

Double-check—Inventory Exceptions

Tip for: 04.16.18

You've spent a long day doing inventory, and are ready to close out your sessions. *Wait!* Have you checked your Exceptions reports?

Exceptions reports give you details on where anything went wrong in your inventorying, from items out of call number order, to items that are supposed to be in the holds area. You may have taken care of some of these exceptions as you inventoried, but if you turned off your alerts and were inventorying with a bluetooth scanner away from your computer, you may not have caught them.

In the **Inventory** module, in your selected Session, go to the **Exceptions** tab.

Each of the links here opens up an exceptions view for that particular exception. In that view, you can **print** a report for later if you don't have time to deal with the exceptions now.

Once you've checked your exceptions, you will **Review** your session, printing any necessary reports (don't miss the Missing Items Report!), then **Complete** the session with any applicable utilities.

Tip

If you don't want to run these utilities now, you can run similar utilities at a later time (i.e. when you are completely finished with inventory).

In v7, these would be:

- **Declare Missing Copies Lost** utility > enter your **Inventory Start Date**, and if necessary another selection for whatever your session criteria was (e.g. Call Number FIC A through FIC B).
- **Declare Checked Out Copies Lost** utility > if necessary enter a selection for whatever your session criteria was (e.g. Call Number FIC A through FIC B).

In v6, these would be:

- For copies that should have been available that weren't inventoried: **Check Out** utility > **Check out To Patron 1-Lost Copies, From Selection**, and **Add** a Selection for **Copy Status** Available, a selection for **Not Inventoried Date** with the dates of your inventory, and another selection for whatever your session criteria was (e.g. Call Number FIC A through FIC B).
- For copies that are checked out but you don't think they'll ever come back: **Check Out** utility > **Check out To Patron 1-Lost Copies, From Selection**, and **Add** a Selection for **Copy Status** Checked out through Checked out, and another selection for whatever your session criteria was (e.g. Call Number FIC A through FIC B), and if necessary a selection for **Not Inventoried Date** with the dates of your inventory.