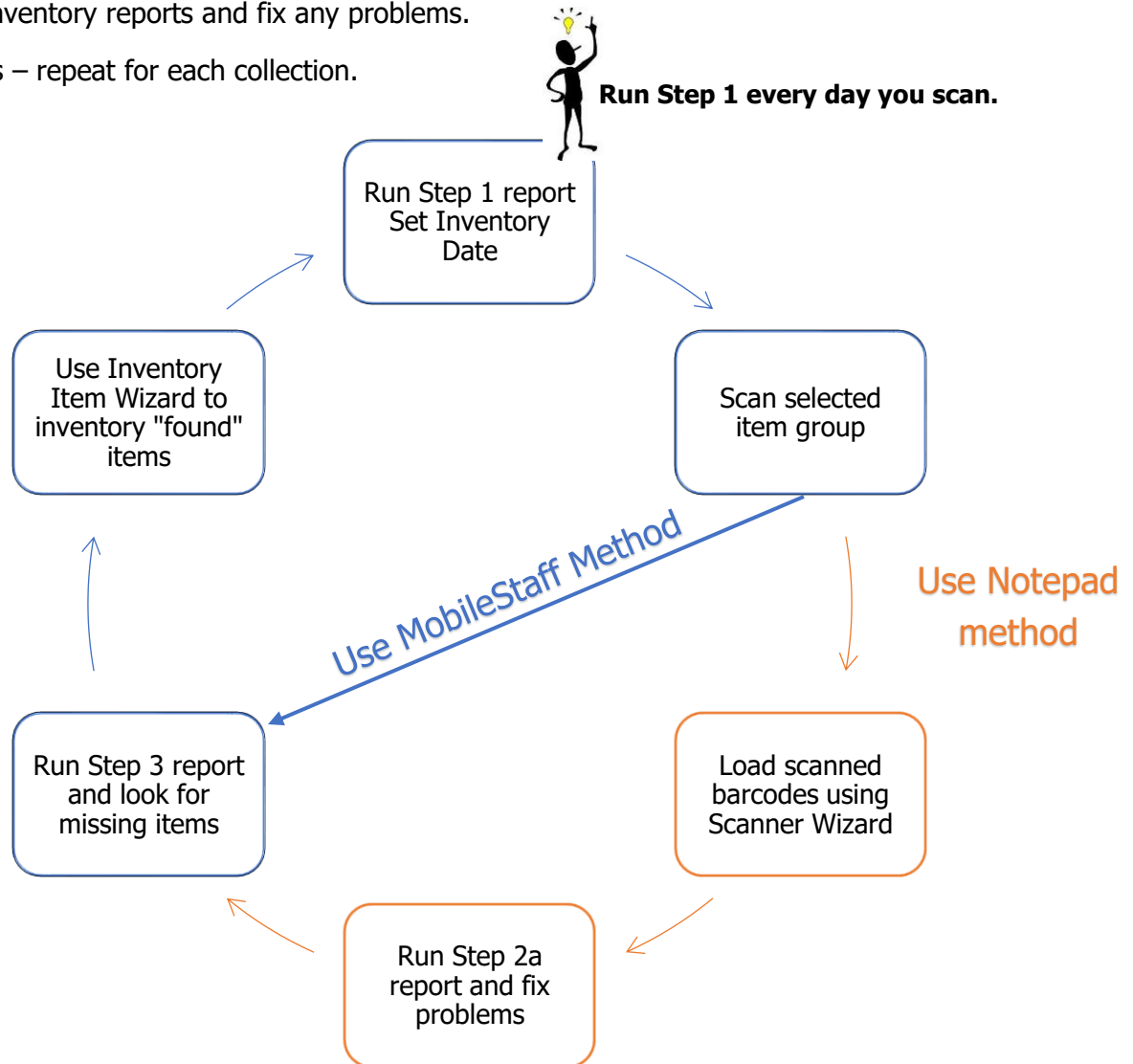# Inventory at a Glance

Preparation:

1. Get shelves in order.
2. Run pre-inventory reports and fix any problems.

Inventory Process – repeat for each collection.

Run Step 1 every day you scan.

Run Step 1 report Set Inventory Date

Scan selected item group

Use MobileStaff Method

Use Notepad method

Use Inventory Item Wizard to inventory "found" items

Run Step 3 report and look for missing items

Load scanned barcodes using Scanner Wizard

Run Step 2a report and fix problems

Finalize

1. Run Step 4 report – save as a template and verify items on list are truly missing.
2. Run Step 4 report from the template – checkmark Update Database records.
3. Run Step 5 report for final list of all missing items in your library.
4. Optional: Contact your ITC to delete missing items from your database.

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