September 2014

How to Complete a Stocktake

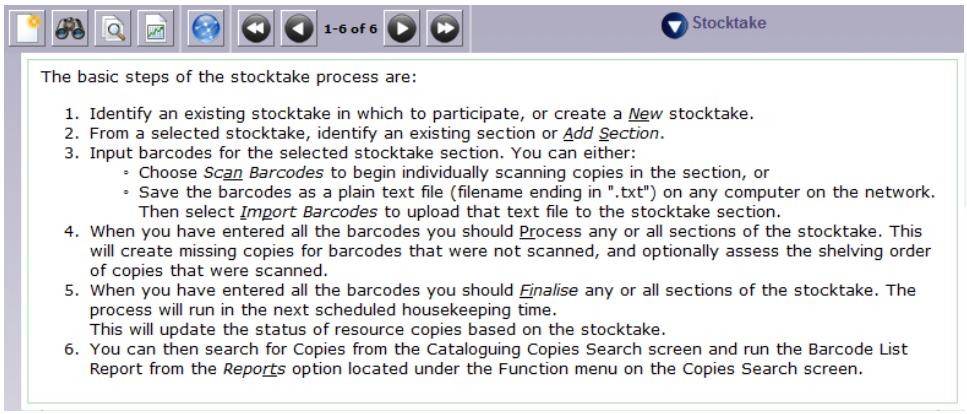
For Build 7.012 or later

How to Complete a Stocktake *September 2014*

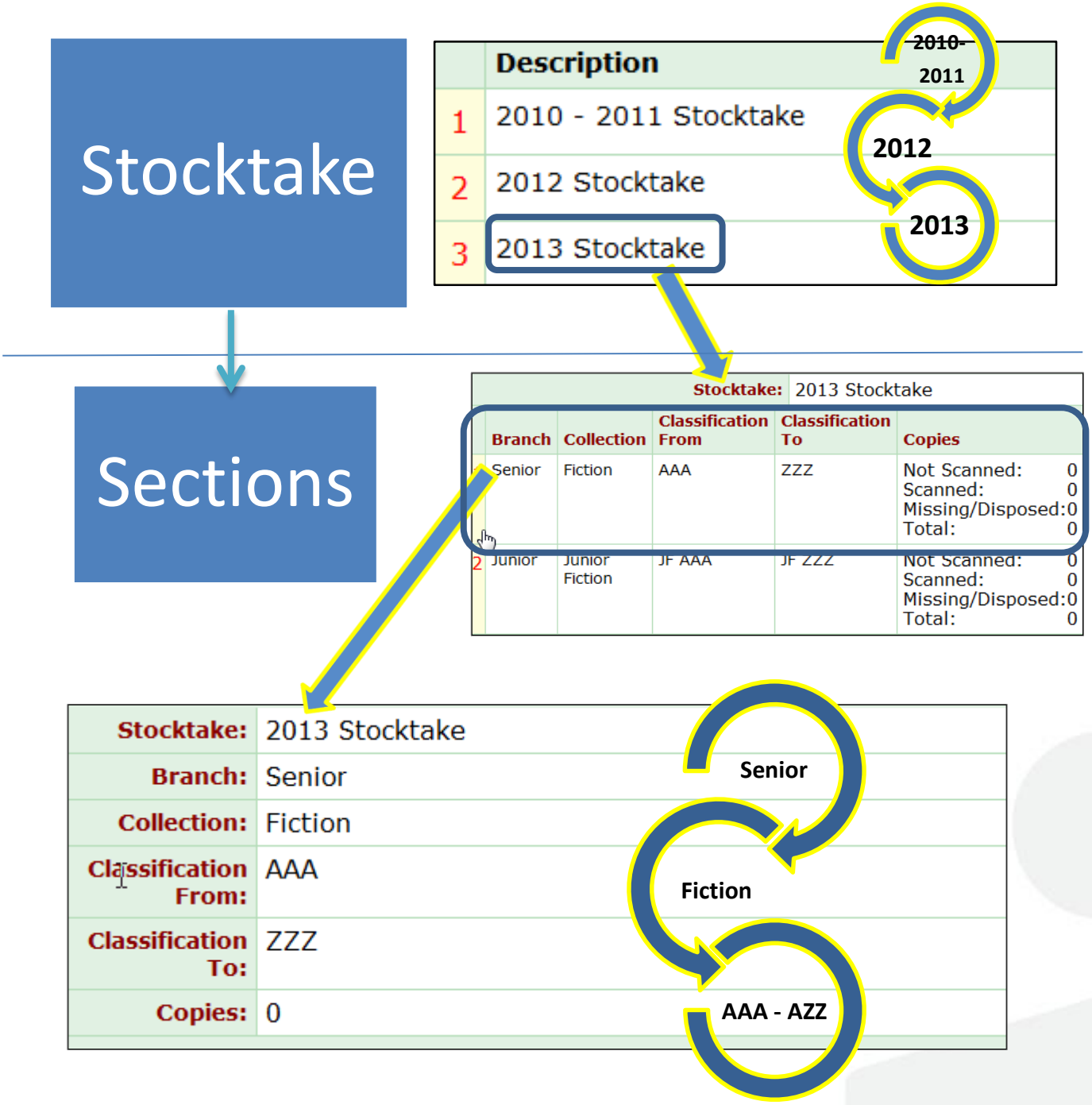
Introduction

The Stocktake, (or Inventory) process, is used to identify Copies that are currently missing and flag them as such. Identification and management of missing resources is outlined towards the end of this How-To guide.

Whilst the *Stocktake* home screen provides a brief overview of the steps required to successfully complete the Stocktake process, this guide will provide an explanation of the processes required to complete a stocktake.



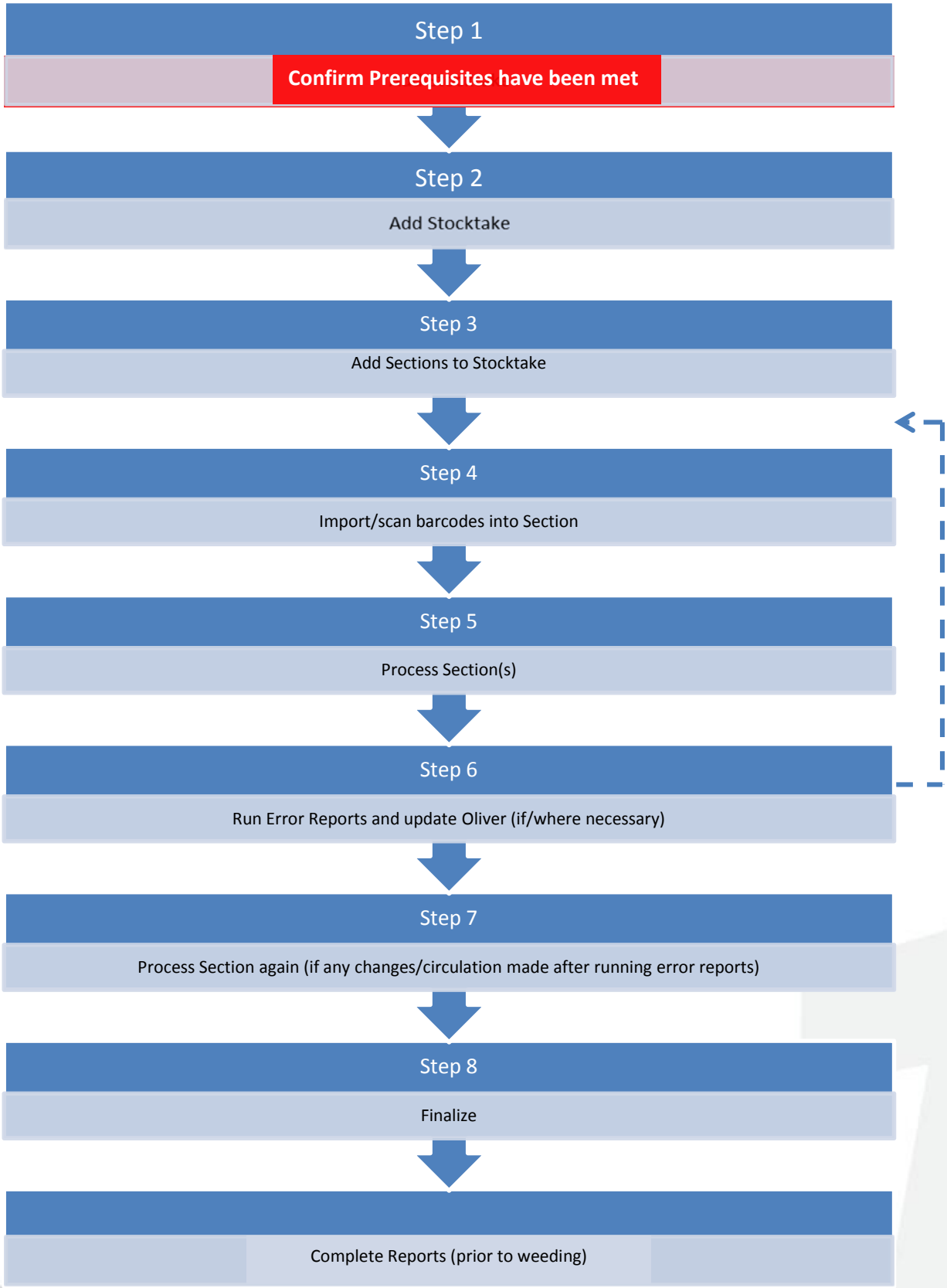
Typical Structure of a Stocktake



The diagram above shows that each Stocktake setup in Oliver should be for a particular year. The Branch, Collection and Classification ranges of resources are all specified in the Stocktake Section; which is a part of a Stocktake. Each Stocktake can have many Sections.

