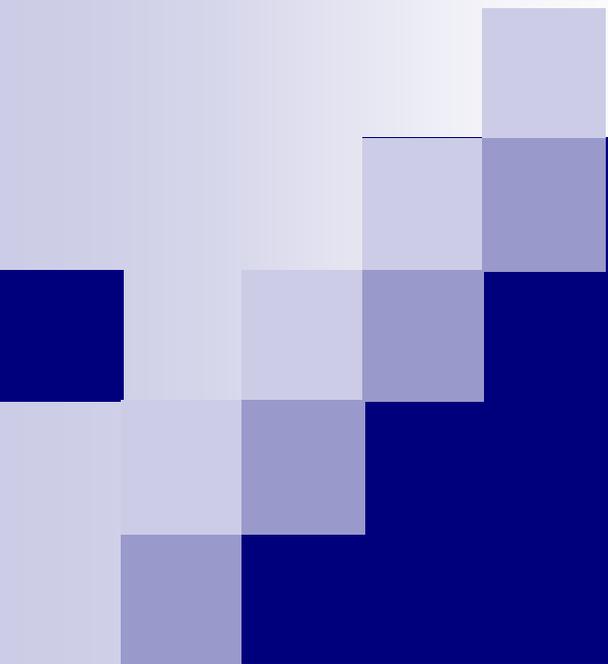


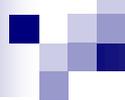
---



# ALEPH Version 20 Online Inventory

**ODIN**  
Online DAKOTA INFORMATION NETWORK

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# Inventory

Two ways to conduct inventory:

- Traditional Inventory
- Online Inventory



# Inventory - Preparation

- Check Item Records
- Rebuild Call Number Sort Key

# Inventory - Preparation

## Check Item Records

- Run the General Retrieval Form (ret-adm-01) to assess items (Circulation module: Services | Items | General Retrieval Form)

General Retrieval Form (ret-adm-01) - LRJ50

Input File:

\* Output File:

Retrieve By:

Retrieve By:

Submit

View History

Cancel

Help

Add to History

Online

# Inventory - Preparation

## Check Item Records

- In the report format field, be sure to select the format that returns the call number type and call number.

Build Batch Report  Yes  
 No

Report Format

Sort Report By

# Inventory - Preparation

## Check Item Records

- In the returned results, look for errors such as no call number or no call number type. These errors should be fixed in the Cataloging module before proceeding.

07/08/2010  
general-retrieval-form-03

### General Retrieval Form

Sorted By: Call Number

Hol Doc No.	Barcode	Item Status	Sublibrary	Material Type	Collection	Call Number Type	Call Number	Author	Title
005087367	LRJB00479	Ask at Circ Desk	Lake Region State College Lib	Unavailable	Special Collections			Social Welfare Foundation of North Dakota.	The North Dakota journal of human services.
005072786	33124000343623	30 Day Loan	Lake Region State College Lib	Book	Special Collections				Williston State College Self-Study Report
005072003	33124000330505	No loan	Lake Region State College Lib	Book	Special Collections	0	BX4603.D48 S59 1983		100 years :
005079638	33124000052398	30 Day Loan	Lake Region State College Lib	Book	Special Collections	0	BX8076.D48 C46 1987		Centennial history of St. Olaf Lutheran Church, Devils Lake, North Dakota :
005073763	33124000358506	30 Day Loan	Lake Region State College Lib	Book	Special Collections	0	BX8076.D48 Z48		Zion Lutheran Church, Churchs Ferry, North Dakota :

# Inventory - Preparation

## Rebuild Call Number Sort Key

- Run the Rebuild Call Number Sort Key (item-06) service to assure all call numbers adhere to their filing routine:  
Services | Items | Rebuild Call Number Sort Key)

Rebuilding Call Number Sort Key (item-06) - LRJ50

Runtime: Today

At: O'clock:

Library: LRJ50

Submit

View History

Cancel

Help

Add to History

# Inventory - Preparation

## Rebuild Call Number Sort Key

- The Rebuild Call Number Sort Key (item-06) service does not provide an output file; it must be monitored via the Batch Log in the Task Manager.

