Scan and Go…

Library Inventory Made Easy!

Paul Johnson
Chattanooga State Community College
Library Goals

- Spend no money to conduct Inventory
- Spend no money for equipment
- Training must be simple for everyone
Personal Goals

- Used Built-in Voyager Functionality
- Program that was simple and required little training
- Easily modifiable to fit library work flow
Voyager Functionality

- Use a library-definable field like “Item Statistical Category” for inventory purposes to mark item records
- Use “Pick-and-Scan” Circ. tool to manipulate voyager item records
- Customizable Access reporting module
A New Inventory Approach

Data Collection Only!

Inventory process is reduced down to a simple question:

Is item present or not?
Inventory Process Overview

- Run access report to get barcodes of items to include in inventory
- Process barcodes thru Pick & Scan to apply inventory missing
- Perform inventory scanning
- Process scanned barcodes thru Pick & Scan to apply inventory present
- Run Access report of items missing
Inventory Program Setup
Inventory Program Setup

1. Download and extract AdminModule.mdb file on Computer with Voyager Clients and setup to run Reports.mdb
Inventory Program Setup

1. Download and extract AdminModule.mdb file on Computer with Voyager Clients and setup to run Reports.mdb

2. Upgrade AdminModule.mdb file
Inventory Program Setup

1. Download and extract AdminModule.mdb file on Computer with Voyager Clients and setup to run Reports.mdb

2. Upgrade AdminModule.mdb file

3. Setup “Inventory Present” and “Inventory Missing” Statistical Categories in SysAdmin
1. Double-click Voyager System Administration

2. Log-in as an administrator

3. Click on the System button in the left menu

4. Click the Statistical Categories button (scroll down the list of system options; should be the last button.)

5. Select the Item tab then click the "New" button

6. Create two new item statistical categories by entering the following.
   **Inventory Missing:**
   - Code: INV
   - Name: Inventory Missing

   **Inventory Present:**
   - Code: INP
   - Name: Inventory Present

   Click Save for each Statistical Category Created
Inventory Program Procedures

4. Run Access Reports from Admin Module
Inventory Admin Module

Voyager Inventory Admin Module

Before Inventory Reports

- Items Records with Duplicate Barcodes
- Get Barcodes by Location to Apply "Inventory Missing"

After Inventory Reports

- Preview Report
- Print Report
- Save Barcodes to Text File

Other Reports

- Other Reports to Help with Inventory (These Reports May Help Locate Items to Include in the Inventory)
  - Item Status - Overdue (Items you may want returned before inventory)
  - Item Status - Circulation Review
  - Item Status - Cataloging Review
  - Item Status - Damaged
  - Item Status - At Bindery

Program Created By: Paul Johnson

For Assistance Call: 423-697-4715

Run This Report Before Start Inventory
Inventory Admin Module

Voyager Inventory Admin Module

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- Get Barcodes by Location to Apply "Inventory Missing"

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Run This Report Before Start Inventory
### Items With Duplicate Barcode

<table>
<thead>
<tr>
<th>Barcode</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>37060000349135</td>
<td>2</td>
</tr>
<tr>
<td>37060000906926</td>
<td>2</td>
</tr>
<tr>
<td>37060001705620</td>
<td>2</td>
</tr>
<tr>
<td>37060001709961</td>
<td>2</td>
</tr>
<tr>
<td>37060001709991</td>
<td>2</td>
</tr>
<tr>
<td>37060001712221</td>
<td>2</td>
</tr>
</tbody>
</table>
Inventory Admin Module

Voyager Inventory Admin Module

Before Inventory Reports

Items Records with Duplicate Barcodes

Get Barcodes by Location to Apply "Inventory Missing"

