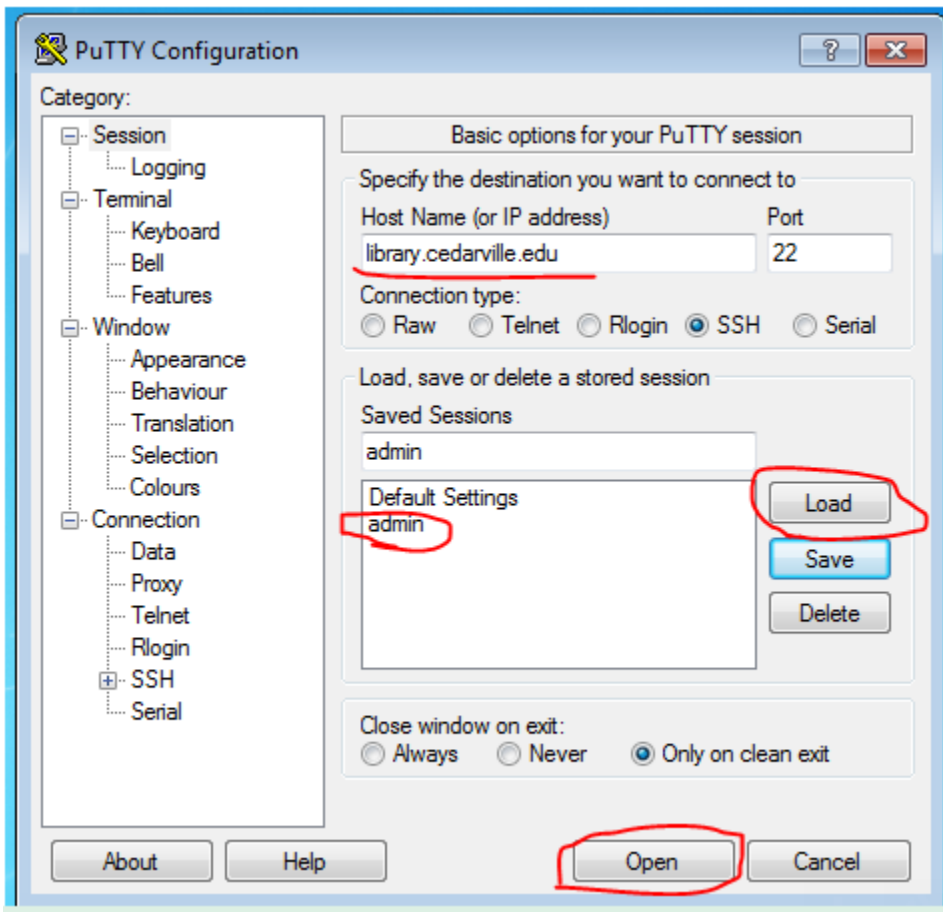


## PROCESSING AND PRINTING THE INVENTORY REPORT

### PROCESSING THE INFORMATION

--First time of the day (or any time you log on), open a Telnet version of the library catalog in PuTTY

Open PuTTY (icon with 2 blue monitors – doubleclick)



In the box under Saved Sessions, click on admin, then on Load

The host name is library.cedarville.edu

Click the open button

A new window will open (black background, white letters) Enter your Sierra login and password.

From the Main Menu, choose C > Circulation, A > Additional circulation functions,

P > Process PC transactions.

Enter your initials and password again.

--After first time, find the tab on the taskbar for Putty and open it. If it times out, repeat process above for opening it.

--Every time

C > Compare inventory to shelf list

C > Compare file of barcodes to shelf list

1 (key the number of the file – it will always be number 1)

A > List all items

Enter

Wait while it processes.

If something is really out of order, you may get a message telling you it's searched over 5000 records – do you want to continue? YES! (type **y** and enter)

You may get messages like “3050100xxxxxx has no item record attached”. Just press the space bar to continue.

#### PRINTING THE REPORT

P > Print

Choose “E-mail printer”

Enter your email address, then click the ENTER key on your keyboard.

#### PRINT THE LIST

Your email will be from sierra, subject Your library account

Print to your local printer

(go back to the OCLC computer)

Q > Quit

Y > update inventory date for inventoried items

Press the space bar to continue.

Y > remove inventory file

Press the space bar to continue

Q > Quit. This leaves you at the screen you'll need for the next round.

ERASE / CLEAR FILES

Go to Scanned Barcodes file (tab at bottom of screen). Right-click on the circ.dat file, and delete.

"Are you sure?" YES

Close

Go back to the **scanner**. Unplug it. Hold down the minus key until you hear 2 beeps. The file has now been deleted from the scanner. Plug it back it so it can charge until the next person is ready to use it. If the light is steady green, it's fully charged and you can put it in Linda's mailbox.

Go back to **Millennium Offline Circulation**. Now you can clear the circulation file – Click YES

"are you sure?" YES or OK

You'll see a box that says "Cleared circulation file" – Click OK to close it.

Close window

"Exit the program?" YES

Go to c:\Millennium\offline (tab shows a folder, says "offline")

Right click on the circ.dat file, and delete it

Are you sure? YES

Minimize this window