

Library Inventory Workflow

1. **"Start New"** Inventory in Back Office - please don't set up sections here
2. **Scan** all library materials into your inventory in Back Office
3. **Pre-finalize** your inventory by running the unaccounted for list and **LOOKING** for the missing items on this list. Scan any found into your inventory so they will now be on your "accounted for" list and off your "unaccounted for" list.
4. **Finalize** your inventory and delete your lost copies. This step is to be completed by the LMS.

Note:

- all books that get checked out once the inventory has been started to run get "accounted for" when that check out happens.
- when new books are loaded, they are "accounted for" if your inventory is running.
- Inventory is always running in the background when it is started in Destiny.

