Starting an Inventory

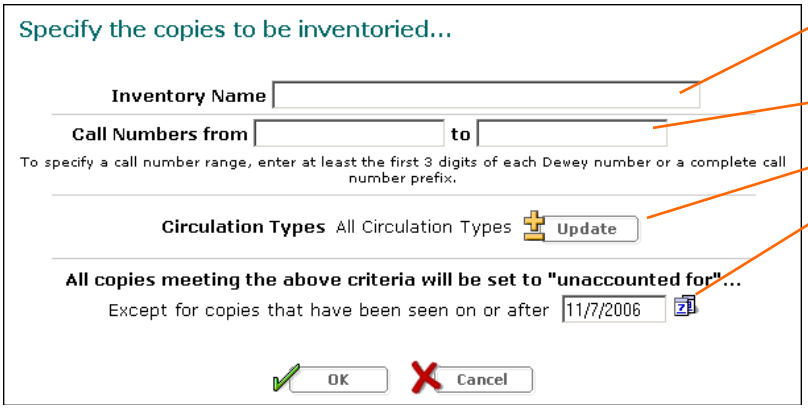
From **Inventory** in the **Back Office**, Destiny lets you account for all your copies. Inventorying your library materials lets you know exactly what you have and what is missing.

To view information about all the inventories for your library, click this link.

You can have several inventories open at the same time.

To start an inventory, click Start New.

Note: To open the Lost Copies list, click Reset "Lost".



Enter a unique name.

You can limit the inventory to copies within a specific call number range.

You can also limit the inventory to copies of specific Circulation Types.

Enter a starting date to exclude copies that have been seen recently. Copies "have been seen" whenever they are:

- √ Checked in or out
- √ Scanned in an inventory
- √ Added to a Resource List using a barcode scan or a barcode list

When you are ready, click OK.

Please note that you *cannot* change these selections once you've started the inventory.

Entering copies into Inventory

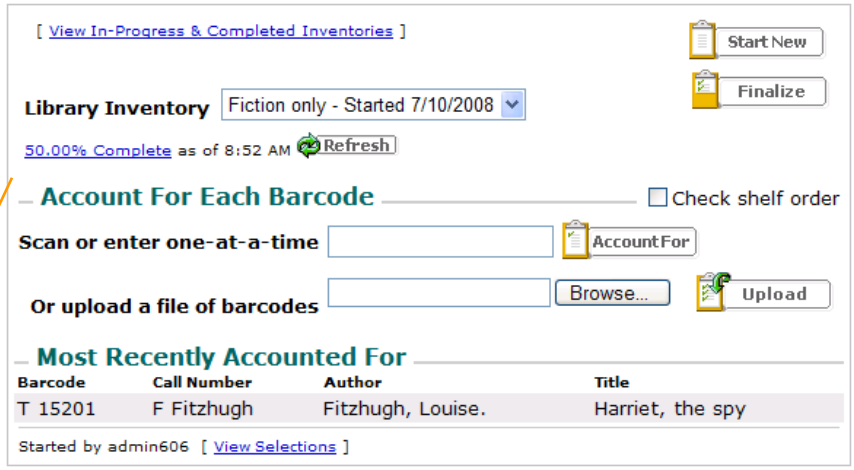
You may enter copies into inventory in two ways:

- You can scan or enter barcodes one at a time.

  As you scan barcodes, the last 10 copies are listed on the bottom of the page.
- You can collect a file of barcodes and upload it.

Click % Complete to see the progress of your inventory.

When it's as close to 100% as possible, click Finalize.

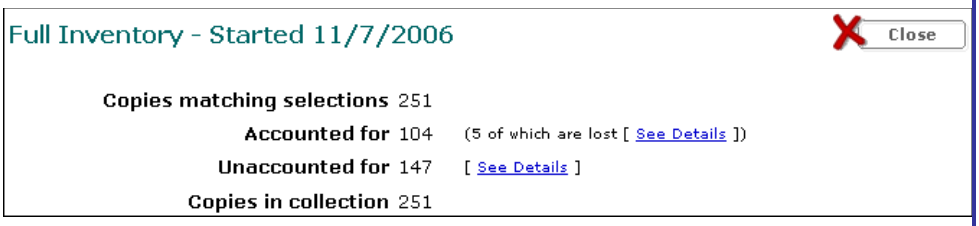


Viewing Inventory Details

Your goal is to try to reduce the number of copies that are "**Unaccounted for**" to zero.

When you scan a barcode, that copy becomes "**Accounted for**" in the inventory.

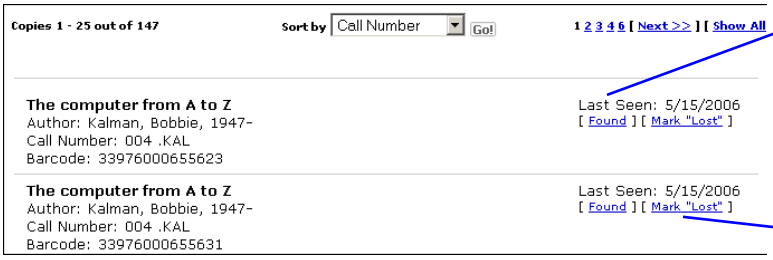
Copies that are checked out, loaned out, out for repairs, on order, or lost are "**Accounted for**" automatically when the inventory is started.



Click See Details for a list of the copies that are Lost or Unaccounted for in your inventory.

Copies Unaccounted for

When you click the See Details link for Unaccounted for copies, **Copies unaccounted for** lists all your library materials that have not been accounted for since you started your inventory.



If you find a copy, click Found to make it accounted for.

If you're unable to find a copy, you can click Mark "Lost" to change its status.

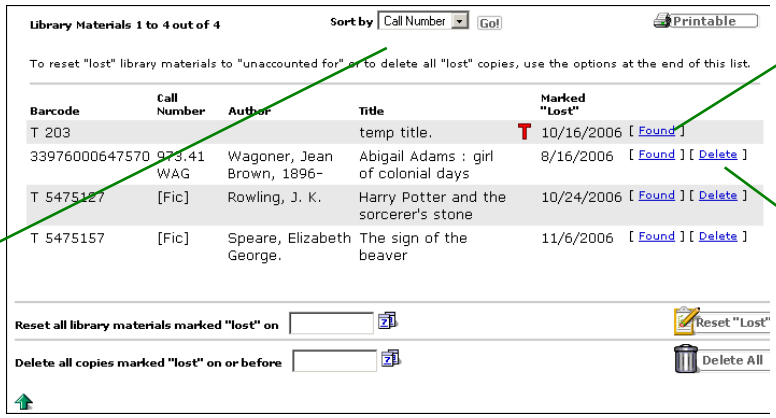
You can sort the list by Call Number, Author, Title, Barcode, or Date Last Seen.

"Lost" Copies

When you click the See Details link for lost copies, **"Lost" Copies** lists all of your library materials that have been marked Lost.

You can sort the list by Call Number or by Date Lost.

For a printer-friendly version of this list, click Printable.



If you find a copy, click Found to make it accounted for.

If you're certain that a copy will never be seen again, you can click Delete to remove it from your collection.

If a group of copies is marked lost in error, you can set them all back to "unaccounted for".

At the bottom of the list, enter the date they were made lost and click Reset "Lost". This option is also available after an inventory has been finalized.

To delete all the copies lost on or before a particular date, enter the date and click Delete.

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