After Inventory Reports

Other Reports

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Run This Report Before Start Inventory
<table>
<thead>
<tr>
<th>CALL_NO</th>
<th>BARCODE</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>E99.C5 M9 1992</td>
<td>37060000857657</td>
<td>Cherokee people : the story of the Cherokees from earliest origins to co</td>
</tr>
<tr>
<td>Juw PZ7.R79835 Ham 199</td>
<td>37060001206730</td>
<td>Harry Potter and the prisoner of Azkaban / by J.K. Rowling ; illustration</td>
</tr>
<tr>
<td>ND130.E8 S83 1963</td>
<td>3706000256413</td>
<td>Roman and Etruscan painting.</td>
</tr>
<tr>
<td>PR3404.M7 1973</td>
<td>3706000413741</td>
<td>Moll Flanders, an authoritative text: backgrounds and sources; criticism.</td>
</tr>
<tr>
<td>PR4034.M8</td>
<td>3706000414970</td>
<td>Mansfield Park; edited with an introduction by John Lucas; textual note</td>
</tr>
<tr>
<td>PS1302.H3 1935</td>
<td>3706000441908</td>
<td>Family Mark Twain.</td>
</tr>
<tr>
<td>PS3561.I483 D5 1982</td>
<td>3706000503368</td>
<td>Different seasons / Stephen King.</td>
</tr>
<tr>
<td>REF KF8841.K3 2007</td>
<td>37060001708651</td>
<td>Civil procedure in a nutshell / by Mary Kay Kane.</td>
</tr>
<tr>
<td>Shelved Alphabetically in</td>
<td>37060001715158</td>
<td>Time.</td>
</tr>
<tr>
<td>Shelved Alphabetically in</td>
<td>37060001715084</td>
<td>Time.</td>
</tr>
<tr>
<td>Shelved Alphabetically in</td>
<td>37060001715058</td>
<td>Time.</td>
</tr>
<tr>
<td>Shelved Alphabetically in</td>
<td>37060001715066</td>
<td>Time.</td>
</tr>
<tr>
<td>Shelved Alphabetically in</td>
<td>37060001715070</td>
<td>Time.</td>
</tr>
<tr>
<td>Shelved Alphabetically in</td>
<td>37060001715036</td>
<td>Time.</td>
</tr>
<tr>
<td>Shelved Alphabetically in</td>
<td>37060001715002</td>
<td>Time.</td>
</tr>
<tr>
<td>Shelved Alphabetically in</td>
<td>37060001715011</td>
<td>Time.</td>
</tr>
<tr>
<td>Shelved Alphabetically in</td>
<td>37060001714982</td>
<td>Art in America.</td>
</tr>
<tr>
<td>Shelved Alphabetically in</td>
<td>37060001714987</td>
<td>Time.</td>
</tr>
</tbody>
</table>
Inventory Admin Module

Voyager Inventory Admin Module

Before Inventory Reports  After Inventory Reports  Other Reports

Misc. Reports

Location
Item Type

Inventory Items - (Inventory Present Applied)
Inventory Items - (Inventory Missing Applied)
Charged Items with Patron Information
Item Statistical Category
Shelf List by Location

Program Created By: Paul Johnson  For Assistance Call: 423-697-4715
## Location Report

<table>
<thead>
<tr>
<th>Location ID</th>
<th>Location Code</th>
<th>Location Name</th>
<th>MFHD_Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>REVIEW</td>
<td>REVIEW</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>MediaServ</td>
<td>Closed Circuit</td>
<td>53</td>
</tr>
<tr>
<td>3</td>
<td>MainCircAu</td>
<td>Main Audiotapes</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>MainCirc</td>
<td>Main Circulating Books</td>
<td>39880</td>
</tr>
<tr>
<td>5</td>
<td>Electronic</td>
<td>netLibrary online book</td>
<td>56098</td>
</tr>
<tr>
<td>6</td>
<td>MainCircd</td>
<td>Main CD Collection</td>
<td>447</td>
</tr>
<tr>
<td>7</td>
<td>MainCircd</td>
<td>Main Reference</td>
<td>2656</td>
</tr>
<tr>
<td>8</td>
<td>EastCirc</td>
<td>East Circulating Books</td>
<td>0</td>
</tr>
<tr>
<td>9</td>
<td>EastRef</td>
<td>East Reference</td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>Lease</td>
<td>Lease Books</td>
<td>265</td>
</tr>
<tr>
<td>11</td>
<td>MainPer</td>
<td>Main Periodicals</td>
<td>246</td>
</tr>
<tr>
<td>12</td>
<td>NewBook</td>
<td>Gale Virtual Reference</td>
<td>16</td>
</tr>
<tr>
<td>13</td>
<td>MainResr</td>
<td>Main Reserves</td>
<td>1089</td>
</tr>
<tr>
<td>14</td>
<td>EastResr</td>
<td>East Reserves</td>
<td>2</td>
</tr>
<tr>
<td>15</td>
<td>Mcircdept</td>
<td>Main Circulation Desk</td>
<td>70</td>
</tr>
<tr>
<td>16</td>
<td>Ecircdept</td>
<td>Moved to Main2</td>
<td>1</td>
</tr>
<tr>
<td>17</td>
<td>Acqdept</td>
<td>Acquisitions Department</td>
<td>472</td>
</tr>
<tr>
<td>18</td>
<td>Catdept</td>
<td>Technical Services</td>
<td>2</td>
</tr>
<tr>
<td>19</td>
<td>EastPer</td>
<td>East Periodicals</td>
<td>0</td>
</tr>
<tr>
<td>20</td>
<td>TEST</td>
<td>Fictional location</td>
<td>0</td>
</tr>
<tr>
<td>21</td>
<td>Internet</td>
<td>Internet site</td>
<td>9</td>
</tr>
<tr>
<td>22</td>
<td>Online</td>
<td>Online Book or Periodical</td>
<td>9</td>
</tr>
<tr>
<td>23</td>
<td>MediaDesk</td>
<td>Media Services Desk</td>
<td>0</td>
</tr>
<tr>
<td>24</td>
<td>ReadyRef</td>
<td>Technology Help Desk</td>
<td>9</td>
</tr>
<tr>
<td>25</td>
<td>CAT</td>
<td>Center for Adv. Tech</td>
<td>0</td>
</tr>
</tbody>
</table>
Inventory Admin Module