For reporting purposes, it is important to keep this structure and to not delete previous Stocktakes using the 'Delete' link. This ensures that reporting comparisons can be made between different Stocktakes.

Basic Stocktake Workflow

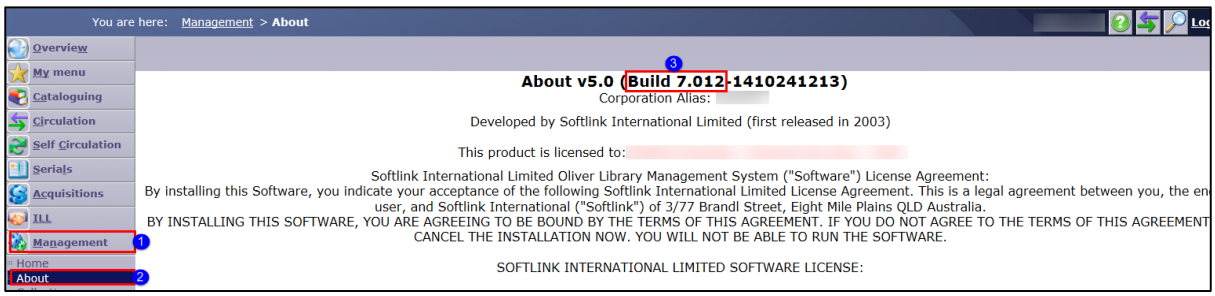


Prerequisites

It is **VERY** important that you confirm the Prerequisites listed below have been met before starting on your 2014 Stocktake.

1. Using Build 7.012

Please ensure the current build and patch is Build 7.012 or later. Navigate to **Management** > **About**



If you are not currently on Build 7, please check with your IT team to confirm when the Build 7 upgrade was received. If your IT team are not aware of the upgrade, please contact Softlink Support so that we can send it out to you.

If you are on Build 7, but you are not yet on patch 012 (eg Build 7.012), you are able to login to the Softlink Helpdesk, navigate to **Oliver Downloads** and click on **Utilities**. The latest patch should be available for download and application by your IT person.

2. Classification system and Copy derived fields

Classification system

Parameter 2033 should be set to No if the Dewey Decimal Classification (DDC) system is being used *(and Library of Congress classification is not used at all)* **in your catalogue to ensure that your classifications are in the correct (sortable) state for your Stocktake.**

The parameter can be accessed via **Management** > **Parameters**, and then searching for the parameter number (ie. 2033)

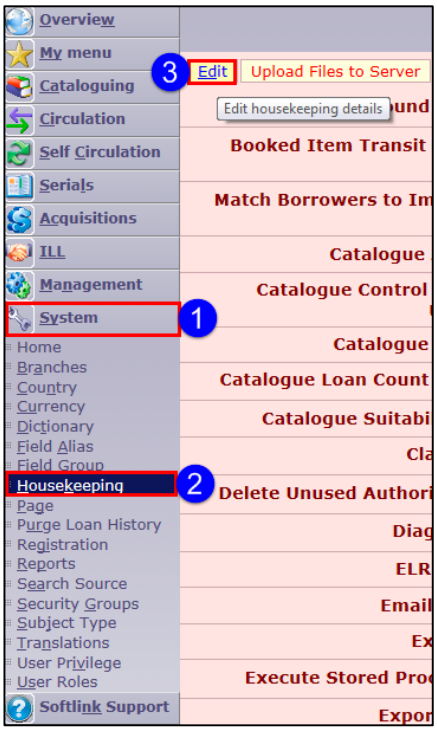
2033	Support Library of Congress classification sorting	No

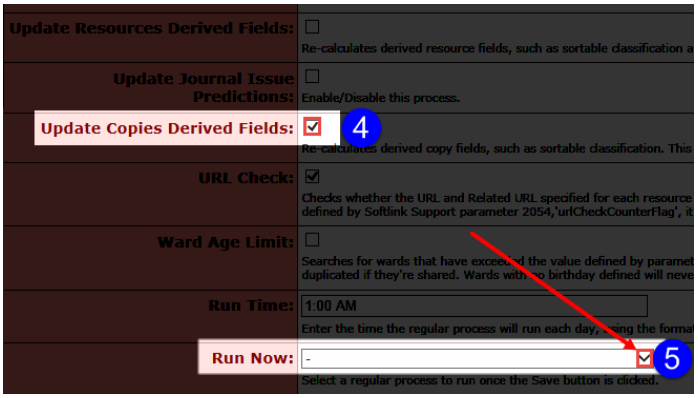
Copy derived fields

A Housekeeping process MUST be run, just once, before starting a Stocktake. This will update derived copy sortableClassification information in your Catalogue and will not change Copy Classifications.

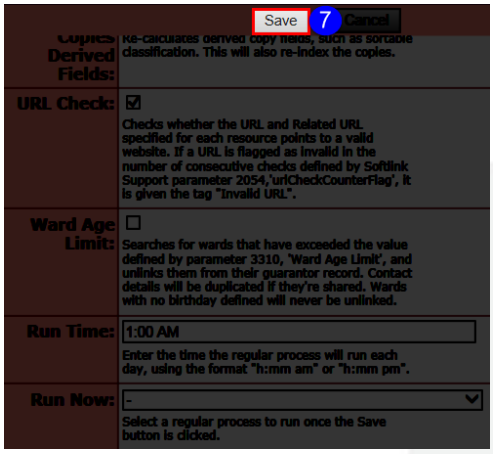
The Housekeeping process you will be running is called **UpdateIssueRegularProcess**, which can be found in the Housekeeping **Run Now** menu. The following steps show how to run the Housekeeping process manually.

- Navigate to **System** > **Housekeeping**
- Click the **Edit** link
- Tick **Update Copies Derived Fields**
- Scroll down to the bottom of the screen and select **UpdateIssueRegularProcess** from the **Run Now** menu
- Click **Save** to run the housekeeping process manually





Note: The process will run in the background, and should take approximately 10 minutes at the most.



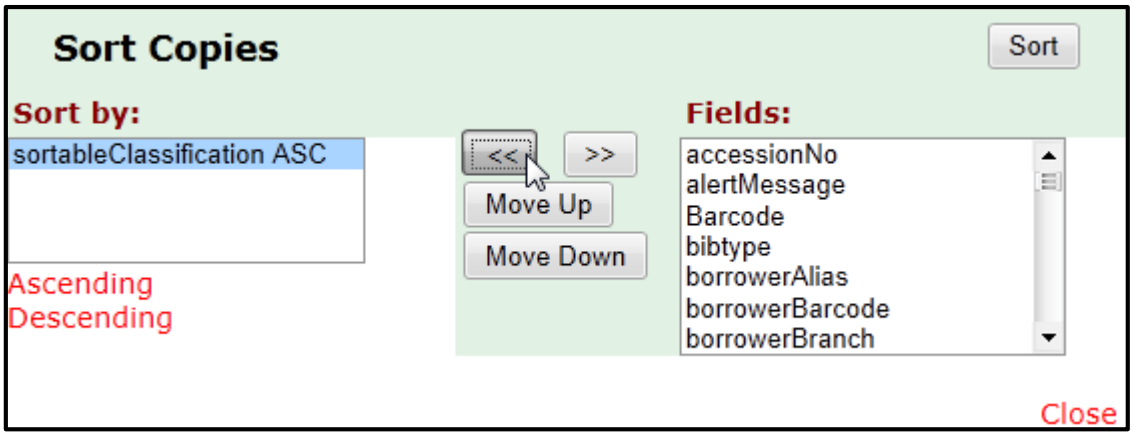
3. Basic Collection checks before starting a Stocktake

Shelf Location Check

The presence of inconsistent shelf location data can hinder the accuracy of your stocktake. These problem records can be identified by performing a search in your Catalogue and sorting the results in Shelf Order.

