

# Destiny® Library Manager

## Conducting an Inventory in Library Manager

An inventory lets you track the location and status of library materials, as well as identify missing or damaged items. You can use a library inventory to identify any gaps in your collection and plan for future purchases. To conduct an inventory, enter the barcode of each copy in your collection, and Destiny confirms your records are accurate.

### Manually Enter Barcodes

To scan barcode numbers directly into Destiny:

1. Select **Back Office > Inventory**.

Inventory

[ View In-Progress & Completed Inventories ] [Start New](#)

Library Inventory 2018 Inventory - Started 5/10/2018 [Finalize](#)

8.48% Complete as of 2:46 PM [Refresh](#)

Check shelf order

Scan or enter one-at-a-time  [Account For](#)

Or upload a file of barcodes  [Browse...](#) [Upload Scans](#)

**Most Recently Accounted For**

Barcode	Call Number	Author	Title
T 5432	333.7 ROG	Rogers, Heather, 1970-	Green gone wrong : how our economy is undermining the environmental revolution
T 9876	539.7 MOR	Morton, Alan Q.	Splitting the atom
T 1234	BIO TUR	Corrigan, Jim.	Alan Turing
T 1234	BIO TUR	Corrigan, Jim.	Alan Turing
T 1234	BIO TUR	Corrigan, Jim.	Alan Turing
T 1234	BIO TUR	Corrigan, Jim.	Alan Turing

Started by admin100 [ View Selections ]

2. Ensure the correct inventory shows in the **Library Inventory** drop-down.
3. To have Library Manager confirm the order you enter barcodes is the correct shelf order, select the **Check shelf order** checkbox.

# Destiny® Library Manager

4. Type or scan each barcode in the **Scan or enter one-at-a-time** field.

### Notes:

- If you type in barcode numbers, click **Account For** or press **Enter** after each entry.
- If you enter a barcode out of call number order, an alert message appears at the top of the page.
- When you scan or enter unaccounted-for barcodes, Library Manager changes the item's status to accounted for and does one of the following:
  - Changes the status of a Lost copy to Available.
  - Checks in books that had a Checked Out status and deletes any fine charged to a patron for the lost copy. If the fine was paid, Library Manager creates a refund.

Once you enter a barcode, it appears in the **Most Recently Accounted For** section. The barcode is now linked to copy status.

**Note:** To view a copy's status, the *View library item status* permission must be enabled

## Upload a Barcode File

Use the following steps to upload a file of barcodes scanned offline with the Follett Remote utility or a peripheral device:

1. Select **Back Office > Inventory**.
2. Next to the **Or upload a file of barcodes** field, click **Browse** or **Choose File**, depending on your browser.
3. Find the barcode file, select it, and click **Open**.
4. Click **Update Scans**. A message lets you know the job will be available in Job Manager.

The Job Summary shows an entry for every barcode number in the uploaded file, including any that have exceptions.

## View an In-Progress Inventory

**To generate an In-Progress Inventory report:**

1. Access the report in one of the following ways:

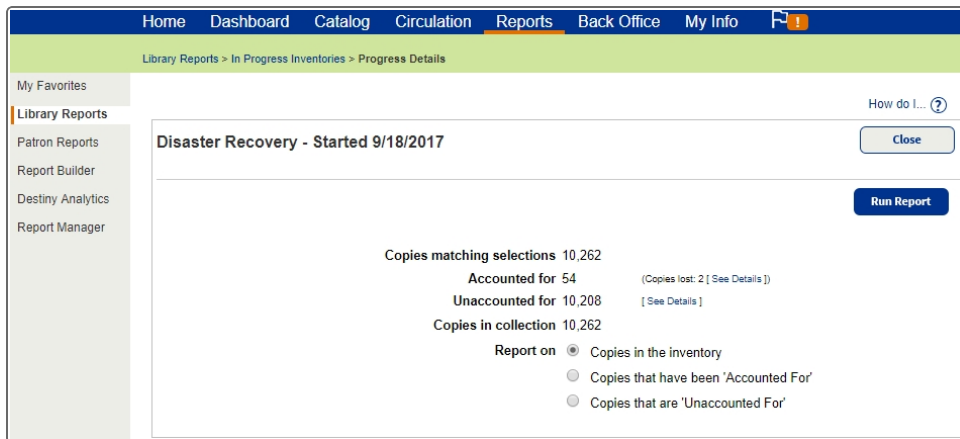
If you select:	Then:
Reports > Library Reports	• In the <b>Inventory Control</b> section, select <b>In-Progress Inventories</b> .

# Destiny® Library Manager



If you select:	Then:
<b>Back Office &gt; Inventory</b>	a. Click the <b>View In-Progress &amp; Completed Inventories</b> link. b. Click the <b>In Progress</b> sub-tab.

2. Click **View** next to your inventory.
3. At **Report on**, select the copies you want to see in the report:
  - **Copies in the inventory**
  - **Copies that have been 'Accounted For'**
  - **Copies that are 'Unaccounted For'**



4. Click **Run Report**. Job Manager displays your report at the top of the list. The status automatically updates.
5. When the status is Completed, do one of the following:
  - To view the job summary, select **View**.
  - To open the report as a PDF, select **PDF**.

# Destiny® Library Manager



## Finalize an Inventory

You finalize inventory after you have entered the barcode of each item in your collection.

### To finalize inventory:

1. Select **Back Office > Inventory**.
2. From the **Library Inventory** drop-down, select the inventory you want to finalize.
3. Click **Finalize**.
4. Choose to mark all unaccounted-for copies lost or ignore them.
5. Click **Yes**.

**Note:** If you choose to **Mark all unaccounted for copies lost**, **Yes** changes the status of unaccounted-for copies to lost.