Voyager Inventory Admin Module

Before Inventory Reports

After Inventory Reports

Other Reports

Enter Parameter Value
Enter Starting Range

Get Barcodes by Location to

Save Barcodes to Text File

Other Reports to Help with Inventory (These Reports May Help Locate Items to Include in the Inventory)

Item Status - Overdue (Items you may want returned before inventory)

Item Status - Circulation Review

Item Status - Cataloging Review

Item Status - Damaged

Item Status - At Bindery

Program Created By: Paul Johnson
For Assistance Call: 423-697-4715

Get Barcodes by Location to Apply "Inventory Missing" through Pick...
Inventory Admin Module

Voyager Inventory Admin Module

Before Inventory Reports

Items Records

Get Barcodes by Location to

After Inventory Reports

Enter Parameter Value

Enter Location Code

MainCirc

OK

Cancel

Other Reports

Save Barcodes to Text File

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Inventory Admin Module

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Before Inventory Reports | After Inventory Reports | Other Reports

Get Barcodes by Location

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Now outputting 'GetBCInvMissing'
to the file 'J:\Library Inventory Program\Inventory Barcodes\Inventory 2011\MainCircBarcodes.txt'.

Current page: 18

Cancel
Inventory Admin Module

Voyager Inventory Admin Module

Before Inventory Reports | After Inventory Reports | Other Reports

Save Barcode file
Barcode file has been saved!

Get Barcodes by Location

Save Barcodes to Text File

Other Reports to Help with Inventory (These Reports May Help Locate Items to Include in the Inventory)

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Get Barcodes by Location to Apply "Inventory Missing" through Pick...
<table>
<thead>
<tr>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>37060001399568</td>
</tr>
<tr>
<td>37060001255174</td>
</tr>
<tr>
<td>37060001255166</td>
</tr>
<tr>
<td>37060001704758</td>
</tr>
<tr>
<td>37060001704646</td>
</tr>
<tr>
<td>37060001713295</td>
</tr>
<tr>
<td>37060001241307</td>
</tr>
<tr>
<td>37060000803883</td>
</tr>
<tr>
<td>37060001433300</td>
</tr>
<tr>
<td>37060001433292</td>
</tr>
<tr>
<td>37060001433318</td>
</tr>
<tr>
<td>37060001294553</td>
</tr>
<tr>
<td>37060001713055</td>
</tr>
<tr>
<td>37060001713103</td>
</tr>
<tr>
<td>37060001713104</td>
</tr>
<tr>
<td>37060001713105</td>
</tr>
<tr>
<td>37060001707655</td>
</tr>
<tr>
<td>37060001703973</td>
</tr>
<tr>
<td>37060000576950</td>
</tr>
<tr>
<td>37060001704153</td>
</tr>
<tr>
<td>37060000028598</td>
</tr>
<tr>
<td>37060001390724</td>
</tr>
<tr>
<td>37060001238758</td>
</tr>
<tr>
<td>37060001524108</td>
</tr>
<tr>
<td>37060001704522</td>
</tr>
</tbody>
</table>
Inventory Program Procedures

4. Run Access Reports from Admin Module

5. Process Barcode text file thru Pick & Scan to set Statistical Category to “Inventory Missing”
WI-02: Processing Barcode Files to Apply Inventory Missing

1. Double-Click Voyager Circulation Icon
2. Log-in with your username and password
3. Click the drop-down menu Functions > Pick and Scan...