To perform a search for all barcodes within a collection, navigate to **Cataloguing** > **Copies**, select a Collection, and click the (green) Search button.

From the Search result, you can click the Sort button  and select the **SortableClassification** field by clicking the left double arrow.



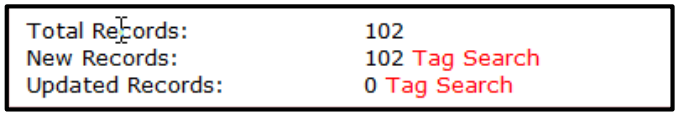
Checking the first page and the last page will help you to identify any Copies which have had problems being catalogued.

Recent Catalogue Imports

Records that have been added from imports from a Cataloguing Service (such as SCIS) can be checked for accuracy. For example, to check that shelf locations have been updated where necessary.

To check the Cataloguing accuracy of previously imported Copies, navigate to Management > Imports, and click the numbered link to the left of an import that you wish to check.

From the Import Detail screen, you are able to see a summary of newly added, and updated records. Beside each tally, is a **Tag Search** link which will take you to a search result showing the resources which have been imported.



From the search results, you will see the Titles which have been imported. Selecting the **Browse Copies** option from the *Resources* function menu (the drop-down menu found in the top-right area of your screen) you can then see all Copies attached to those Titles.

Creating a New Stocktake

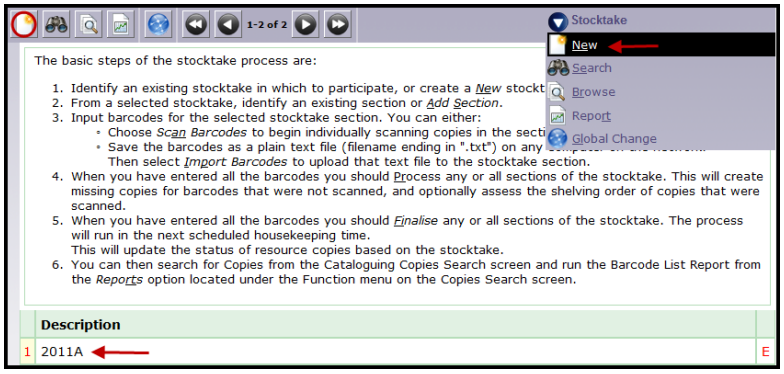
Note: It is recommended that **Weeding be completed before beginning the Stocktake**, or after the Stocktake is complete, when all required reports have been run following Finalise.

It is fine to continue normal loaning/returning via Circulation Desk after having started a Stocktake, however you should **always scan the barcode into its assigned Stocktake Section after it has been returned in Circulation Desk**.

A stocktake is comprised of the following components:

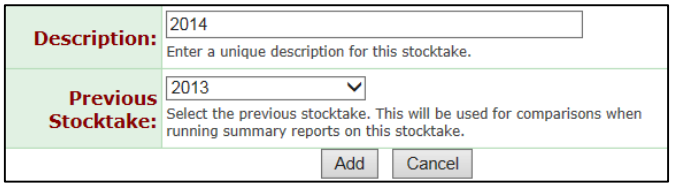
1. **Stocktake:** The name of a stocktake is usually the **year** in which it is started. Eg 2014
2. **Stocktake Sections:** A Section of your library that is scanned as part of your stocktake. This can be many small selections (Sections), or even the entire library.

Any existing Stocktake created will display in the grid in the bottom half of the ***Cataloguing*** > ***Stocktake*** screen.



1. Select **New** from the **Stocktake** function menu (on the ***Cataloguing*** > ***Stocktake*** screen), or click the **New** Function icon (first icon on the top left of the screen).

2. The *New Stocktake* screen will display.



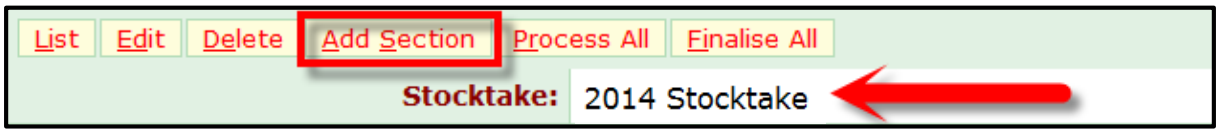
3. Enter a Description (eg: **2014)**

4. Select the previous Stocktake performed (if applicable)

5. Click the **Add** button.

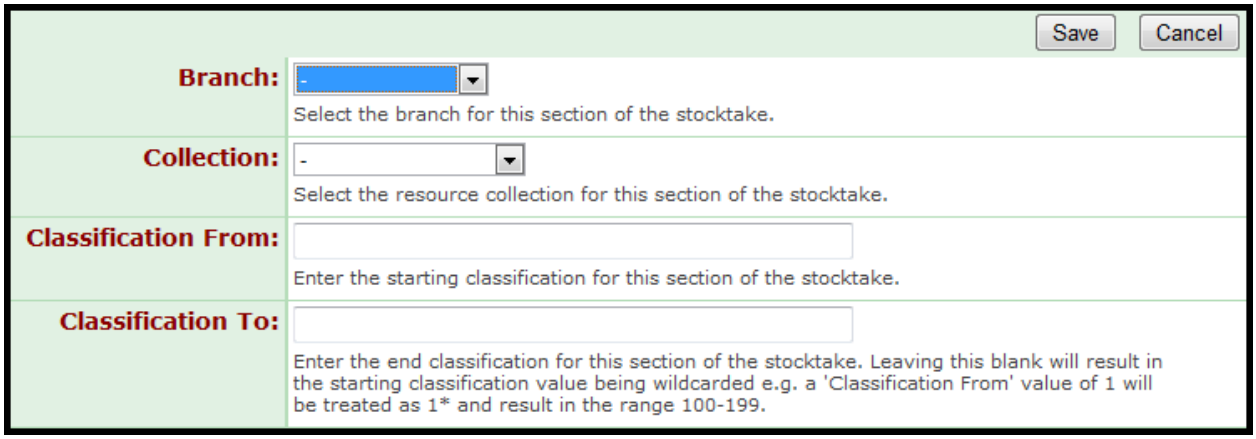
6. The *Stocktake Section List* screen will display. The *Stocktake* field will be populated by the Description entered in the previous screen.

Add a Section



Note: While it is possible to click the Delete link to delete a Stocktake, or a Stocktake Section it is inadvisable to remove previously completed Stocktakes before adding your new Stocktake. This allows more through reporting on all Stocktakes.

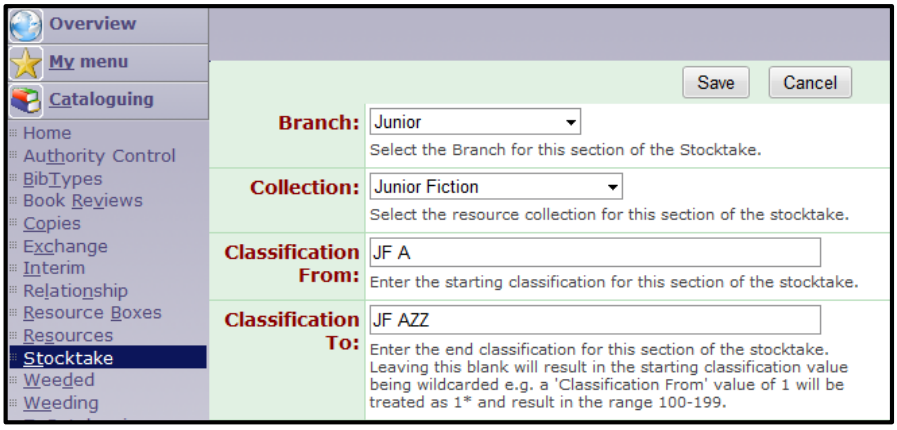
1. Click the **Add Section** link (circled in the above screen example).
2. The *Add Section* screen will display.



3. There are four fields that can be completed, or left blank, depending on whether you prefer to stocktake small Sections of your stock or create one stocktake Section which includes all of your stock.

