



# Finally Inventory Became Easy

*The American University in Cairo*

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# Agenda

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# Introduction

# The American University in Cairo (AUC)



# AUC Libraries



# Introduction

- Why now?
  - Last inventory was in 2008
  - Many complaints of missing books
  - Moving to more eBooks and less print
    - Need to discard (copies, ...)
- Challenges
  - Layoff and early retirement of staff in charge
  - Incomplete documentations
- Sierra Create Lists!
  - Sorting does not reflect actual order on shelf
  - Exported barcodes may contain spaces

# Before We Begin, Who Are the Audience?

- Who are familiar with Admin Corner (c/c base interface)?
- Who are doing inventory?
- Who are doing inventory manually?
- Who are doing inventory using INNOPAC Inventory Control Function?
- Who are doing inventory using something else?



# Inventory Control Function



# Sierra Admin Corner

```
10.2.21.21 - PuTTY
Using username "sadmin".
Authenticating with public key "imported-openssh-key"
Last login: Thu Feb 27 09:28:06 2020 from 10.2.25.188
Login: █
```

- User Authorization



# Sierra Admin Corner

```
10.2.21.21 - PuTTY
Using username "sadmin".
Authenticating with public key "imported-openssh-key"
Last login: Thu Feb 27 09:28:06 2020 from 10.2.25.188

Login: libinv
Password: -----█
```

## ■ User Authorization

Assigned applications (1)

Admin App

Workflows:

- Circulation

Locations served:

Inventory

User group:

edit

Options

DATA EXCHANGE

Displayed Processes:

Send PRINT File out of INNOPAC using IFTS (prt)



# Sierra Admin Corner

```
10.2.21.21 - PuTTY
*** Copyright Innovative Interfaces Inc ***
*** Sierra Admin Corner ***

D > Catalog DATABASE maintenance
C > CIRCULATION subsystem
M > MANAGEMENT information
A > ADDITIONAL system functions
Q > QUIT

Choose one (D,C,M,A,Q) █

Thursday 27 February 10:19AM
```

```
10.2.21.21 - PuTTY
*** Copyright Innovative Interfaces Inc ***
*** CIRCULATION SUBSYSTEM ***

M > Check MISSING items
R > RAPID updating (Item records only)
B > BATCH checkin
P > PROCESS PC transactions
A > Re-send AUTONOTICES

Q > QUIT

Choose one (M,R,B,P,A,Q) █

Thursday 27 February 10:37AM
```

# Sierra Admin Corner

```
10.2.21.21 - PuTTY
Password required for the use of this program
Login: mkhalil
Password: -----█
```

- User Authorization



# Sierra Admin Corner

```
10.2.21.21 - PuTTY
Password required for the use of this program
Login: mkhalil
Password: -----█
```

## ■ User Authorization

### Permissions

Process PC transactions (51)

Workflows:

- Circulation

Locations served:

Main Library

User group:

edit

### Options

#### DATA EXCHANGE

Displayed Processes:

- Send PRINT File out of INNOPAC using IFTS (prt)



# Sierra Admin Corner

```
10.2.21.21 - PuTTY
Password required for the use of this program
Login: mkhalil
Password: -----
*** Copyright Innovative Interfaces Inc ***
*** PROCESS PC TRANSACTIONS ***

F > Transfer B321 transactions from PC using IFTS
P > PROCESS transferred CIRC transactions
V > VIEW messages from processed CIRC transactions

C > COMPARE inventory to shelf list
Q > QUIT

Choose one (F,P,V,C,Q)
```

Thursday 27 February 10:38AM

Authorization

Locations served:

Main Library

User group:

edit

CHANGE

OPAC using IFTS (prt)



# Inventory Control Function

```
10.2.21.21 - PuTTY

      INNOPAC Inventory Function

P > PRINT shelflist, with circulation status
C > COMPARE file of barcodes to shelflist
T > TRANSFER file of barcodes to a Review File
Q > QUIT
Choose one (P,C,T,Q) █
```



**Print Shelf List**



# Print Shelf List

```
10.2.21.21 - PuTTY

      INNOPAC Inventory Function

P > PRINT shelflist, with circulation status
C > COMPARE file of barcodes to shelflist
T > TRANSFER file of barcodes to a Review File
Q > QUIT
Choose one (P,C,T,Q) █
```

To compare with  
physical bookshelf  
order

# Print Shelf List



10.2.21.21 - PuTTY

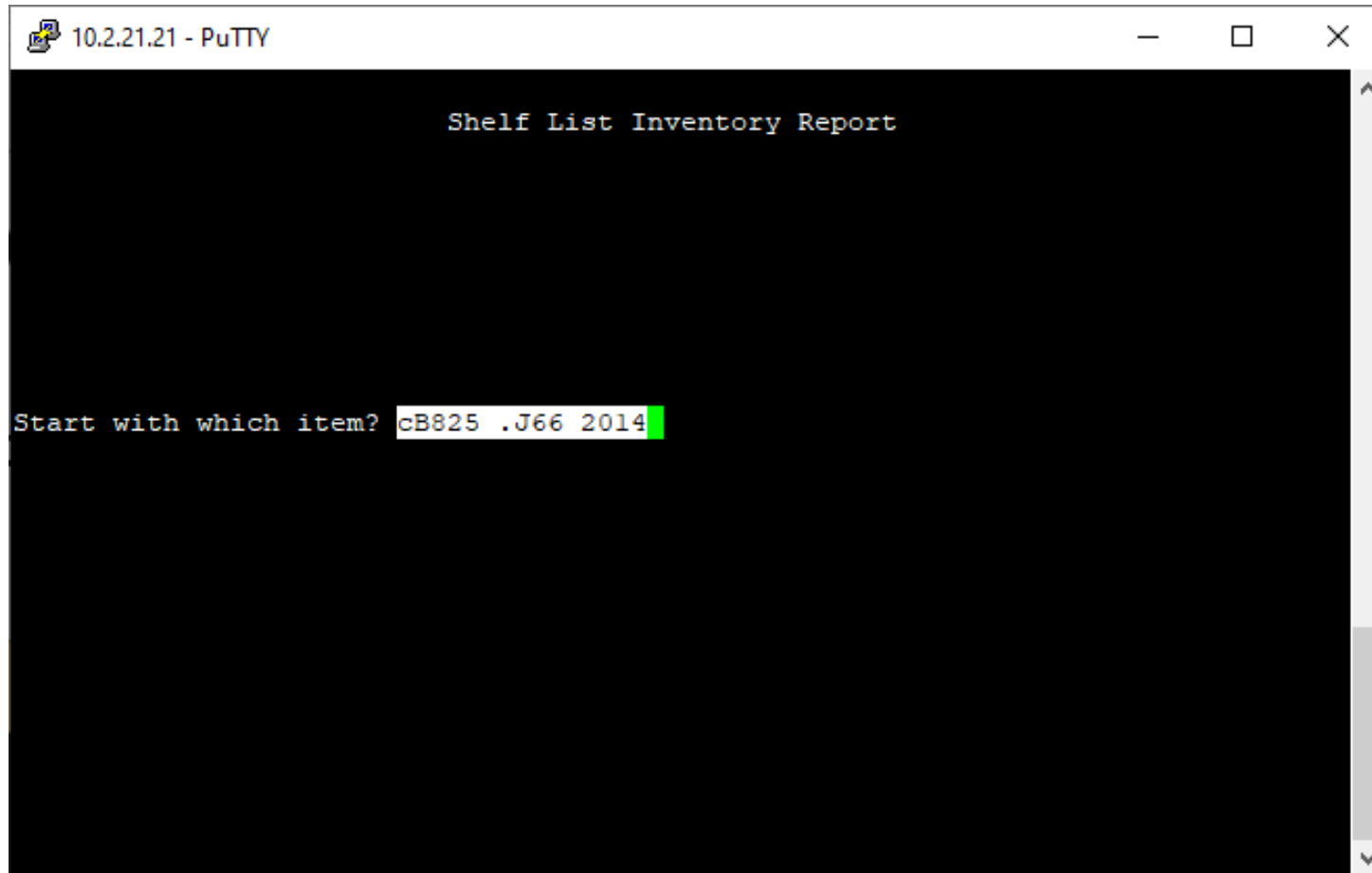
Shelf List Inventory Report

Start with which item? █

- Start with:



# Print Shelf List

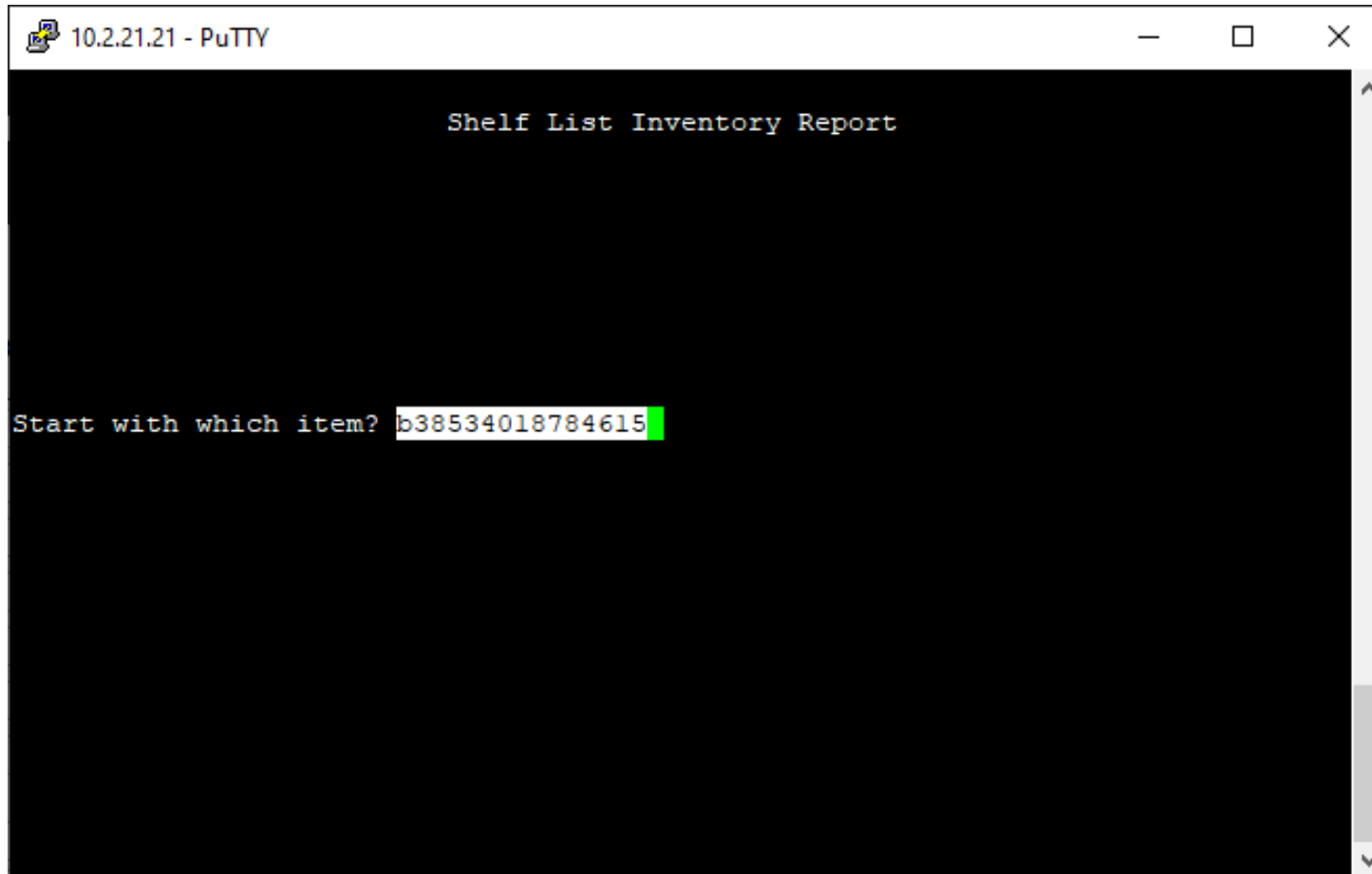


```
10.2.21.21 - PuTTY  
Shelf List Inventory Report  
Start with which item? cB825 .J66 2014
```

Any indexed field:

- tTitle
- **cCall #**
- aAuthor
- bBarcode
- ...

# Print Shelf List

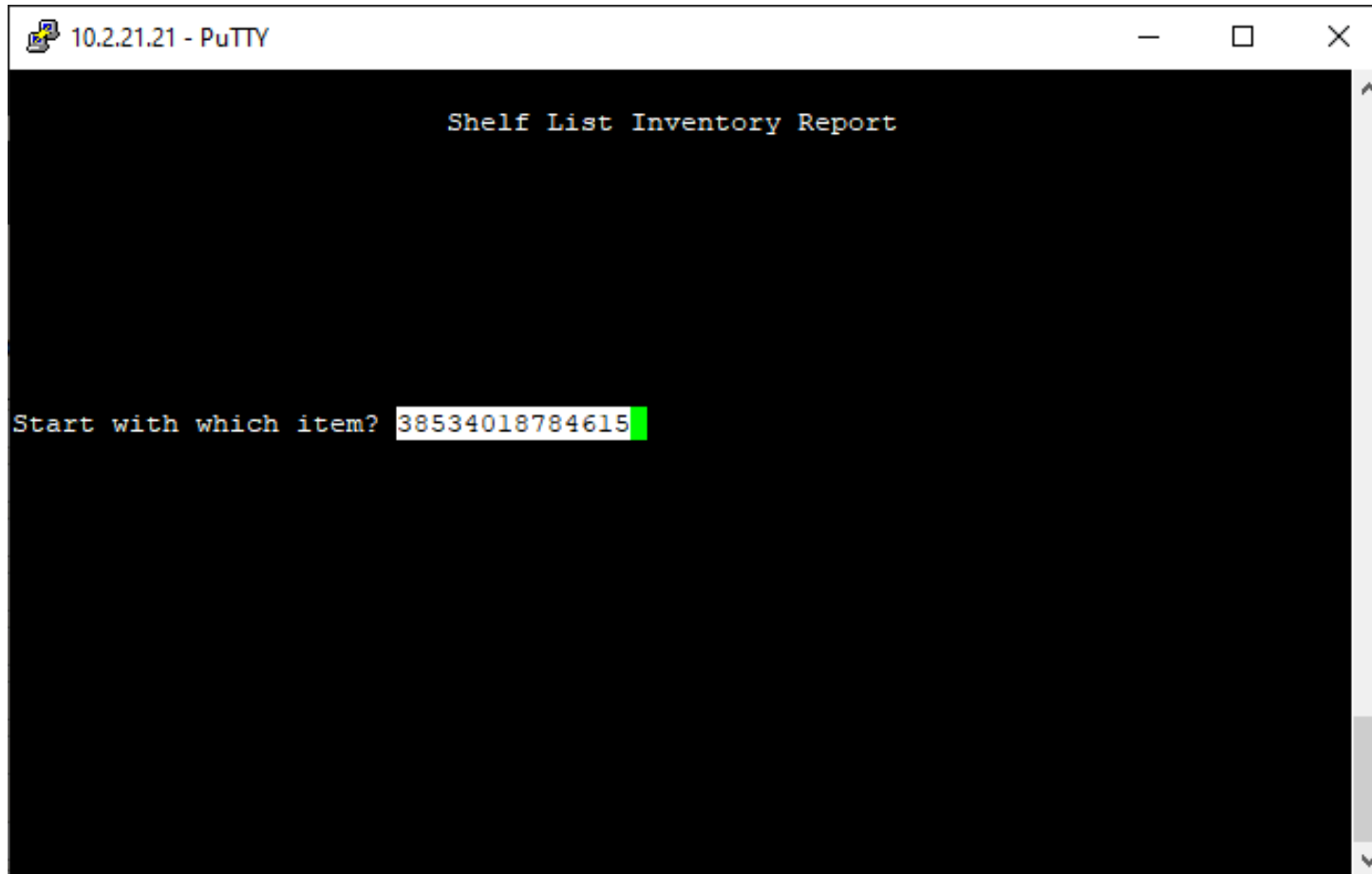


```
10.2.21.21 - PuTTY  
  
Shelf List Inventory Report  
  
Start with which item? b38534018784615
```

Any indexed field:

- tTitle
- cCall #
- aAuthor
- **bBarcode**
- ...

# Print Shelf List



```
10.2.21.21 - PuTTY  
Shelf List Inventory Report  
Start with which item? 38534018784615
```

Any indexed field:

- tTitle
- cCall #
- aAuthor
- bBarcode
- .....



# Print Shelf List

```
10.2.21.21 - PuTTY  
  
Shelf List Inventory Report  
  
Start with call number B825 .J66 2014  
Print Random Sample? (y/n) █
```

No matter which indexed field you start with, they all switch to the item Call #

```
10.2.21.21 - PuTTY  
  
Shelf List Inventory Report  
  
Start with call number B825 .J66 2014  
Print Random Sample? (y/n) n  
Review how many items? (1-5000) █
```

Inventory Control can inventory a maximum of 5,000 items at one time

# Print Shelf List



The starting Call # has more than one volume/copy

```
10.2.21.21 - PuTTY  
  
Shelf List Inventory Report  
  
Start with which item? cAE5 .M27
```

# Print Shelf List



The starting Call # has more than one volume/copy

```
10.2.21.21 - PuTTY
Shelf List Inventory Report
10.2.21.21 - PuTTY
B10374851          BIBLIOGRAPHIC Information
LANG: eng          LOCATION: main      BIB LVL: m      BCODE3: -
SKIP: 0            CAT DATE: 30-01-97  MAT TYPE: a     COUNTRY: nyu
CALL #            AE5 .M27
TITLE              Marxism, Communism, and Western society : a comparative
                  encyclopedia / edited by C.D. Kernig.
PUBLISHED          [New York] : Herder & Herder, [1972-73]

#      Barcode      Location
1      38534007534328  main
2      38534007534336  main
3      38534007534344  main
4      38534007534351  main
5      38534007534369  main
6      38534007534377  main

-----
|Key a number (1-6) or
|F > FORWARD      Q > QUIT      C > Display CALL #
|Choose one (1-6,F,Q,C) █
```



# Print Shelf List



Select the call number  
that precedes it  
(AE5 .M23x 1986)

```
10.2.21.21 - PuTTY
You searched for the LC CALL NO: AE5 .M27 v.1
Your LC CALL NO not found, Nearby LC CALL NOS are:

1  AE5 .E391 ..... 1 entry
2  AE5 .E399 1910 ..... 1 entry
3  AE5 .M23x 1986 ..... 1 entry
4  AE5 .M27 ..... 1 entry
Your entry AE5 .M27 V.1 would be here
5  AE5 W3 1928 ..... 1 entry
6  AE10.55 .B87 1876b ..... 1 entry
7  AE10.55 .D3 1956 ..... 1 entry
8  AE10.55 .D35 1959 ..... 1 entry

-----
|Please type the NUMBER of the item you want to see, or
|F > Go FORWARD      P > PRINT          J > JUMP
|B > Go BACKWARD     D > DISPLAY Title and Author  Q > QUIT
|Choose one (1-8, F, B, P, D, J, Q) █
-----
```

# Print Shelf List



The starting Call # has more than one volume/copy

```
10.2.21.21 - PuTTY  
  
Shelf List Inventory Report  
  
Start with which item? cAC1 .G7 v.1
```

