**INVENTORY**

<http://circ.fcps.org/rti>



Enter user id and password. Click Scan Items radio button to begin inventory and then choose Login. Record the day you begin inventorying this section.



 \* When ready Click **OK**

Now you are ready to begin scanning. Your screen looks like the one below.



**A few notes on scanning:**

* You will need to see the screen of the computer while you are scanning.
* The system does beep and give a warning sound when an error occurs, but sometimes it is way after you have scanned several other items.
* Your scanner will beep when a successful scan has occurred. This beep does not mean TLC has processed the item correctly.

While scanning, 3 possible error messages may pop-up:

* Check Item in at Circ Desk (may be on hold or was marked lost)
* This Item Should be Moved to: (item out of holdingcode -processing errors or mis-shelved)
* Not in Database (dummy codes or needs information added)

If you don’t finish an entire collection but need to stop scanning, you still need to click on the FINISHED button on the bottom right-hand corner. This records the information from that session. When you are ready to begin scanning, simply go back to the login screen and login, selecting the same holdingcode, and continue the scanning process.

**To send items to missing status:**

Once you have completed scanning the section, click FINISHED. Now you will need to re-login. This time select the Identify Missing Items radio button.

 

 



**Inventory Reports:**

**Public folder – FCPS - Inventory – Inventory Identify Missing Items Log**



**Actual Report:**



**Other Interesting Reports:**

**Public – FCPS -- Inventory -- Inventory Status Analysis:** gives a breakdown of overdue, missing, checked out, etc. Public folder – Inventory Related Reports – Inventory Status Analysis.



**Public – FCPS – Inventory -- Items by Selected Holdingcode(s) and Status(es):** can choose collection (or multiple collections) and status (missing, lost, on hold, available, claims not checked out, in-transit, overdue, etc.) and get the copy information and total numbers.



