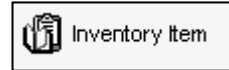


### Step 3a - Items NOT in Inventory Report

Run the **Items NOT in Inventory report** to get a listing of all of the items that were NOT included in the current inventory scan (possible missing items).

**NOTE:** Copies are set with a Date Inventoried by either **Set Inventory Date report** or the **Inventory Item wizard**. The objective of this report is to obtain a list of copies that are **not** in the current inventory.



If you find an item on this report, use the Inventory Item wizard in Special Circulation Function wizard group to scan in the item. This will mark the item with the date as inventoried.

Date inventoried:	6/24/2008
Times inventoried:	4

**NOTE:** Be sure that you have scanned all barcodes in the item group(s) being inventoried and uploaded them to the system (Step 2a). **Steps 1 and 2 should be completed before running this report.**

1. **Click** Item Selection tab.
2. **Click** the library gadget to select your library code.

3. **Click** the Item group gadget to **select** the item group(s) you have scanned, leave blank for entire library or bullet 'Exclude selected policies' to omit an item group. Example: paperback

4. **Click** on the calendar icon.

- **Click** on Before.
- **Select** the Date Inventoried. This is the first date you started scanning your items. It should be the first date you recorded on your Inventory Worksheet. Even if you are doing several Item Groups, always select this first date!

Step 1	Item Group	Step 2	First Item Call #
Set Inventory Date Report		Date Scanned	
Example: 5/2/06	Fiction	5/2/06	FIC A
3/10/09	Fiction	3/10/09	FIC AAB
3/12/09	Biography	3/12/09	B AARON
3/13/09	NonFiction	3/13/09	001

**Example of report results (be sure to view LOG to see details):**

from log:

```
COUNT Items Previously Inventoried but not this time:
109
COUNT Items NEVER Inventoried:
205
```

**Report results:**

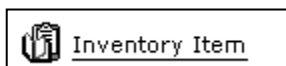
INFOhio :: Titles Not in Current Inventory (invstep3)				04/22/2009
Call Number	Barcode	Title	Status	
001.94	BIG	32614010158350	Bigfoot and other strange beasts / by	AVAILABLE
004.092	PAU	32614012003752	The last lecture / Randy Pausch with	AVAILABLE
004.092	PAU	32614012003760	The last lecture / Randy Pausch with	AVAILABLE
004.6	RED	32614010173672	Adobe Photoshop CS2 revealed / Elizab	AVAILABLE
01.9	NAT	32614010160232	Mysteries of the ancient world	AVAILABLE
031	PIC	32614012002713	Pick me up : [stuff you need to know-	AVAILABLE
031.02		32614010163467	Guinness world records, 2006 / [edito	WEDED
031.02	RIP	32614010172187	Ripley's believe it or not! : expect	AVAILABLE
031.02	RIP	32614010172435	Ripley's believe it or not! : planet	AVAILABLE
031.22	GUI	32614010158277	Guinness world records 2009 / [editor	AVAILABLE
109	B	32614010136356	The English philosophers : from Bacon	AVAILABLE
150.19	JUN	32614010173433	Memories, dreams, reflections / by C.	AVAILABLE
190	R	32614000001156	Twentieth-century thinkers : studies	AVAILABLE
204	TOL	32614010173110	A new earth : awakening to your life'	AVAILABLE
299	H	32614010166148	Shinto / by Paula R. Hartz	WEDED
304.8	AND	32614012003554	Arriving at Ellis Island / Dale Ander	AVAILABLE
304.8	RAA	32614012003661	Ellis Island / by Lucia Raatma	AVAILABLE
305	DIS	32614013700299	Discrimination / Jacqueline Langwith,	AVAILABLE
305.235	FRE	32614010158665	The Freedom Writers diary : how a tea	AVAILABLE
305.48	ROD	32614010173193	Kabul Beauty School : an American wom	AVAILABLE
305.48	ROD	32614010173219	Kabul Beauty School : an American wom	AVAILABLE
306.8	WIL	32614010159010	Why can't we love them both	LOST-CLAIM
323.4	A	32614000004234	The idea of equality : an anthology /	AVAILABLE
323.4	KIN	32614010158699	The words of Martin Luther King, Jr.	AVAILABLE
325.73	REB	32614012003786	Life on Ellis Island / by Renee C. Re	AVAILABLE
345.766	GRI	32614012004347	The innocent man : murder and injusti	AVAILABLE
362.11	CON	32614012003687	Forgotten Ellis Island : the extraord	AVAILABLE
362.29	BER	32614012004420	Methamphetamine / by Emma Carlson Ber	AVAILABLE
362.82	WAL	32614010172161	The glass castle : a memoir / Jeannet	AVAILABLE
362.82	WAL	32614010172302	The glass castle : a memoir / Jeannet	AVAILABLE
362.82	WAL	32614010172294	The glass castle : a memoir / Jeannet	AVAILABLE
362.82	WAL	32614010172328	The glass castle : a memoir / Jeannet	AVAILABLE
363.12	RIF	32614010158384	The Titanic experience : the tragic s	AVAILABLE
364.1	LAN	32614000009415	Code name "Zorro" : the murder of Mar	AVAILABLE
378.1	STO	32614000010041	The killings at Kent State : how murd	AVAILABLE
394.1	SCH	32614012004024	Fast food nation : the dark side of t	AVAILABLE
398.2	HOR	32614010172666	Horrors! : 365 scary stories / select	AVAILABLE
398.2	WES	32614130003742	Medieval tales / translated and adapt	AVAILABLE
398.24	DUD	32614013700372	Unicorns / by William Dudley	AVAILABLE
595.4	K	32614000015669	How to know the spiders : pictured-ke	AVAILABLE