- Click the down arrow at the end of the *Branch* field and select the applicable Branch. To include all copies in all Branches within your system leave the Branch field blank.
- Click the down arrow at the end of the *Collection* field and select the applicable collection. To include copies in all Collections leave the field blank.
- To include only copies in a Classification Range enter the classification in the *Classification From* field for example **JF A**, then enter the last classification you wish to include in the *Classification To* field. Eg: **JF AZZ**
- Leaving the Classification To: value blank will result in the *Classification From* value being wildcarded. Eg: If the *Classification From* value was **JF A**, the *Classification To* value would default to **JF A***

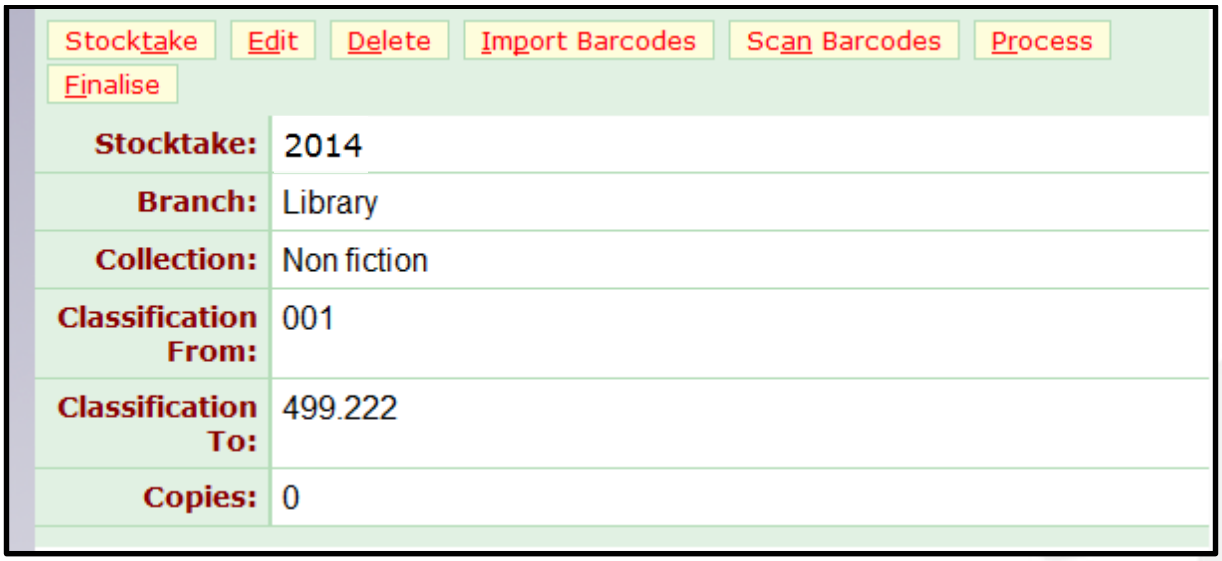
Note: It is not mandatory to enter classification Range in the **From** and **To**. If you wish to include all copies in a particular branch, and/or Collection you can leave both classification fields blank to indicate All Copies.



4. When all selections have been completed, click the **Save** button.

The Stocktake Section *Detail* screen will display. In this example the 2014 Stocktake Section has been created for items from:

- 'Library' Branch
- Non Fiction
- From Classification 001 To 499.222
- The zero (0) value that automatically displays in the Copies field will increment with every Barcode that is subsequently scanned in.



Note: You can create the Stocktake, (eg: **2014**), as well as any related Sections then return to them at a later date when you are ready to begin the actual stocktake.

Adding Barcodes to a Stocktake Section

Barcodes can be scanned into a text file which can then be imported, or scanned directly into Oliver. You can scan/import barcodes multiple times over many days, so that you are not limited to just scanning or importing once. Softlink recommends that this method be used as it creates a redundancy if there are any scanning errors caused by your barcode scanner (which could require you to delete, then re-enter barcodes).

It is important to try and weed all items which need to be weeded prior to importing any barcodes (ie starting your stocktake) as it is recommend not to Weed items during the Stocktake process.

Once you have completed your Stocktake, it is important to complete your reporting prior to Weeding.

Importing Barcodes

The barcode import method is used for the following scenarios:

- Wheeling a laptop around the library and scanning the barcodes directly into a text file
- Using a portable scanner which produces a text file when returned to it's base station.

This method can be advantageous in case you ever need to re-import a large number of scanned barcodes into a Stocktake Section.

Creating your (barcode) text files

Windows Text files can be accessed via Notepad, and MAC text files can be accessed via TextEdit

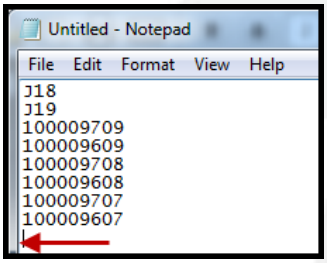
1. A text file containing barcodes from your Stocktake Section can be created via one of the following methods:

Portable Barcode Scanner

i. Once you have completed scanning all the barcodes into the portable reader open Microsoft Notepad via the *Windows Start Menu > Programs > Accessories > Notepad*.

ii. Using the the scanner manufacturer's instructions, transfer the contents into the Notepad screen.

iii. The barcodes should list one per line.



iv. Ensure there is a blank line after the last barcode then save the file with an easily identifiable name in an accessible location. Ensure the file ends with

.txt. Eg. Save the .txt file into a folder on your desktop so it is easy to find later.

Tip: Once the file has been successfully imported into the Stocktake Section it may be necessary to manually clear the scanner's memory before starting to scan barcodes if you have more than one Section.

Scanning into a text file

i. To scan barcodes directly into a text file, you will need to open Microsoft Notepad via the *Windows Start Menu > Programs > Accessories > Notepad*.

ii. Place the cursor into the text file by left-clicking anywhere inside the blank text file.

iii. Begin scanning the barcodes for your stocktake

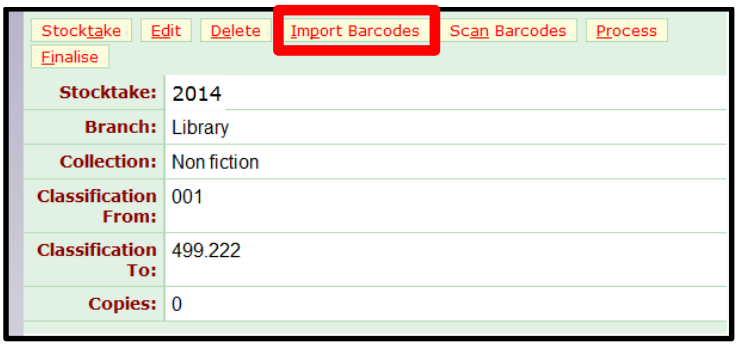
iv. Save the file with an easily identifiable name in an accessible location. Ensure the file ends with **.txt**. Eg. Save the .txt file into a folder on your desktop so it is easy to find later.

Importing your barcode text file

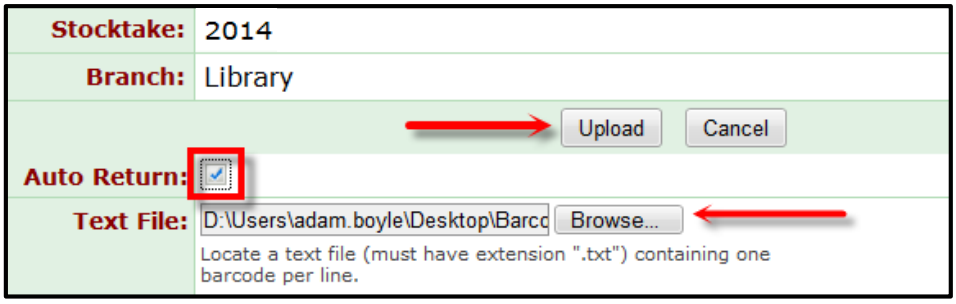
After creating your text file(s) containing the barcodes you have scanned, you then import them into your Stocktake Section(s).

To import the barcodes into your Stocktake Section(s), you can follow these steps:

1. In each Stocktake Section details screen, you will see an **Import Barcodes** link.



2. A screen will display asking you to locate and import the Barcode text file that you created and saved earlier. Click the **Browse** button, locate the file and double click to load it into the *Text File* field.



3. Click the **Upload** button to begin the import.

AUTO RETURN – This needs to be ticked during an import of barcodes into the Stocktake to automatically return all copies you have scanned in your import file from being On Loan.

4. The *Scan Copies* area will display. The *Copies* field will indicate the number of barcodes imported. The imported barcodes and any applicable corresponding messages will display.

5. The screen will display **10** Barcodes per page. The *Back* and *Forward* arrows enable you to move through all the pages of barcodes while the number between the arrows indicates the number of pages.

