

# Inventory Procedures

1. *With the computer off, connect the PHD+ cable to the serial port*

2. *On the computer -- begin the inventory*

*From Follett Applications*

*Inventory*

*Begin*

*The Begin Inventory box appears*

*Select Full Inventory to inventory the entire collection*

*Select Partial Inventory to inventory a section of the collection*

*Click Begin*

3. *Turn on the PHD+*

*Press the <on/off>*

4. *The PHD+ Main Menu appears:*

*ACQ,INV,CIRC*

*SEND,ERASE,END*

5. *Press <I> for Inventory. A message appears:*

*SCAN BARCODE*

*-----*

6. *Start scanning barcodes.*

7. *When finished scanning your inventory, press <D> to return to the Main Menu*

8. *Transfer scans from the PHD+ to the computer*

*On the computer --*

*From Follett Applications*

*Inventory*

*Remote*

9. *In the Source Remote Inventory box, select the PHD model*

10. *In the Shelf Checking box (Click on Help for an explanation of the following)*

*Check order based on : Don't check*

*Check Dewey differences of: Don't check*

*Leave blank Verify alpha/numeric call number consistency*

11. *Leave the default settings in the PHD settings box.*

12. *Follow the on-screen procedures to prepare the PHD.*

13. *Click proceed on the computer.*

14. *Click yes to save the Inventory file.*

15. *From the Save in drop down list, select 3 1/2 Floppy (A:).*

*Type in the file name*

*Example: Phd0001*

*Phd0002*

*Phd0003*

16. *Click Save. Click Close.*

17. *Click Yes to view the Exception Report.*

18. *Print the Exception Report. Click File. Click Print.*

19. *Click File. Click Exit.*

20. *Click Yes to delete the Exception Report.*

21. *Erase the scans on the PHD+*

*Press <on/off> to turn on the PHD+*

*If you are not at the main Menu: ACQ,INV, CIRC*

*SEND,ERASE,END*

*Press <D> to exit*

*Main Menu appears*

*Press <F> to erase scans*

*Inventory? Yes - Press <ENTER>*

*Acquisitions? No - Press <Sp>*

*Circulation? No - Press <Sp>*

*ERASE data screen appears*

*Press <ENTER>*

*Hold the ENTER key until you hear three (3) beeps*

*PHD Main Menu appears*

***Now you are ready to continue scanning again. Repeat steps 3-21 until all items in the full inventory or partial inventory have been scanned.***

22. *Print the list of Unmarked copies*

*From Follett Applications*

*Reports*

*Inventory List by Call Number*

*Enter the Starting At call number*

*Enter the Ending At call number*

*Click on Unmarked*

*Click Print*

*23. Finalize the Inventory*

*From Follett Applications*

*Inventory*

*Finalize*

*24. Print the list of Missing Items*

*From Follett Applications*

*Reports*

*Inventory List by Call Number*

*Enter the Starting At call number*

*Enter the Ending At call number*

*Click on Missing*

*Click Print*