4. From the Statistical Categories drop-down menu on the Items Options tab, select the "Inventory - Missing" category.
   (Your Pick and Scan Window should look like this)
5. Click the Pick and Scan "Items" tab, then click the ellipsis button (Please be patient the next screen may take a few minutes to open)

6. Select the text files of Item Barcodes created running the “Get Barcodes to Apply Inventory Missing” Access report from within the Voyager Inventory Admin Module, and then click the open button.
7. Click the Process File button

8. Repeat steps 1 - 7 until all item barcode text files for each location to be included in the inventory, which were created by running the “Get Barcodes to Apply Inventory Missing” Access report in Voyager Inventory Admin Module, have been processed.

9. Click the Pick and Scan close button and close Circulation module when done
Inventory Program Procedures

4. Run Access Reports from Admin Module

5. Process Barcode text file thru Pick & Scan to set Statistical Category to “Inventory Missing”

6. Perform inventory scanning
   - Off-Line Method
Off-Line Scanning

Program Created By: Paul Johnson
paul.johnson@chattanoogastate.edu

Scan Barcode

Scanned Barcodes
Barcode

Save Barcodes to Text File

Exit Program
WI-03: Off-Line Method - Voyager Scanning Instructions

Data Collection Setup

1. Load “InvScanning.mdb” program on laptop(s)
   (Take note of the install location it will be needed in the next step)
   a. Making the Program Trusted and Enabling Macros
      i. If you see a Security warning
         1. Click Options... button
            ![Security Warning]
         2. Click “Open the Trust Center” link
            ![Open the Trust Center]
            a. Click “Trusted Locations” on left side
            b. Click “Add New Location...”
            c. Click “Browse...”
            d. Navigate to install folder noted in step 1
            e. Click “OK”
            f. Click “OK”
   3. Select “Enable this content” ![Enable this content]
   4. Click “OK”

b. Change Application Options
   i. Click the Microsoft Office Button
   ii. Click “Manage” button
   iii. Click “Access Options” button
   iv. Select “Advanced” on left-hand side
   v. Under “Editing” section, if needed, change the following:
      1. Under “Move after enter” select “Next record”
      2. Under “Behavior entering field” select “Go to start of field”
      3. Under “Arrow key behavior” select “Next field”
   vi. Click “OK”
   vii. Click the Microsoft Office Button
   viii. Click X Exit Access

c. Change Barcode Length and Validation Rule
   i. Open InvScanning.mdb with Nav. Pane visible
      (Hold down Shift key when clicking mdb file)
   ii. Click >> double arrow to open Nav Pane
   iii. Right-Click on InvBarcodes table, then select Design View
   iv. Change “Field Size” to length of your barcodes
   v. Change “Validation Rule” to match your barcode

```
<table>
<thead>
<tr>
<th>Field</th>
<th>Validation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Identifier</td>
<td>Remaining Barcode Digits</td>
</tr>
</tbody>
</table>
```
2. Connect barcode scanner with 10 ft. extension to laptop(s)
3. Load equipment onto AV cart(s)

Perform Inventory Scanning

1. Click “InvScanning.mdb” program icon on laptop to start the scanning program

2. Scan all item barcodes in collection being included in inventory (Order does not matter)
3. Click Save Barcodes to Text File button after completing all scanning
4. Click Exit Program button at the end of each scanning session
5. Rename saved Barcode text file (Ex.: Team1ScannedBarcodes.txt)
6. Copy barcode text files from all teams to admin computer into a folder (From this folder you will upload the barcode text files for processing through Pick and Scan)
PDA with Windows Mobile and Socket Scanner
TEAM ___  TEAM ___

Stopped Scanning Here  Stopped Scanning Here
TEAM ___  TEAM ___

Start Scanning Here

Start Scanning Here
Inventory Program Procedures

4. Run Access Reports from Admin Module

5. Process Barcode text file thru Pick & Scan to set Statistical Category to “Inventory Missing”

6. Perform inventory scanning
   - Off-Line Method
   - Direct Method
1. Double-Click Voyager Circulation Icon

2. Log-in with your username and password

3. Click the drop-down menu Functions > Pick and Scan...

4. From the Statistical Categories drop-down menu on the Items Options tab, select the “Inventory - Present” category.

(Your Pick and Scan Window should look like this)
5. Click the Pick and Scan “Items” tab

