

Inventory Reports

Operations

Reports

How helpful was this page?

Unknown macro: 'rate'

Tell us what we can improve.

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- Copies Inventoried
- Copies Not Inventoried
- Inventory Statistics Summary

Unknown macro: 'multiexcerpt-include-macro'

Copies Inventoried

Copies Inventoried



Generates a list of copies that have been [inventoried](#) on or after the specified start date

This report shows the last inventory date for each copy. Performing an [inventory](#) or checking in (or out) renews this date.

Selections

SelectionsOptions

See a list of copies that have been inventoried. Set the date you started your inventory under the Options tab. Include records for:

Copies at Site

MIA - Mia Middle School

Copies with a Status of

Any

Copies with a Policy of

Any Policy

Copies from

Copy Location

From

Through

Copies with a Medium of

Any Medium

Copies in Call Number Range

From

Through

Create Saved ReportRun

Options

SelectionsOptions

Inventory Start DateMM/DD/YYYY

Sort byCopy Call Number

☐ Use Funding Source instead of Copy Location

Inventory Start Date:

Enter an inventory date to get accurate results.

Use Funding Source instead of Copy Location:

When checked, the report will show each copy's funding source rather than the copy location.

Example Report



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Copies Not Inventoried

Copies Not Inventoried



Generates a list of copies that have not been [inventoried](#) on or after the specified date
The report shows the last inventory date for each copy. Performing an [inventory](#) or checking in (or out) renews this date.

Use(s)

Use this report to see which copies may need to be declared lost after doing an inventory.

Selections

SelectionsOptions

See a list of copies that have NOT been inventoried. Set the date you started your inventory under the Options tab. Include records for:

Copies at Site

MIA - Mia Middle School

Copies with a Status of

Available

Copies with a Policy of

Any Policy

Copies from

Copy Location

From

Through

Copies with a Medium of

Any Medium

Copies in Call Number Range

From

Through

Copies last used between

From MM/DD/YYYY

Through MM/DD/YYYY

Create Saved ReportRun

Options

SelectionsOptions

Inventory Start Date

MM/DD/YYYY

Sort by

Copy Call Number

☐

Use Funding Source instead of Copy Location

Inventory Start Date: Enter an inventory date to get accurate results.

Use Funding Source instead of Copy Location: When checked, the report will show each copy's funding source rather than the location.

Example Report



Copies Not Inventoried Report.pdf

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Inventory Statistics Summary

Inventory Statistics Summary



Generates statistics showing the total items inventoried, items not inventoried, and lost items [inventoried](#) on or after the specified start date
Performing an [inventory](#) or checking in (or out) renews an item's inventory date.

Selections

Selections **Options**

See totals for items inventoried, items NOT inventoried, and lost items inventoried. Set the date you started your inventory under the Options tab. Include records for:

Copies at Site

Copies with a Policy of

Copies from From Through

Copies with a Medium of

Copies in Call Number Range From Through

Create Saved Report Run

Options

Selections **Options**

Inventory Start Date

Inventory Start Date: Enter an inventory date to get accurate results.

[Example Report](#)



Inventory Statist...ummary Report.pdf

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