Inventory

Each item’s barcode will be scanned into a text file that will be used for the day.

The first person of the day to work on the inventory will need to create a text file using Notepad (which is located on the computer’s desktop) and save it under a specific file name. The file name must start with **inv\_eccle\_**and then the call number of the first item of the day to be scanned.

For example, if you are the first person of the day to do inventory, and the first book you will scan is QA 22 .R629 2008, you would save the txt file as: inv\_eccle\_qa22r6292008.txt

The file name must be in lowercase and should not include any periods or spaces. Use the underscore key to separate elements in the file name. The file must also be saved as a .txt file (which it should do automatically in a program like Notepad).

To create a file:

Under My Documents there is an Inventory file which the text files should be saved to. There are also sub-folders for each day. So, if you are the first person of the day to do inventory on Wednesday June 30th, and the first item you are going to scan is QA 22 .R629 2008, you would:

1. open Notepad
2. go to File and click Save As…
3. double click on My Documents/ Inventory/ June 30
4. save the file as inv\_eccle\_qa22r6292008.txt
5. start scanning

Make sure to save the file often (control + S), and make sure that the barcodes are scanning correctly (sometimes the scanner leaves off a number).

If the battery is low:

See if there is an outlet nearby. If not, charge the battery before continuing.

IMPORTANT: At the end of each hourly session, one should note the title, call number, and barcode of the last item scanned on the log sheet.