

**Inventory**



**MobileCirc method takes the place of STEP2a and STEP2b in Inventory Process. MUST Complete Pre-inventory steps and STEP1 report before starting this process.**

MobileCirc enables you to quickly and easily inventory items by scanning them into “Inventory.” This option can be used in either OnLine or Offline mode.

*If using Offline mode, be sure to run the “Upload Offline Transactions option” once you have re-established an Online connection. **NOTE: Refer to the Offline section of this guide for more information about Offline mode.***

1. **Be sure that the first item you scan is in the correct place** on the shelf. This item will set the tone when checking the shelving order as you scan.
2. **Watch the screen as you scan**...if there is a problem with the scan, or the item has a status other than “AVAILABLE”, you will **hear a short buzz** and the **warning message will display on the screen.** (If applied in setup\*\*). If possible, rectify the item before moving on (as noted below).

3. To inventory an item:



1. **Tap INVENTORY**

(**RED** call number indicates item scanned out of order if “check shelving order has been applied in setup\*\*)

2. **Do** one of the following:

- Enter the Item ID (scan or manually)
- Tap the barcode icon at the end of the Item ID field and scan the item’s barcode (bluetooth scan)

3. **Tap INVENTORY ITEM**

The Item ID, Library, Home location, Status, Call #, Title and ON RESERVE will be shown. If information does NOT match up, the line will be red, and you will hear a buzz sound (see possible alerts listed below, with how-to information.)

4. **Repeat** Steps 1 – 3 for each item you want to inventory.

**Possible alerts for scanned items:**

1. **CHECKEDOUT** – this item has been inventoried, but it should not be on shelf, you will need to **check this item in** – go to CHECK IN selection and check in this item (click on the title, will be the CURRENT item listed), then continue with inventory.

Item ID	32612010061210
Library	DLFN
Home	AVAILABLE
Status	CHECKEDOUT [not in home location]
Call #	FIC WAL RC 630
Title	The backward bird dog
On Reserve	No

Check Out	Check In	
<b>Check In</b>		
Renew by User	Item ID	<input type="text"/>
Renew by Item	<input type="text" value="32612010061210 The backward bird dog"/>	
In-house Use	<input type="text"/>	
Item Status	Check In Item	

2. **INVALID ID:** - set this item aside to correct the barcode label:

Inventory Item	
<b>Item ID</b>	32612000507797
<b>Status</b>	Item record has invalid ID. Please, correct it before proceeding

3. **WRONG LIBRARY:** Item has been inventoried, however Item belongs to another library in your database and needs to be returned to that library.

<b>Item ID</b>	32612300000647
<b>Library</b>	DLHS [wrong library]
<b>Home</b>	AVAILABLE
<b>Status</b>	AVAILABLE
<b>Call #</b>	FIC ROW
<b>Title</b>	Harry Potter and the chamber of secrets
<b>On Reserve</b>	No [was No]

**4. MISSING** item: Item has been inventoried, however it was marked MISSING during previous inventory process, or with MARK ITEM MISSING wizard. Go to CHECK IN selection and **check in this item** (click on the title, will be the CURRENT item listed), then continue with inventory.

Item ID	32612010018574
Library	DLFN
Home	
Status	<b>MISSING</b>
Call #	E MAN [previous FIC CAT]
Title	Cat and the mouse and the mouse and the cat
On Reserve	No
Shadowed	Yes

<b>Check In</b>	32612010018574 Cat and the mouse and the mouse and the cat		
	Check In Item		
Item ID	Title	Route to	
32612010018574	Cat and the mouse and the mouse and the cat	AVAILABLE	

**5. LOST CLAIM** item – Item has been inventoried, however it needs to be set back to AVAILABLE status. Go to CHECK IN selection and click on this title (will be the CURRENT title) – message will appear that this item was reported lost:

Warning!!! This item was reported as lost or assumed to be lost.

Go to CHECK IN selection and **check in this item** (click on the title, will be the CURRENT item listed), then continue with inventory.

<b>Check In</b>	32612010100505 Arthur's Valentine		
	Check In Item		
Item ID	Title	Route to	
32612010100505	Arthur's Valentine	AVAILABLE	

To find out patron who declared item LOST, **go into Workflows**, ITEM SEARCH and DISPLAY wizard, select item, “detailed display:, select **BILLS** tab for this information.

**6. DISCARD** item - Item has been previously discarded. **Set item aside** to dispose of later.

Inventory Item	
Item ID	32612300001363
Library	DLFN
Home	
Status	DISCARD
Call #	E JEW [previous FIC CAT]
Title	ABC cat
On Reserve	No
Shadowed	Yes

Once you have completed this step, **continue to Workflows reports - STEP 3** of the Inventory Process (run STEP3 report – Items NOT in Inventory), then STEP4 report – (Checkout to Missing) **carefully following documentation.**

\*\*\*\*\*

\*\*\*Setup for inventory properties – select or deselect and tap “Apply”

In-house Use	Inventory
Item Status	Options
Holds Pull List	<input checked="" type="checkbox"/> Audio Alerts
Inventory	<input checked="" type="checkbox"/> Check Shelving Order
Deselect	▶ Add User
Add User	Apply
Modify User	Cancel
<b>Setup</b>	