

Directions: Use this Online Inventory Checklist to help scan barcodes directly into the Destiny Inventory Module. In the "v" column, write Yes, No, or NA. Steps 13- 15 require a date or numerical response.

Before (Inventory Preparation)		v
1. Review inventory information, including the current Inventory Guide, located in the Inventory section of the OneNote document.		
2. Check shelf order by reading the shelves		
3. Review Inventory Guide for information on conducting an Online inventory		
4. Prepare equipment and tools needed Scanners (confirm that barcodes can be read)		
* Laptop or tablet with USB		
* Scanner (bluetooth or corded)		
* Utility Cart		
* Confirm wireless connectivity or connect directly with a 25" or longer Ethernet cable		
* Rolling chair		
* Post-It notes to tag completed shelves or columns		

During (Scanning Materials, Reviewing Reports, Correcting Issues and Searching for Unaccounted Items)		v
5. Close all open inventories from previous years; mark anything "Unaccounted for" as Lost		
6. Follow naming conventions listed in the Inventory Guide (i.e. Full 2021-2022)		
7. Record figures for Accounted For, Unaccounted For, and Lost		
8. Based on approximate scan rate of 1,000 per hour, determine approximate hours needed to complete the scanning phase		
9. Scan materials into the Destiny Inventory Module; most errors will be corrected automatically		
* Items with a Lost status will be changed to Available		
* Items currently Checked out but found on shelf will be checked in; remove fine(s) associated with items		
* Pull items identified as "Barcode Not Found" from shelf to add to Destiny later		
10. Monitor "% Complete" and number of "Unaccounted for" items;		
11. Search for "Unaccounted for" items (classrooms, offices, storage rooms, TV studio, etc.)		

After (Finalizing Inventory and Submitting Survey)		v
12. Finalize Inventory (If multiple, all open inventories need to be finalized individually)		
13. Record the date you finalized inventory		
14. Record the number of lost items from each inventory		
15. Enter the total number of items marked "Lost" during the current inventory		
16. If desired, print a copy of the Annual Media/Innovation Center Statistics Report and use as a worksheet		
17. Complete the hard copy of the Annual Media/Innovation Center Statistics Report and review all information, figures, calculations for possible errors		
18. Complete and submit the online Annual Media/Innovation Center Statistics Report. You and your principal will receive a PDF version. Review the report with your principal. Your confirmation email will include a secure link to use if edits are required.		