# Print Shelf List



The starting Call # has more than one volume/copy AND  
The preceding call number

```
10.2.21.21 - PuTTY
10.2.21.21 - PuTTY
You searched for the LC CALL NO: AC1 .G7 v.1
Your LC CALL NO not found, Nearby LC CALL NOS are:
  1  Soc Abz 7 ..... 1 entry
  2  Soc Abz 8 ..... 1 entry
  3  AC1 .G3 1963 ..... 1 entry
  4  AC1 .G7 ..... 1 entry
Your entry AC1 .G7 V.1 would be here
  5  AC1 .G72 ..... 1 entry
  6  AC1 .S39 2011 ..... 1 entry
  7  AC5 .A56 1960 ..... 1 entry
  8  AC5 .A57 1953 ..... 1 entry
-----
|Please type the NUMBER of the item you want to see, or
|F > Go FORWARD      P > PRINT                J > JUMP
|B > Go BACKWARD     D > DISPLAY Title and Author  Q > QUIT
|Choose one (1-8, F,B,P,D,J,Q) █
-----
```



# Print Shelf List



The starting Call # has more than one volume/copy AND  
The preceding call number also has more than one volume/copy

```
10.2.21.21 - PuTTY
B11104375          BIBLIOGRAPHIC Information
LANG: eng         LOCATION: main     BIB LVL: m       BCODE3: -
SKIP: 0           CAT DATE: 30-01-97  MAT TYPE: a      COUNTRY: ilu
CALL #           AC1 .G3 1963
TITLE            Gateway to the great books / Robert M. Hutchins [and] Mortimer J.
                Adler, editors in chief; Clifton Fadiman, associate editor.
PUBLISHED        Chicago, Encyclopdia Britannica [1963]

1
2
3
4  #           Barcode           Location
5  1           38534008612073           main
6  2           38534008612149           main
7  3           38534008612164           main
8  4           38534008612180           main
   5           38534008612206           main
   6           38534008612222           main

+-----+
|Key a number (1-6) or
|F > FORWARD   Q > QUIT   C > Display CALL #
|Choose one (1-6, F, Q, C) █

+-----+
|Please type the NUMBER of the item you want to see, or
|F > Go FORWARD   P > PRINT           J > JUMP
|B > Go BACKWARD  D > DISPLAY Title and Author   Q > QUIT
|Choose one (1-8, F, B, P, D, J, Q) █

+-----+
```



# Print Shelf List



Select the preceding call  
Number (AC1 .G3 1963)

```
10.2.21.21 - PuTTY
B11104375          BIBLIOGRAPHIC Information
LANG: eng          LOCATION: main      BIB LVL: m      BCODE3: -
SKIP: 0            CAT DATE: 30-01-97  MAT TYPE: a      COUNTRY: ilu
CALL #             AC1 .G3 1963
TITLE              Gateway to the great books / Robert M. Hutchins [and] Mortimer J.
                  Adler, editors in chief; Clifton Fadiman, associate editor.
PUBLISHED          Chicago, Encyclopdia Britannica [1963]

#      Barcode      Location
1      38534008612073  main
2      38534008612149  main
3      38534008612164  main
4      38534008612180  main
5      38534008612206  main
6      38534008612222  main

-----
|Key a number (1-6) or
|F > FORWARD   Q > QUIT   C > Display CALL #
|Choose one (1-6,F,Q,C) █
```

# Print Shelf List



Then select line number associated with the last volume/copy barcode

```
10.2.21.21 - PuTTY
B11104375          BIBLIOGRAPHIC Information
LANG: eng         LOCATION: main   BIB LVL: m   BCODE3: -

10.2.21.21 - PuTTY
B11104375          BIBLIOGRAPHIC Information
LANG: eng         LOCATION: main   BIB LVL: m   BCODE3: -
SKIP: 0          CAT DATE: 30-01-97 MAT TYPE: a   COUNTRY: ilu
CALL #           AC1 .G3 1963
TITLE            Gateway to the great books / Robert M. Hutchins [and] Mortimer J.
                  Adler, editors in chief; Clifton Fadiman, associate editor.
PUBLISHED        Chicago, Encyclopdia Britannica [1963]

#      Barcode      Location
7      38534008612230  main
8      38534008612248  main
9      38534008612263  main
10     38534008612099  main

-----
|Key a number(7-10) or
|B > BACKWARD   Q > QUIT   C > Display CALL #
|Choose one (07-10,B,Q,C) █
-----
```

# Print Shelf List

```
10.2.21.21 - PuTTY

Shelf List Inventory Report

Start with call number HS1703 .W55 2018
Print Random Sample? (y/n) n
Review how many items? 5000

I > INCLUDE only items at Main Media
S > Off-shelf STATUS codes
B > BEGIN printing shelflist
Q > QUIT
Choose one (I,S,B,Q) █
```

The starting Call #  
determines the  
starting Location

# Print Shelf List

```
10.2.21.21 - PuTTY

Shelf List Inventory Report

Start with call number AC1 .G3 1963 v.10
Print Random Sample? (y/n) n
Review how many items? 5000

I > INCLUDE only items at Main Library
S > Off-shelf STATUS codes
B > BEGIN printing shelflist
Q > QUIT
Choose one (I,S,B,Q) █
```

The starting Call #  
determines the  
starting Location



# Print Shelf List

```
10.2.21.21 - PuTTY

Shelf List Inventory Report

Start with call number AC1 .G3 1963 v.10
Print Random Sample? (y/n) n
Review how many items? 5000

I > INCLUDE only items at Inventory
S > Off-shelf STATUS codes
B > BEGIN printing shelflist
Q > QUIT
Choose one (I,S,B,Q) █
```

```
10.2.21.21 - PuTTY

Shelf List Inventory Report

Start with call number AC1 .G3 1963 v.10
Print Random Sample? (y/n) n
Review how many items? 5000

I > INCLUDE only items at Inventory
S > Off-shelf STATUS codes
B > BEGIN printing shelflist
Q > QUIT
Choose one (I,S,B,Q) █
```

# Print Shelf List

```
10.2.21.21 - PuTTY
Shelf List Inventory Report
Press "s" to stop processing
Processing .....
.....
.....

The system has searched through the next 5000 items and
none are in the specified LOCATION main .
Do you want INNOPAC to continue searching? (y/n) █
```

Why say “y”?



*“The inventory program compares the barcodes in the shelflist range to the entire database of records in call number order. In some cases, two call numbers that are side-by-side in a specific location can have more than 5,000 call numbers between them in the collection as a whole.”*

# Print Shelf List

```
10.2.21.21 - PuTTY
SHELF LIST INVENTORY REPORT Thu 05 Mar 2020 for LOCATION Inventory

Beginning barcode and call #      38534008612099      AC1 .G3 1963 v.10
Ending barcode and call #        38534015953569      B824 .B74 2010

Total number of items that exist in this range  5000
Number currently checked out                132
Number of items with off-shelf status        21
Number expected to be on the shelf          4847

DETAIL REPORT FOR LOCATION Inventory

Status      Barcode      Call Number      Title
1. OK on shelf  396288 AC1 .G7 v.2      Gateway to the great
2. OK on shelf  396296 AC1 .G7 v.3      Great books of the W
3. OK on shelf  396312 AC1 .G7 v.4      Great books of the W
4. OK on shelf  396320 AC1 .G7 v.5      Great books of the W
5. OK on shelf  396320 AC1 .G7 v.5      Great books of the W

-----+-----+
| F > FORWARD          P > PRINT          |
| B > BACKWARD         Q > QUIT          |
| Choose one (F,B,P,Q) █ |
+-----+-----+
```

You can print this report and compare it to the titles that are physically on the shelves



# Print Shelf List

```
10.2.21.21 - PuTTY
SHELF LIST INVENTORY REPORT Thu 05 Mar 2020 for LOCATION Invent
Beginning barcode and call #      38534008612099
Ending barcode and call #        38534015953569

Total number of items that exist in this range  5000
Number currently checked out                  132
Number of items with off-shelf status          21
Number expected to be on the shelf            4847

DETAIL REPORT FOR LOCATION Inventory

  Status      Barcode      Call Number      Title
1. OK on shelf 38534008612099 AC1 .G3 1963 v.10 Gateway to the great
2. OK on shelf 38534009396270 AC1 .G7 v.1   Great books of the W
3. OK on shelf 38534009396288 AC1 .G7 v.2   Great books of the W
4. OK on shelf 38534009396296 AC1 .G7 v.3   Great books of the W
5. OK on shelf 38534009396312 AC1 .G7 v.4   Great books of the W
-----+-----+
|F > FORWARD          P > PRINT
|B > BACKWARD         Q > QUIT
|Choose one (F,B,P,Q) █
-----+-----+
```

```
OK on shelf      396288 AC1 .G7 v.2
OK on shelf      396296 AC1 .G7 v.3
OK on shelf      396312 AC1 .G7 v.4
OK on shelf      396320 AC1 .G7 v.5
```

Call iii to change the display of barcode to the complete form – needed for the DLA



# Print Shelf List

```
10.2.21.21 - PuTTY
SHELF LIST INVENTORY REPORT Thu 05 Mar 2020 for LOCATION Inventory

Beginning barcode and call #      38534008612099      AC1 .G3 1963 v.10
Ending barcode and call #        38534015953569      B824 .B74 2010

Total number of items that exist in this range  5000
Number currently checked out                132
Number of items with off-shelf status        21
Number expected to be on the shelf          4847

DETAIL REPORT FOR LOCATION Inventory

      Status      Barcode      Call Number      Title
1. OK on shelf 38534008612099 AC1 .G3 1963 v.10 Gateway to the great
2. OK on shelf 38534009396270 AC1 .G7 v.1      Great books of the W
3. OK on shelf 38534009396288 AC1 .G7 v.2      Great books of the W
4. OK on shelf 38534009396296 AC1 .G7 v.3      Great books of the W
5. OK on shelf 38534009396312 AC1 .G7 v.4      Great books of the W
-----+-----+
|F > FORWARD          P > PRINT
|B > BACKWARD         Q > QUIT
|Choose one (F,B,P,Q) █
-----+-----+
```

We'll use this report to export a list to the DLA



# Print Shelf List

```
10.2.21.21 - PuTTY
SHELF LIST INVENTORY REPORT Thu 05 Mar 2020 for LOCATION Inventory

Beginning barcode and call #      38534008612099      AC1 .G3 1963 v.10
Ending barcode and call #        38534015953569      B824 .B74 2010

Total number of items that exist in this range  5000
Number currently checked out                132
Number of items with off-shelf status        21
Number expected to be on the shelf          4847

DETAIL REPORT FOR LOCATION Inventory

Status      Barcode      Call Number      Title
1. OK on shelf 38534008612099  AC1 .G3 1963 v.10  Gateway to the great
2. OK on shelf 38534009396270  AC1 .G7 v.1        Great books of the W
3. OK on shelf 38534009396288  AC1 .G7 v.2        Great books of the W
4. OK on shelf 38534009396296  AC1 .G7 v.3        Great books of the W
5. OK on shelf 38534009396312  AC1 .G7 v.4        Great books of the W
1 > Attached printer          5 > Library Network Printer 1
2 > E-mail printer           6 > Library Network Printer 2
3 > FTS file save
4 > Network System Printer
Choose one (1-6) █
```

Save the report  
on the server

```
4. OK on shelf 38534009396296  AC1 .G7 v.3
5. OK on shelf 38534009396312  AC1 .G7 v.4
File name : shelflist-29022020 █
```

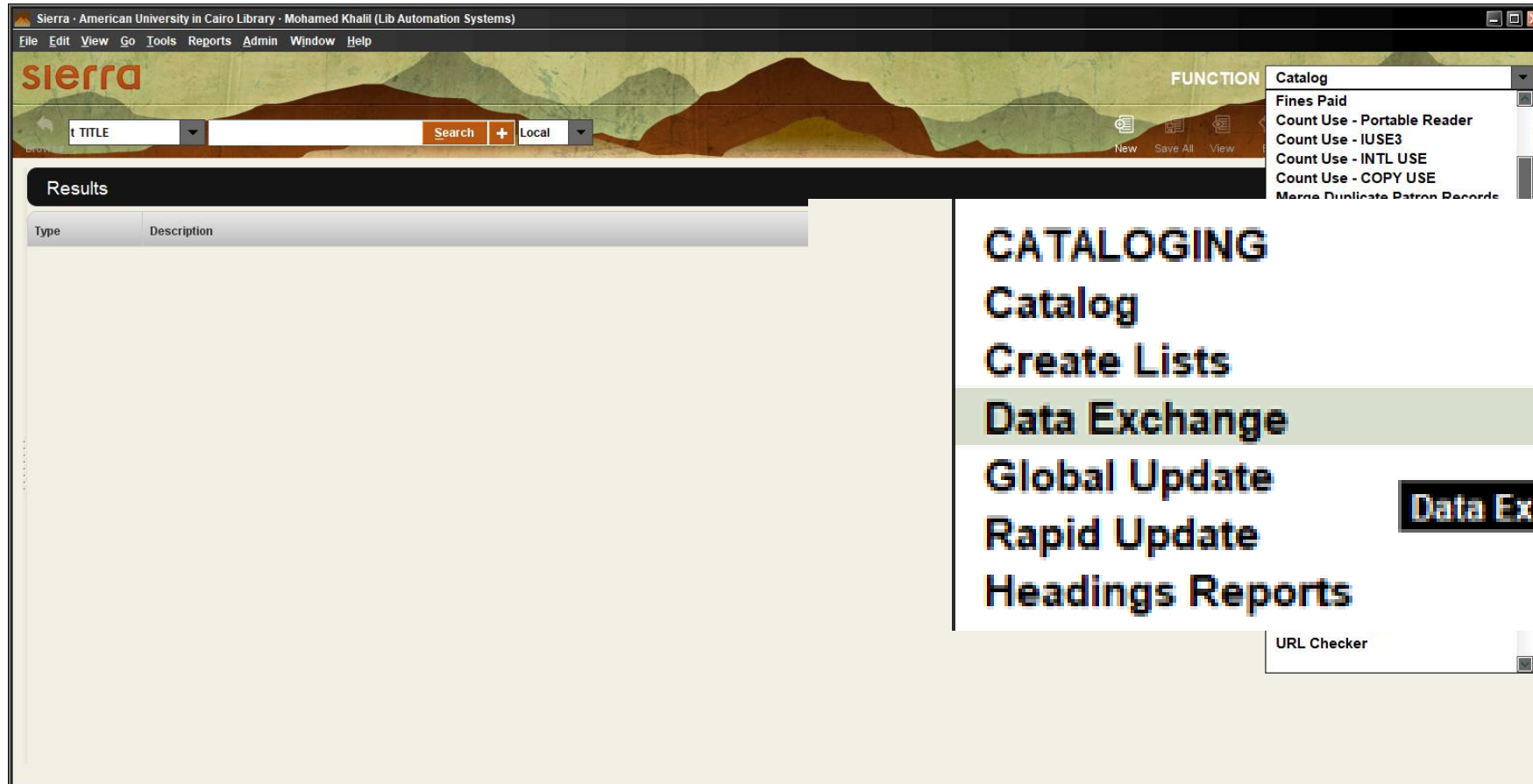




# Process the Shelf List File



# Process the Shelf List File



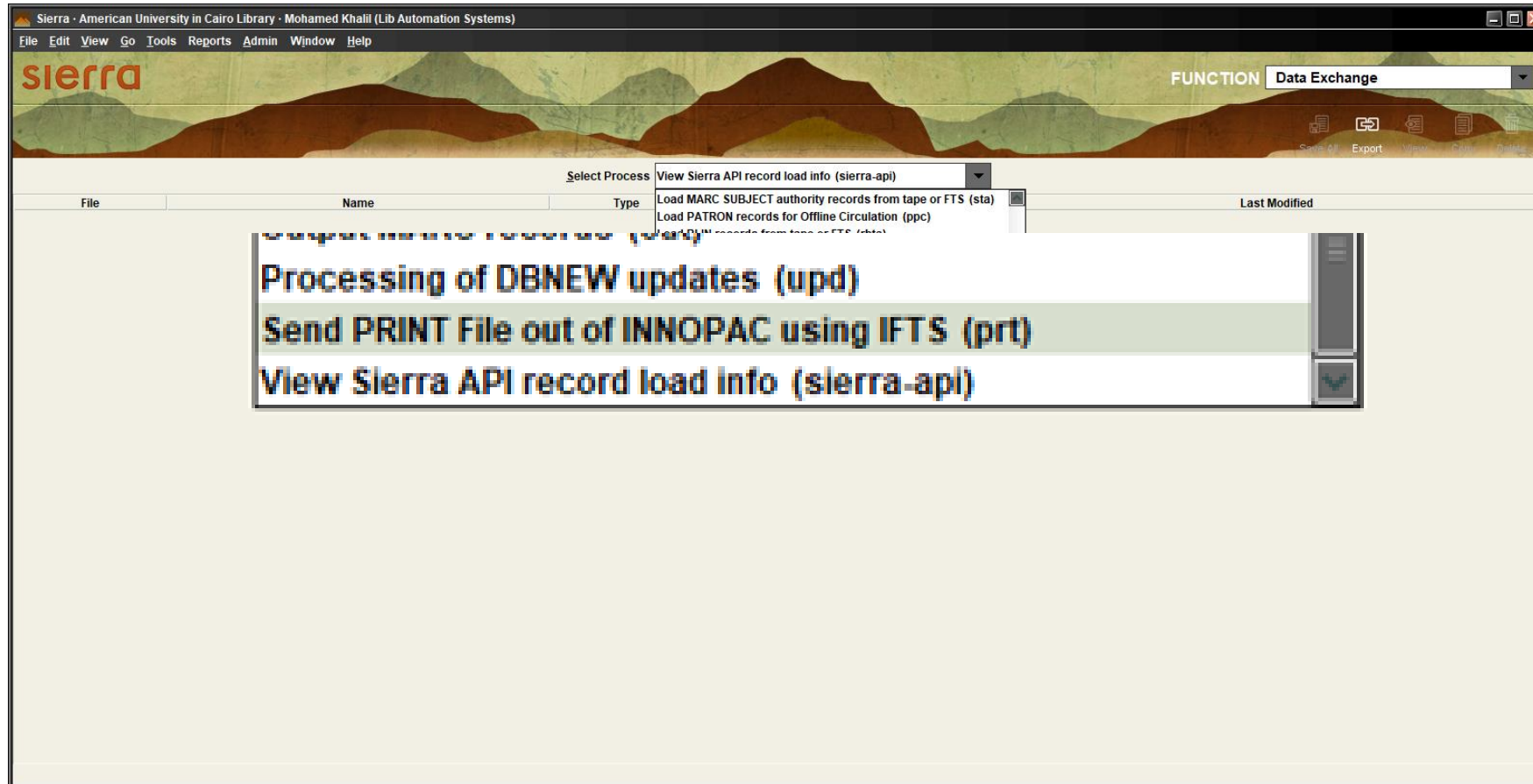
The screenshot shows the Sierra library system interface. At the top, the title bar reads "Sierra - American University in Cairo Library - Mohamed Khalil (Lib Automation Systems)". Below this is a menu bar with "File", "Edit", "View", "Go", "Tools", "Reports", "Admin", "Window", and "Help". The main header features the "sierra" logo on the left and a "FUNCTION" dropdown menu on the right, currently set to "Catalog". Below the header is a search bar with a "TITLE" dropdown, a search input field, a "Search" button, a "+" button, and a "Local" dropdown. Below the search bar is a "Results" section with a table header containing "Type" and "Description".

