetooth scanner into the computer. If you are using more than one scanner you will need to plug each scanner into its own computer.
2. In Destiny, go to the Back Office tab, and choose Inventory from the left menu.
3. Click on the far right hand side of the screen.
4. Create a name for your inventory. (Such as Full Inventory 2013)
5. In Call Numbers from just leave them blank.
6. Under Circulation Types just keep the default.
7. Click OK to begin the inventory.

Performing the Inventory

Once an inventory has been started, you can leave and then return to it at any time by choosing the Inventory menu item under the Back Office tab.

8. Ensure the cursor is inside the Scan or enter one-at-a-time field and begin scanning copy.
9. Have Destiny check shelf order as you go.
Unaccounted for List

Each inventory includes an “Unaccounted for” list. To access this list:

1. Click “View In-Progress & Completed Inventories” on the inventory screen.
2. Click the View button (glasses icon) at the right of the inventory you wish to view.
   a. Or you can also access this by clicking the “XX.XX% Complete” link.
3. Click “See Details” to the left of the Unaccounted for statistics.
4. Click Found next to any copy that you can account for.
5. Click Mark “Lost” If you are not able to locate an item and need to look further.

Finalizing an Inventory

Before finalizing an inventory, be sure that you have scanned all the materials within the inventory range.

1. Go to the Back Office > Inventory screen and click the Finalize button.
2. Choose to mark all unaccounted for copies as “lost.” (The only reason you would want to Ignore the unaccounted for items is if you are finalizing an inventory that is old, unfinished, or had incorrectly set parameters, so that you can then delete it.)
After the Inventory

Once you have finalized the inventory, your last step will be to more thoroughly investigate and search for lost items or delete them from your catalog. To view/print your list of lost items:

1. Go to the Back Office tab and choose Inventory from the left menu.
2. Click on the View “Lost”. This will bring up a detailed list of all items that were marked as “Lost.”
3. When you find an item, click Found to remove it from this list.
4. When you have searched thoroughly for an item without success and you are sure that the item is gone, click Delete.

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Author</th>
<th>Title</th>
<th>Marked “Lost”</th>
</tr>
</thead>
<tbody>
<tr>
<td>T 5030</td>
<td>Stoppleman, Mona.</td>
<td>Jewish</td>
<td></td>
</tr>
<tr>
<td>T 2280565</td>
<td>Leeds, Lorenzo.</td>
<td>There's a frog in my throat! 440 animal sayings a little bird told me</td>
<td>5/4/2010</td>
</tr>
<tr>
<td>T 2281162</td>
<td>Rico, Christine</td>
<td>¡Quiero a mi abuelita!</td>
<td>5/4/2010</td>
</tr>
</tbody>
</table>