Step 2 Begin Inventory – Scan Barcodes

Methods for scanning item barcodes:

MobileStaff: (_recommended_)

MobileStaff enables you to quickly and easily inventory items by scanning them into "Inventory." This option can be used in either Online or Offline mode.

If using Offline mode, be sure to run the "Upload Offline Transactions option" once you have re-established an Online connection. **NOTE: Refer to the MobileStaff Offline Mode _lesson in the_ MobileStaff class in the BLUEcloud Learning Pathway for more information about Offline mode.**

1. **Be sure that the first item you scan is in the correct place** on the shelf. This item will set the tone when checking the shelving order as you scan.

2. **Watch the screen as you scan**…if there is a problem with the scan, or the item has a status other than "AVAILABLE", you will **hear a short buzz** and the **warning message will display on the screen**. _(If applied in setup**)._   If possible, rectify the item before moving on (as noted below).

3. To inventory an item:

Call #	E JEW [previous FIC CAT]

   1. **Tap** INVENTORY
       (**RED** _call number indicates item scanned out of order if "check shelving order has been applied in setup**)_

   2. **Do** one of the following:

       - Enter the Item ID (scan or manually)
       - Tap the barcode icon at the end of the Item ID field and scan the item's barcode (bluetooth scan)

   3. **Tap** INVENTORY ITEM

       The Item ID, Library, Home location, Status, Call #, Title and ON RESERVE will be shown. If information does NOT match up, the line will be red, and you will hear a buzz sound _(see possible alerts: https://www.infohio.org/campus/learning-pathways/course/mobilestaff/mobilestaff-inventory with how-to information.)_

   4. **Repeat** Steps 1 – 3 for each item you want to inventory.

When scanning is completed, go to Inventory - STEP3 – Verify if MISSING

Alternative methods of scanning:

Transfer a file:

An option that is available with the Sirsi K-12 product is to **transfer a file** containing barcode numbers from your local computer to the server for inventory processing. This barcode file can be created in either of two ways:

A. Scanning barcodes into a file using the Notepad application (**directions below**)

   HINT: *Use a laptop or a computer on a cart.*
   - *These computers do NOT need an internet connection or Sirsi on them.*
   - *Plug in your barcode scanner from your circ computer or any scanner you have that will read the barcodes.*
   - *Save your barcode file on a flash drive. Insert your flash drive into your Sirsi computer and save the file (or drag and drop) into a folder called Inventory 20XX (year). Put this folder where you can easily locate it.*

B. Using portable data collectors (ex: PSC PT2000 (Percon), Symbol, etc.

   NOTE: *If using a portable data collector, it is recommended that users consult the scanner documentation and the regional ITC INFOhio support staff for procedures for transferring the barcodes from the scanner to your computer. Once your barcode file is created, continue following directions in this document Step 2a – Loading Scanned Barcodes.*

C. **NOT recommended, but available:**

   You can use the Inventory Item wizard (under Special Circulation) to scan your items interactively. However, this is not recommended because:
   - You must watch the screen for every item scanned to be sure the scan registered and to see any messages or alerts.
   - Scanning is slower as you are dealing with network speed issues.
   - You don't get any of the Step 2a reports which will help you locate problem items or misshelved items.

   If you choose to use this method refer to detailed directions in the Inventory – Step 3 instructions beginning at Step 3b (page 3) of this other document.

Scanning barcodes into a file using the Notepad application

1. ==PC== - Find Notepad application on your computer: START button,/All Programs /==Accessories/NOTEPAD==, save as text file, encoding ANSI.

2. ==MAC== – Find TextEditapplication on computer: ==MacIntosh HD/Applications/TEXTEDIT== (Top menu, FORMAT – select "Make plain text".)
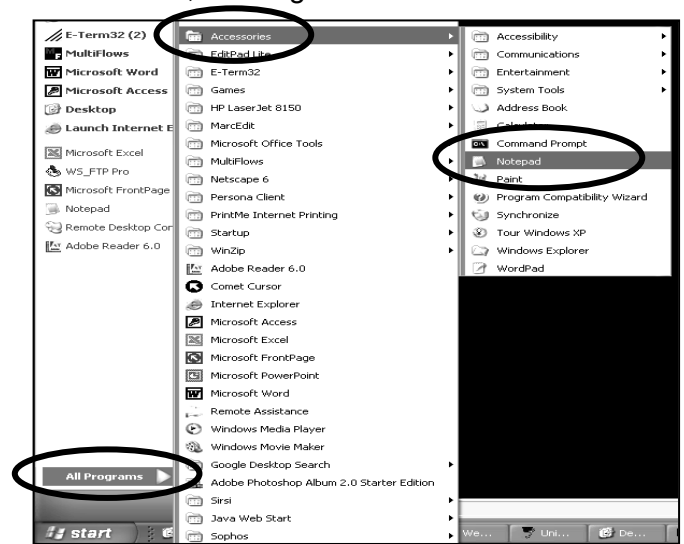
3. When saving the barcode files on your local computer or network, *create* a folder named INVENTORY wherever you are instructed by your technical staff to save files. Example: E:/Inventory07

