Step 1   SET INVENTORY DATE Report

This report inventories items that are currently checked out, even if the items are checked out to a special status user, such as LOST or MISSING. The date you run this report will appear on the item record.

This report also establishes the date you need to reference when running future reports.

WARNING: *If library is open, run before each Inventory Scanning session or upload.*

Running the Report:

Check Item Status: : Glossary

Title:	Interventions : collaborative planning for students at risk		
Author:	Sprick, Randall.		
Call number:	PROF 371.393 SPR		
Copy:	1		
Item ID:	32620000149671	(circulation summary)	
Price:	$15.00	Type:	PROFESSNAL
Shelf location:	AVAILABLE.	Current status:	CHECKEDOUT...
Material type:	BOOK...	Funding source:	GIFT/DON..
Date created:	8/17/2004	Media desk:	
Date last checked out:	12/19/2005	Previous user ID:	
Last checked in:	NEVER	Last activity:	12/19/2005
Date inventoried:	12/19/2005	Total checkouts:	1
Times inventoried:	2	In-house uses:	0

Selection Criteria
1. *Select* Library code.

2. *Select* the item group(s), leave blank for entire library or use the Excludes Selected Policies to omit an item group.   Example: PROFESSNAL.

Schedule New Reports : Schedule Step 1) Set Inventory Date

Basic | Item Selection

Library: LMHS **1**
Shelf location:
Current status:
Item group: PROFESSNAL **2**
Media desk:

Sample Report Log

```
  6633 item record(s) considered.
  5 item record(s) selected.
UNICORN item selection finished on Tuesday, May 1, 2006, 1:53 PM
UNICORN inventory load v2003.1 started on Tuesday, May 1, 2006, 1:53 PM
  The item key and date will be read from standard input.
**WARNING: This item is currently charged out:31633010229616
**WARNING: This item is currently charged out:31633010231307
**WARNING: This item is currently charged out:31633010134295
**WARNING: This item is currently charged out:31633010134493
**WARNING: This item is currently charged out:31633010164656
  5 item record(s) edited.
UNICORN inventory load finished on Tuesday, May 1, 2006, 1:53 PM
```

Action Steps:

3. **MARK THIS DATE ON YOUR WORKSHEET!** You will need to refer to this date when running later reports.
4. *Run* this report each time you scan or upload your files if your library is open or if there is any activity in your database (check in, check out, adding items, etc.).

NOTE: *The item IDs of items with a Shelf Location of AVAILABLE and a Current Status other than AVAILABLE are displayed in the report log with a warning message that the item is checked out. You may review these checked out items individually if desired.*