



## Performing Inventory from a File of Barcodes in MassCat

### To perform an inventory with a file of Scanned Barcodes:

First, scan the barcodes from the items on your shelves into a **plain text file** such as “Notepad” and save it. DO NOT save the barcodes into a word processing document!

Once you have the file of barcodes saved, login to MassCat using your username and password:

Username:  
  
Password:

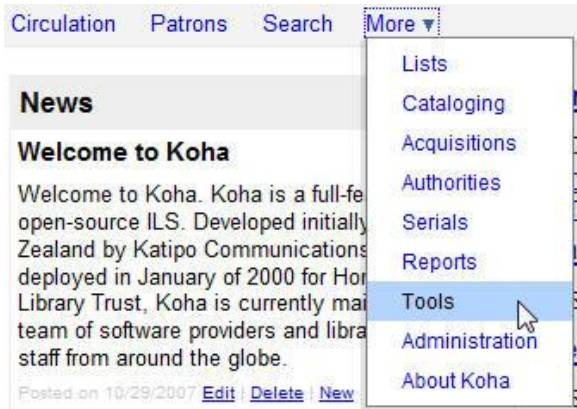
Click on the “Tools” link on the top right column of the screen:

Home

News  
Information for Filling Holds and ILL Requests  
If you need information on whether or not a library is on the delivery system and how to address the delivery slip or if you need to contact another MassCat library regarding a request, use the following link to find a list of library names, contact names, email addresses, delivery system status and mailing addresses: <http://www.masscat.org/links/illinfo.htm>  
Remember, not all MassCat members are on the statewide delivery system so please do not assume that an item you need to send to another library should be sent using delivery.  
To determine whether another library is on the

- Circulation
- Patrons
- Advanced search
- Lists
- Cataloging
- Serials
- Acquisitions
- Reports
- Tools**
- About Koha

If you are already logged in to the system, click on the "More" link toward the top left corner of any screen and select "Tools" from the list:



You will be taken to a new screen. Click on the "Inventory/Stocktaking" link:



On the next screen, load your file of barcodes. Click the "Browse" button to find the file on your computer:

## Inventory/Stocktaking

**Use a barcode file**

Barcode file:  **Browse...**

Set inventory date to:    
(MM/DD/YYYY)

**Select items you want to check**

Library  Home library  Current location

Library

Shelving location

Once you have located your file and clicked the "Open" button from the file browser window, set the inventory date. The date defaults to the date of the day you are loading the file, but you can choose any date you want by clicking on the calendar icon and choosing a date:

## Inventory/Stocktaking

**Use a barcode file**

Barcode file:

Set inventory date to: 02/11/2013

**Select items you want to check**

Library  Home library  Current location

Library

Shelving location

**These are the only settings you need to make. Ignore all the other settings on the screen.** These do not apply to the file you are loading. These other settings would only apply to a partial inventory where you are manually scanning barcodes into the system, one by one. This process is not being covered in this document.

Scroll down to the bottom of the screen and click the "Submit" button.

Depending on the size of your collection and the size of the file of barcodes that you are processing, this part could take a few minutes. Once processed, the system will apply the date you have chosen as the "Date Last Seen" to all the barcode numbers in your file. If there are barcodes in your file that are not in the system, you will get a list of barcodes with the message, "xxxxxxxxx barcode not found." You will want to print this screen as this will be the only time you see a report of the barcode numbers from your file that are not already in the system.

Once you are finished processing your barcode file, you will now need to run the "EVERYONE Date Last Seen" report so you can get a list of all the items not included in your barcode file. These would be all the items that are either checked out or missing from your collection. You would then check all the items in the "Date Last Seen" report and either mark them as "Lost," until you purchase a replacement copy, or you will delete the lost items from the system.