Batch Log

Library: LRJ50 Type: All Status: All  
Print ID: All Date From: 06/08/2010 Date To: 07/08/2010

Proc name	Library	Start time	End time	Parameters	Status	Log file	Job type	User	Process-id
p_item_06	LRJ50	07/08/10 02:16 PM	07/08/10 02:17 PM	LRJ50,	Success	/exlibris/aleph/u20_3/al ephe/scratch/lrj50_p_it em_06.05028	ITEMS	LINDALLBEE	16857
p_ret_adm_01	LRJ50	07/08/10 10:59 AM	07/08/10 11:14 AM	LRJ50,,lrj_retad m01_gen,COLL E,GEN,,,,,,,,, ,,,,,Y,03,CALL_ NIIMBFR.	Success	/exlibris/aleph/u20_3/al ephe/scratch/lrj50_p_r et_adm_01.05027	ITEMS	LINDALLBEE	7718

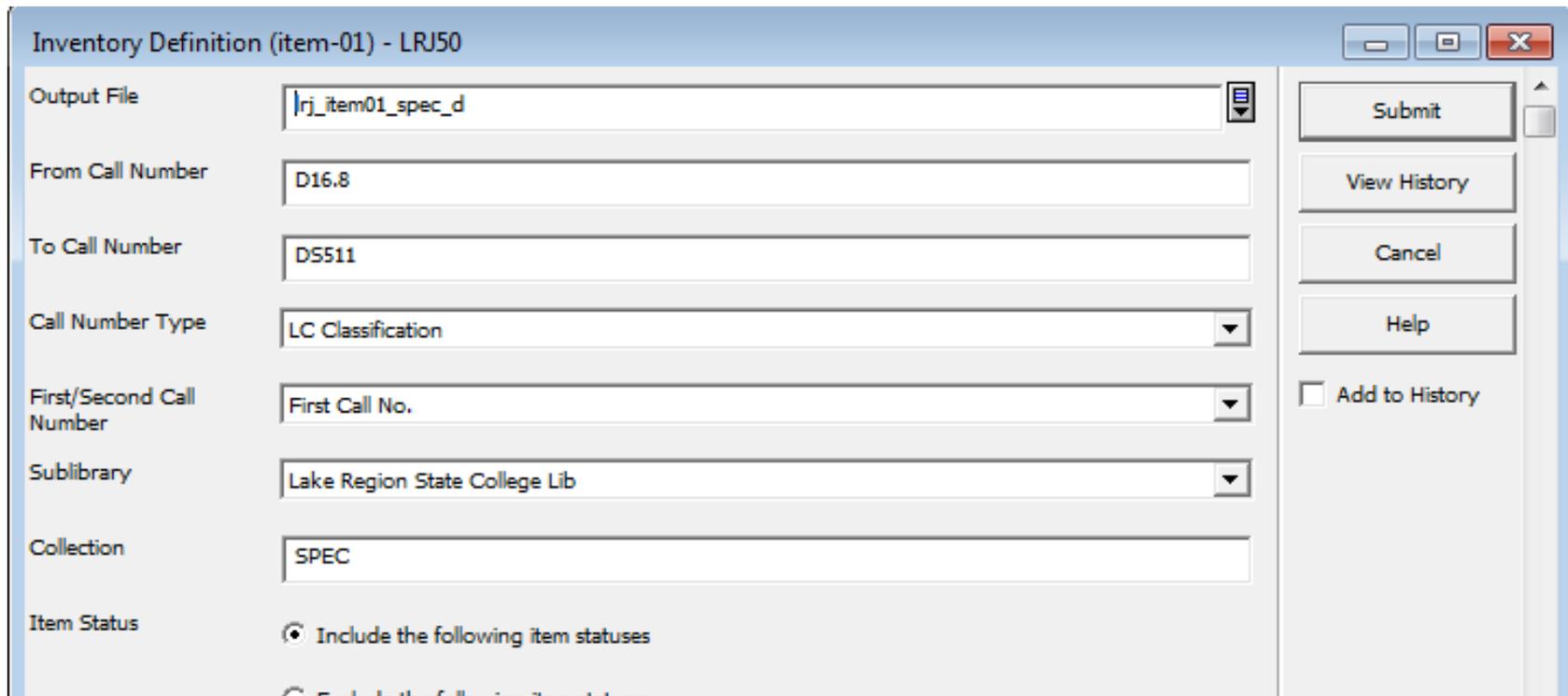
Sort By: Date/Time Descending

Service Form  
View Printouts  
Refresh

# Inventory Definition

## Inventory Definition (item-01)

- This service marks the range of items in Aleph that are being inventoried: Services | Items | Inventory Definition (item-01).



Inventory Definition (item-01) - LRJ50

Output File: |rj\_item01\_spec\_d

From Call Number: D16.8

To Call Number: DS511

Call Number Type: LC Classification

First/Second Call Number: First Call No.

Sublibrary: Lake Region State College Lib

Collection: SPEC

Item Status:  Include the following item statuses

Exclude the following item statuses

Submit

View History

Cancel

Help

Add to History

# Inventory Definition

## Inventory Definition (item-01) – Output file

- This service creates an output file that lists the parameters of the range, as well as provides an Shelf Report Number which will be used in future services.