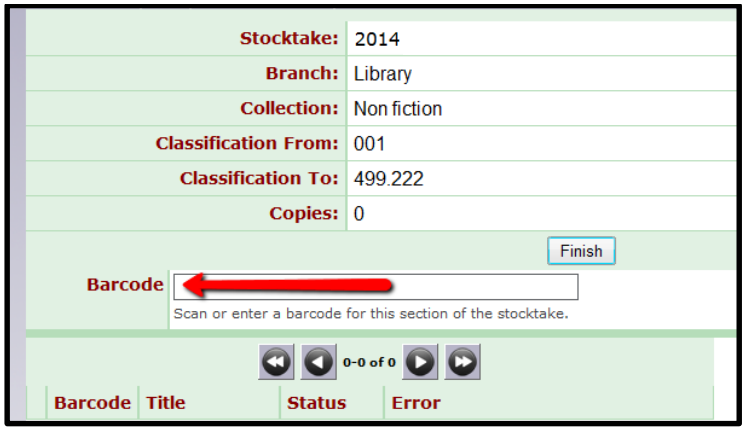
A report can be run after processing your section of imported barcodes which shows the same errors seen immediately when scanning barcodes directly into Oliver.

Scanning directly into Oliver

You are able to scan barcodes directly into a Stocktake Section so you are able to see stocktake error messages as you are scanning.

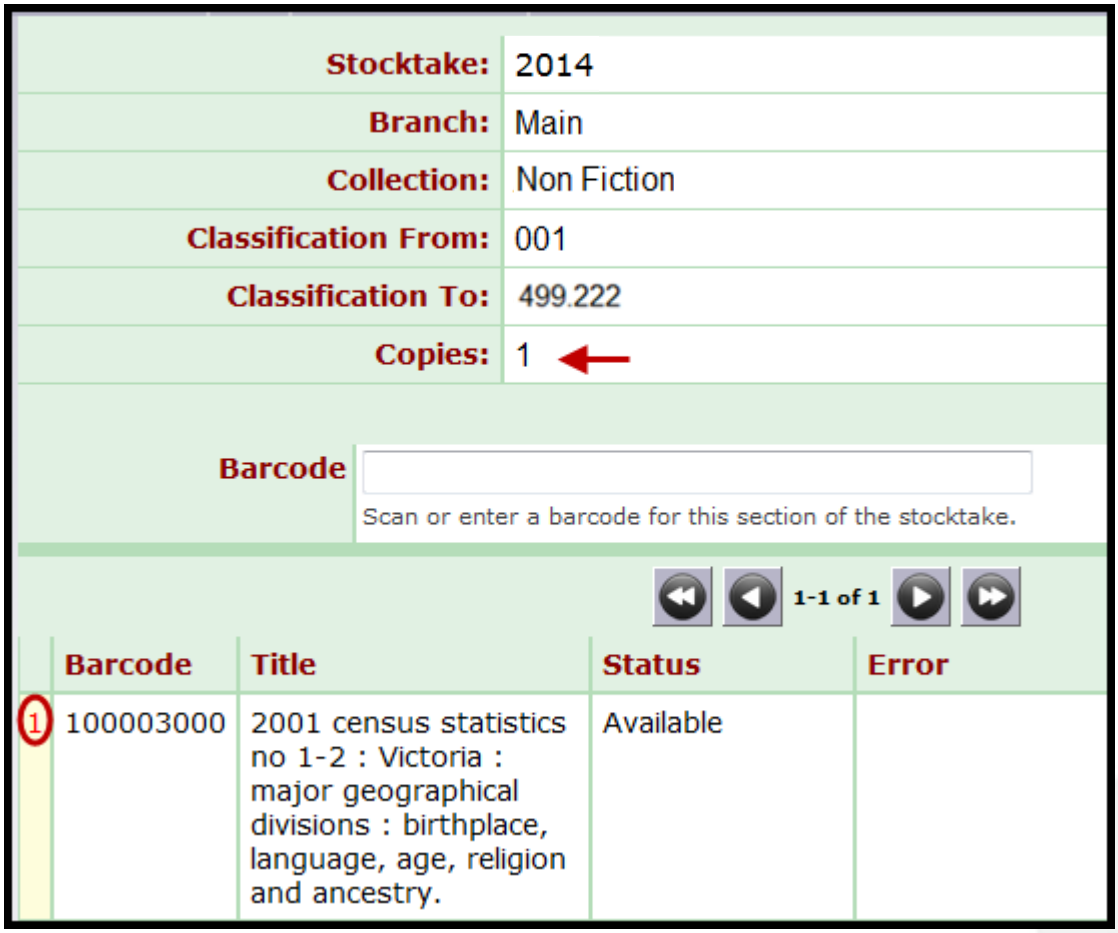
1. Click the *Scan Barcodes* button.

2. Manually scan or enter the applicable Barcodes into the *Barcode* field.



3. If you are manually entering the Barcodes press the **Enter** key on your keyboard after each entry. Scanning Barcodes does not require pressing the Enter key.

Note: As barcodes are entered the number in the Copies field increments accordingly.



4. While scanning, the screen will display 10 Barcodes per page.

5. To view more than 10 barcodes, or when scanning is complete, click the **Finish** button. The Back and Forward arrows enable you to move through all the pages of barcodes while the number between the arrows indicates the number of pages.

To continue scanning, simply click **Scan Barcodes.**

Process Stocktake

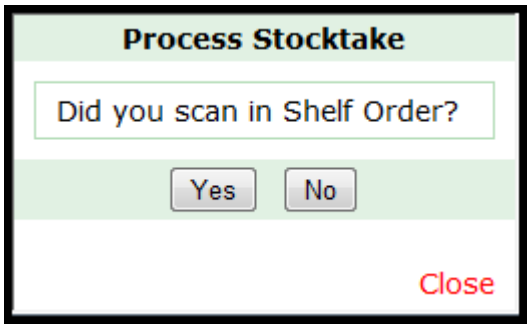
Processing a Stocktake Section is necessary because your Oliver system will perform several processes in the background and identify the statuses of Barcodes (Copies) that have not been scanned, Missing, On Loan, etc. This is the next step after completing the import/scanning of barcodes into Stocktake Sections.

You have the option of Processing all Sections in your stocktake at the same time via the Process All link on the Stocktake Details screen.

1. Once all the relevant barcodes have been added to the Stocktake click the **Process** button.
2. Clicking the **Process** button instigates the "process" to locate all barcodes that were not scanned but not flagged in the system as *On Loan* for the Section.

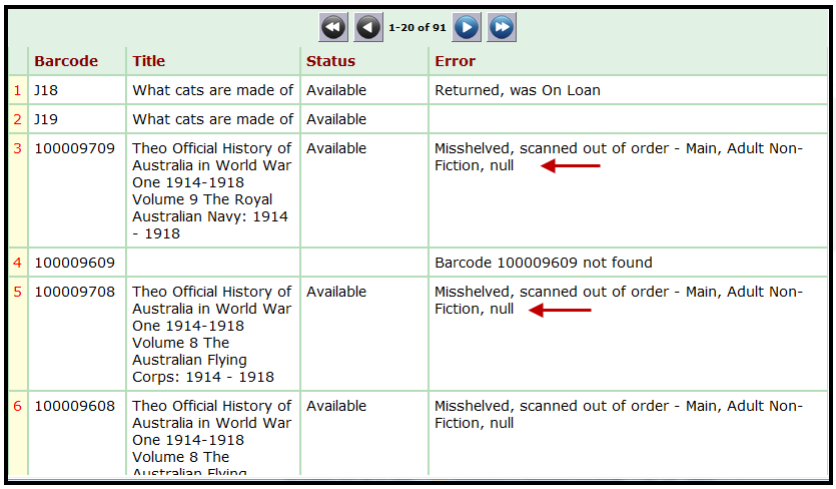
Note: In the main Stocktake Detail screen, a Process All button will also display which can be used if you wish to process all Sections at once.

3. The *Process Stocktake* pop-up screen will display asking "Did you scan in Shelf Order?"



4. Click the **Yes** button if you have scanned in Shelf Order. The *Stocktake Detail* screen will display, identifying any copies which - according to the order in which the copies should have been scanned - were misshelved.

   The following screen should then show:



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	Barcode	Title	Status	Error
1	J18	What cats are made of	Available	Returned, was On Loan
2	J19	What cats are made of	Available	
3	100009709	Theo Official History of Australia in World War One 1914-1918 Volume 9 The Royal Australian Navy: 1914 - 1918	Available	Misshelved, scanned out of order - Main, Adult Non-Fiction, null
4	100009609			Barcode 100009609 not found
5	100009708	Theo Official History of Australia in World War One 1914-1918 Volume 8 The Australian Flying Corps: 1914 - 1918	Available	Misshelved, scanned out of order - Main, Adult Non-Fiction, null
6	100009608	Theo Official History of Australia in World War One 1914-1918 Volume 8 The Australian Flying	Available	Misshelved, scanned out of order - Main, Adult Non-Fiction, null

NOTE: Copies with a Status of **Available** (at the time the Stocktake Section was added) which have not been entered into the Section, will show the **Not Yet Scanned** error after the **Process** button is clicked.