**CATALOGING**  
**Catalog**  
**Create Lists**  
**Data Exchange**  
**Global Update**  
**Rapid Update**  
**Headings Reports**

**Data Exchange**

URL Checker

# Process the Shelf List File



The screenshot shows the Sierra library system interface. The title bar reads "Sierra - American University in Cairo Library - Mohamed Khallil (Lib Automation Systems)". The menu bar includes "File", "Edit", "View", "Go", "Tools", "Reports", "Admin", "Window", and "Help". The "sierra" logo is on the left, and the "FUNCTION Data Exchange" dropdown is on the right. A "Select Process" dropdown menu is open, showing options: "View Sierra API record load info (sierra-api)", "Load MARC SUBJECT authority records from tape or FTS (sta)", "Load PATRON records for Offline Circulation (ppc)", and "Load MARC records from tape or FTS (tbl)". Below the menu, a table lists processes:

File	Name	Type	Last Modified
	Processing of DBNEW updates (upd)		
	Send PRINT File out of INNOPAC using IFTS (prt)		
	View Sierra API record load info (sierra-api)		

# Process the Shelf List File

The screenshot shows the Sierra library system interface. The title bar reads "Sierra - American University in Cairo Library - Mohamed Khalil (Lib Automation Systems)". The menu bar includes "File", "Edit", "View", "Go", "Tools", "Reports", "Admin", "Window", and "Help". The "sierra" logo is on the left, and the "FUNCTION" dropdown is set to "Data Exchange". A toolbar contains icons for "Save All", "Export", "View", "Copy", "Delete", "Put PC", "Put FTS F", and "Put FTS H". A "Select Process" dropdown is set to "Send PRINT File out of INNOPAC using IFTS (prt)". Below this is a table with the following data:

File	Name ▲	Type	Size	Last Modified
1	id_rsa.txt.html	html	1675	12-06-2019 08:50AM
2	shelflist-29022020.p	p	407885	29-02-2020 10:30PM

The file "shelflist-29022020.p" is highlighted in the table. Below the table, the filename "shelflist-29022020.p" is displayed in a large font within a highlighted box.

# Process the Shelf List File

The screenshot shows the Sierra library system interface. At the top, the title bar reads "Sierra - American University in Cairo Library - Mohamed Khalil (Lib Automation Systems)". The main header features the "sierra" logo and a "FUNCTION Data Exchange" dropdown menu. Below the header is a toolbar with icons for Save All, Export, View, Copy, Delete, Put PC, Put FTS F, and Put FTS H. A "Select Process" dropdown menu is set to "Send PRINT File out of INNOPAC using IFTS (prt)".

File	Name ▲	Type	Size	
1	id_rsa.txt.html	html	1675	12-06-2019 08:50AM
2	shelflist-29022020.p	p	407885	29-02-2020 10:30PM

The file "shelflist-29022020.p" is highlighted. Below the table, a button labeled "Download files to PC (2)" is visible, along with other options like "Put PC", "Put FTS F", and "Put FTS H".

# Process the Shelf List in Notepad++

```
1  FF
2
3
4  SHELF LIST INVENTORY REPORT Thu 05 Mar 2020 for LOCATION Inventory
5
6  Beginning barcode and call #      38534008612099      AC1 .G3 1963 v.10
7  Ending barcode and call #        38534015953569      B824 .B74 2010
8
9  Total number of items that exist in this range    5000
10 Number currently checked out                    132
11 Number of items with off-shelf status            21
12 Number expected to be on the shelf              4847
13
14  DETAIL REPORT FOR LOCATION Inventory
15
16  Status      Barcode      Call Number      Title
17
18  1. OK on shelf 38534008612099 AC1 .G3 1963 v.10 Gateway to the great
19  2. OK on shelf 38534009396270 AC1 .G7 v.1      Great books of the W
20  3. OK on shelf 38534009396288 AC1 .G7 v.2      Great books of the W
21  4. OK on shelf 38534009396296 AC1 .G7 v.3      Great books of the W
22  5. OK on shelf 38534009396312 AC1 .G7 v.4      Great books of the W
23  6. OK on shelf 38534009396320 AC1 .G7 v.5      Great books of the W
24  7. OK on shelf 38534009396338 AC1 .G7 v.6      Great books of the W
```

Normal text | length : 407,885 | lines : 5,279 | Ln : 1 | Col : 1 | Sel : 0 | 0 | Unix (LF) | UTF-8 | INS

One of the challenges is to transfer the list to a format that is compatible with the DLA

# Process the Shelf List in Notepad++

```
1 Barcode ; Call Number ;Title
2 38534008612099; AC1 .G3 1963 v.10 ;Gateway to the great
3 38534009396270; AC1 .G7 v.1 ;Great books of the W
4 38534009396288; AC1 .G7 v.2 ;Great books of the W
5 38534009396296; AC1 .G7 v.3 ;Great books of the W
6 38534009396312; AC1 .G7 v.4 ;Great books of the W
7 38534009396320; AC1 .G7 v.5 ;Great books of the W
8 38534009396338; AC1 .G7 v.6 ;Great books of the W
9 38534009396346; AC1 .G7 v.7 ;Great books of the W
10 38534009396353; AC1 .G7 v.8 ;Great books of the W
11 38534009396262; AC1 .G7 v.9 ;Great books of the W
12 38534009396361; AC1 .G7 v.10 ;Great books of the W
13 38534009396205; AC1 .G7 v.11 ;Great books of the W
14 38534009396379; AC1 .G7 v.12 ;Great books of the W
15 38534009396387; AC1 .G7 v.13 ;Great books of the W
16 38534009396395; AC1 .G7 v.14 ;Great books of the W
17 38534009396403; AC1 .G7 v.15 ;Great books of the W
18 38534009396197; AC1 .G7 v.16 ;Great books of the W
19 38534009396411; AC1 .G7 v.17 ;Great books of the W
20 38534009396429; AC1 .G7 v.18 ;Great books of the W
21 38534009396437; AC1 .G7 v.19 ;Great books of the W
22 38534009396445; AC1 .G7 v.20 ;Great books of the W
23 38534009396452; AC1 .G7 v.21 ;Great books of the W
```

Normal text | length : 327,008 | lines : 5,001 | Ln: 1 Col: 43 Sel: 0 | 0 | Unix (LF) | UTF-8 | INS

How?

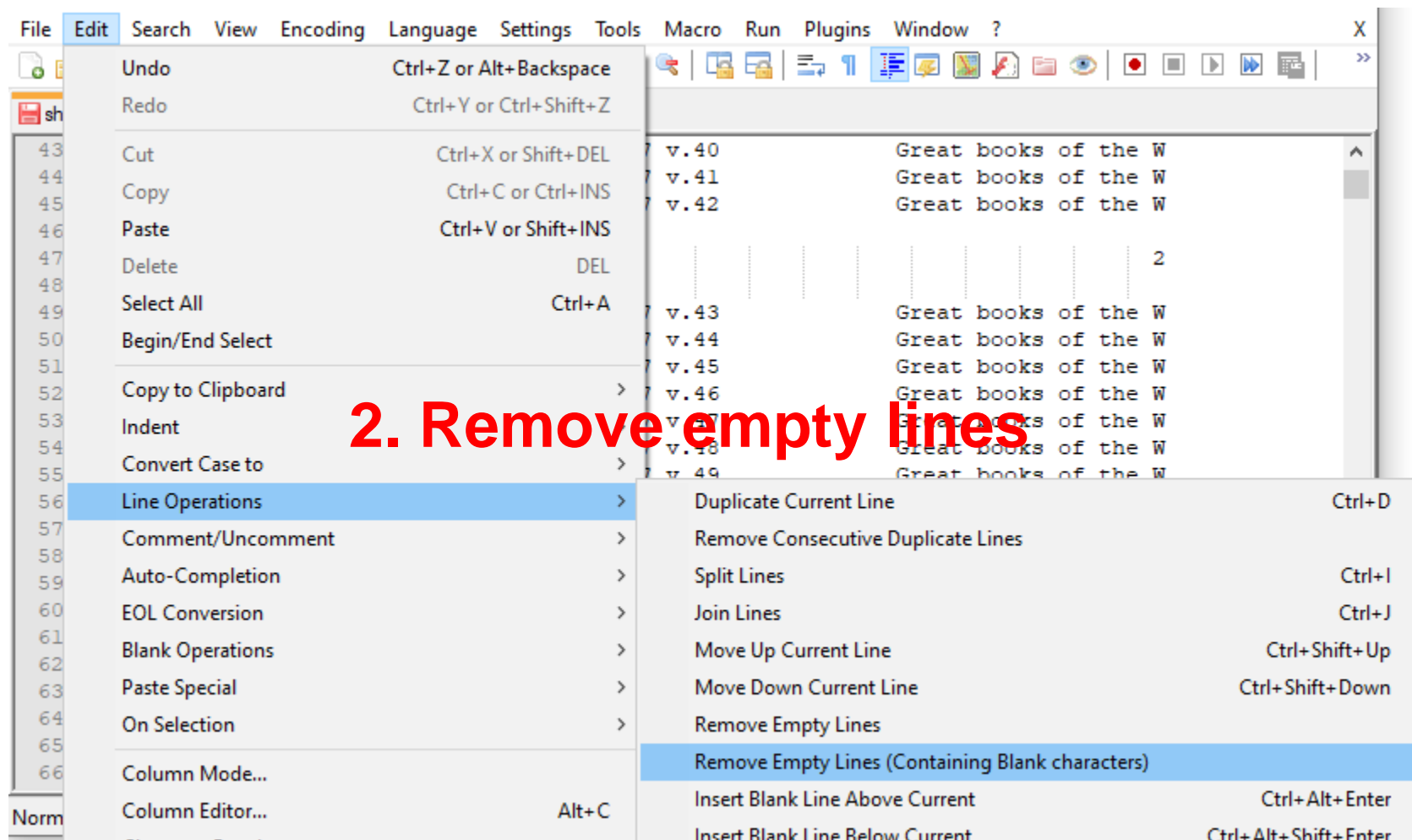
# Process the Shelf List in Notepad++

```
1  FF
2
3
4  SHELF LIST INVENTORY REPORT Thu 05 Mar 2020 for LOCATION Inventory
5
6  Beginning barcode and call #      38534008612099      AC1 .G3 1963 v.10
7  Ending barcode and call #        38534015953569      B824 .B74 2010
8
9  Total number of items that exist in this range  5000
10 Number currently checked out          132
11 Number of items with off-shelf status    21
12 Number expected to be on the shelf      4847
13
14  1. Delete leading rows
15  DETAIL REPORT FOR LOCATION Inventory
16
17  Status      Barcode      Call Number      Title
18  1. OK on shelf 38534008612099  AC1 .G3 1963 v.10  Gateway to the great
19  2. OK on shelf 38534009396270  AC1 .G7 v.1        Great books of the W
20  3. OK on shelf 38534009396288  AC1 .G7 v.2        Great books of the W
21  4. OK on shelf 38534009396296  AC1 .G7 v.3        Great books of the W
22  5. OK on shelf 38534009396312  AC1 .G7 v.4        Great books of the W
23  6. OK on shelf 38534009396320  AC1 .G7 v.5        Great books of the W
24  7. OK on shelf 38534009396338  AC1 .G7 v.6        Great books of the W
```

Normal text | length : 407,885 | lines : 5,279 | Ln: 15 | Col: 1 | Sel: 597 | 15 | Unix (LF) | UTF-8 | INS



# Process the Shelf List in Notepad++





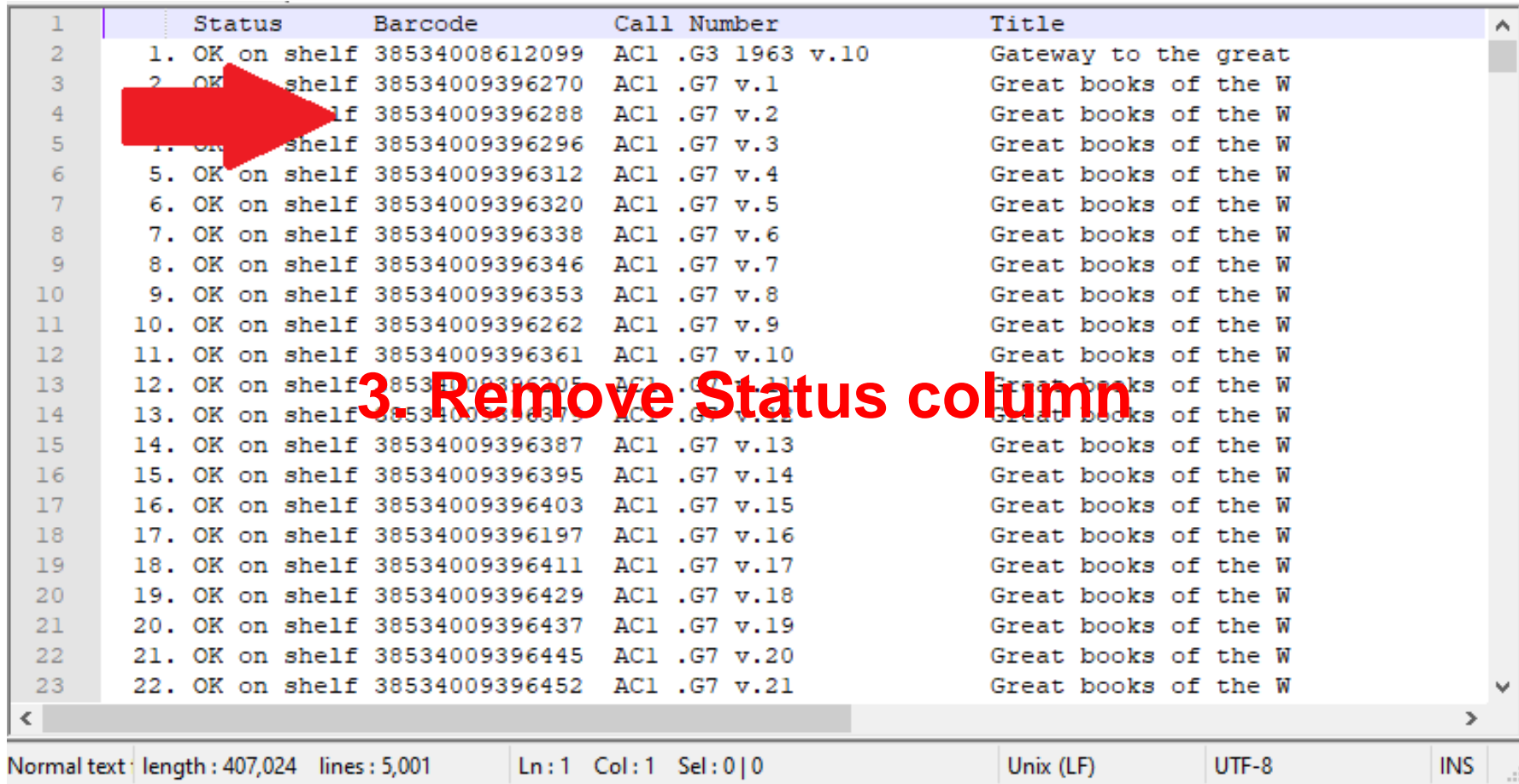
# Process the Shelf List in Notepad++

	Status	Barcode	Call Number	Title
1	1. OK on shelf	38534008612099	AC1 .G3 1963 v.10	Gateway to the great
2	2. OK on shelf	38534009396270	AC1 .G7 v.1	Great books of the W
3	3. OK on shelf	38534009396288	AC1 .G7 v.2	Great books of the W
4	4. OK on shelf	38534009396296	AC1 .G7 v.3	Great books of the W
5	5. OK on shelf	38534009396312	AC1 .G7 v.4	Great books of the W
6	6. OK on shelf	38534009396320	AC1 .G7 v.5	Great books of the W
7	7. OK on shelf	38534009396338	AC1 .G7 v.6	Great books of the W
8	8. OK on shelf	38534009396346	AC1 .G7 v.7	Great books of the W
9	9. OK on shelf	38534009396353	AC1 .G7 v.8	Great books of the W
10	10. OK on shelf	38534009396262	AC1 .G7 v.9	Great books of the W
11	11. OK on shelf	38534009396361	AC1 .G7 v.10	Great books of the W
12	12. OK on shelf	38534009396205	AC1 .G7 v.11	Great books of the W
13	13. OK on shelf	38534009396379	AC1 .G7 v.12	Great books of the W
14	14. OK on shelf	38534009396387	AC1 .G7 v.13	Great books of the W
15	15. OK on shelf	38534009396395	AC1 .G7 v.14	Great books of the W
16	16. OK on shelf	38534009396403	AC1 .G7 v.15	Great books of the W
17	17. OK on shelf	38534009396197	AC1 .G7 v.16	Great books of the W
18	18. OK on shelf	38534009396411	AC1 .G7 v.17	Great books of the W
19	19. OK on shelf	38534009396429	AC1 .G7 v.18	Great books of the W
20	20. OK on shelf	38534009396437	AC1 .G7 v.19	Great books of the W
21	21. OK on shelf	38534009396445	AC1 .G7 v.20	Great books of the W
22	22. OK on shelf	38534009396452	AC1 .G7 v.21	Great books of the W

Normal text | length : 407,024 | lines : 5,001 | Ln: 1 Col: 1 Sel: 0 | 0 | Unix (LF) | UTF-8 | INS



# Process the Shelf List in Notepad++



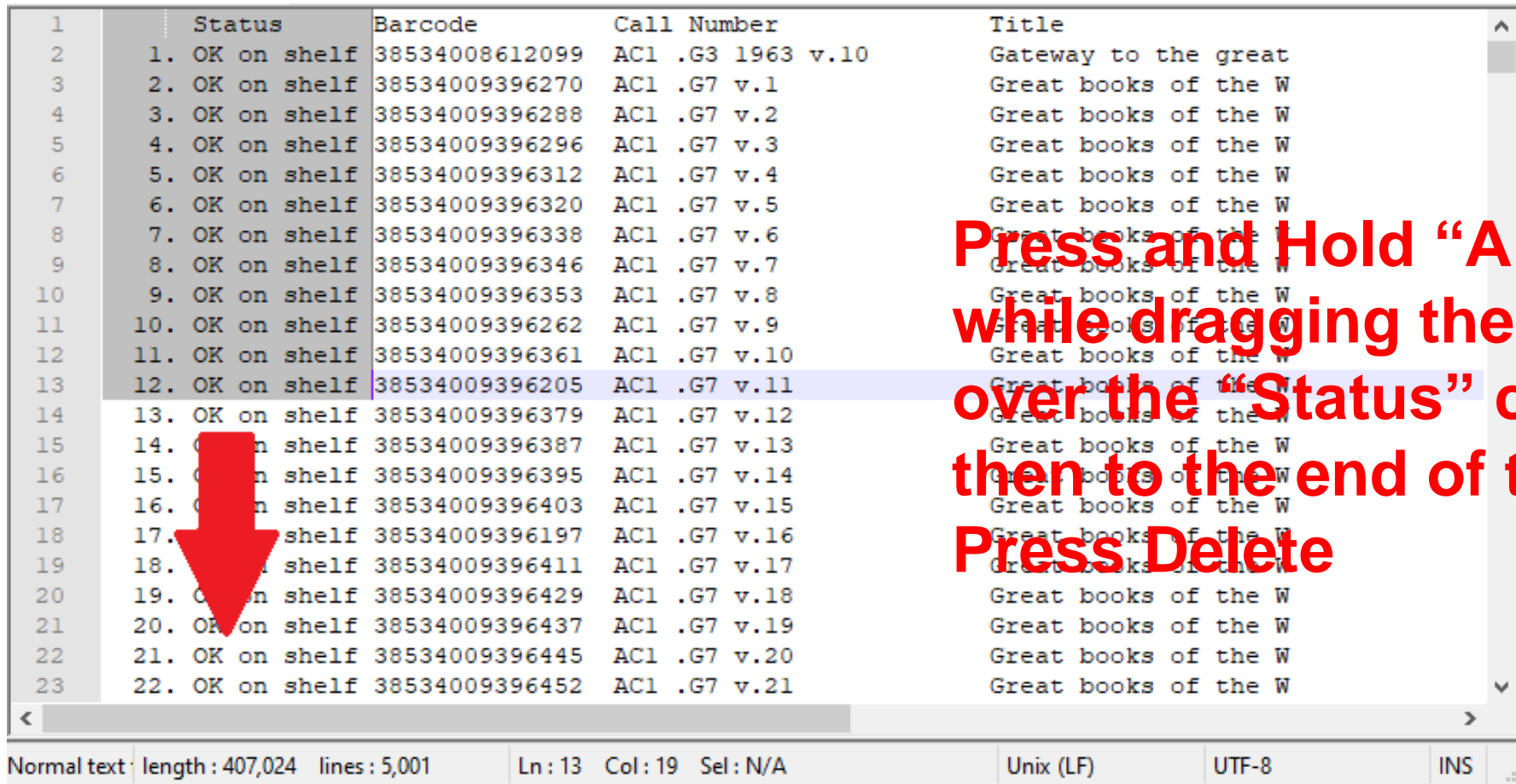
The screenshot shows a Notepad++ window displaying a shelf list. The text is as follows:

	Status	Barcode	Call Number	Title
1	1. OK on shelf	38534008612099	AC1 .G3 1963 v.10	Gateway to the great
2	2. OK on shelf	38534009396270	AC1 .G7 v.1	Great books of the W
3	3. OK on shelf	38534009396288	AC1 .G7 v.2	Great books of the W
4	4. OK on shelf	38534009396296	AC1 .G7 v.3	Great books of the W
5	5. OK on shelf	38534009396312	AC1 .G7 v.4	Great books of the W
6	6. OK on shelf	38534009396320	AC1 .G7 v.5	Great books of the W
7	7. OK on shelf	38534009396338	AC1 .G7 v.6	Great books of the W
8	8. OK on shelf	38534009396346	AC1 .G7 v.7	Great books of the W
9	9. OK on shelf	38534009396353	AC1 .G7 v.8	Great books of the W
10	10. OK on shelf	38534009396262	AC1 .G7 v.9	Great books of the W
11	11. OK on shelf	38534009396361	AC1 .G7 v.10	Great books of the W
12	12. OK on shelf	38534009396305	AC1 .G7 v.11	Great books of the W
13	13. OK on shelf	38534009396375	AC1 .G7 v.12	Great books of the W
14	14. OK on shelf	38534009396387	AC1 .G7 v.13	Great books of the W
15	15. OK on shelf	38534009396395	AC1 .G7 v.14	Great books of the W
16	16. OK on shelf	38534009396403	AC1 .G7 v.15	Great books of the W
17	17. OK on shelf	38534009396197	AC1 .G7 v.16	Great books of the W
18	18. OK on shelf	38534009396411	AC1 .G7 v.17	Great books of the W
19	19. OK on shelf	38534009396429	AC1 .G7 v.18	Great books of the W
20	20. OK on shelf	38534009396437	AC1 .G7 v.19	Great books of the W
21	21. OK on shelf	38534009396445	AC1 .G7 v.20	Great books of the W
22	22. OK on shelf	38534009396452	AC1 .G7 v.21	Great books of the W

A red arrow points to the 'Status' column header. A red text overlay reads '3. Remove Status column'.

