

Doing Inventory @ a Glance

- Log onto Destiny as an administrator. Click on the **Back Office** tab, then **Inventory**.
- Click the **Start New** button.
- Type in the **Inventory Name** for this inventory (e.g., "Total Collection" or "Videos"). You may run more than one inventory at a time.
- Select materials to be inventoried by specifying circulation type or call number. To inventory the entire collection, leave the **Call Numbers from** boxes blank, and make sure to **unselect websites in the circulation types**. To do a smaller inventory, narrow it either by call number or by circulation type.
- Check that the date given under **Except for copies that have been seen on or after** is the date when the inventory is being created. Press the **OK** button.
- Destiny will ask if you really want to start this inventory. Press the **YES** button.
- *Now that the inventory has been started, the steps below **do not** have to be performed under an administrative login.* Make sure the cursor is in the **Scan or enter one-at-a-time** box and scan the materials. Make sure the sound is on, so that you hear the "scan successful" notice before scanning the next book.
- If scanning a barcode gives the error **Barcode ... not found**, set it aside for later (to be reviewed for adding to the collection or for discarding).
- You may stop inventory at any time to use other functions in Destiny. Resume by returning to **Back Office>Inventory**. If you have set up multiple inventories (e.g., for different Circulation Types), make sure that you return to the correct inventory.
- After scanning all materials, click **% complete**.
- Notice that Destiny gives the number of items in the inventory, including items that are Accounted for and Unaccounted for. To see the items still to be scanned, click **See Details** next to the **Unaccounted for** total.
- Review the list and check the shelves again to try to account for the unaccounted for items.
- Delete all items lost for more than 3 years. Click **See Details** next to the number **lost**. Scroll to bottom of the report. Enter the date for three years ago in the box next to **Delete all copies marked "lost" on or before**. Click the **Delete All** button.
- Click **Finalize Inventory**. This will mark all unaccounted items as "lost". Do not finalize unless you want all unaccounted for items marked lost. If there is a question, please call 301-386-8208.
- Press the **Yes** button to the question, "Are you sure you want to close this inventory?"
- Click on **View In-Progress & Completed Inventories**, go to **Completed** inventories, click on **View** on your inventory, and save it. This report lists all the items that have been scanned as well as all items that have been lost. The report is only available for a short time, so save it right away.