It is acceptable to continue circulation (loaning and returning) during a Stocktake, as the Stocktake will note that any Barcodes which are on loan have been loaned out.

After a copy has been returned in Circulation Desk it is necessary to add the barcode to the relevant Stocktake Section in your current Stocktake as Circulation Desk will not automatically add these barcodes to a Section once they have been returned.

Error Messages

After Processing a Stocktake Section, you are able to review the Stocktake errors and make any necessary adjustments to your catalogue/library before Finalising. This provides the opportunity to resolve specific error messages, such as scanned items which were previously marked as on loan. These steps could also help to identify barcodes that have not been scanned.

Note: To report on Copies which were already missing before Processing your Stocktake Section, please navigate to Cataloguing > Copies > Search, and search for the status of: Missing.

In your search, select the branch, collection and/or classification range which matches the stocktake section. Report using the Shelf Check Report (and sort order of Branch, Collection, sortable classification.)

1. Error messages relating to the barcodes, as they are listed in the screen, will display in the corresponding *Error* column cell.

	Barcode	Title	Status	Error
1	v5900	100 words to make you sound smart	Missing	Item status is Missing Misshelved - Main, Adult Non Fiction, PE1449 .A147 2006 422
2	v5088	Religion	Available	
3	100005004	Religion	Available	
4	100005003	Religion and American culture	In Transit	Returned, was In Transit
5	100005002	Religion and American culture	Available	
6	v0320	A 10 year celebration	On Loan	Item status is On Loan On Loan, return via Circulation Desk. Misshelved - Main, , Riversong CD02715
7	10006630			Barcode 10006630 not found
8	100009915	Moral geography : maps, missionaries, and the American frontier	Missing	Item status is Missing

When all the barcodes have been scanned, or imported, and the **Finish** button has been clicked, the resulting screen will indicate the total number of copies entered, and the Barcode, Title, Status or Error message information.

Stocktake | Edit | Delete | Import Barcodes | Scan Barcodes | Process | Finalise

Copies: 35

Error Copies | List

1-20 of 35

	Barcode	Title	Status	Error
1	J18	What cats are made of	Available	Returned, was On Loan
2	J19	What cats are made of	Available	
3	100009709	Theo Official History of Australia in World War One 1914-1918 Volume 9 The Royal Australian Navy: 1914 - 1918	Available	
4	100009609			Barcode 100009609 not found

An *Error Copies* and *List* button will also become available.

Tip: *If the Stocktake for this Section* ***is not completed*** *(and* ***the Finalise process not instigated****) you can come back to the Scan Barcodes area later by accessing the Stocktake List screen and clicking on the red number corresponding to the Stocktake you wish to return to. Then click the* ***Scan Barcodes*** *button and recommence entering/ importing Barcodes. This can be done multiple times over a period of days.*

Error Copies button - A list of copies subject to an Error message will display when the **Error Copies** button is clicked. Note that any barcodes with the message '*Returned was On Loan*' are not included in the Error Copies screen.

Stocktake | Edit | Delete | Import Barcodes | Scan Barcodes | Process | Finalise

Stocktake: 2014

Branch: Main

Collection: Adult Non Fiction

Classification From: 001

Classification To: 499.999

Copies: 25

Error Copies | List

1-20 of 25

	Barcode	Title	Status	Error
1	100003000	2001 census statistics no 1-2 : Victoria : major geographical divisions : birthplace, language, age, religion and ancestry.	Available	

List button - Clicking the **List** button will display a List screen of all barcodes scanned.

All Copies button - This button displays when you have re-accessed a Section in an un-finalised Stocktake Section to continue scanning barcodes (see below).

Generate a Stocktake error report

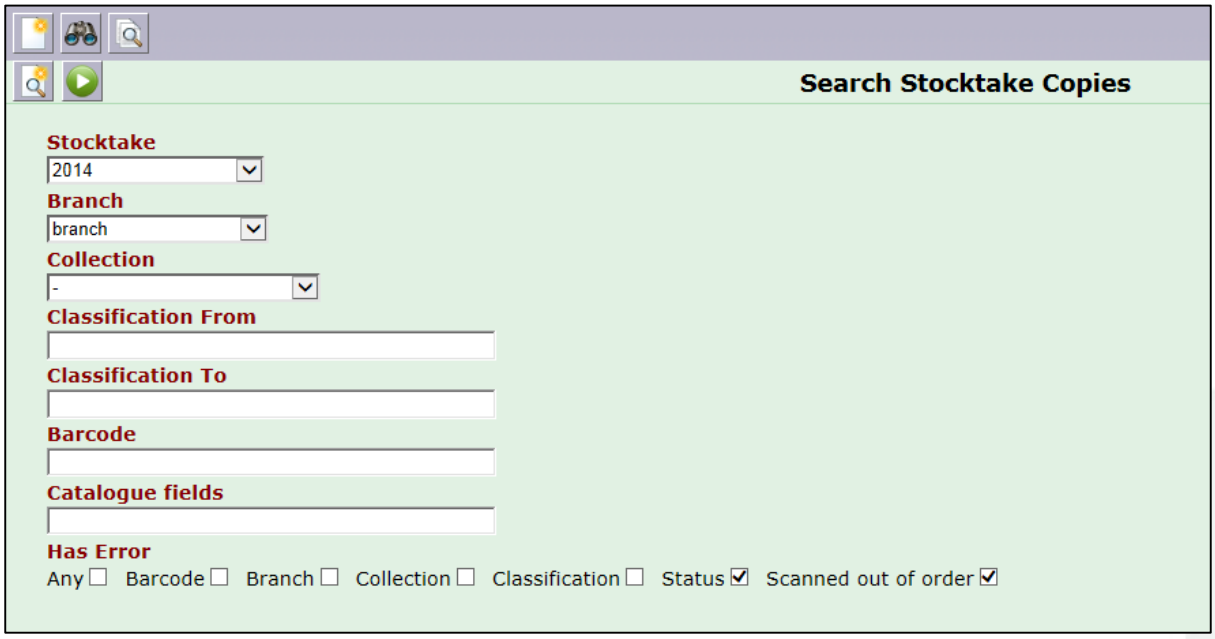
To list the errors in a stocktake Section in a report, you can follow these steps:

1. From any Stocktake Section detail screen in your Stocktake, click the **Error Copies** link
2. Click **List**
3. Click the Generate Report button
4. Select the **Stocktake Catalogue** report, and click **Go**

Alternatively instead of step 2, choose **Search**. Check the stocktake, branch and any collection or classification which matches your desired selection.

Under the **Has Error** Section:

1. Tick the **Status** checkbox (this lists all resources which will be changing status when the stocktake is finalized in your search results).
2. Tick the **Scanned out of order** checkbox
3. Then click the Search button, and generate the **Stocktake Catalogue** report (see previous step 4).



Adding Copies not yet scanned/missed

Any barcodes that are found before Finalising, can be added to the appropriate Stocktake Section by either scanning (or importing) the barcodes.

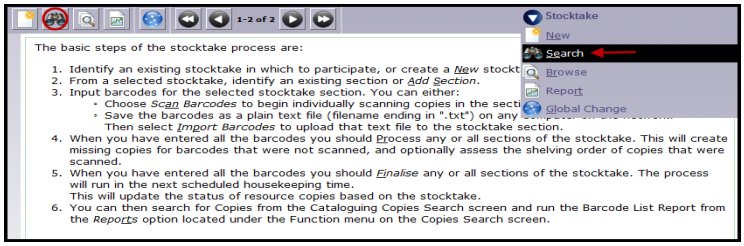
Any barcodes subsequently scanned or imported into the appropriate Stocktake Section will have their Missing Copy message replaced with '*Found copy: This copy was missing from the stocktake but has since been scanned*'.

Searching the Scanned Copies

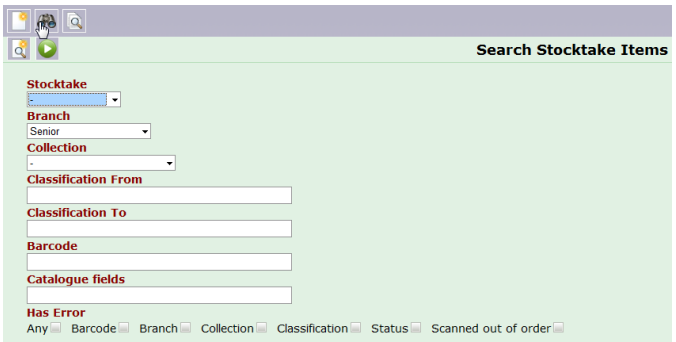
You can search for Scanned copies in any Stocktake that exists.