---

### Inventory Definition Report

Form Date: 03/21/2012

---

#### Inventory Definition parameters:

Shelf Report Number: 1

From Call Number: D16.8

To Call Number: DS511

Call Number Type: 0

First / Second Call  
Number: First

Sublibrary: Lake Region State College Lib

Collection: SPEC

The following item  
included

# Inventory – Scanning/Marking

Online Inventory requires that you have a live connection to Aleph when scanning items.

In the Cataloging module, go to the Inventory Marking box. On the menu bar select Items | Inventory Marking

Inventory Marking Parameters

Shelf Report Number

1

Select Lost/Missing Process Statuses

- None
- ZZ (space as a value)
- Missing
- Reading Area
- Lost

Receive Popup Message

Print Report at End of Session

Error Types to Include

- Item is on Loan
- Item is not in place
- Item is Lost or Missing
- Item is not in the Database

OK

Cancel

Help

# Inventory – Scanning/Marking

Errors can be presented as a popup message as scanning is conducted and/or a report at the end of the session. It's highly recommended to print the report at the end of the session regardless if popups are selected.

Inventory Marking Parameters

Shelf Report Number

1

Select Lost/Missing Process Statuses

- None
- ZZ (space as a value)
- Missing
- Reading Area
- Lost

Receive Popup Message

Print Report at End of Session

Error Types to Include

- Item is on Loan
- Item is Lost or Missing
- Item is not in place
- Item is not in the Database

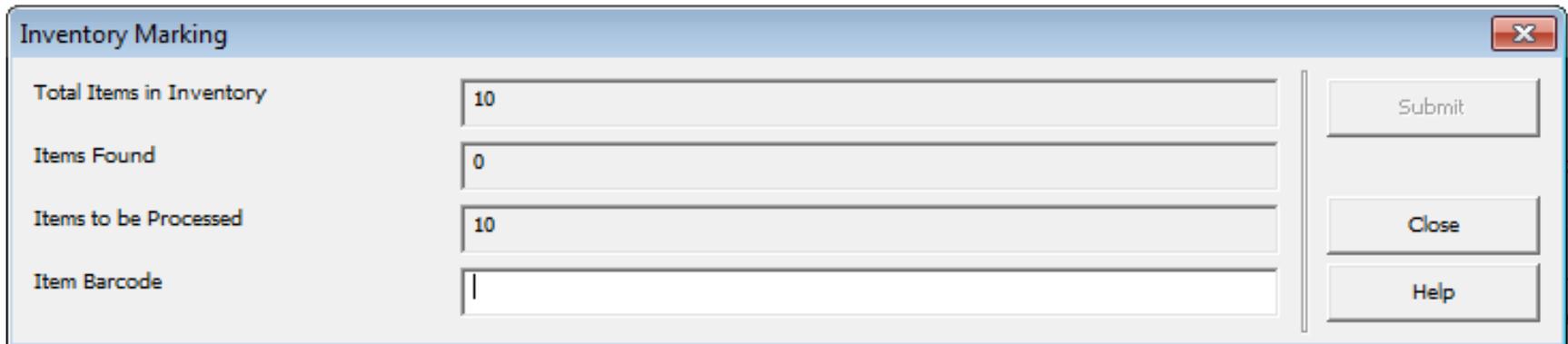
OK

Cancel

Help

# Inventory – Scanning/Marking

Scan barcodes into the dialog box provided, beginning with the first barcode in your Inventory Definition, and ending with the last barcode in the definition.



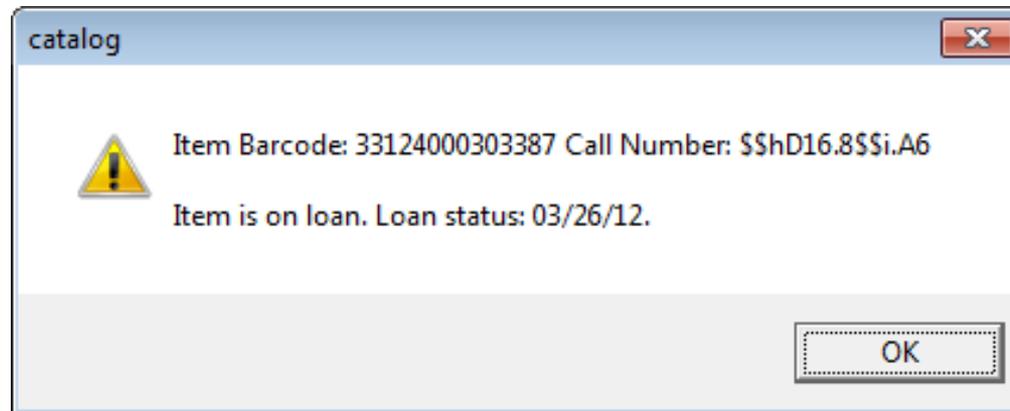
The image shows a software dialog box titled "Inventory Marking". It contains four input fields on the left and three buttons on the right. The input fields are labeled "Total Items in Inventory", "Items Found", "Items to be Processed", and "Item Barcode". The values entered in these fields are 10, 0, 10, and a vertical bar (|) respectively. The buttons are labeled "Submit", "Close", and "Help".