6. Click inside the “Barcode” field and scan the first item barcode, then press the back-space key to clear the Barcode field

7. Continue scanning as many item barcodes as you would like for the scanning session (Glace at the screen while scanning to ensure title matches current item)

8. At breaks or at the end of the scanning session, insert your team sign to hold your place where you stop scanning

9. To stop a scanning session, click the Pick and Scan close button, then close the Circulation module

10. Repeat steps 1 - 7 above until all items to be inventoried have been scanned
Inventory Program Procedures

6. Perform inventory scanning
   - Off-Line Method
   - Direct Method

7. Process Barcode text file thru Pick & Scan to set Statistical Category to “Inventory Present”
Inventory Program Procedures

6. Perform inventory scanning
   - Off-Line Method
   - Direct Method

7. Process Barcode text file thru Pick & Scan to set Statistical Category to “Inventory Present”

8. Run After Inventory Access Reports from Admin Module
Inventory Admin Module

Voyager Inventory Admin Module

Before Inventory Reports
- Create Table of Items with Inventory Missing Applied
- Create Table of Items with Inventory Present Applied
- Inventory (Missing Items)

After Inventory Reports
- Make Table
- Make Table
- Preview Report
- Print Report

Other Reports
- Run both "Make Table" queries before running the Inventory (Missing items) report.

Other Reports to Help with Inventory (These Reports May Help Locate Items Found on Missing Items List)
- Item Status - Missing
- Item Status - Withdrawn
- Item Status - Lost Library Applied
- Item Status - Lost System Applied

Program Created By: Paul Johnson

Run These Reports After Conducting Inventory

For Assistance Call: 423-697-4715
Inventory Admin Module

Voyager Inventory Admin Module

Before Inventory Reports
- Create Table of Items with Inventory Missing Applied
- Create Table of Items with Inventory Present Applied
- Inventory (Missing Items)

After Inventory Reports
- Make Table
- Make Table
- Preview Report
- Print Report

Other Reports
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Run These Reports After Conducting Inventory
Inventory Admin Module

You are about to run a make-table query that will modify data in your table.
Are you sure you want to run this type of action query?
For information on how to prevent this message from displaying every time you run an action query, click Help.
Inventory Admin Module

Voyager Inventory Admin Module

Before Inventory Reports

Create Table of Items with Inventory Missing Applied

After Inventory Reports

Make Table

Run both "Make Table" queries before running the Inventory (Missing items) report.

Enter Starting Range

Other Reports to Help with Inventory

Other Reports

Program Created By: Paul Johnson
For Assistance Call: 423-697-4715

Run These Reports After Conducting Inventory
Inventory Admin Module

Voyager Inventory Admin Module

Before Inventory Reports
- Create Table of Items with Inventory Missing Applied

After Inventory Reports
- Make Table
- Enter Parameter Value
  - Enter Ending Range
    - OK
    - Cancel
- Other Reports to Help with Inventory
  - Item Status - Missing
  - Item Status - Withdrawn
  - Item Status - Lost Library Applied
  - Item Status - Lost System Applied

Program Created By: Paul Johnson
For Assistance Call: 423-697-4715
Inventory Admin Module

Voyager Inventory Admin Module

Before Inventory Reports
Create Table of Items with Inventory Missing Applied
Create Table of Items with Inventory Missing Applied

After Inventory Reports
Make Table

Other Reports
Run both "Make Table" queries before running the Inventory (Missing Items) report.

Enter Parameter Value
Enter Location Code
MainCirc

Other Reports to Help with Inventory
(These Reports May Help Locate Items found on Missing Items List)

Item Status - Missing
Item Status - Withdrawn
Item Status - Lost Library Applied
Item Status - Lost System Applied

Program Created By: Paul Johnson
For Assistance Call: 423-697-4715
Inventory Admin Module

You are about to paste 3073 row(s) into a new table.

Once you click Yes, you can’t use the Undo command to reverse the changes. Are you sure you want to create a new table with the selected records?