From the main *Stocktake* screen select **Search** from the Stocktake **Function** menu, typing '**se**'

or click the **Search** icon 



The *Search* screen will display.



Complete the Search options to return the required copies in a search result. You will be required to select the same Stocktake/Branch/Collection as was chosen when setting up the Section.

For a breakdown on the function of each checkbox, you can hover your mouse over the checkbox or refer to the definitions below:

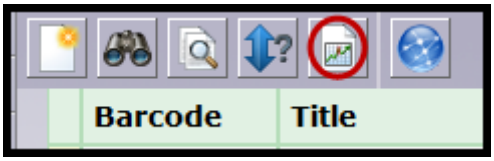
Any	Search for copies which contain any error flags
Barcodes	Search for scanned barcodes that were not found
Branch	Search for Copies which were scanned into the wrong Branch
Collection	Search for Copies which were scanned into the wrong Collection
Classification	Search for Copies which were scanned into the wrong Classification
Status	Search for Copies which had the wrong status, such as those that were scanned but should not be in the library, or those that were scanned but were only identified during processing.
Misshelved	Search for Copies which were scanned in the wrong shelf order (identified during processing)

Example: You may wish to search for all Barcodes in a specific Section which show the status of Misshelved or Not Yet Scanned. To bring up these barcodes in a search result you would select **Status** and **Misshelved** checkboxes in the *Has Error* Section and click the **Go** icon.

	Barcode	Title	Status	Error
1	100009702.			Barcode 100009702. not found
2	D1724			Barcode D1724 not found
3	100009609			Barcode 100009609 not found

Tip: Searching for scanned copies can be done before or after the Process and Finalisation steps.

If you want a list of all Barcodes, related to a specific Stocktake, design your search accordingly. You can generate a report from the Results list by clicking on the **Generate Report** icon.



Error Message definitions:

Definitions of each Stocktake error message can be found in the table below:

Message	Meaning	Action(s) required
Blank (no message)	Item is in the correct place (as Specified by the Section settings) on the shelf.	None. The item has been included in the Stocktake.
Not yet scanned	The item was expected to be included in the Section by the Stocktake. When Adding a new Section, Classification Ranges, Collections, Branches set the Section to expect resources to be scanned which fall into the specified criteria	Perform a Cataloguing > Copies > Barcode search for the barcodes showing as 'Not yet scanned' Alternatively, a multi-barcode search can be performed in Cataloguing > Copies > Multi-Barcode search **NOTE** – These Copies will be changed to a status of **Missing**, if they are not scanned/included in the Stocktake

Message	Meaning	Action(s) required
Not Found	This barcode cannot be located in your catalogue	Correct, or add the barcode to the catalogue and Process the Section again.
Misshelved **Misshelved, scanned out of order**	If 'Scanned in Shelf Order' has been selected, the barcode has been picked up as out of order. The barcode has been added into this Section, however it should have been added into another Section	• Confirm whether 'Scanned in Shelf Order' has been selected. If so, make the necessary adjustment to the shelving of the resource. • Check the Classification Range, Collection, and Branch specified in the Section's settings, and compare the Copy's details against the Section settings to see whether it matches what is being expected. • Tip: In Build 6 and onwards, the Misshelved status gives details as to which criteria is not being matched. *E.g..* ***Misshelved – wrong Collection***, ***Misshelved – Scanned out of Order***
On Loan **Was On Loan when this stocktake Section started**	Item was currently "on loan" when this Stocktake was Processed. E.g.It was on loan, and re-shelved without being returned.	Return the item via Circulation Desk and Process the Section again. Alternatively, you can leave this as is and it will show as 'On Loan' in the Stocktake. It is recommended that the item be returned before Finalising so it is not left 'On Loan' even though it has been returned to the shelf.

Finalise and Finalise All

After having Processed the Sections in your Stocktake, the next step is to Finalise the Stocktake data you have collected. You have the option to Finalise specific Sections of your Stocktake (Finalise) as you finish them, or all Sections in your Stocktake (Finalise All) after finishing all Stocktake Sections.

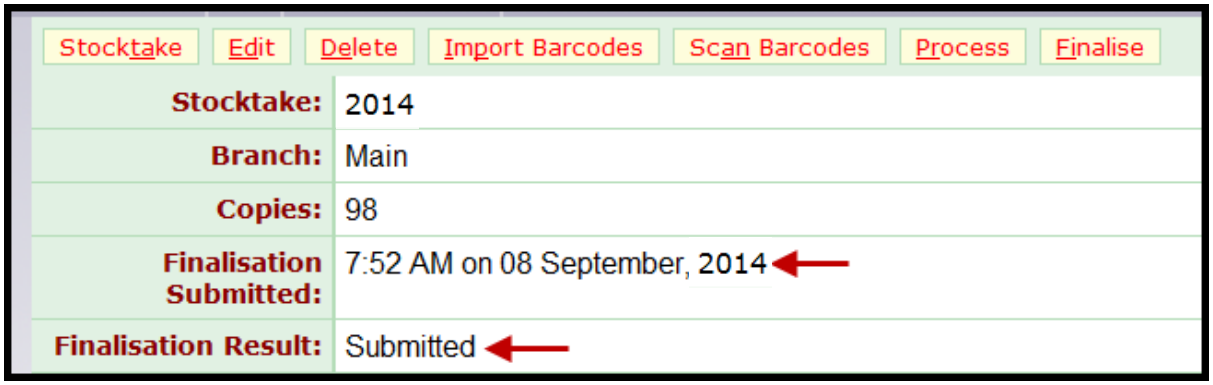
After submitting a Stocktake Section, or all Stocktake Sections for Finalisation, there can be no further changes made to that Section, or Stocktake respectively.

Clicking the ***Finalise All*** button on the Stocktake detail screen, or ***Finalise*** on the Section detail screen is the first step in the finalisation process. It will submit the Stocktake/Section to a queue for finalisation during the next *Housekeeping.* By default, the **Stocktake Finalisation** process will be active in your Housekeeping settings. If not, it will need to be set to run as part of the Housekeeping regular process.

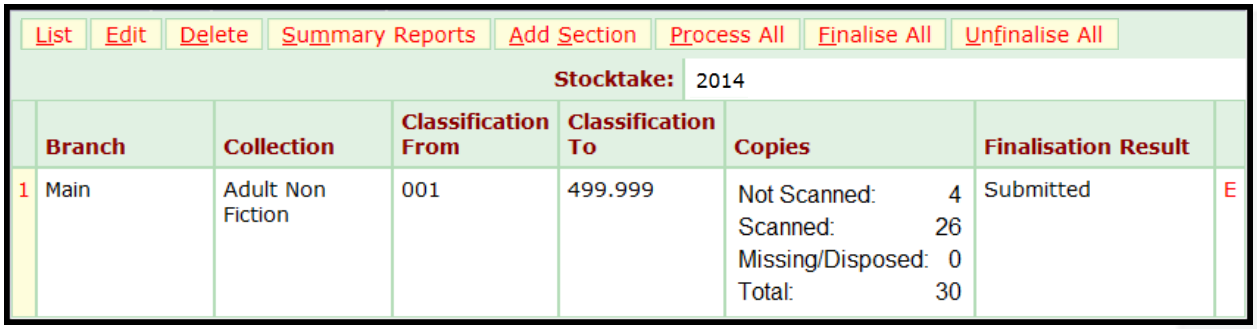
Here is an example of the Finalisation process:

1. Click the **Finalise** button

2. The *Finalisation Submitted* field will display the date and time stamp indicating when the Stocktake was submitted for Finalisation, and the *Finalisation Result* field will display the term Submitted.



3. Go then to the *Cataloguing* > *Stocktake* > *List*.



4. In the *Stocktake List* screen (above) the following information is available:

- In the *Finalisation Result* column **Submitted** displays.

- In the *Copies* column details on the number of copies scanned, not scanned and whose status has changed to Missing/Disposed.
- In the *Classification From* and *To columns*, if these options were used to design the Stocktake Section, the applicable numbers will display.
- If a particular Collection was used as part of the design of the Stocktake Section it will display in the Collections column.
- If a particular Branch was chosen as part of the Stocktake Section it will display in the Branch column.

