

**Step 4a & 4b CHECKOUT TO MISSING Report**

**WARNING:** You will run this report at least twice:

**4a.** The **first time** you will create a list of items that will be changed to Missing. It may be re-run as needed. *Be sure to check this report LIST carefully!*

**4b.** The **second/last time** will actually finalize your inventory and change the status of items in your database to MISSING.

**4a.** Run the **Checkout to MISSING report** to create a list of items that will be declared MISSING if not found in the current inventory.

1. **Click** on Schedule New Report.
2. **Click** on My Inventory or All Inventory tab.
3. **Click** on Checkout to Missing report.

4. **Call Number Selection tab:**

- a. No changes necessary.

5. **Item Selection tab:**

- a. **Select** Library if needed.
- b. **Select** the item group(s) you have inventoried or leave blank if you have completed the entire library.
- c. Date Inventoried. **Click** on gadget:
  - **Click** Calendar icon.
  - **Select** Before
  - **Use gadget** to select the date you began your inventory (first date on your worksheet).
  - **Click OK.**

6. **Update Options:**

Update database records should be set to **NO by leaving out the checkmark.**

7. **Save Report as a template** before running it.

**Checkout to Missing Report**

**Sample Report**



**WARNING:** This list is the items that will be changed to a status of MISSING when you run this report and change the OUTPUT OPTIONS "Update database records" YES.  
**CHECK IT CAREFULLY!**

**Log shows:**

Items will be selected if library is KAHS.  
Items will be selected if item type is (selection)  
Items will be selected if the last inventory date is earlier than 05/18/2006.

ITEM REPORT

Produced Monday, May 22, 2006 at 2:23 PM

PROF 001.4 GRO 1 1994  
Title: The Grolier guide to new research methods and sources.  
copy:1 id:32620000137163 library:LMHS price:\$68.50  
cat1:BOOK cat2:GENERAL type:PROFESSIONAL  
shelf location:AVAILABLE created:8/17/2004 permanent  
current status:AVAILABLE

PROF 371.2 SCH 1996  
Title: Results : the key to continuous school improvement /  
Mike Schmoker.  
Personal Author: Schmoker, Michael J.  
copy:1 id:32620000080272 library:LMHS price:\$16.95  
cat1:BOOK cat2:GIFT/DON type:PROFESSIONAL  
shelf location:AVAILABLE created:8/17/2004 permanent  
current status:AVAILABLE

PROF 371.33 TEC 1997  
Title: Technology @ your fingertips [microform] : a guide to  
implementing technology solutions for education  
agencies and institutions / prepared for National  
Center for Education Statistics, National Cooperative  
Education Statistics System, National Forum on  
Education Statistics.  
Added author: Educational Resources Information Center (U.S.)  
copy:1 id:32620000165925 library:LMHS price:\$5.00  
cat1:MICROFORM cat2:GIFT/DON type:PROFESSIONAL  
shelf location:AVAILABLE created:8/17/2004 permanent  
current status:AVAILABLE

PROF 371.2 DUF 1998  
Title: Professional learning communities at work : best  
practices for enhancing student achievement / Richard  
DuFour, Robert Eaker.  
Personal Author: DuFour, Richard, 1947-  
copy:3 id:32620000183985 library:LMHS price:\$24.95  
cat1:BOOK cat2:GIFT/DON type:PROFESSIONAL  
shelf location:AVAILABLE created:8/17/2004 permanent  
current status:AVAILABLE

**Step 4b - Do this step after COMPLETING the entire library or as much as you plan on doing.**

After confirming that the items on the report are truly missing, you will run Report 4 – Checkout to Missing again.



All items selected in this report will have their **status changed to MISSING**.

1. In Schedule new reports, **click** on Template tab.
2. **Choose** “Step 4) Check out to Missing” from the list of template reports.
3. **Click** Setup and Schedule.
4. **Output Options:**  
**Change** Update database records to **YES** by putting a checkmark in Update database records.
5. **DO NOT** make any other changes to the report!

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

**NOTE:** The list of changed items is **NOT** printed on this finalize step. This step updates your database. Use the Checkout to Missing report from Step 4a if you want to print the list or save it.