4. *Name* each file a short distinct name, with no special characters, for the item group you are scanning. *(Save as a .txt file, encoding ANSI)*

    Example: fiction.txt or nonfic100-200.txt or dvd.txt
   Example of where your files are located: E:/Inventory07/dvd.txt
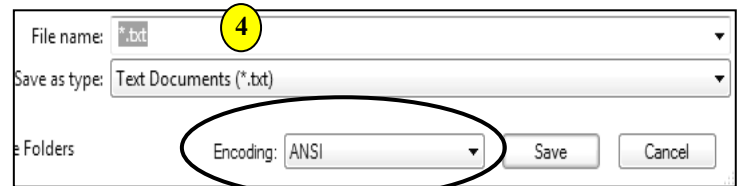
5. *Begin scanning* item barcodes into the Notepad file. There should be a single column of barcode numbers. Check there are no blank lines before the first barcode number, anywhere in the list, and after the last barcode number. **REMEMBER TO SAVE** often.

NOTE: *When appending barcode data to a file that has been saved, be sure to set the cursor at the bottom of the list so that the item information will be appended correctly.*
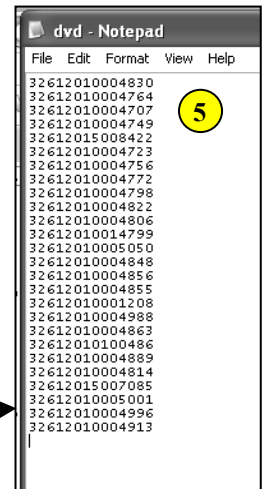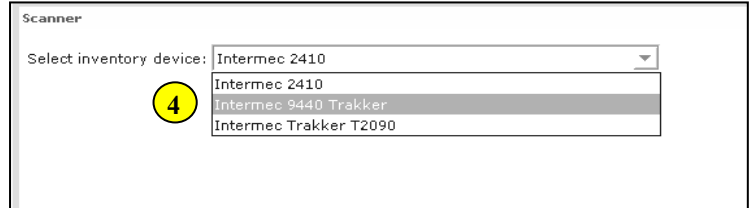
Step 2a – Load Scanned Barcodes

1.   Once the file resides on the local machine, *log in* to Workflows.

2.   *Click* Special Circulation Function Wizard Group.

3.   *Click* on Scanner Wizard.   [Scanner]
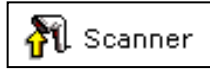
NOTE: Steps 4 and 5 not applicable on MAC's.

4.   *Select* inventory device: Select the second selection in the drop-down menu (***Intermec 9440 Trakker***).

5.   *Click* "Retrieve" (bottom of page).

        NOTE: *If presented with a pop-up window, select EXIT and continue*

6.   When the remainder of the "Scanner" window displays, use the gadget to *select* the file containing the barcodes.

7.   *Select* the appropriate library, **but do NOT change the "scanner.dat" filename**. Click UPLOAD. You will see a message indicating the file has been uploaded successfully.
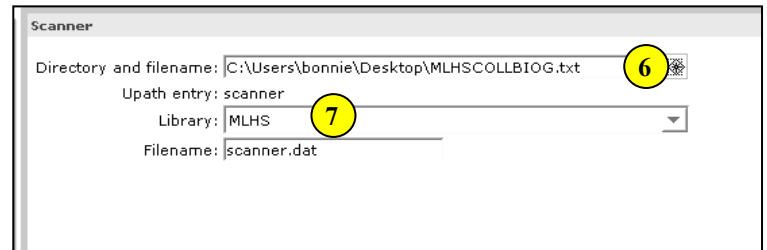
NOTE: *Transfer of multiple files of barcodes in succession is permissible; select Scanner Wizard, select each file to upload until completed uploading multiple files (**do as above, #6 & #7, for each file**). The additional barcodes will be appended to the end of previously transferred barcodes.*
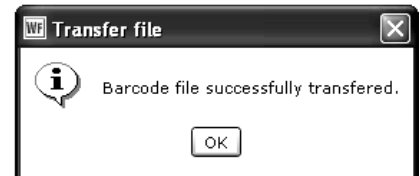
After the desired barcodes have been transferred, they will need to be processed using the "Step 2a) Load Scanned Barcodes (loadbarcodes)" report found on the "All Inventory" or "My Inventory" report tab.