Normal text | length : 407,024 | lines : 5,001 | Ln: 1 Col: 1 Sel: 0 | 0 | Unix (LF) | UTF-8 | INS

# Process the Shelf List in Notepad++

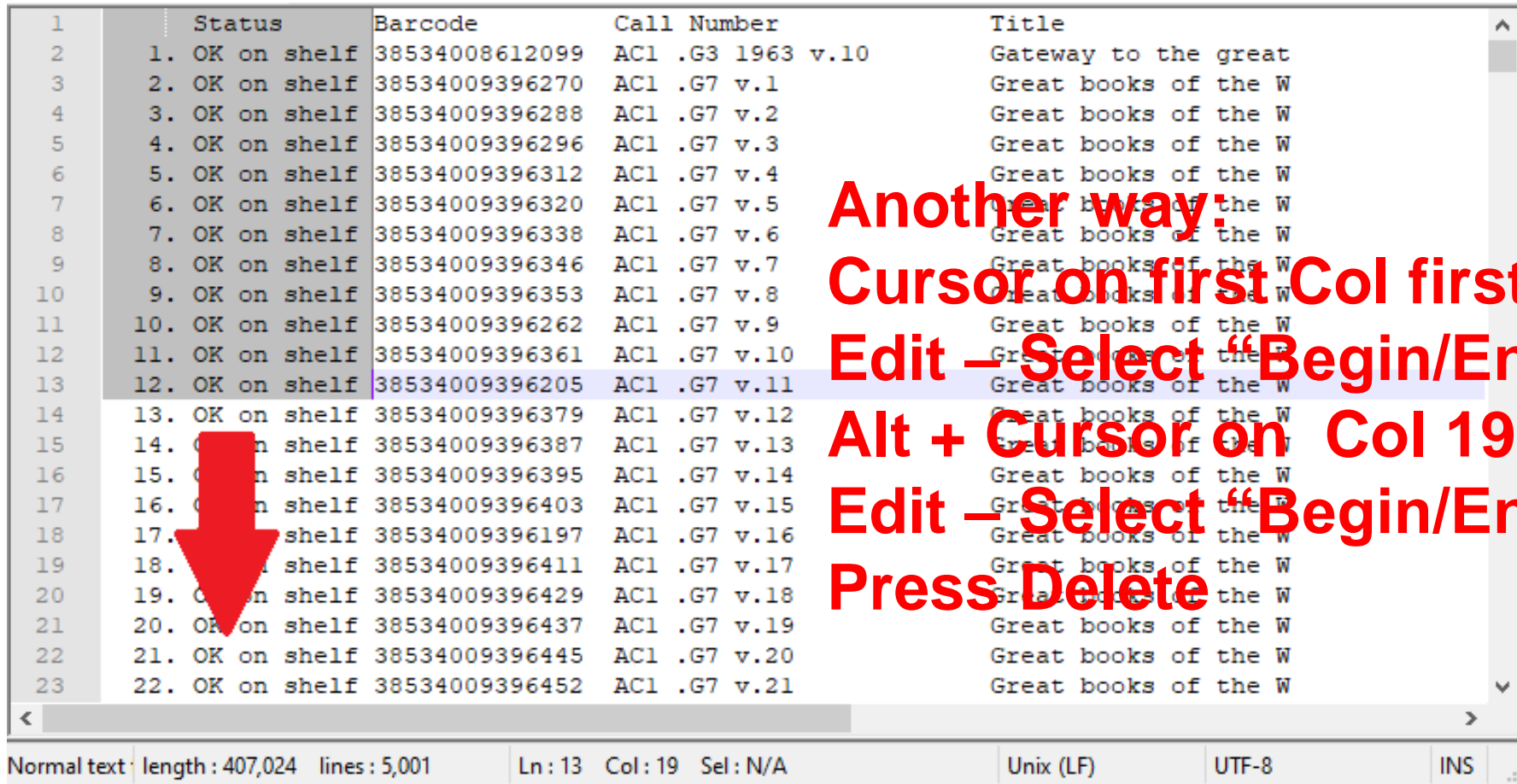


Press and Hold "Alt" key while dragging the mouse over the "Status" column then to the end of the file Press Delete

	Status	Barcode	Call Number	Title
1				
2	1. OK on shelf	38534008612099	AC1 .G3 1963 v.10	Gateway to the great
3	2. OK on shelf	38534009396270	AC1 .G7 v.1	Great books of the W
4	3. OK on shelf	38534009396288	AC1 .G7 v.2	Great books of the W
5	4. OK on shelf	38534009396296	AC1 .G7 v.3	Great books of the W
6	5. OK on shelf	38534009396312	AC1 .G7 v.4	Great books of the W
7	6. OK on shelf	38534009396320	AC1 .G7 v.5	Great books of the W
8	7. OK on shelf	38534009396338	AC1 .G7 v.6	Great books of the W
9	8. OK on shelf	38534009396346	AC1 .G7 v.7	Great books of the W
10	9. OK on shelf	38534009396353	AC1 .G7 v.8	Great books of the W
11	10. OK on shelf	38534009396262	AC1 .G7 v.9	Great books of the W
12	11. OK on shelf	38534009396361	AC1 .G7 v.10	Great books of the W
13	12. OK on shelf	38534009396205	AC1 .G7 v.11	Great books of the W
14	13. OK on shelf	38534009396379	AC1 .G7 v.12	Great books of the W
15	14. OK on shelf	38534009396387	AC1 .G7 v.13	Great books of the W
16	15. OK on shelf	38534009396395	AC1 .G7 v.14	Great books of the W
17	16. OK on shelf	38534009396403	AC1 .G7 v.15	Great books of the W
18	17. OK on shelf	38534009396197	AC1 .G7 v.16	Great books of the W
19	18. OK on shelf	38534009396411	AC1 .G7 v.17	Great books of the W
20	19. OK on shelf	38534009396429	AC1 .G7 v.18	Great books of the W
21	20. OK on shelf	38534009396437	AC1 .G7 v.19	Great books of the W
22	21. OK on shelf	38534009396445	AC1 .G7 v.20	Great books of the W
23	22. OK on shelf	38534009396452	AC1 .G7 v.21	Great books of the W

Normal text | length : 407,024 | lines : 5,001 | Ln: 13 | Col: 19 | Sel: N/A | Unix (LF) | UTF-8 | INS

# Process the Shelf List in Notepad++



1	Status	Barcode	Call Number	Title
2	1. OK on shelf	38534008612099	AC1 .G3 1963 v.10	Gateway to the great
3	2. OK on shelf	38534009396270	AC1 .G7 v.1	Great books of the W
4	3. OK on shelf	38534009396288	AC1 .G7 v.2	Great books of the W
5	4. OK on shelf	38534009396296	AC1 .G7 v.3	Great books of the W
6	5. OK on shelf	38534009396312	AC1 .G7 v.4	Great books of the W
7	6. OK on shelf	38534009396320	AC1 .G7 v.5	Great books of the W
8	7. OK on shelf	38534009396338	AC1 .G7 v.6	Great books of the W
9	8. OK on shelf	38534009396346	AC1 .G7 v.7	Great books of the W
10	9. OK on shelf	38534009396353	AC1 .G7 v.8	Great books of the W
11	10. OK on shelf	38534009396262	AC1 .G7 v.9	Great books of the W
12	11. OK on shelf	38534009396361	AC1 .G7 v.10	Great books of the W
13	12. OK on shelf	38534009396205	AC1 .G7 v.11	Great books of the W
14	13. OK on shelf	38534009396379	AC1 .G7 v.12	Great books of the W
15	14. OK on shelf	38534009396387	AC1 .G7 v.13	Great books of the W
16	15. OK on shelf	38534009396395	AC1 .G7 v.14	Great books of the W
17	16. OK on shelf	38534009396403	AC1 .G7 v.15	Great books of the W
18	17. OK on shelf	38534009396197	AC1 .G7 v.16	Great books of the W
19	18. OK on shelf	38534009396411	AC1 .G7 v.17	Great books of the W
20	19. OK on shelf	38534009396429	AC1 .G7 v.18	Great books of the W
21	20. OK on shelf	38534009396437	AC1 .G7 v.19	Great books of the W
22	21. OK on shelf	38534009396445	AC1 .G7 v.20	Great books of the W
23	22. OK on shelf	38534009396452	AC1 .G7 v.21	Great books of the W

Normal text | length : 407,024 | lines : 5,001 | Ln : 13 | Col : 19 | Sel : N/A | Unix (LF) | UTF-8 | INS

Another way:  
Cursor on first Col first Row  
Edit – Select “Begin/End Select”  
Alt + Cursor on Col 19 last Row  
Edit – Select “Begin/End Select”  
Press Delete



# Process the Shelf List in Notepad++

The screenshot shows a Notepad++ window with a shelf list. The list has columns for Barcode, Call Number, and other data. A dialog box titled "Column / Multi-Selection Editor" is open, allowing the user to insert text between columns. The "Text to Insert" option is selected, and a semicolon (;) is entered in the input field. The status bar at the bottom indicates the current cursor position is at Line 1, Column 15.

Ln	Barcode	Call Nu
1	38534008612099	AC1 .G3
2	38534009396270	AC1 .G7
3	38534009396288	AC1 .G7
4	38534009396296	AC1 .G7
5	38534009396312	AC1 .G7
6	38534009396320	AC1 .G7
7	38534009396338	AC1 .G7
8	38534009396346	AC1 .G7
9	38534009396353	AC1 .G7
10	38534009396262	AC1 .G7
11	38534009396361	AC1 .G7
12	38534009396205	AC1 .G7
13	38534009396379	AC1 .G7
14	38534009396387	AC1 .G7
15	38534009396395	AC1 .G7
16	38534009396403	AC1 .G7
17	38534009396197	AC1 .G7
18	38534009396411	AC1 .G7
19	38534009396429	AC1 .G7
20	38534009396437	AC1 .G7
21	38534009396445	AC1 .G7
22	38534009396452	AC1 .G7
23		

**4. Insert ";" between columns**  
**Row : 1 Col : 15**

Column / Multi-Selection Editor

Text to Insert

Number to Insert

Increase by :

Repeat :   Leading zeros

Format

Dec  Hex

Oct  Bin

OK

Cancel

Normal text | length : 317,006 | lines : 5,001 | Ln: 1 Col: 15 Sel: 0 | 0 | Unix (LF) | UTF-8 | INS

# Process the Shelf List in Notepad++

```
1 Barcode ; Call Number ;Title
2 38534008612099; AC1 .G3 1963 v.10 ;Gateway to the great
3 38534009396270; AC1 .G7 v.1 ;Great books of the W
4 38534009396288; AC1 .G7 v.2 ;Great books of the W
5 38534009396296; AC1 .G7 v.3 ;Great books of the W
6 38534009396312; AC1 .G7 v.4 ;Great books of the W
7 38534009396320; AC1 .G7 v.5 ;Great books of the W
8 38534009396338; AC1 .G7 v.6 ;Great books of the W
9 38534009396346; AC1 .G7 v.7 ;Great books of the W
10 38534009396353; AC1 .G7 v.8 ;Great books of the W
11 38534009396262; AC1 .G7 v.9 ;Great books of the W
12 38534009396361; AC1 .G7 v.10 ;Great books of the W
13 38534009396205; AC1 .G7 v.11 ;Great books of the W
14 38534009396379; AC1 .G7 v.12 ;Great books of the W
15 38534009396387; AC1 .G7 v.13 ;Great books of the W
16 38534009396395; AC1 .G7 v.14 ;Great books of the W
17 38534009396403; AC1 .G7 v.15 ;Great books of the W
18 38534009396197; AC1 .G7 v.16 ;Great books of the W
19 38534009396411; AC1 .G7 v.17 ;Great books of the W
20 38534009396429; AC1 .G7 v.18 ;Great books of the W
21 38534009396437; AC1 .G7 v.19 ;Great books of the W
22 38534009396445; AC1 .G7 v.20 ;Great books of the W
23 38534009396452; AC1 .G7 v.21 ;Great books of the W
```

4. Insert ";" between columns  
Row : 1 Col : 43

Normal text | length : 327,008 | lines : 5,001 | Ln : 1 Col : 43 Sel : 0 | 0 | Unix (LF) | UTF-8 | INS

# Process the Shelf List in Notepad++

```
4942 38534007457744; B821 .H56 1974 ;Socialist humanism :
4943 38534007853793; B821 .H76 1961 ;The humanist frame.
4944 38534007853801; B821 .H76 1961 c.2 ;The humanist frame.
4945 38534007439783; B821 .J58 1973 ;Humanism and beyond
4946 38534007717519; B821 .L3 1949 ;Humanism as a philos
4947 38534007687761; B821 .L33 1957 ;The philosophy of hu
4948 38534007687779; B821 .L33 1957 c.2 ;The philosophy of hu
4949 38534008055141; B821 .L4x 1937 ;Humanism and natural
4950 38534008055208; B821 .M34 1936 ;Humanisme intgral :
4951 38534007444346; B821 .M342 1973 ;Integral humanism :
4952 38534007697760; B821 .M78 1943 ;Science and criticis
4953 38534007739117; B821 .R434 1958 ;The integration of h
4954 38534007854312; B821 .P448 1948 ;World philosophy : a
4955 38534011499898; B821 .S1 2000 ;Humanism and new wa
4956 38534013355270; B821 .S23 2004 ;On equilibrium : six
4957 38534013247774; B821 .S498 2008 ;Levinas and Camus :
4958 38534016052973; B821 .T628 2009 ;La signature humaine
4959 38534019092026; B821 .U63 2018 ;Integral humanism :
4960 38534009950910; B822 .O34 1998 ;The Fitzroy Dearborn
4961 38534007497781; B823 .E8 1974 ;Idealism : a critica
4962 38534007277589; B823 .E82 1957 ;The idealist traditi
4963 38534007605847; B823 .I32 1982 ;Idealism, past and p
4964 38534007605854; B823 .I32 1982 c.2 ;Idealism, past and p
```

5. Remove extra characters

Normal text length : 327,008 lines : 5,001 Ln: 4,946 Col: 65 Sel: 1 | 1 Unix (LF) UTF-8 INS



# Process the Shelf List in Notepad++

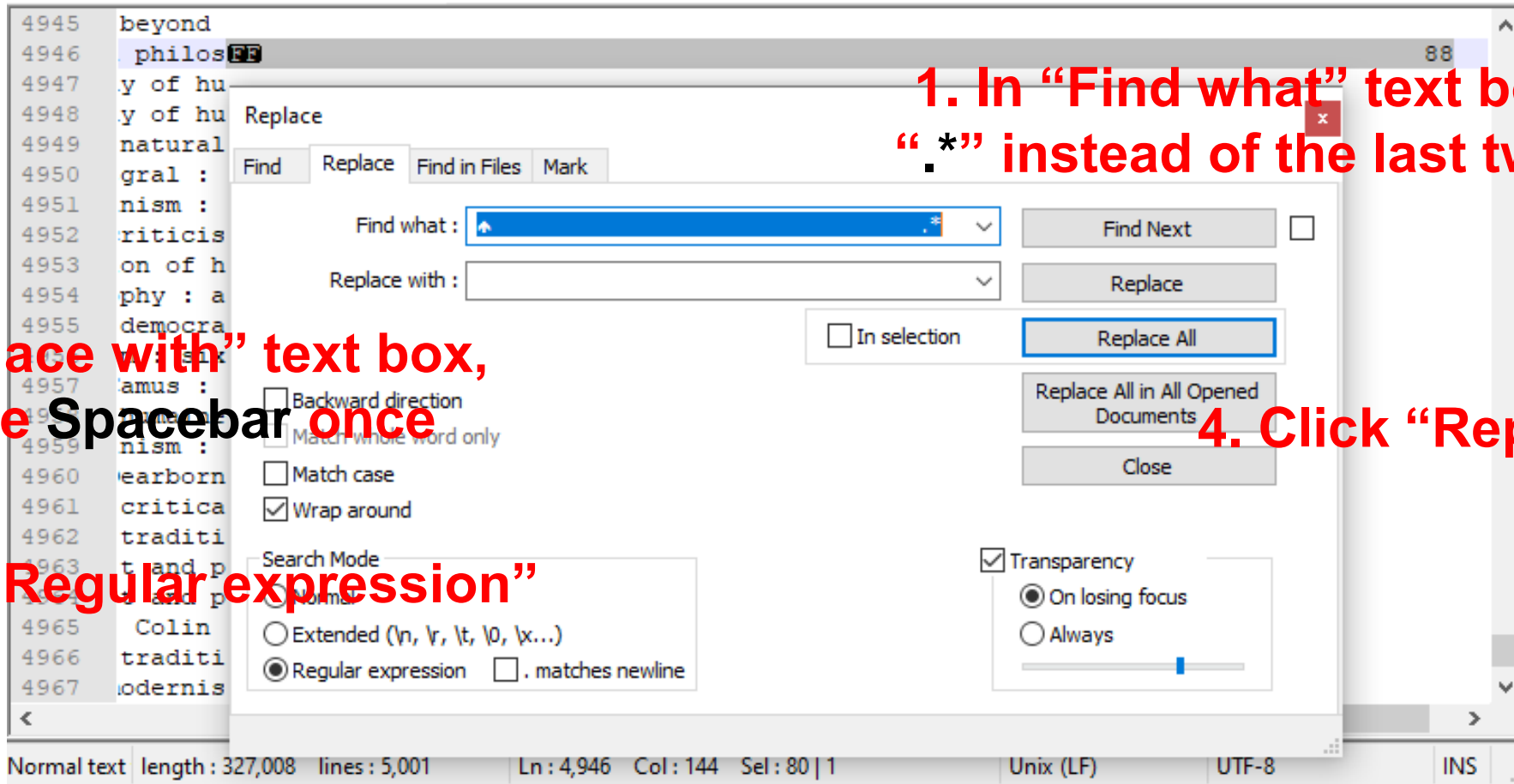
```
4942 anism :
4943 frame.
4944 frame.
4945 beyond
4946 philosFF
4947 y of hu
4948 y of hu
4949 natural
4950 gral :
4951 nism :
4952 riticis
4953 on of h
4954 phy : a
4955 demogra
4956 n : six
4957 amus :
4958 humaine
4959 nism :
4960 earborn
4961 critica
4962 traditi
4963 t and p
4964 t and p
```