**Step 3b – Using the Inventory Item Wizard**

When to use this wizard:

- After running the Step 3) Items not in Inventory report, you will undoubtedly locate some of the items listed on the report. Use the Inventory Item Wizard to inventory them. The inventory item wizard will inventory the item and it will be removed from the list of potentially missing items.
- If new items are added to your database (SmartPort, vendor loads, etc.) after you begin the inventory, scan them using this wizard before putting them on the shelves. Otherwise, they could appear on your Missing Items list.
- Use this wizard if you chose to complete your inventory interactively. We do NOT recommend this.

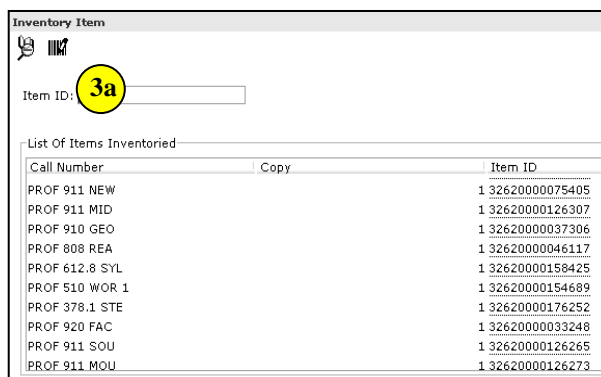
1. **Click** on Special Circulation wizard group.
2. **Click** on Inventory Items Wizard.



3. **Use** the **Inventory Item wizard** and **scan** the barcodes on the items being inventoried.

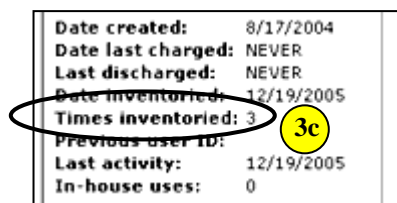
**CAUTION:** You **MUST** watch the workstation screen for error/alert messages.

- a) In the Identify Item window, **scan** each item's barcode. You can also use the Item Lookup helper to identify items. A list of physically inventoried items appears; this list includes the call number/copy and barcode of each item.

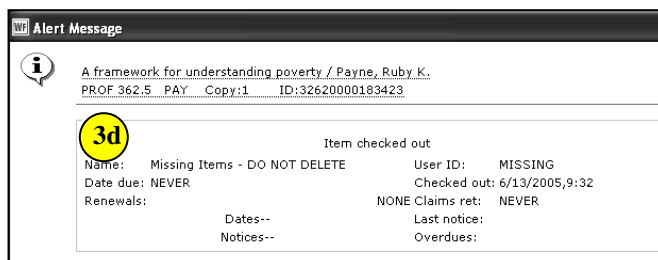


- b) The **insertion point** automatically returns to the Item ID box as each item is added to the list, unless an alert/error is encountered.

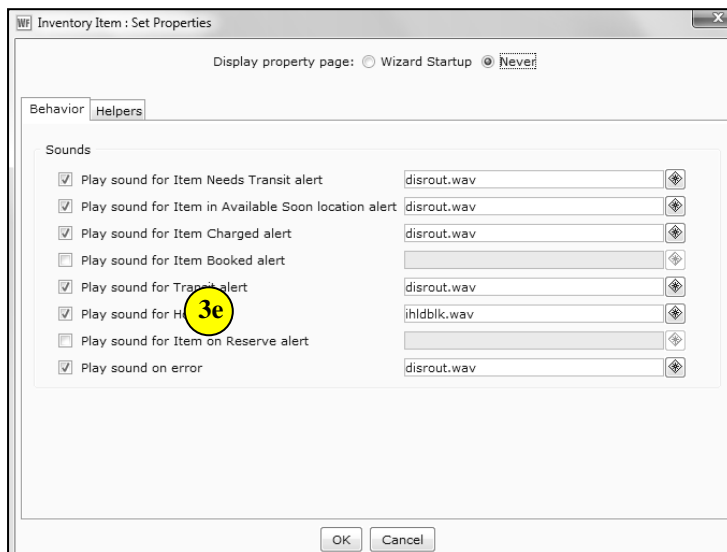
- c) The Inventory Item wizard updates the Times Inventoried counter and the Date Inventoried box in the item record. An item's inventory information displays only from the item's platform or glossary information.



- d) If an item has a special status, an alert message window appears displaying the item status.



- e) Sound will accompany an alert message (default sounds set). To edit an audible alert, right click on the Inventory Item Wizard and choose properties. On the Behavior tab, choose a sound file of your choice..



- f) The list of Items inventoried may be printed by using the Print wizard before closing the Inventory Item window.

4. **Click** Close to exit the Inventory Item wizard.

**NOTE:** *If the system determines that the item currently should be anywhere but its shelf location, an alert message appears to indicate what should be done with the item. For example, if a user in another library put a hold on the item, the alert message will suggest that the item be put in transit to the other library to satisfy the hold.*