8.   *Click* on the Reports Wizard Group.
9.   *Click* on Schedule New Reports Wizard.

10.   *Click* on My Inventory tab**.**

11.   *Click* on Load Scanned Barcodes report.
12.   *Click* Setup and Schedule.
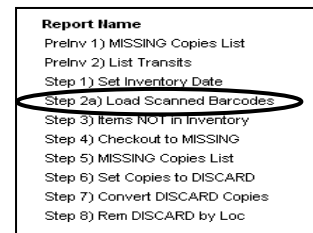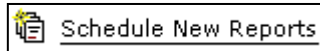
13.   From the "Item Selection" tab use the gadget to *select* the appropriate library.

14.   *Click* the Run Now button at the bottom of the screen.

15. Carefully *review* the results of this report. It will include:
   - Items in the barcode file that are unexpected because they are currently checked out
   - Barcode numbers that are not in your database
   - Mis-ordered items

```
                    Items Inventoried But Checked Out

PROF 025.04 HOU                        1999
   Title: Decision points : Boolean logic for computer users and
                     beginning online searchers / Janaye M. Houghton and
                     Robert S. Houghton.
   Personal Author: Houghton, Janaye Matteson
 copy:1        id:32612100064090      library:DLHS          price:$16.95
          cat1:BOOK                   cat2:UNKNOWN          type:PROFESSNAL
   shelf location:DISCARD             created:9/26/2003   permanent
   current status:MISSING

 PROF 025.5 EIS                        1990
   Title: Information problem-solving : the Big Six Skills
                     approach to library & information skills instruction /
                     Michael B. Eisenberg, Robert E. Berkowitz.
   Personal Author: Eisenberg, Michael B.
 copy:1        id:32612100023351      library:DLHS          price:$20.00
          cat1:BOOK                   cat2:UNKNOWN          type:PROFESSNAL
   shelf location:AVAILABLE           created:9/26/2003   permanent
   current status:CHECKEDOUT


NOTE:  At the beginning, the following number of scanned item IDs were not
found on this system: 326121


**WARNING: This item is currently charged out:32612015000684
```

```
                     Scanned Items Not Found in the Catalog\n

Barcode ID "3261210009%939  " is not in your database. It was scanned after:
  PROF 027.8 TOO                            copy:1  barcode:32612100024664
  Reasons, roles and realities : a hands-on seminar in resource based in
  Toor, Ruth
  library:DLHS  location:AVAILABLE

 Barcode ID "32612023088     " is not in your database. It was scanned after:
  PROF 371.2 MEZ                            copy:1  barcode:32612100063944
  Teaching in a block schedule
  Mezich, Jan
  library:DLHS  location:MISSING

 Barcode ID "32617000012974  " is not in your database. It was scanned after:
  PROF 371.3 BEE                            copy:1  barcode:32612100023088
  Secondary learning centers : an innovative approach to individualized

  Bee, Clifford P
  library:DLHS  location:AVAILABLE

Barcode ID "                " is not in your database. It was scanned after:
  PROF W                                    copy:1  barcode:32612000027288
  Junior Classics Vol. 4
  William, Mabel editor
  library:DLLD  location:AVAILABLE

Mis-ordered items are marked with \"=>\" and shown
between neighboring scanned items.

  PROF 371.2 DAN                            copy:1 barcode:32612100060502
=>PROF 371.2 JON                            copy:1 barcode:32612100060452
  PROF 371.2 FOG                            copy:1 barcode:32612100064033
 copy:1 barcode:32612100064033
------------------------------------------------------------------------
  PROF 371.2 JON                            copy:1 barcode:32612100060452
=>PROF 371.2 FOG                            copy:1 barcode:32612100064033
  PROF 371.2 FOG                            copy:1 barcode:32612100064041
 copy:1 barcode:32612100064041
```

NOTE: *Items in the barcode file will be inventoried **as of the date/time that they are processed by this report.***