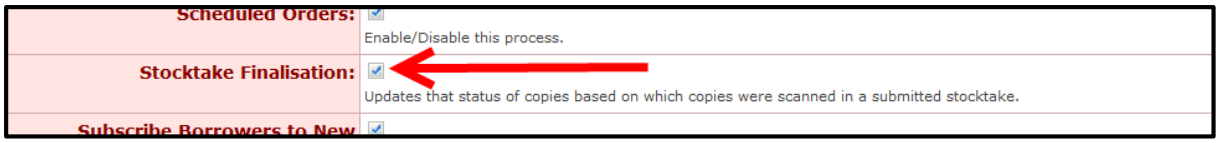
Note: If you have Finalised a Stocktake/Stocktake Section in error, it is possible to click the Unfinalise/Unfinalise All link to prevent the Finalisation from occurring. This can only happen before the Housekeeping process that is responsible for completing your submitted Finalisation has run.

Stocktake Finalisation in Housekeeping

To ensure the Stocktake Finalisation process is set to run as part of the Housekeeping, you can follow these steps:

1. Navigate to *System* > *Housekeeping* and click the **Edit** button.

2. Scroll down to locate the ***Stocktake Finalisation*** option and if a tick does not display in the corresponding checkbox click in it.



3. The next time the Housekeeping process runs (normally every night after 12.00am) the stocktake will be finalised.

Note: If a tick already displays in the checkbox this means that every night when the Housekeeping process runs it will check for Stocktakes which have been submitted.

4. The *Stocktake* > *List* screen will display **Completed** in the *Finalisation Result* column when the Housekeeping process has been run successfully.

List | Edit | Delete | Summary Reports | Add Section | Process All | Finalise All | Unfinalise All

Stocktake: 2014

	Branch	Collection	Classification From	Classification To	Copies	Finalisation Result	
1	Main				Not Scanned: 1 Scanned: 42 Missing/Disposed: 55 Total: 98	Completed	E

5. In the *Stocktake > Detail* screen the *Finalisation Submitted*, *Finalisation Started* and *Finalisation Completed* fields will contain the applicable date and time stamp, while the *Finalisation Result* field will display **Completed,** if the Housekeeping process was run successfully.

Note: While the Housekeeping process can be run manually via the Housekeeping settings screen via **RUN NOW** (Menu) > **StocktakeFinalisationRegularProcess,** this is **not** the recommended method as this can impact adversely on a system's performance.

Reporting

Stocktake Summary Report (All Stocktakes)

This report is additional to the Stocktake Summary report (which assumes that all items in the library are included in each stocktake from year to year) by running across all stocktakes and allowing library staff to draw comparisons.

For a summary of your Stocktake (after Finalisation) you are able to access the Stocktake Summary (All Stocktakes) Report via **Cataloguing > Stocktake > Select your Stocktake > click Summary Reports > Stocktake Summary Report (All Stocktakes) > Go** to retrieve the following information:

Date	Description	New items	Items recovered	Net additions	Items missing	Total items

The report will include a summary of all previous Stocktakes. If you would like to narrow down this report to just one particular stocktake this can be achieved through easy manipulation of the resulting Microsoft Excel report. Exclusion of unwanted (previous) stocktakes for example.

1. **New items** - item has not been seen in ANY previous stocktake done.

2. **Items Recovered** - reverse of missing (was not scanned or loaned last stocktake, but is either scanned or loaned this stocktake).

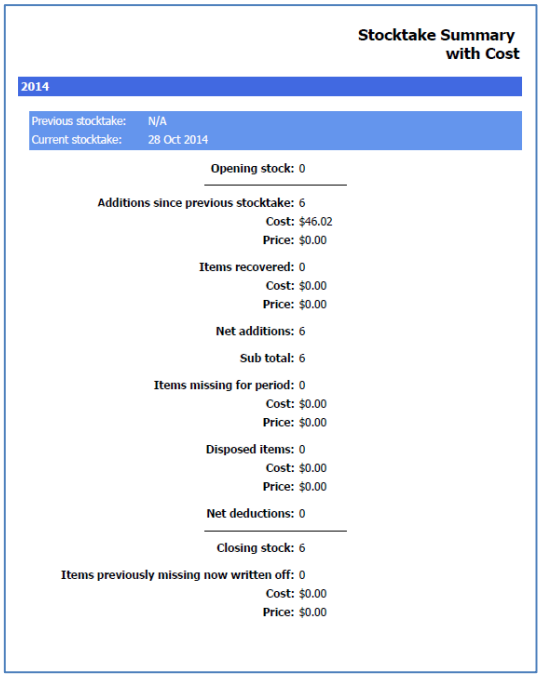
3. **Net additions** - sum of new items and recovered items.

4. **Items Missing** - item was either scanned or on loan during the last stocktake it appeared in, but is now neither scanned or on loan during this stocktake.

5. **Total items** - items are only counted in the total if they exist in the system (therefore, barcodes that do not exist are excluded from the report).

Stocktake Summary with Cost

For a summary of your entire current Stocktake (after Finalisation) you are able to access the Stocktake Summary with Cost Report via **Cataloguing > Stocktake > Select your Stocktake > click Summary Reports > Stocktake Summary with Cost > Go** to retrieve the following information:



Stocktake Summary with Cost

2014

Previous stocktake: N/A
Current stocktake: 28 Oct 2014

Opening stock: 0

Additions since previous stocktake: 6
Cost: $46.02
Price: $0.00

Items recovered: 0
Cost: $0.00
Price: $0.00

Net additions: 6

Sub total: 6

Items missing for period: 0
Cost: $0.00
Price: $0.00

Disposed items: 0
Cost: $0.00
Price: $0.00

Net deductions: 0

Closing stock: 6

Items previously missing now written off: 0
Cost: $0.00
Price: $0.00

Parameter 1205 (Stocktake Write-Off Date) needs to be set before running Stocktake Summary Reports, as this date is used to calculate the **Items previously missing now written off** value. This would normally be set at the date your last Stocktake was Finalised. However, this date can be set to another preferred date in accordance to the library's write-off policy.

Other commonly required reports, which are accessed from the same area, include:

Stocktake Missing Items	Shows the **Barcode**, **Classification** and **Title** for any Copies marked as 'Missing' in the stocktake
Stocktake Catalogue	Shows the **Barcode**, **Classification**, **Title**, and **(Stocktake) Status** for every Copy added to all Sections of the Stocktake
Stocktake Summary with Items	Shows Summary information (as per Stocktake Summary with Cost) with itemised Cost and Title name for Copies
Stocktake Summary	Shows Summary information (as per Stocktake Summary with Cost) **without the Cost, or itemised Copies**

How to identify Copies which were changed to a status of Missing in your Stocktake

When looking at a Copy record which has the status of Missing, the *Status* field will indicate the reason the copy is missing in the Status Reason field.

Status:	Missing
Status Reason:	This copy was not scanned in the stocktake when its status was Available.

1. Click the **Edit** button on the Copy record and locate the *Missing/Disposed Date* field. The date will indicate when the status was applied and therefore when the Stocktake, of which it was a part, was Finalised.

Missing/Disposed Date:	08/09/2011 Enter the date that this copy was marked as Missing or Disposed (in format dd/MM/yyyy), or leave blank

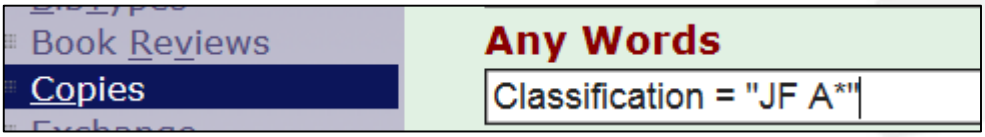
How to manually search for Copies contained in a Stocktake Section

After Finalising the Stocktake, the status of the Copies will be updated. You may wish to produce a detailed report of the statuses of a Collection/Section after your Finalisation has occurred, before further changes are made (eg. Weeding items reported missing by borrowers, etc).

By using a search strategy which matches the Stocktake Section's range, you can generate a **Shelf Check List** report which will give you an accurate (ordered) break-down of your current Copy statuses.

In order to be able to generate a Shelf Check List report for a Section in your Stocktake, you will firstly need to determine what range (ie. Classification From/Classification To) was used for that Section, then you will need to follow these steps:

- Navigate to **Cataloguing** > **Copies**
- Enter your search strategy in the **Any Words** field:
  Eg.
  For a range of **JF A** to **JF AZZ** the search would be:



- From the search results, you can then generate a Shelf Check List/Shelf Check with Cost report via the **Generate Report** button which shows above the search results.

<u>You can now Weed and Purge Copies as required</u>