Yes
No

Item Status - Missing
Item Status - Withdrawn
Item Status - Lost Library Applied
Item Status - Lost System Applied

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For Assistance Call: 423-697-4715
Inventory Admin Module

Voyager Inventory Admin Module

Before Inventory Reports
- Create Table of Items with Inventory Missing Applied

After Inventory Reports
- Make Table

Other Reports
- Run both “Make Table” queries before running the Inventory (Missing items)

Inventory Admin Module

The existing table ‘Inventory Missing Applied’ will be deleted before you run the query.
Do you want to continue anyway?

Item Status - Withdrawn
- Preview Report
- Print Report

Item Status - Lost Library Applied
- Preview Report
- Print Report

Item Status - Lost System Applied
- Preview Report
- Print Report

Program Created By: Paul Johnson
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Run These Reports After Conducting Inventory
Inventory Admin Module

Voyager Inventory Admin Module

Before Inventory Reports

Create Table of Items with Inventory Missing Applied

Create Table of Items with Inventory Present Applied

After Inventory Reports

Inventory (Missing Items)

Other Reports

Make Table

Run both "Make Table" queries before running the Inventory (Missing items) report.

Preview Report

Print Report

Other Reports to Help with Inventory (These Reports May Help Locate Items found on Missing Items List)

Item Status - Missing

Item Status - Withdrawn

Item Status - Lost Library Applied

Item Status - Lost System Applied

Program Created By: Paul Johnson

For Assistance Call: 423-697-4715

Run These Reports After Conducting Inventory
Inventory Admin Module

Voyager Inventory Admin Module

Before Inventory Reports
- Create Table of Items with Inventory Missing Applied
- Create Table of Items with Inventory Present Applied
- Inventory (Missing Items)

After Inventory Reports
- Make Table
- Make Table

Other Reports
- Preview Report
- Print Report

Other Reports to Help with Inventory (These Reports are in Missing Items List)
- Item Status - Withdrawn
- Item Status - Lost Library Applied
- Item Status - Lost System Applied

Enter Parameter Value
- PERM_LOCATION
- MainCirc

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<table>
<thead>
<tr>
<th>CALL NUMBER</th>
<th>BARCODE</th>
<th>TITLE</th>
<th>ITEM STATUS</th>
<th>DATE APPLIED</th>
</tr>
</thead>
</table>
Inventory Admin Module

Voyager Inventory Admin Module

Before Inventory Reports
- Create Table of Items with Inventory Missing Applied
- Create Table of Items with Inventory Present Applied
  - Inventory (Missing Items)

After Inventory Reports
- Make Table
  - Run both "Make Table" queries before running the Inventory (Missing Items) report.

Other Reports
- Preview Report
- Print Report

Other Reports to Help with Inventory (These Reports May Help Locate Items found on Missing Items List)
- Item Status - Missing
  - Preview Report
  - Print Report
- Item Status - Withdrawn
  - Preview Report
  - Print Report
- Item Status - Lost Library Applied
  - Preview Report
  - Print Report
- Item Status - Lost System Applied
  - Preview Report
  - Print Report

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Run These Reports After Conducting Inventory
7. Process Barcode text file thru Pick & Scan to set Statistical Category to “Inventory Present”

8. Run After Inventory Access Reports from Admin Module

9. Evaluate & Correct Missing Items Issues
   1. Marking individual items with Inv Present
WI-06: Marking Individual Items with Inventory Present

If you find an item that was listed on the missing items list or you replaced a missing barcode. You can mark it as Inventory Present with the following method:

1. Double-click Voyager Circulation Icon
2. Log-in with your username and password
3. Click the Item button
4. Scan the Item’s barcode
5. From Item record screen, then click the pie graph in the upper right corner
6. Click on the Statistical Category “Inventory Present” in the lower box, then click the blue arrow button (this will move it to the upper box)

7. Click “OK”

8. Completely mark through the item on your missing items list

9. Repeat steps 1 - 8 for all individual items needing to be marked


NOTE: If you need to mark a large batch of items as “Inventory Present” see instructions for “Marking Multiple Items with Inventory Present”
Inventory Program Procedures

7. Process Barcode text file thru Pick & Scan to set Statistical Category to “Inventory Present”

8. Run After Inventory Access Reports from Admin Module

9. Evaluate & Correct Missing Items Issues
   1. Marking individual items with Inv Present
   2. Marking multiple items with Inv Present
QUESTIONS?
Contact Information

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