

Step 4a & 4b CHECKOUT TO MISSING Report

WARNING: <u>You will run this report at least twice:</u>

4a. The **first time** you will create a list of items that will be changed to Missing. It may be re-run as needed. *Be sure to check this report LIST carefully!*

4b. The **second/last time** will actually finalize your inventory and change the status of items in your database to MISSING.

4a. Run the **Checkout to MISSING report** to create a list of items that will be declared MISSING if not found in the current inventory.

- 1. Click on Schedule New Report.
- 2. Click on My Inventory or All Inventory tab.
- 3. Click on Checkout to Missing report.

4. Call Number Selection tab:

a. No changes necessary.

5. Item Selection tab:

- a. Select Library if needed.
- b. **Select** the item group(s) you have inventoried or leave blank if you have completed the entire library.
- c. Date Inventoried. *Click* on gadget:
 - Click Calendar icon.
 - Select Before
 - Use gadget to select the date you began your inventory (first date on your worksheet).
 - Click OK.
- 6. Update Options:

Update database records should be set to **NO by leaving out the checkmark.**

7. <u>Save Report as a template</u> before running it.

Schedule New Reports : Schedule Step 4) Checkout to MISSING							
Basic Call Number Selection	Item Selection Lindate Ont	ion					
Library:	KAHS 5a	*					
Shelf location:		*					
Current status:		*					
Item group:	ChangeThis (5b)	*					
Material type:		*					
Funding source:		*					
Permanent:	C Yes C No 💿 Both						
Circulate:	O Yes O No 💿 Both						
Extended info:		*					
✓ blank field matches with Not Equal qualifier							
In the shadow catalog:	O Yes O No 💿 Both	Gadget : Date Range					
Accountable:	O Yes O No 💿 Both						
Number of pieces:	*						
Date created:	*						
Last activity date:	*	On Before After					
Distribution key:	*	Range No date Any					
Date last checked out:	*	Use data for this date					
Date last checked in:	*						
Date inventoried:	*						
Number of times inventorieu:	*						
Number of checkouts:	*	OK Cancel					
Number of total checkouts:	*						
Number of inhouse checkouts:	*						

Schedule New Reports : Schedule Step 4) Checkout to MISSING
Basic Call Number Selection Item Selection Update Option
6 Update database records
7
Schedule Run Now (b) Save As Template Cancel

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Checkout to Missing Report

Sample Report

CAUTION

WARNING: This list is the items that will be changed to a status of MISSING when you run this report and change the OUTPUT OPTIONS "Update database records" **YES. CHECK IT CAREFULLY!**

Log shows: Items will be selected if library is KAHS. Items will be selected if item type is (selection) Items will be selected if the last inventory date is earlier than 05/18/2006. ITEM REPORT Produced Monday, May 22, 2006 at 2:23 PM PROF 001.4 GRO 1 1994 Title: The Grolier guide to new research methods and sources. price:\$68.50 id:32620000137163 library:LMHS copy:1 cat2:GENERAL cat1:BOOK type:PROFESSNAL created:8/17/2004 permanent shelf location:AVAILABLE current status:AVAILABLE 1996 PROF 371.2 SCH Title: Results : the key to continuous school improvement / Mike Schmoker. Personal Author: Schmoker, Michael J. copy:1 id:32620000080272 library:LMHS price:\$16.95 cat2:GIFT/DON cat1:BOOK type:PROFESSNAL created:8/17/2004 permanent shelf location:AVAILABLE current status:AVAILABLE PROF 371.33 TEC 1997 Title: Technology @ your fingertips [microform] : a guide to implementing technology solutions for education agencies and institutions / prepared for National Center for Education Statistics, National Cooperative Education Statistics System, National Forum on Education Statistics. Added author: Educational Resources Information Center (U.S.) copy:1 id:32620000165925 library:LMHS price:\$5.00 cat2:GIFT/DON cat1:MICROFORM type:PROFESSNAL created:8/17/2004 permanent shelf location:AVAILABLE current status:AVAILABLE PROF 371.2 DUF 1998 Title: Professional learning communities at work : best practices for enhancing student achievement / Richard DuFour, Robert Eaker. Personal Author: DuFour, Richard, 1947id:32620000183985 library:LMHS price:\$24.95 copy:3 cat1:BOOK cat2:GIFT/DON type:PROFESSNAL shelf location:AVAILABLE permanent created:8/17/2004 current status:AVAILABLE



Step 4b - Do this step after COMPLETING the entire library or as much as you plan on doing.

After confirming that the items on the report are truly missing, you will run Report 4 – Checkout to Missing again.



All items selected in this report will have their status changed to MISSING.

- 1. In Schedule new reports, *click* on Template tab.
- 2. **Choose** "Step 4) Check out to Missing" from the list of template reports.
- 3. *Click* Setup and Schedule.
- 4. Output Options:

Change Update database records to **YES** by putting a checkmark in Update database records.

5. **DO NOT** make any other changes to the report!

Se	Schedule New Reports : Schedule Step 4) Checkout to MISSING							
	Basic Call Number Selection	Item Selection	Update Option					
✓ Update database records								

6. *Click* Run Now button at the bottom of the screen.

Schedule	Run Now	Save As Template	Cancel
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NOTE: The list of changed items is NOT printed on this finalize step. This step updates your database. Use the Checkout to Missing report from Step 4a if you want to print the list or save it.