Normal text length : 327,008 lines : 5,001 Ln: 4,946 Col: 144 Sel: 80 | 1 Unix (LF) UTF-8 INS

**Scroll down to the end of the file and find the last occurrence of “FF” symbol  
Press and drag the mouse starting from the FF symbol to the end of the two digits**



# Process the Shelf List in Notepad++



1. In "Find what" text box, type  
"\*" instead of the last two digits

2. In "Replace with" text box,  
press the Spacebar once

3. Select "Regular expression"

4. Click "Replace All"

# Process the Shelf List in Notepad++

```
1 Barcode ; Call Number ;Title
2 38534008612099; AC1 .G3 1963 v.10 ;Gateway to the great
3 38534009396270; AC1 .G7 v.1 ;Great books of the W
4 38534009396288; AC1 .G7 v.2 ;Great books of the W
5 38534009396296; AC1 .G7 v.3 ;Great books of the W
6 38534009396312; AC1 .G7 v.4 ;Great books of the W
7 38534009396320; AC1 .G7 v.5 ;Great books of the W
8 38534009396338; AC1 .G7 v.6 ;Great books of the W
9 38534009396346; AC1 .G7 v.7 ;Great books of the W
10 38534009396353; AC1 .G7 v.8 ;Great books of the W
11 38534009396262; AC1 .G7 v.9 ;Great books of the W
12 385340093963 ; AC1 .G7 v.10 ;Great books of the W
13 385340093962 ; AC1 .G7 v.11 ;Great books of the W
14 385340093963 ; AC1 .G7 v.12 ;Great books of the W
15 385340093963 ; AC1 .G7 v.13 ;Great books of the W
16 38534009396395; AC1 .G7 v.14 ;Great books of the W
17 38534009396403; AC1 .G7 v.15 ;Great books of the W
18 38534009396197; AC1 .G7 v.16 ;Great books of the W
19 38534009396411; AC1 .G7 v.17 ;Great books of the W
20 38534009396429; AC1 .G7 v.18 ;Great books of the W
21 38534009396437; AC1 .G7 v.19 ;Great books of the W
22 38534009396445; AC1 .G7 v.20 ;Great books of the W
23 38534009396452; AC1 .G7 v.21 ;Great books of the W
```

Final format

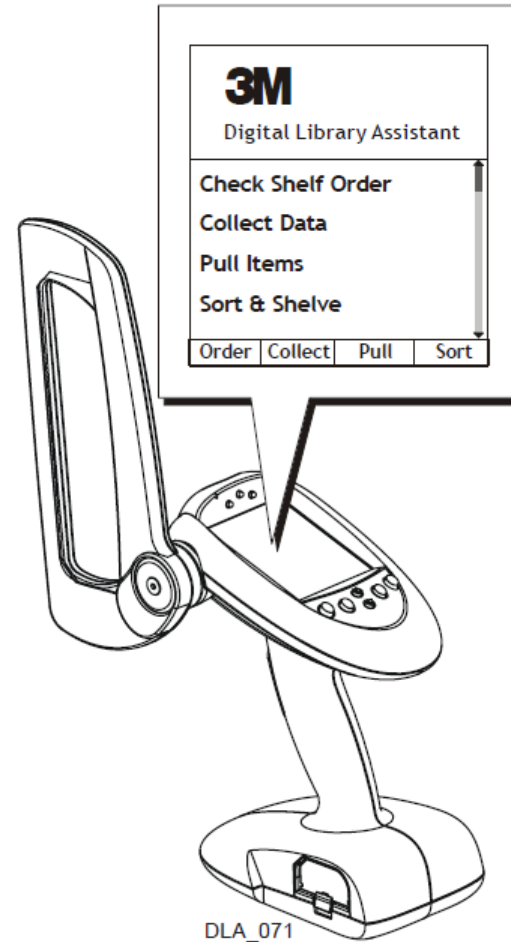
Normal text | length : 327,008 | lines : 5,001 | Ln: 1 Col: 43 Sel: 0 | 0 | Unix (LF) | UTF-8 | INS



# Collect Data

# Collect Data

- Export Shelf List File to DLA
- Collect Bookshelf Data Using DLA
- Import Collected Data File from DLA





# Process the Collected Data File

# Process the Collected Data File

- The DLA
  - Creates a text file of barcodes
  - Puts The barcodes of "Not found in Database" items at the end of the file in ascending order
- **It is very important to check the last barcode in the file to make sure that it matches the barcode of the last book scanned on the shelf**

# Process the Collected Data File

```
89 n:38534016109450
90 n:38534016109443
91 n:38534018393748
92 n:38534018393730
93 n:38534018393722
94 n:38534018393714
95 n:38534018393706
96 n:38534011107251
97 n:38534011108044
98 n:38534007796463
99 n:38534008612149
100 n:38534008612164
101 n:38534008612180
102 n:38534008612206
103 n:38534008612222
104 n:38534008612230
105 n:38534008612248
106 n:38534008612263
107 n:38534009074463
108 n:38534009140371
109 n:38534018890198
```

Last barcode scanned on shelf

"Not found in database"

# Process the Collected Data File

```
95 n:38534018393706
96 n:38534011107251
97 n:38534007796463
98 n:38534008612149
99 n:38534008612164
100 n:38534008612180
101 n:38534008612206
102 n:38534008612222
103 n:38534008612230
104 n:38534008612248
105 n:38534008612263
106 n:38534009074463
107 n:38534009140371
108 n:38534018890198
109 n:38534011108044
```

Move last barcode  
scanned to the end





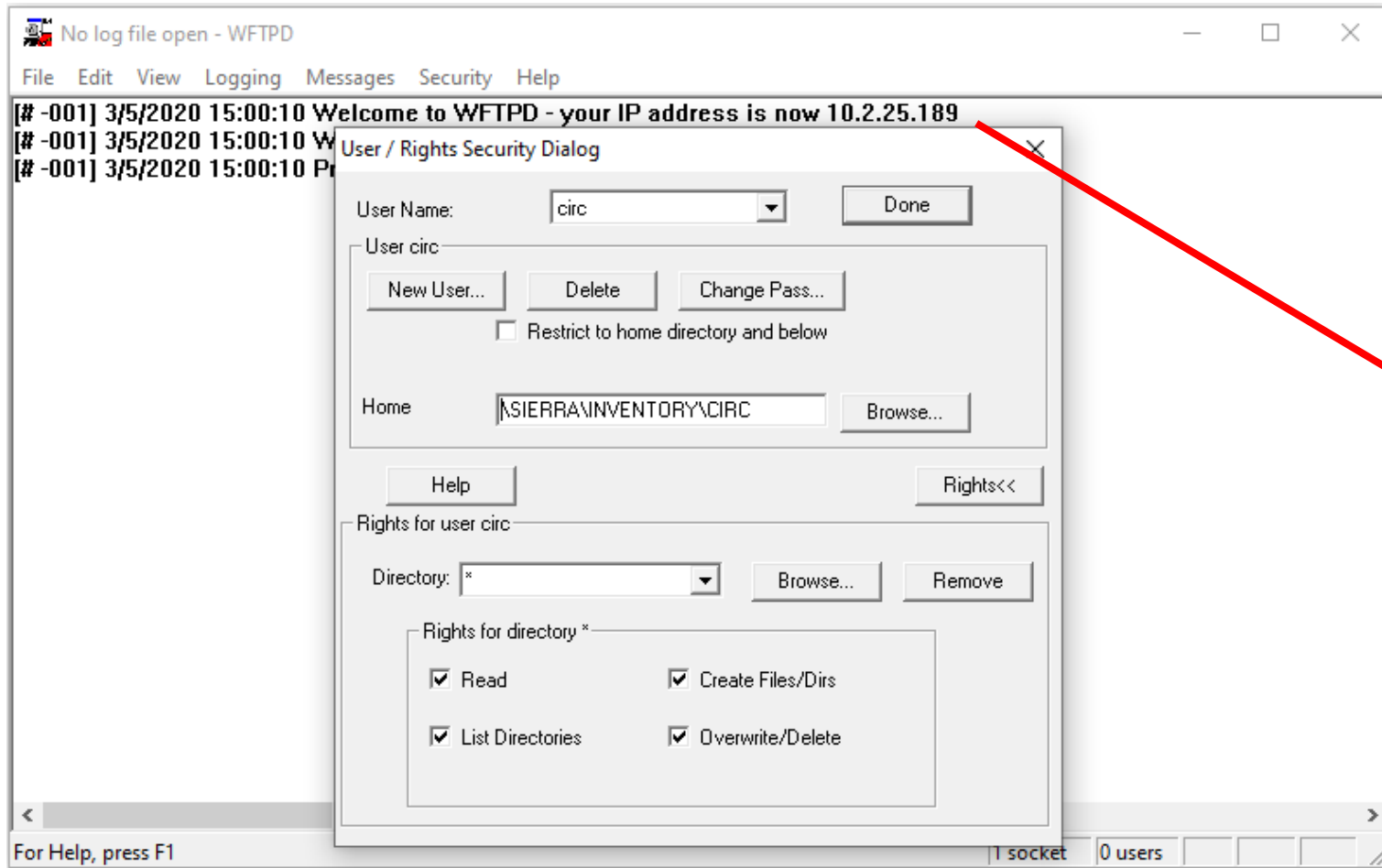


# Transfer Collected Data File to Sierra

# Transfer Collected Data File to Sierra Server

# How?

# Transfer Collected Data File to Sierra Server



FTP client

Your IP address is now  
10.2.25.189

# Transfer Collected Data File to Sierra Server

```
10.2.21.21 - PuTTY
*** Copyright Innovative Interfaces Inc ***
*** PROCESS PC TRANSACTIONS ***

F > Transfer B321 transactions from PC using IFTS
P > PROCESS transferred CIRC transactions
V > VIEW messages from processed CIRC transactions

C > COMPARE inventory to shelf list
Q > QUIT

Choose one (F,P,V,C,Q) █

Thursday 05 March 02:58PM
```

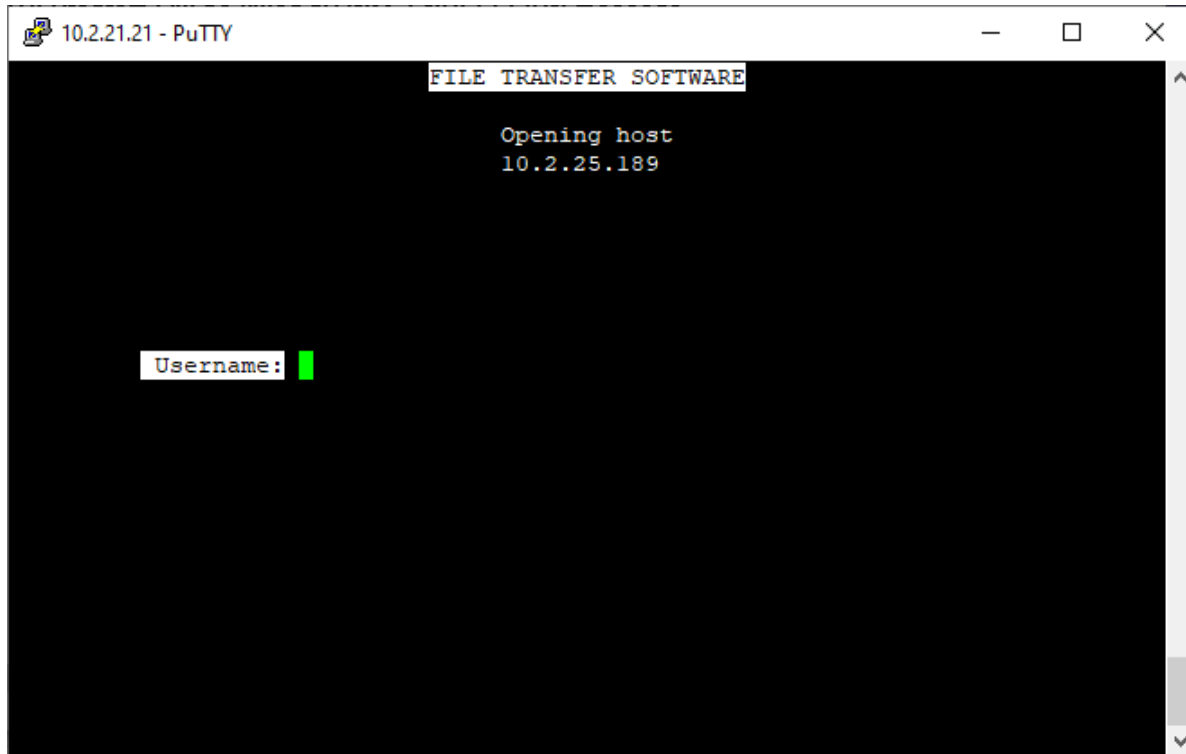
# Transfer Collected Data File to Sierra Server

```
10.2.21.21 - PuTTY
FILE TRANSFER SOFTWARE
01 > 10.10.31.66
02 > 10.10.31.90
03 > 10.10.31.98
04 > 10.10.32.167
05 > 10.10.32.63
06 > 10.2.21.57
07 > 10.2.25.151
08 > 10.2.25.160
09 > 10.2.25.163
10 > 10.2.25.165
11 > 10.2.25.174
12 > 10.2.25.175
13 > 10.2.25.178
14 > FTP.EBSCO.COM
15 > FTP1.EBSCO.COM
16 > dataftp.rlg.org
17 > edx.oclc.org
+-----+
|Key a number or
|F > FORWARD      J > JUMP      Q > QUIT      + > ADDITIONAL options
|Choose one (1-35,F,J,Q,E,D,+) █
+-----+
```

```
10.2.21.21 - PuTTY
FILE TRANSFER SOFTWARE
01 > 10.10.31.66
02 > 10.10.31.90
03 > 10.10.31.98
04 > 10.10.32.167
05 > 10.10.32.63
06 > 10.2.21.57
07 > 10.2.25.151
08 > 10.2.25.160
09 > 10.2.25.163
10 > 10.2.25.165
11 > 10.2.25.174
12 > 10.2.25.175
13 > 10.2.25.178
14 > 213.181.241.20
15 > 213.181.243.27
16 > FTP.EBSCO.COM
17 > FTP1.EBSCO.COM
+-----+
|Enter host name:10.2.25.189 █
+-----+
```

```
+-----+
|Key a number or
|E > ENTER a host      D > DELETE a host      + > ADDITIONAL options
|Choose one (1-35,F,J,Q,E,D,+) █
+-----+
```

# Transfer Collected Data File to Sierra Server



10.2.21.21 - PuTTY

```
FILE TRANSFER SOFTWARE

Opening host
10.2.25.189

Username: █
```



10.2.21.21 - PuTTY

```
FILE TRANSFER SOFTWARE

Opening host
10.2.25.189

Username: circ
Password: .... █
```

# Transfer Collected Data File to Sierra Server

```
10.2.21.21 - PuTTY
>UNIX< Get File From Remote Site [ASCII] ^
REMOTE [10.2.25.189]: D:/USERS/WTECH/DESKTOP/AUTOMATION/SIERRA/INVENTORY/CIRC
Action      Size  File Name
 1 >      1962  Copy
 2 >      1960  Default11-13-19 (109) .txt

-----
|Key a number or
|Q > QUIT                T > TRANSFER files
|C > CHANGE directory    + > ADDITIONAL options
|Choose one (1-2,Q,C,T,L,M,A,S,+) █
```

```
10.2.21.21 - PuTTY
>UNIX< Get File From Remote Site [ASCII] ^
REMOTE [10.2.25.189]: D:/USERS/WTECH/DESKTOP/AUTOMATION/SIERRA/INVENTORY/CIRC
Action      Size  File Name
 1 >      1962  Copy
GET 2 >      1960  Default11-13-19 (109) .txt

-----
|Key a number or
|Q > QUIT                T > TRANSFER files
|C > CHANGE directory    + > ADDITIONAL options
|Choose one (1-2,Q,C,T,L,M,A,S,+) █
```

# Transfer Collected Data File to Sierra Server

```
10.2.21.21 - PuTTY
>UNIX< Get File From Remote Site [ASCII]
REMOTE [10.2.25.189]: D:/USERS/WTECH/DESKTOP/AUTOMATION/SIERRA/INVENTORY/CIRC

/iiidb/circbatch/tmp109313414076 0 50 100

MESSAGE BOX
|local: /iiidb/circbatch/tmp109313414076 remote:
|Default11-13-19(109).txt
|227 Entering Passive Mode (10,2,25,189,218,25)
|150
|"D:/USERS/WTECH/DESKTOP/AUTOMATION/SIERRA/INVENTORY/CIRC
|/Default11-13-19(109).txt" file ready to send (1960
|bytes) in ASCII mode
|226 Transfer finished successfully.
|1960 bytes received in 0.0214 secs (91.47 Kbytes/sec)

|Key a number or
|Q > QUIT |C > CONTINUE S > STOP transfer
|C > CHANGE directory |Choose one (C,S)
|Choose one (1-2,Q,
```

```
10.2.21.21 - PuTTY
>UNIX< Get File From Remote Site [ASCII]
REMOTE [10.2.25.189]: D:/USERS/WTECH/DESKTOP/AUTOMATION/SIERRA/INVENTORY/CIRC

/iiidb/circbatch/tmp109313414076 0 50 100

MESSAGE BOX
|local: /iiidb/circbatch/tmp109313414076 remote:
|Default11-13-19(109).txt
|227 Entering Passive Mode (10,2,25,189,218,25)
|150
|"D:/USERS/WTECH/DESKTOP/AUTOMATION/SIERRA/INVENTORY/CIRC
|/Default11-13-19(109).txt" file ready to send (1960
|bytes) in ASCII mode
|226 Transfer finished successfully.
|1960 bytes received in 0.0214 secs (91.47 Kbytes/sec)

|Key a number or
|Q > QUIT |C > CONTINUE S > STOP transfer
|C > CHANGE directory |Choose one (C,S)
|Choose one (1-2,Q,
```



# Transfer Collected Data File to Sierra Server

```
10.2.21.21 - PuTTY

PC-to-PAC Circulation Transfer Program

Total Transactions Transferred

Filename      Transaction Type      Count
rdi0305033840 INVENTORY             109
                INTL USE              0
                COPY USE              0
                IUUSE3             0
                CHECK-IN            0
                CHECK-OUT/RENEW     0

Total: 109

Press <SPACE> to continue █
```

Now the list of scanned barcodes is on the server



# Transfer Collected Data File to Sierra Review File

```
10.2.21.21 - PuTTY

      INNOPAC Inventory Function

P > PRINT shelflist, with circulation status
C > COMPARE file of barcodes to shelflist
T > TRANSFER file of barcodes to a Review File
Q > QUIT
Choose one (P,C,T,Q) █
```



