Inventory Reports

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Unknown macro: 'rate'

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Operations > Reports > Inventory

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- [Inventory Statistics Summary](#)

Unknown macro: 'multiexcerpt-include-macro'

Copies Inventoried
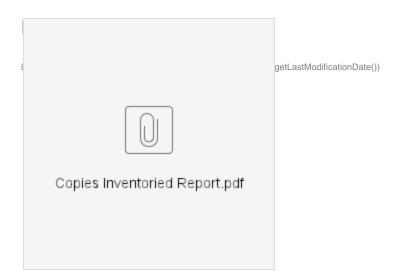
Copies Inventoried

Textbook Tracker

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

| Selections | Options |

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 Report   **Run**

Options

| Selections | Options |

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 accur...

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

Example Report

Copies Inventoried Report.pdf

Copies Not Inventoried
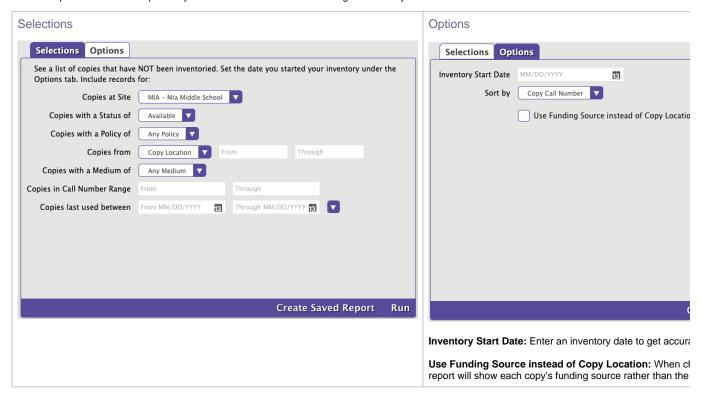
Copies Not Inventoried

🔲 **Textbook Tracker**

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

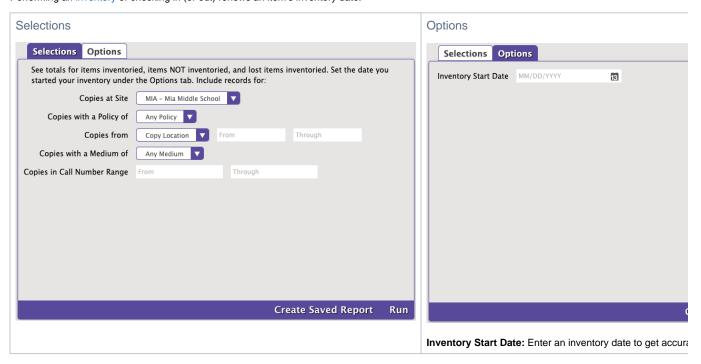

Options

Inventory Start Date: Enter an inventory date to get accura...

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

Example Report

Copies Not Inventoried Report.pdf

Inventory Statistics Summary

Inventory Statistics Summary

Textbook Tracker

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: MIA – Mia Middle School ▼

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 Report   Run

Options

Selections | **Options**

Inventory Start Date: MM/DD/YYYY 📅

Inventory Start Date: Enter an inventory date to get accura

Example Report

Inventory Statist...ummary Report.pdf