Field Label	Value
Total Items in Inventory	10
Items Found	0
Items to be Processed	10
Item Barcode	

Buttons: Submit, Close, Help

# Inventory – Scanning/Marking

If the Receive Popup Message option was selected, a popup box will be displayed anytime an error is encountered.



# Inventory – Scanning/Marking

At the end of the scanning session, a session report will be generated, provided the Print Report at End of Session option was selected.

---

## Inventory Marking - Item Errors Report

Form Date: 03/21/2012

Inventory Number: 1

---

The following items have errors:

Item Details:	Error 1:	Error 2:	Error 3:	Error 4:
Item Barcode: 33124000303387 Call Number: \$\$hD16.8\$\$i.A6	Item is on loan. Loan status: 03/26/12.			
Item Barcode: 3312401010101	Item is not in the database.			

# Inventory Summary

## Inventory Summary (item-09)

- This service lists the items in the shelf report that were not scanned – i.e. the items that are potentially missing from the shelves: Services | Items | Inventory Marking (item-09).

Inventory Summary (item-09) - LRJ50

\* Shelf Report Number: 1

\* Report File: lrj\_item09\_spec\_d

Barcodes Output File (not found items):

Missing/Lost Item Process Statuses:

- Not in process
- Missing
- Reading Area
- Lost

Update Database?  Yes

Buttons: Submit, View History, Cancel, Help

Add to History

# Inventory Summary

## Inventory Summary (item-09) – Output file

- This service creates an output file that lists the items in the shelf report that were not part of the scanned report – missing items.

---

### Inventory Summary Report

LRJ50

Form Date: 03/21/2012  
Sublibrary: LRJ50  
Inventory Number: 3  
Sorted By: Call Number

Total Number of Items in inventory: 10  
Number of Items Found: 9  
Number of Items Not Found: 1

---

#### List of Items that were NOT found

Bib Info:	Barcode:	Sub Library:	Call No:	Item Status:
Appleton, Richard B. Seven regions in world history / by Richard B. Appleton. [S.l. : s.n.] 1979 118 p. : maps ; 22 cm.	33124000303551	Lake Region State College Lib	D22 .A6	No loan

# Inventory Report

## Inventory Report (item-10) **OPTIONAL**

- This service is for informational purposes only, and lists the items within a particular shelf report: Services | Items | Inventory Report (item-10).

Inventory Report (item-10) - LRJ50

* Shelf Report Number	<input type="text" value="1"/>	...	Submit
* Report File	<input type="text" value="lrj_item10_spec_d"/>	📄	View History
Sort Report By	<input type="text" value="Call Number"/>	▼	Cancel
Report Format	<input type="text" value="00"/>	▼	Help

# Inventory Report

## Inventory Report (item-10) – Output file

- This service creates an output file that lists the items within a shelf report, as well as their inventory status (whether or not the item was found).

---

### Inventory Report

**Form Date:** 03/21/2012  
**SubLibrary:** LRJ50  
**Inventory Number:** 3  
**Sorted By:** Call Number

---

#### List of Items in Inventory

Bib Info:	Barcode:	Sub Library:	Call No:	Item Status:	Item Found:
Appleton, Richard B. The crisis of our time : a synthetic metahistory / Richard B. Appleton. New York : Carlton, 1977. 77 p. ; 21 cm.	33124000303262	Lake Region State College Lib	D16.8 .A6	No loan	Yes
Appleton, Richard B. The crisis of our time : a synthetic metahistory / Richard B. Appleton.	33124000303320	Lake Region State College	D16.8 .A6	No loan	Yes



# Additional Documentation

Additional documentation regarding Inventory, Online Inventory and the File Upload process can be found on the Circulation Training page and the Did You Know page of the ODIN website.

<http://www.odin.nodak.edu/?q=node/48>

<http://www.odin.nodak.edu/dyk>