# Transfer Collected Data File to Sierra Review File

```
10.2.21.21 - PuTTY

Select Review File To Transfer To

NAME          OWNER    CUR RECS  MAX RECS
1 > Empty                    0         5000

Select review file to work on :
Q > QUIT
Choose one (1-1,Q) █
```

```
10.2.21.21 - PuTTY

Select Review File To Transfer To

NAME          OWNER    CUR RECS  MAX RECS
1 > Empty                    0         5000

Enter Review File Name: rdi █
```

# Transfer Collected Data File to Sierra Review File

```
10.2.21.21 - PuTTY
INNOPAC Inventory Function
Files To Transfer  Date Created  # of Items
01 > rdi0202030047  02-02-20 03:00PM  4815
02 > rdi0305033840  05-03-20 03:38PM  109
03 > rdi1105022843  05-11-19 02:28PM  221
04 > rdi1106101328  06-11-19 10:13AM  255
05 > rdi0210031619  10-02-20 03:16PM  4627
06 > rdi0210040059  10-02-20 04:00PM  4732
07 > rdi0113034938  13-01-20 03:49PM  1193
08 > rdi0113035610  13-01-20 03:56PM  1193
09 > rdi0114023730  14-01-20 02:37PM  738
10 > rdi0119015439  19-01-20 01:54PM  4784
11 > rdi0123022231  23-01-20 02:22PM  4466
12 > rdi1124113218  24-11-19 11:32AM  237
13 > rdi0226010338  26-02-19 01:03PM  738
14 > rdi1029020433  29-10-19 02:04PM  199
15 > rdi1029063158  29-10-19 06:31PM  766
Key a number or
F > FORWARD          N > NAME inventory file
J > JUMP              Q > QUIT
R > REMOVE inventory files
V > VIEW an inventory file
Choose one (1-23,F,J,R,V,N,Q)
```

```
10.2.21.21 - PuTTY
INNOPAC Inventory Function
Files To Transfer  Date Created  # of Items
01 > rdi0202030047  02-02-20 03:00PM  4815
02 > rdi0305051805  05-03-20 05:18PM  109
03 > rdi1105022843  05-11-19 02:28PM  221
04 > rdi1106101328  06-11-19 10:13AM  255
05 > rdi0210031619  10-02-20 03:16PM  4627
06 > rdi0210040059  10-02-20 04:00PM  4732
07 > rdi0113034938  13-01-20 03:49PM  1193
08 > rdi0113035610  13-01-20 03:56PM  1193
09 > rdi0114023730  14-01-20 02:37PM  738
10 > rdi0119015439  19-01-20 01:54PM  4784
11 > rdi0123022231  23-01-20 02:22PM  4466
12 > rdi1124113218  24-11-19 11:32AM  237
13 > rdi0226010338  26-02-19 01:03PM  738
14 > rdi1029020433  29-10-19 02:04PM  199
15 > rdi1029063158  29-10-19 06:31PM  766
Key a number or
F > FORWARD          N > NAME inventory file
J > JUMP              Q > QUIT
R > REMOVE inventory files
V > VIEW an inventory file
Choose one (1-23,F,J,R,V,N,Q) 2Transfer completed. Remove transferred file rdi03
05051805? (y/n)
```

# Transfer Collected Data File to Sierra Review File

```
10.2.21.21 - PuTTY
INNOPAC Inventory Function
Files To Transfer  Date Created  # of Items
01 > rdi0202030047  02-02-20 03:00PM  4815
02 > rdi0305033840  05-03-20 03:38PM  109
03 > rdil105022843  05-11-19 02:28PM  221
04 > rdil106101328  06-11-19 10:13AM  255
05 > rdi0210031619  10-02-20 03:16PM  4627
06 > rdi0210040059  10-02-20 04:00PM  4732
07 > rdi0113034938  13-01-20 03:49PM  1193
08 > rdi0113035610  13-01-20 03:56PM  1193
09 > rdi0114023730  14-01-20 02:37PM  738
10 > rdi0119015439  19-01-20 01:54PM  4784
11 > rdi0123022231  23-01-20 02:22PM  4466
12 > rdil124113218  24-11-19 11:32AM  237
13 > rdi0226010338  26-02-19 01:03PM  738
14 > rdil029020433  29-10-19 02:04PM  199
15 > rdil029063158  29-10-19 06:31PM  766
Key a number or
F > FORWARD          N > NAME inventory file
J > JUMP              Q > QUIT
R > REMOVE inventory files
V > VIEW an inventory file
Choose one (1-23,F,J,R,V,N,Q) █
```

```
10.2.21.21 - PuTTY
INNOPAC Inventory Function
Files To Transfer  Date Created  # of Items
01 > rdi0202030047  02-02-20 03:00PM  4815
02 > rdi0305051805  05-03-20 05:18PM  109
03 > rdil105022843  05-11-19 02:28PM  221
04 > rdil106101328  06-11-19 10:13AM  255
05 > rdi0210031619  10-02-20 03:16PM  4627
06 > rdi0210040059  10-02-20 04:00PM  4732
07 > rdi0113034938  13-01-20 03:49PM  1193
08 > rdi0113035610  13-01-20 03:56PM  1193
09 > rdi0114023730  14-01-20 02:37PM  738
10 > rdi0119015439  19-01-20 01:54PM  4784
11 > rdi0123022231  23-01-20 02:22PM  4466
12 > rdil124113218  24-11-19 11:32AM  237
13 > rdi0226010338  26-02-19 01:03PM  738
14 > rdil029020433  29-10-19 02:04PM  199
15 > rdil029063158  29-10-19 06:31PM  766
Key a number or
F > FORWARD          N > NAME inventory file
J > JUMP              Q > QUIT
R > REMOVE inventory files
V > VIEW an inventory file
Choose one (1-23,F,J,R,V,N,Q) █ Transfer completed. Remove transferred file rdi03
05051805? (y/n) █
```

Answer NO



# Compare Review File to Shelf List

# Compare Review File to Shelf List

```
10.2.21.21 - PuTTY

INNOPAC Inventory Function

P > PRINT shelflist, with circulation status
C > COMPARE file of barcodes to shelflist
T > TRANSFER file of barcodes to a Review File
Q > QUIT
Choose one (P,C,T,Q) █
```

```
10.2.21.21 - PuTTY

INNOPAC Inventory Function

Files To Compare  Date Created  # of Items
01 > rdi0202030047  02-02-20 03:00PM  4815
02 > rdi0305033840  05-03-20 03:38PM  109
03 > rdil105022843  05-11-19 02:28PM  221
04 > rdil106101328  06-11-19 10:13AM  255
05 > rdi0210031619  10-02-20 03:16PM  4627
06 > rdi0210040059  10-02-20 04:00PM  4732
07 > rdi0113034938  13-01-20 03:49PM  1193
08 > rdi0113035610  13-01-20 03:56PM  1193
09 > rdi0114023730  14-01-20 02:37PM  738
10 > rdi0119015439  19-01-20 01:54PM  4784
11 > rdi0123022231  23-01-20 02:22PM  4466
12 > rdil124113218  24-11-19 11:32AM  237
13 > rdi0226010338  26-02-19 01:03PM  738
14 > rdil029020433  29-10-19 02:04PM  199
15 > rdil029063158  29-10-19 06:31PM  766

Key a number or
F > FORWARD                                N > NAME inventory file
J > JUMP                                    Q > QUIT
R > REMOVE inventory files
V > VIEW an inventory file
Choose one (1-23,F,J,R,V,N,Q) █
```

# Compare Review File to Shelf List

```
10.2.21.21 - PuTTY
INNOPAC Inventory Function
Files To Compare  Date Created  # of Items
01 > rdi0202030047  02-02-20 03:00PM  4815
02 > rdi0305033840  05-03-20 03:38PM  109
03 > rdi1105022843  05-11-19 02:28PM  221
04 > rdi1106101328  06-11-19 10:13AM  255
05 > rdi0210031619  10-02-20 03:16PM  4627
06 > rdi0210040059  10-02-20 04:00PM  4732
07 > rdi0113034938  13-01-20 03:49PM  1193
08 > rdi0113035610  13-01-20 03:56PM  1193
09 > rdi0114023730  14-01-20 02:37PM  738
10 > rdi0119015439  19-01-20 01:54PM  4784
11 > rdi0123022231  23-01-20 02:22PM  4466
12 > rdi1124113218  24-11-19 11:32AM  237
13 > rdi0226010338  26-02-19 01:03PM  738
14 > rdi1029020433  29-10-19 02:04PM  199
15 > rdi1029063158  29-10-19 06:31PM  766
File #2 selected
I > INCLUDE only items at Main Library  R > RETURN to previous menu
S > Off-shelf STATUS codes
A > List ALL items
E > List ERRORS only
Choose one (I,S,A,E,R) █
```

```
10.2.21.21 - PuTTY
INNOPAC Inventory Function
Files To Compare  Date Created  # of Items
01 > rdi0202030047  02-02-20 03:00PM  4815
02 > rdi0305033840  05-03-20 03:38PM  109
03 > rdi1105022843  05-11-19 02:28PM  221
04 > rdi1106101328  06-11-19 10:13AM  255
05 > rdi0210031619  10-02-20 03:16PM  4627
06 > rdi0210040059  10-02-20 04:00PM  4732
07 > rdi0113034938  13-01-20 03:49PM  1193
08 > rdi0113035610  13-01-20 03:56PM  1193
09 > rdi0114023730  14-01-20 02:37PM  738
10 > rdi0119015439  19-01-20 01:54PM  4784
11 > rdi0123022231  23-01-20 02:22PM  4466
12 > rdi1124113218  24-11-19 11:32AM  237
13 > rdi0226010338  26-02-19 01:03PM  738
14 > rdi1029020433  29-10-19 02:04PM  199
15 > rdi1029063158  29-10-19 06:31PM  766
File #2 selected
I > INCLUDE only items at Main Library  R > RETURN to previous menu
S > Off-shelf STATUS codes
A > List ALL items
E > List ERRORS only
Choose one (I,S,A,E,R) █
```



# Compare Review File to Shelf List

```
10.2.21.21 - PuTTY
INNOPAC Inventory Function
Files To Compare  Date Created  # of Items
01 > rdi0202030047  02-02-20 03:00PM  4815
02 > rdi0305033840  05-03-20 03:38PM  109
03 > rdi1105022843  05-11-19 02:28PM  221
04 > rdi1106101328  06-11-19 10:13AM  255
05 > rdi0210031619  10-02-20 03:16PM  4627
06 > rdi0210040059  10-02-20 04:00PM  4732
07 > rdi0113034938  13-01-20 03:49PM  1193
08 > rdi0113035610  13-01-20 03:56PM  1193
09 > rdi0114023730  14-01-20 02:37PM  738
10 > rdi0119015439  19-01-20 01:54PM  4784
11 > rdi0123022231  23-01-20 02:22PM  4466
12 > rdi1124113218  24-11-19 11:32AM  237
13 > rdi0226010338  26-02-19 01:03PM  738
14 > rdi1029020433  29-10-19 02:04PM  199
15 > rdi1029063158  29-10-19 06:31PM  766
File #2 selected
I > INCLUDE only items at Inventory  R > RETURN to previous menu
S > Off-shelf STATUS codes
A > List ALL items
E > List ERRORS only
Choose one (I,S,A,E,R) █
```

```
10.2.21.21 - PuTTY
OFF-SHELF STATUS CODES
CODE  MEANING
1 >   m  MISSING
2 >   l  1
3 >   n  BILLED
4 >   $  LOST AND PAID
5 >   r  MAIN, REPAIR
6 >   t  IN TRANSIT
7 >   z  MISSING  CR
8 >   !  ON HOLDSHELF
A > ADD a status
D > DELETE a status
Q > QUIT
Choose one (A,D,Q) █
```

# Compare Review File to Shelf List

```
10.2.21.21 - PuTTY

OFF-SHELF STATUS CODES

CODE MEANING
1 > m MISSING
2 > l l
3 > n BILLED
4 > $ LOST AND PAID
5 > r MAIN, REPAIR
6 > t IN TRANSIT
7 > z MISSING CR
8 > ! ON HOLDSHELF

STATUS: 2 Your entry 2 was not found. Nearby entries are:
! $ * - a b c d e f
h i k m n o p r s t
w x z
Press <SPACE> to continue
```

```
10.2.21.21 - PuTTY

CODE MEANING
01 > m MISSING
02 > l l
03 > n BILLED
04 > $ LOST AND PAID
05 > r MAIN, REPAIR
06 > t IN TRANSIT
07 > z MISSING CR
08 > ! ON HOLDSHELF
09 > s ON SEARCH
10 > o ON SHIP ONLY
11 > p IN PROCESS
12 > x NEW BOOK SHELF
13 > b BINDERY
14 > c RBSC, REPAIR
15 > e RBSC EXHIBIT
16 > d DEFECTIVE

F > FORWARD Q > QUIT
B > BACKWARD
J > JUMP
A > ADD a status
D > DELETE a status
Choose one (F,B,J,A,D,Q)
```

More status codes will give deeper analysis of the physical bookshelf

# Compare Review File to Shelf List

```
10.2.21.21 - PuTTY
17 > h SEE NOTE
18 > i MSG FROM INV.
19 > f SUPPRESSED
20 > w WITHDRAWN
21 > a BOOKABLE
22 > k ONLINE
23 > * Cataloging

B > BACKWARD
J > JUMP
A > ADD a status
D > DELETE a status
Q > QUIT
Choose one (B,J,A,D,Q)
```

```
10.2.21.21 - PuTTY
INNOPAC Inventory Function
Files To Compare Date Created # of Items
01 > rdi0202030047 02-02-20 03:00PM 4815
02 > rdi0305033840 05-03-20 03:38PM 109
03 > rdil105022843 05-11-19 02:28PM 221
04 > rdil106101328 06-11-19 10:13AM 255
05 > rdi0210031619 10-02-20 03:16PM 4627
06 > rdi0210040059 10-02-20 04:00PM 4732
07 > rdi0113034938 13-01-20 03:49PM 1193
08 > rdi0113035610 13-01-20 03:56PM 1193
09 > rdi0114023730 14-01-20 02:37PM 738
10 > rdi0119015439 19-01-20 01:54PM 4784
11 > rdi0123022231 23-01-20 02:22PM 4466
12 > rdil124113218 24-11-19 11:32AM 237
13 > rdi0226010338 26-02-19 01:03PM 738
14 > rdil029020433 29-10-19 02:04PM 199
15 > rdil029063158 29-10-19 06:31PM 766

File #2 selected
I > INCLUDE only items at Inventory R > RETURN to previous menu
S > Off-shelf STATUS codes
A > List ALL items
E > List ERRORS only
Choose one (I,S,A,E,R)
```

# Compare Review File to Shelf List

```
10.2.21.21 - PuTTY
SHELF LIST INVENTORY REPORT Fri 06 Mar 2020 for LOCATION Inventory

Beginning barcode and call #      38534008612099      AC1 .G3 1963 v.10
Ending barcode and call #        38534011108044      AC106 .A437 1979 v

Total number of items that exist in this range      217
Number currently checked out                          1
Number of items with off-shelf status                2
Number expected to be on the shelf                  214

A. Number of barcodes in input file                  109
B. Number of barcodes in input file that
   do not belong in this area of the shelves          12
C. Number of barcodes in input file that are in
   wrong place in this area of the shelves            0
D. Number of barcodes that are MISSING from
   the input file                                     117

DETAIL REPORT FOR LOCATION Inventory
+-----+
|F > FORWARD          P > PRINT
|B > BACKWARD         Q > QUIT
|Choose one (F,B,P,Q) █
+-----+
```

And finally,  
here is the report





# Inventory Report Analysis

# Inventory Report Analysis

- Notes
- Using Sierra Admin Corner
- Using Notepad++
- Using Excel

# Inventory Report Analysis - Notes

## ▪ Inventory Statuses:

OK on shelf	On-shelf: The item's physical location matches the shelf list, or the status of the item is not an "off-shelf" status
OK checked out	Checked out: The item is checked out and not on the shelf
OK ST = [code]	STATUS = [code]: The item's STATUS field is non-blank, and the item is not on the shelf
ERR missing	The item is not checked out and its STATUS is blank and therefore should be on the shelf, but it is not
ERR msh	Misshelved: The item is physically out of sequence according to the shelf list. If it belongs at another point within the range of this inventory report, the line number of its correct position will be given (e.g., msh, #15)

# Inventory Report Analysis - Notes

## ▪ Inventory Statuses (continued):

ERR no item rec	There is no item record in the system for the given barcode. The system shows the barcode and call number for the next record in the database
ERR os, but co	On-shelf but checked out: The item was found on the shelf but the system shows it as checked out to a patron
ERR ST = [code]	STATUS = [code]: The item has a code in the STATUS field which the library has specified as an off-shelf status, but the item was found on the shelf
ERR wrong loc	Wrong location: The item's location code differs from that of the first and last items in the range
LAST ITEM SHELVED	The item was the last correctly shelved item; followed by an ERR msh item



# Inventory Report Analysis - Notes

## ▪ Off-Shelf Status Codes:

1. m MISSING	9. s ON SEARCH	17. h SEE NOTE
2. l l	10. o LIB USE ONLY	18. i MSG FROM INV.
3. n BILLED	11. p IN PROCESS	19. f SUPPRESSED
4. \$ LOST AND PAID	12. x NEW BOOK SHELF	20. w WITHDRAWN
5. r MAIN, REPAIR	13. b BINDERY	21. a BOOKABLE
6. t IN TRANSIT	14. c RBSCL, REPAIR	22. k ONLINE
7. z MISSING CR	15. e RBSCL EXHIBIT	23. * Cataloging
8. ! ON HOLDSHELF	16. d DEFECTIVE	24. - CHECK SHELF

- The report will only show the off-shelf status codes that we select
- Status shown in the report is based on the code in the STATUS field of the Item record

# Inventory Report Analysis - Admin Corner

```
10.2.21.21 - PuTTY
SHELF LIST INVENTORY REPORT Fri 06 Mar 2020 for LOCATION Inventory
Beginning barcode and call #      38534008612099      AC1 .G3 1963 v.10
Ending barcode and call #        38534011108044      AC106 .A437 1979 v
Total number of items that exist in this range      217
Number currently checked out                        1
Number of items with off-shelf status                2
Number expected to be on the shelf                  214
A. Number of barcodes in input file                  109
B. Number of barcodes in input file that
do not belong in this area of the shelves            12
C. Number of barcodes in input file that are in
wrong place in this area of the shelves              0
D. Number of barcodes that are MISSING from
the input file                                       117
DETAIL REPORT FOR LOCATION Inventory
+-----+
|F > FORWARD          P > PRINT
|B > BACKWARD         Q > QUIT
|Choose one (F,B,P,Q) █
+-----+
```

Check  
the beginning and ending  
barcodes and call #s

# Inventory Report Analysis - Admin Corner

```
10.2.21.21 - PuTTY
SHELF LIST INVENTORY REPORT Fri 06 Mar 2020 for LOCATION Inventory

Beginning barcode and call #      38534008612099      AC1 .G3 1963 v.10
Ending barcode and call #        38534011108044      AC106 .A437 1979 v

Total number of items that exist in this range      217
Number currently checked out                        1
Number of items with off-shelf status               2
Number expected to be on the shelf                 214

A. Number of barcodes in input file                 109
B. Number of barcodes in input file that
do not belong in this area of the shelves           12
C. Number of barcodes in input file that are in
wrong place in this area of the shelves             0
D. Number of barcodes that are MISSING from
the input file                                     117

DETAIL REPORT FOR LOCATION Inventory
+-----+
|F > FORWARD          P > PRINT
|B > BACKWARD         Q > QUIT
|Choose one (F,B,P,Q) █
+-----+
```

- For a small range, analysis can be done here!
- For larger ranges, we have to use either Notepad++ or Excel

# Inventory Report Analysis - Admin Corner

```
10.2.21.21 - PuTTY
SHELF LIST INVENTORY REPORT Fri 06 Mar 2020 for LOCATION Inventory

Beginning barcode and call #      38534008612099      AC1 .G3 1963 v.10
Ending barcode and call #        38534011108044      AC106 .A437 1979 v

Total number of items that exist in this range      217
Number currently checked out                        1
Number of items with off-shelf status              2
Number expected to be on the shelf                214

A. Number of barcodes in input file                109
B. Number of barcodes in input file that
   do not belong in this area of the shelves        12
C. Number of barcodes in input file that are in
   wrong place in this area of the shelves          0
D. Number of barcodes that are MISSING from
   the input file                                  117

DETAIL REPORT FOR LOCATION Inventory
+-----+-----+
|F > FORWARD          P > PRINT
|B > BACKWARD         Q > QUIT
|Choose one (F,B,P,Q) █
+-----+-----+
```

```
10.2.21.21 - PuTTY
131. ERR missing 38534010487340 AC8 .M895 1995 Just curious : essay
132. ERR missing 38534011107400 AC8 .P674 1994 Trespassing / Sam Pi
133. ERR missing 38534009353529 AC8 .R17 v.1 Occasional speeches
134. ERR missing 38534018281091 AC8 .R62 1972 Act and the actor :
135. ERR missing 38534013274034 AC8 .T38 2008 P.S. : further thoug
136. ERR missing 38534008670147 AC8 .T458 1978 The poverty of theor
137. ERR missing 38534008664926 AC8 .T67 1976 Choose life : a dial
138. ERR missing 38534013196856 AC8 .W415 2006 A wanderer in the pe
139. ERR missing 38534008929329 AC20 .B78 1952 Mlanges Georges Smet
140. ERR missing 38534009077060 AC20 .D452x 1969 The encyclopedie of
141. OK checked 38534013172725 AC25 .B3132 1972 Mythologies / Select
142. ERR missing 38534013342195 AC25 .B3132 1972 c.2 Mythologies / Select
143. ERR missing 38534009339759 AC25 .D455 1972 La dissmination.
144. ERR missing 38534009623301 AC25 .D45513 1981 Dissemination / Jacq
145. ERR missing 38534018702872 AC25 .H235 2014 L'Art tunisien de la
146. OK on shelf 38534011107251 AC25.H6 H6x 1886 Les hommes et les id
147. ERR missing 38534009077094 AC25 .S19 v.1 Reflexions sur la la
148. ERR missing 38534009077086 AC25 .S19 v.2 Reflexions sur la la
149. ERR missing 38534018408470 AC25 .T62 1969 Des trous dans le ja

+-----+-----+
|F > FORWARD          P > PRINT
|B > BACKWARD         Q > QUIT
|Choose one (F,B,P,Q) █
+-----+-----+
```



# Inventory Report Analysis - Admin Corner

```
10.2.21.21 - PuTTY
SHELF LIST INVENTORY REPORT Fri 06 Mar 2020 for LOCATION Inventory

Beginning barcode and call #      38534008612099      AC1 .G3 1963 v.10
Ending barcode and call #        38534011108044      AC106 .A437 1979 v

Total number of items that exist in this range      217
Number currently checked out                        1
Number of items with off-shelf status                2
Number expected to be on the shelf                  214

A. Number of barcodes in input file                  109
B. Number of barcodes in input file that
   do not belong in this area of the shelves         12
C. Number of barcodes in input file that are in
   wrong place in this area of the shelves           0
D. Number of barcodes that are MISSING from
   the input file                                    117

DETAIL REPORT FOR LOCATION Inventory
+-----+-----+
|F > FORWARD          P > PRINT
|B > BACKWARD         Q > QUIT
|Choose one (F,B,P,Q) █
+-----+-----+
```

```
10.2.21.21 - PuTTY
112. ERR missing 38534008647210 AC8 .B732 1975 Execution eve, and o
113. ERR missing 38534009366489 AC8 .C585 1961 Darwin and The naked
114. OK ST = m 38534009356225 AC8 .C7 1913 Political & literary
115. ERR missing 38534013321306 AC8 .C76 2009 Political & literary
116. ERR missing 38534011382102 AC8 .F7 1924 Short studies on gre
117. ERR missing 38534009397856 AC8 .H3682 1989 Acts of recovery : e
118. ERR missing 38534009349493 AC8 .H425 1948 Selections from the
119. ERR missing 38534008671483 AC8 .H7317 1979 Before the Sabbath /
120. ERR missing 38534009332788 AC8 .H9544 1956 Freedom, education a
```

```
10.2.21.21 - PuTTY
169. ERR missing 38534011127440 AC106 .A212 2001 880-02 al-Way yanzif
170. ERR missing 38534011461112 AC106 .A22 1980 880-02 Kitbah al waj
171. ERR missing 38534015870565 AC106 .A225 2009 880-02 Faysl-- Tahr
172. ERR missing 38534010245755 AC106 .A226 1999 880-02 Jumhryat al-h
173. ERR missing 38534011122110 AC106 .A23 2000 880-02 Qul hdh sabl
174. OK ST = p 38534018907679 AC106 .A23 2018 880-02 D kalm d / Mu
175. ERR missing 38534012013458 AC106 .A235 2004 880-02 Sawfa nudtarr
176. ERR missing 38534012236778 AC106 .A24 2001 880-02 Qatr al-nad :
177. ERR missing 38534011461179 AC106 .A27 1985 880-02 Amwj wa-athbj
178. ERR missing 38534013343623 AC106 .A273 2009 880-02 Qady skhinah
179. ERR missing 38534010745986 AC106 .A28 1999 880-02 Awrq min al-k
```



# Inventory Report Analysis - Admin Corner

```
10.2.21.21 - PuTTY
SHELF LIST INVENTORY REPORT Fri 06 Mar 2020 for LOCATION Inventory

Beginning barcode and call #      38534008612099      AC1 .G3 1963 v.10
Ending barcode and call #        38534011108044      AC106 .A437 1979 v

Total number of items that exist in this range      217
Number currently checked out                        1
Number of items with off-shelf status               2
Number expected to be on the shelf                  214

A. Number of barcodes in input file                 109
B. Number of barcodes in input file that
do not belong in this area of the shelves           12
C. Number of barcodes in input file that are in
wrong place in this area of the shelves             0
D. Number of barcodes that are MISSING from
the input file                                     117

DETAIL REPORT FOR LOCATION Inventory
+-----+
|F > FORWARD          P > PRINT
|B > BACKWARD         Q > QUIT
|Choose one (F,B,P,Q) █
+-----+
```

$$\begin{array}{r} 217 \\ - 1 \\ - 2 \\ \hline 214 \end{array}$$



# Inventory Report Analysis - Admin Corner

```
10.2.21.21 - PuTTY
SHELF LIST INVENTORY REPORT Fri 06 Mar 2020 for LOCATION Inventory

Beginning barcode and call #      38534008612099      AC1 .G3 1963 v.10
Ending barcode and call #        38534011108044      AC106 .A437 1979 v

Total number of items that exist in this range      217
Number currently checked out                        1
Number of items with off-shelf status               2
Number expected to be on the shelf                  214

A. Number of barcodes in input file                  109
B. Number of barcodes in input file that
do not belong in this area of the shelves            12
C. Number of barcodes in input file that are in
wrong place in this area of the shelves              0
D. Number of barcodes that are MISSING from
the input file                                       117

DETAIL REPORT FOR LOCATION Inventory
+-----+-----+
|F > FORWARD          P > PRINT
|B > BACKWARD         Q > QUIT
|Choose one (F,B,P,Q) █
```

```
10.2.21.21 - PuTTY

PC-to-PAC Circulation Transfer Program

Total Transactions Transferred

Filename      Transaction Type      Count
rdi0305033840 INVENTORY              109
               INTL USE                0
               COPY USE                0
               IUSE3                   0
               CHECK-IN                0
               CHECK-OUT/RENEW         0

Total: 109

Press <SPACE> to continue █
```



# Inventory Report Analysis - Admin Corner

```
10.2.21.21 - PuTTY
SHELF LIST INVENTORY REPORT Fri 06 Mar 2020 for LOCATION Inventory

Beginning barcode and call #      38534008612099      AC1 .G3 1963 v.10
Ending barcode and call #        38534011108044      AC106 .A437 1979 v

Total number of items that exist in this range      217
Number currently checked out                        1
Number of items with off-shelf status                2
Number expected to be on the shelf                  214

A. Number of barcodes in input file                  109
B. Number of barcodes in input file that
   do not belong in this area of the shelves          12
C. Number of barcodes in input file that are in
   wrong place in this area of the shelves            0
D. Number of barcodes that are MISSING from
   the input file                                     117

DETAIL REPORT FOR LOCATION Inventory
+-----+-----+
|F > FORWARD          P > PRINT
|B > BACKWARD         Q > QUIT
|Choose one (F,B,P,Q) █
```

```
10.2.21.21 - PuTTY
211. ERR missing 38534011107137 AC106 .A4 v.10 c.2 880-02 Fayd al-khtr
212. ERR missing 38534011389388 AC106 .A42 1965 880-03 al-Muqtabas m
213. ERR missing 38534011389321 AC106 .A432x 1990 880-01 Ahan al-aml a
214. ERR missing 38534011389339 AC106 .A433x 1991 880-02 Khutwt al al-
215. ERR missing 38534011108655 AC106 .A437 1979 v.1 880-03 al-Aml al-kmi
216. ERR missing 38534009891635 AC106 .A437 1979 v.1 c.2 880-03 al-Aml al-kmi
ERR msh 38534007796463 DK266 .S43 1946 Soviet politics at h
ERR msh 38534008612149 AC1 .G3 1963 v.2 Gateway to the great
ERR msh 38534008612164 AC1 .G3 1963 v.3 Gateway to the great
ERR msh 38534008612180 AC1 .G3 1963 v.4 Gateway to the great
ERR msh 38534008612206 AC1 .G3 1963 v.5 Gateway to the great
ERR msh 38534008612222 AC1 .G3 1963 v.6 Gateway to the great
ERR msh 38534008612230 AC1 .G3 1963 v.7 Gateway to the great
ERR msh 38534008612248 AC1 .G3 1963 v.8 Gateway to the great
ERR msh 38534008612263 AC1 .G3 1963 v.9 Gateway to the great
ERR msh 38534009074463 DS38.2 .T313 v.26 The waning of the Um
ERR msh 38534009140371 DS38.2 .T313 v.27 The Abbsid revolutio
ERR msh 38534018890198 DA47.9.I7 A45 2018 British diplomacy an
217. OK on shelf 38534011108044 AC106 .A437 1979 v.2 880-03 al-Aml al-kmi
+-----+-----+
|F > FORWARD          P > PRINT
|B > BACKWARD         Q > QUIT
|Choose one (F,B,P,Q) █
```





# Inventory Report Analysis - Admin Corner

```
10.2.21.21 - PuTTY
SHELF LIST INVENTORY REPORT Fri 06 Mar 2020 for LOCATION Inventory

Beginning barcode and call #      38534008612099      AC1 .G3 1963 v.10
Ending barcode and call #        38534011108044      AC106 .A437 1979 v

Total number of items that exist in this range      217
Number currently checked out                        1
Number of items with off-shelf status              2
Number expected to be on the shelf                 214

A. Number of barcodes in input file                109
B. Number of barcodes in input file that
do not belong in this area of the shelves          12
C. Number of barcodes in input file that are in
wrong place in this area of the shelves            0
D. Number of barcodes that are MISSING from
the input file                                     117

DETAIL REPORT FOR LOCATION Inventory
+-----+
|F > FORWARD          P > PRINT
|B > BACKWARD         Q > QUIT
|Choose one (F,B,P,Q) █
+-----+
```

No mis-shelving – All items are in sequence according to the shelf list

# Inventory Report Analysis - Admin Corner

```
10.2.21.21 - PuTTY
SHELF LIST INVENTORY REPORT Fri 06 Mar 2020 for LOCATION Inventory

Beginning barcode and call #      38534008612099      AC1 .G3 1963 v.10
Ending barcode and call #        38534011108044      AC106 .A437 1979 v

Total number of items that exist in this range      217
Number currently checked out                        1
Number of items with off-shelf status                2
Number expected to be on the shelf                  214

A. Number of barcodes in input file                  109
B. Number of barcodes in input file that
do not belong in this area of the shelves            12
C. Number of barcodes in input file that are in
wrong place in this area of the shelves              0
D. Number of barcodes that are MISSING from
the input file                                      117

DETAIL REPORT FOR LOCATION Inventory
+-----+
|F > FORWARD          P > PRINT
|B > BACKWARD         Q > QUIT
|Choose one (F,B,P,Q) █
+-----+
```

```
10.2.21.21 - PuTTY
150. ERR missing 38534015997558 AC30 .U45 1967 Und der Wind pfeift
151. ERR missing 38534010645889 AC35 .B654 1998 Lebensthemen : aus d
152. ERR missing 38534008362893 AC35 .E32 1940 The world as I see i
153. ERR missing 38534010309908 AC35 .T84 2001 Aufstze, 1992-2000 /
154. ERR missing 38534018392344 AC45 .A34 2002 Idea della prosa / G
155. ERR missing 38534018160824 AC45 .C382 2000 La carta stanca : u
156. ERR missing 38534018302533 AC45 .C39 1982 La vita apparente /
157. ERR missing 38534015918661 AC45 .Z655 2002 Discesa all'Ade e re
158. ERR missing 38534009135736 AC105 .H35 1978 880-02 Ahdth hwl al-
159. ERR missing 38534009865118 AC105 .J36 1996 v.1 880-02 al-Muntad al-
160. ERR missing 38534011429440 AC105 .M24x 1994 880-02 Trqun il al-h
161. ERR missing 38534018335822 AC105.M379 L3 2010 880-02 L khubz l ash
162. ERR missing 38534011629882 AC105 .M82x 1963 V.3 880-02 Jall al-Dn al
163. ERR missing 38534011460999 AC105 .Q2 1977 880-02 Qara't / Abd
164. ERR missing 38534011461435 AC106 .A18 1969 880-02 Hwdt / Fikr A
165. ERR missing 38534010481293 AC106 .A2 1923 v.1 880-02 Majmat maqlt
166. ERR missing 38534010481301 AC106 .A2 1923 v.2 880-02 Majmat maqlt
167. ERR missing 38534010481319 AC106 .A2 1923 v.3 880-02 Majmat maqlt
168. ERR missing 38534011154204 AC106 .A2115 2001 880-02 Hkyt thaqfyah

+-----+
|F > FORWARD          P > PRINT
|B > BACKWARD         Q > QUIT
|Choose one (F,B,P,Q) █
+-----+
```



# Inventory Report Analysis - Admin Corner

```
10.2.21.21 - PuTTY
SHELF LIST INVENTORY REPORT Fri 06 Mar 2020 for LOCATION Inventory

Beginning barcode and call #      38534008612099      AC1 .G3 1963 v.10
Ending barcode and call #        38534011108044      AC106 .A437 1979 v

Total number of items that exist in this range      217
Number currently checked out                        1
Number of items with off-shelf status               2
Number expected to be on the shelf                 214

A. Number of barcodes in input file                 109
B. Number of barcodes in input file that
do not belong in this area of the shelves           12
C. Number of barcodes in input file that are in
wrong place in this area of the shelves             0
D. Number of barcodes that are MISSING from
the input file                                     117

DETAIL REPORT FOR LOCATION Inventory
-----+
|F > FORWARD          P > PRINT
|B > BACKWARD         Q > QUIT
|Choose one (F,B,P,Q) █
-----+
```

```
10.2.21.21 - PuTTY

Status      Barcode      Call Number      Title
1. OK on shelf 38534008612099 AC1 .G3 1963 v.10 Gateway to the great
2. OK on shelf 38534009396270 AC1 .G7 v.1 Great books of the W
3. OK on shelf 38534009396288 AC1 .G7 v.2 Great books of the W
4. OK on shelf 38534009396296 AC1 .G7 v.3 Great books of the W
5. OK on shelf 38534009396312 AC1 .G7 v.4 Great books of the W
6. OK on shelf 38534009396320 AC1 .G7 v.5 Great books of the W
7. OK on shelf 38534009396338 AC1 .G7 v.6 Great books of the W
8. OK on shelf 38534009396346 AC1 .G7 v.7 Great books of the W
9. OK on shelf 38534009396353 AC1 .G7 v.8 Great books of the W
10. OK on shelf 38534009396262 AC1 .G7 v.9 Great books of the W
11. OK on shelf 38534009396361 AC1 .G7 v.10 Great books of the W
12. OK on shelf 38534009396205 AC1 .G7 v.11 Great books of the W
13. OK on shelf 38534009396379 AC1 .G7 v.12 Great books of the W
14. OK on shelf 38534009396387 AC1 .G7 v.13 Great books of the W
15. OK on shelf 38534009396395 AC1 .G7 v.14 Great books of the W
16. OK on shelf 38534009396403 AC1 .G7 v.15 Great books of the W

-----+
|F > FORWARD          P > PRINT
|B > BACKWARD         Q > QUIT
|Choose one (F,B,P,Q) █
-----+
```

# Inventory Report Analysis - Admin Corner

```
10.2.21.21 - PuTTY

Status      Barcode      Call Number      Title
1. OK on shelf 38534008612099 AC1 .G3 1963 v.10 Gateway to the great
2. OK on shelf 38534009396270 AC1 .G7 v.1 Great books of the W
3. OK on shelf 38534009396288 AC1 .G7 v.2 Great books of the W
4. OK on shelf 38534009396296 AC1 .G7 v.3 Great books of the W
5. OK on shelf 38534009396312 AC1 .G7 v.4 Great books of the W
6. OK on shelf 38534009396320 AC1 .G7 v.5 Great books of the W
7. OK on shelf 38534009396338 AC1 .G7 v.6 Great books of the W
8. OK on shelf 38534009396346 AC1 .G7 v.7 Great books of the W
9. OK on shelf 38534009396353 AC1 .G7 v.8 Great books of the W
10. OK on shelf 38534009396262 AC1 .G7 v.9 Great books of the W
11. OK on shelf 38534009396361 AC1 .G7 v.10 Great books of the W
12. OK on shelf 38534009396205 AC1 .G7 v.11 Great books of the W
13. OK on shelf 38534009396379 AC1 .G7 v.12 Great books of the W
14. OK on shelf 38534009396387 AC1 .G7 v.13 Great books of the W
15. OK on shelf 38534009396395 AC1 .G7 v.14 Great books of the W
16. OK on shelf 38534009396403 AC1 .G7 v.15 Great books of the W
-----+
|F > FORWARD          P > PRINT
|B > BACKWARD         Q > QUIT
|Choose one (F,B,P,Q) █
-----+
```

```
10.2.21.21 - PuTTY

Status      Barcode      Call Number      Title
1. OK on shelf 38534008612099 AC1 .G3 1963 v.10 Gateway to the great
2. OK on shelf 38534009396270 AC1 .G7 v.1 Great books of the W
3. OK on shelf 38534009396288 AC1 .G7 v.2 Great books of the W
4. OK on shelf 38534009396296 AC1 .G7 v.3 Great books of the W
5. OK on shelf 38534009396312 AC1 .G7 v.4 Great books of the W
6. OK on shelf 38534009396320 AC1 .G7 v.5 Great books of the W
7. OK on shelf 38534009396338 AC1 .G7 v.6 Great books of the W
8. OK on shelf 38534009396346 AC1 .G7 v.7 Great books of the W
9. OK on shelf 38534009396353 AC1 .G7 v.8 Great books of the W
10. OK on shelf 38534009396262 AC1 .G7 v.9 Great books of the W
11. OK on shelf 38534009396361 AC1 .G7 v.10 Great books of the W
12. OK on shelf 38534009396205 AC1 .G7 v.11 Great books of the W
13. OK on shelf 38534009396379 AC1 .G7 v.12 Great books of the W
14. OK on shelf 38534009396387 AC1 .G7 v.13 Great books of the W
15. OK on shelf 38534009396395 AC1 .G7 v.14 Great books of the W
16. OK on shelf 38534009396403 AC1 .G7 v.15 Great books of the W
1 > Attached printer      5 > Library Network Printer 1
2 > E-mail printer       6 > Library Network Printer 2
3 > FTS file save
4 > Network System Printer
Choose one (1-6) █
```

Save the report on the server



# Inventory Report Analysis - Admin Corner

```
10.2.21.21 - PuTTY
SHELF LIST INVENTORY REPORT Fri 06 Mar 2020 for LOCATION Inventory

Beginning barcode and call #      38534008612099      AC1 .G3 1963 v.10
Ending barcode and call #        38534011108044      AC106 .A437 1979 v

Total number of items that exist in this range      217
Number currently checked out                        1
Number of items with off-shelf status                2
Number expected to be on the shelf                  214

A. Number of barcodes in input file                 109
B. Number of barcodes in input file that
do not belong in this area of the shelves           12
C. Number of barcodes in input file that are in
wrong place in this area of the shelves              0
D. Number of barcodes that are MISSING from
the input file                                       117

Update inventory date for inventoried items? (y/n) █
```

Depending on whether you want to update the inventory date or not!

```
10.2.21.21 - PuTTY
SHELF LIST INVENTORY REPORT Fri 06 Mar 2020 for LOCATION Inventory

Beginning barcode and call #      38534008612099      AC1 .G3 1963 v.10
Ending barcode and call #        38534011108044      AC106 .A437 1979 v

Total number of items that exist in this range      217
Number currently checked out                        1
Number of items with off-shelf status                2
Number expected to be on the shelf                  214

A. Number of barcodes in input file                 109
B. Number of barcodes in input file that
do not belong in this area of the shelves           12
C. Number of barcodes in input file that are in
wrong place in this area of the shelves              0
D. Number of barcodes that are MISSING from
the input file                                       117

Update inventory date for inventoried items? (y/n) n
Remove inventory file rdi0306085414? (y/n) █
```

Remove the file if you finished, Don't if you didn't!

# Inventory Report Analysis – Notepad++

SHELF LIST INVENTORY REPORT Wed 13 Nov 2019 for LOCATION Inventory

Beginning barcode and call #           38534008612099                   AC1 .G3 1963 v.10  
Ending barcode and call #           38534011108044                   AC106 .A437 1979 v

Total number of items that exist in this range   217  
Number currently checked out                   1  
Number of items with off-shelf status           2  
Number expected to be on the shelf           214

A. Number of barcodes in input file           109  
B. Number of barcodes in input file that  
do not belong in this area of the shelves   12  
C. Number of barcodes in input file that are in  
wrong place in this area of the shelves       0  
D. Number of barcodes that are MISSING from  
the input file                               117

# Inventory Report Analysis – Notepad++

```
Beginning barcode and call #      38534008612099      AC1 .G3 1963 v.10
Ending barcode and call #        38534011108044      AC106 .A437 1979 v

Total number of items that exist in this range      217
Number currently checked out                        1
Number of items with off-shelf status              2
Number expected to be on the shelf                214
```

# Inventory Report Analysis – Notepad++

Beginning barcode and call #            38534008612099                            AC1 .G3 1963 v.10

Ending barcode: Find what:  ▼

Total number of items that exist in this range	217
Number currently checked out	1
Number of items with off-shelf status	2
Number expected to be on the shelf	214





# Inventory Report Analysis – Notepad++

Beginning barcode and call # 38534008612099 AC1 .G3 1963 v.10

Ending bar: Find what:

Total number of items that exist in this range 217

Number currently checked out 1

Number of items with off-shelf status 2

Number expected to be on the shelf 214

171	140.	ERR missing	38534009077060	AC20	.D452x	1969	The encyclopedie of
172	141.	OK checked	38534013172725	AC25	.B3132	1972	Mythologies / Select
173	142.	ERR missing	38534013342195	AC25	.B3132	1972 c.2	Mythologies / Select

Find result - 1 hit

Search "OK checked" (1 hit in 1 file)

D:\Inventory\comparereport-07032020.txt (1 hit)

Line 172: 141. OK checked 38534013172725 AC25 .B3132 1972 Mythologies / Select

# Inventory Report Analysis – Notepad++

```
Beginning barcode and call #      38534008612099      AC1 .G3 1963 v.10
Ending barcode and call #        38534011108044      AC106 .A437 1979 v

Total number of items that exist in this range  217
Number currently checked out                1
Number of items with off-shelf status        2
Number expected to be on the shelf          214
```

# Inventory Report Analysis – Notepad++

Beginning barcode and call #            38534008612099                            AC1 .G3 1963 v.10

Ending barcode

Find what :

ST =



Total number of items	-----	-----
Number currently checked out		1
Number of items with off-shelf status		2
Number expected to be on the shelf		214

# Inventory Report Analysis – Notepad++

Beginning barcode and call #            38534008612099            AC1 .G3 1963 v.10

Ending ba

Find what :

ST =

Total numl  
-----  
Number currently checked out            1  
Number of items with off-shelf status    2  
Number expected to be on the shelf      214

145	114. OK ST = m	38534009356225	AC8 .C7 1913	Political & literary
-----	----------------	----------------	--------------	----------------------

Find result - 2 hits

Search "ST =" (2 hits in 1 file)

D:\Users\wtech\Desktop\Automation\Sierra\Inventory\comparereport-12112019.p.txt (2 hits)

Line 145:	114. OK ST = m	38534009356225	AC8 .C7 1913	Political & literary
Line 208:	174. OK ST = p	38534018907679	AC106 .A23 2018	880-02 D kalm d / Mu

# Inventory Report Analysis – Notepad++

Number expected to be on the shelf	214
A. Number of barcodes in input file	109
B. Number of barcodes in input file that do not belong in this area of the shelves	12
C. Number of barcodes in input file that are in wrong place in this area of the shelves	0

# Inventory Report Analysis – Notepad++

Number expected to be on the shelf 214

A. Number Find what :

ERR msh

B. Number

do not belong in this area of the shelves 12

C. Number of barcodes in input file that are in  
wrong place in this area of the shelves

0

# Inventory Report Analysis – Notepad++

Number expected to be on the shelf 214

A. Number Find what :

ERR msh

B. Number

do not belong in this area of the shelves 12

C. Number of barcodes in input file that are in wrong place in this area of the shelves 0

```
Find result - 12 hits
Search " ERR msh " (12 hits in 1 file)
D:\Users\wtech\Desktop\Automation\Sierra\Inventory\comparereport-12112019.p.txt (12 hits)
Line 254: ERR msh 38534007796463 DK266 .S43 1946 Soviet politics at h
Line 255: ERR msh 38534008612149 AC1 .G3 1963 v.2 Gateway to the great
Line 256: ERR msh 38534008612164 AC1 .G3 1963 v.3 Gateway to the great
Line 257: ERR msh 38534008612180 AC1 .G3 1963 v.4 Gateway to the great
Line 258: ERR msh 38534008612206 AC1 .G3 1963 v.5 Gateway to the great
Line 259: ERR msh 38534008612222 AC1 .G3 1963 v.6 Gateway to the great
Line 260: ERR msh 38534008612230 AC1 .G3 1963 v.7 Gateway to the great
Line 261: ERR msh 38534008612248 AC1 .G3 1963 v.8 Gateway to the great
Line 262: ERR msh 38534008612263 AC1 .G3 1963 v.9 Gateway to the great
Line 263: ERR msh 38534009074463 DS38.2 .T313 v.26 The waning of the Um
Line 264: ERR msh 38534009140371 DS38.2 .T313 v.27 The Abbsid revolutio
Line 265: ERR msh 38534018890198 DA47.9.I7 A45 2018 British diplomacy an
```

# Inventory Report Analysis - Excel

1		;Status	;Barcode	;	;Call Number	;Title
2	1.	;OK on shelf	;38534008993358;	;	;JK421 .A3 1952-53	;The United States go
3	2.	;OK on shelf	;38534009862594;	;	;JK421 .A3 1960-61	;The United States go
4	3.	;OK on shelf	;38534009862503;	;	;JK421 .A3 1966-67	;The United States go
5	4.	;OK on shelf	;38534009862552;	;	;JK421 .A3 1972-73	;The United States go
6	5.	;OK on shelf	;38534009862537;	;	;JK421 .A3 1973-74	;The United States go
7	6.	;OK on shelf	;38534009862545;	;	;JK421 .A3 1976-77	;The United States go
8	7.	;OK on shelf	;38534009862479;	;	;JK421 .A3 1977-78	;The United States go
9	8.	;OK on shelf	;38534009862487;	;	;JK421 .A3 1977-79 suppl.	;The United States go
10	9.	;OK on shelf	;38534009862495;	;	;JK421 .A3 1978-79	;The United States go
11	10.	;OK on shelf	;38534009862412;	;	;JK421 .A3 1979-80	;The United States go
12	11.	;OK on shelf	;38534009862438;	;	;JK421 .A3 1980-81	;The United States go
13	12.	;OK on shelf	;38534009862420;	;	;JK421 .A3 1981-82	;The United States go
14	13.	;OK on shelf	;38534008993333;	;	;JK421 .A3 1982-83	;The United States go
15	14.	;OK on shelf	;38534018588818;	;	;JK421 .A3 1982/83 c.2	;The United States go
16	15.	;OK on shelf	;38534009862446;	;	;JK421 .A3 1983-84	;The United States go
17	16.	;OK on shelf	;38534009862354;	;	;JK421 .A3 1984-85	;The United States go
18	17.	;OK on shelf	;38534009862362;	;	;JK421 .A3 1985-86	;The United States go
19	18.	;OK on shelf	;38534009862370;	;	;JK421 .A3 1986-87	;The United States go
20	19.	;OK on shelf	;38534009862388;	;	;JK421 .A3 1987-88	;The United States go
21	20.	;OK on shelf	;38534008993341;	;	;JK421 .A3 1988-89	;The United States go
22	21.	;OK on shelf	;38534008993366;	;	;JK421 .A3 1989-90	;The United States go
23	22.	;OK on shelf	;38534008993317;	;	;JK421 .A3 1990-91	;The United States go

Normal length : 426,522 lines : 5,018 Ln : 1 Col : 1 Sel : 0 | 0 Unix (LF) UTF-8 INS

Using Notepad++

1. Delete leading rows
2. Remove empty lines
3. Insert “;” between columns
4. Remove extra characters





# Inventory Report Analysis - Excel

	A	B	C	D	E	F
1		Status	Barcode	Call Number	Title	
2	1	OK on shelf	38534008993358	JK421 .A3 1952-53	The United States go	
3	2	OK on shelf	38534009862594	JK421 .A3 1960-61	The United States go	
4	3	OK on shelf	38534009862503	JK421 .A3 1966-67	The United States go	
5	4	OK on shelf	38534009862552	JK421 .A3 1972-73	The United States go	
6	5	OK on shelf	38534009862537	JK421 .A3 1973-74	The United States go	
7	6	OK on shelf	38534009862545	JK421 .A3 1976-77	The United States go	
8	7	OK on shelf	38534009862479	JK421 .A3 1977-78	The United States go	
9	8	OK on shelf	38534009862487	JK421 .A3 1977-79 suppl.	The United States go	
10	9	OK on shelf	38534009862495	JK421 .A3 1978-79	The United States go	
11	10	OK on shelf	38534009862412	JK421 .A3 1979-80	The United States go	
12	11	OK on shelf	38534009862438	JK421 .A3 1980-81	The United States go	
13	12	OK on shelf	38534009862420	JK421 .A3 1981-82	The United States go	
14	13	OK on shelf	38534008993333	JK421 .A3 1982-83	The United States go	
15	14	OK on shelf	38534018588818	JK421 .A3 1982/83 c.2	The United States go	
16	15	OK on shelf	38534009862446	JK421 .A3 1983-84	The United States go	
17	16	OK on shelf	38534009862354	JK421 .A3 1984-85	The United States go	
18	17	OK on shelf	38534009862362	JK421 .A3 1985-86	The United States go	
19	18	OK on shelf	38534009862370	JK421 .A3 1986-87	The United States go	
20	19	OK on shelf	38534009862388	JK421 .A3 1987-88	The United States go	
21	20	OK on shelf	38534008993341	JK421 .A3 1988-89	The United States go	

Open the processed file in Excel



# Inventory Report Analysis - Excel

	A	B	C	D	E	F
1		Status	Barcode	Call Number	Title	
2		ERR loc mgp	38534009873450	JQ3863 .A55x 1979 Apr.	880-02 Madbtat al-ja	
3		ERR loc mgp	38534009873880	JQ3863 .A55x 1990 May	880-02 Madbtat al-ja	
4		ERR loc mgp	38534010855215	JQ3863 .A5x 1939 Oct.	880-02 Majmat madbit	
5		ERR loc mgp	38534013006451	JQ3863 .A55x 2006 June n	880-02 Madbtat al-ja	
6		ERR loc mgp	38534013097948	JQ3863 .A55x 2007 May n	880-02 Madbtat al-ja	
7		ERR loc spc	38534010853954	JQ3845 .B73x 1954	880-02 Ih al-muwazfn	
8		ERR loc spc	38534010854010	JQ3845 .B73x 1955	880-02 Ih al-muwazfn	
9		ERR loc spc	38534010854291	JQ3845 .B74 1961	880-02 Nashrat ih mu	
10		ERR loc spc	38534010854564	JQ3845 .B74 1962 c.2	880-02 Nashrat ih mu	
11		ERR loc spc	38534010854622	JQ3845 .B73x 1956	880-02 Ih al-muwazfn	
12	33	ERR missing	38534009934666	JK421 .C65 1963	Public administratio	
13	662	ERR missing	38534019330590	JK1726 .H35 2018	Mistaken identity :	
14	797	ERR missing	38534009992151	JK2249 .W52 1998	Political scandals i	
15	845	ERR missing	38534012309476	JK2265 .H54 2007	Parties, politics, a	
16	915	ERR missing	38534007295912	JK2403 .F7 1961 c.2	Cases in state and l	
17	1134	ERR missing	38534012307637	JN5 .P64 1978	The development of t	
18	1179	ERR missing	38534018496590	JN15 .F76 1984	Une puissance nomme	
19	1292	ERR missing	38534010998304	JN36 .E9545 1999	The European Parliam	
20	1294	ERR missing	38534018341077	JN36 .F86 2012	Functional and terri	
21	1449	ERR missing	38534007451259	JN181 .E48 3	Studies in Tudor and	

Sort using the “Status” column



# Inventory Report Analysis - Excel

	A	B	C	D	E	F
1		ERR loc mgp	38534009873450	JQ3863 .A55x 1979 Apr.	880-02 Madbtat al-ja	
2		ERR loc mgp	38534009873880	JQ3863 .A55x 1990 May	880-02 Madbtat al-ja	
3		ERR loc mgp	38534010855215	JQ3863 .A5x 1939 Oct.	880-02 Majmat madbit	
4		ERR loc mgp	38534013006451	JQ3863 .A55x 2006 June n	880-02 Madbtat al-ja	
5		ERR loc mgp	38534013097948	JQ3863 .A55x 2007 May n	880-02 Madbtat al-ja	
6		ERR loc spc	38534010853954	JQ3845 .B73x 1954	880-02 lh al-muwazfn	
7		ERR loc spc	38534010854010	JQ3845 .B73x 1955	880-02 lh al-muwazfn	
8		ERR loc spc	38534010854291	JQ3845 .B74 1961	880-02 Nashrat ih mu	
9		ERR loc spc	38534010854564	JQ3845 .B74 1962 c.2	880-02 Nashrat ih mu	
10		ERR loc spc	38534010854622	JQ3845 .B73x 1956	880-02 lh al-muwazfn	
11		ERR msh	38534009836630	JK411 .L54 1997	The tides of reform	
12		ERR msh	38534018144349	HQ1728.7 .W66 2004	Women, armed conflic	
13		ERR msh	38534018169452	HQ1728.7 .W66 2004 c.2	Women, armed conflic	
14		ERR msh	38534009353602	J3592 .K5 1956	Constitutional devel	
15		ERR msh	38534010416307	K3230 .G66 1996 c.2	The refugee in inter	
16		ERR msh	38534018745319	BP10.J383 b l43 2013	880-02 Mukhbart al-J	
17						
18						
19						
20						
21						

Group similar statuses into a separate sheet



# Inventory Report Analysis - Excel

	A	B	C	D	E	F
1	592	ERR ST = *	38534013166206	JK1118 .S78 2007	Affirmative advocacy	
2	593	ERR ST = *	38534013252600	JK1118 .S78 2007 c.2	Affirmative advocacy	
3	1605	ERR ST = *	38534008916797	JN425 .F59 1990	Public sector manage	
4	1606	ERR ST = *	38534009866025	JN425 .F59 1993	Public sector manage	
5	3647	ERR ST = *	38534018798144	JQ1850.A91 M86 2013	880-02 al-Rab al-asw	
6	224	ERR ST = o	38534010853285	JK511 .E53 1994 v.1	Encyclopedia of the	
7	225	ERR ST = o	38534010853228	JK511 .E53 1994 v.2	Encyclopedia of the	
8	226	ERR ST = o	38534010854630	JK511 .E53 1994 v.3	Encyclopedia of the	
9	227	ERR ST = o	38534010854572	JK511 .E53 1994 v.4	Encyclopedia of the	
10	483	ERR ST = o	38534018666622	JK1012 .A4 2014		
11	549	ERR ST = o	38534008576468	JK1067 .E63 1995 v.1		
12	550	ERR ST = o	38534008576351	JK1067 .E63 1995 v.2		
13	551	ERR ST = o	38534008576419	JK1067 .E63 1995 v.3		
14	552	ERR ST = o	38534008576476	JK1067 .E63 1995 v.4		
15	824	ERR ST = o	38534010854457	JK2261 .P633 1991 v.1	Political	
16	825	ERR ST = o	38534009177274	JK2261 .P633 1991 v.2	Political	
17	932	ERR ST = o	38534010084444	JK2408 .W48 1999	Congressional Quarte	
18	1086	ERR ST = o	38534010328452	JN1 .E85 1989 v.1	The Europa world yea	
19	1087	ERR ST = o	38534010328395	JN1 .E85 1989 v.2	The Europa world yea	
20	1088	ERR ST = o	38534009157649	JN1 .E85 1990 v.1	The Europa world yea	
21	1089	ERR ST = o	38534009157656	JN1 .E85 1990 v.2	The Europa world yea	

**ERR Statuses**

ERR missing

ERR os, but

**OK Statuses**

OK checked

OK on shelf

Original

Original Sorted

ERR msh

**ERR Statuses**

ERR missing

ERR os, but

OK Statuses



#IUG2020



# Inventory Report Analysis - Excel

	A	B	C	D	E	F
1		Status	Barcode	Call Number	Title	
2	4614	ERR msh	38534013157916	JQ3881 .S236 2006	880-02 al-Intiqal al-	
3		ERR msh, #4	38534013157916	JQ3881 .S236 2006	880-02 al-Intiqal al-	
4		ERR no item	38534008486106			
5		ERR no item	38534009353594			
6		ERR no item	38534007808672			
7		Illegal bar	18447322821080			
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

One drawback of changing the barcode to the complete form is that it truncates the Status field. It should be #4xx

All ERR statuses should be analyzed



# Summary

- Starting and ending call numbers should be unique (i.e. no volumes, copies, ...)
- Inventorying a maximum of 5,000 items at one time is a limitation
- Transferring the shelflist file to a format that is compatible with the DLA
- Discovering many problems at the shelf (no tag, blank tag, illegal barcode, checked out but on shelf, ...)
- Checking the last barcode in the collected data file and make sure that it matches the barcode printed on the last book scanned on the shelf
- Adding more status codes will increase the “Number of items with off-shelf status” for a deeper analysis of the physical shelf

# Thank you!

Please email your questions and comments to

[m\\_khalil@aucegypt.edu](mailto:m_khalil@aucegypt.edu)



**Will you consider doing Inventory after  
this presentation?**