Inventory

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Learn how to view if an item is inventoried.
Use when conducting an inventory (for example, you are performing a shelf-read and scanning barcodes of items that are present). This mode updates the item’s Inventoried Count and Last Inventoried date on the item Statistics screen. In the future, the ability to conduct a full collection inventory will be added to WMS.

1. In the left panel click **Check In**.
2. In the Check in screen, select Inventory from the Check in Mode.
3. Scan or type the barcode of the item(s) to inventory.

You can also use the Digby mobile application to scan items’ barcodes to inventory your library’s collection.

- Digby will alert you if an item was missing, is at the wrong branch, fulfills an open hold, or requires additional processing.
- At the end of a session, instantly share a report, which includes an activity summary and a detailed list of scanned items.
- Digby will remember the last item inventoried.
- WMS automatically updates the **Last Inventoried** date and **Inventoried Count** in real time.
- See Digby app FAQ for more information.

Use the Circulation Item Inventory report to obtain a list of all inventoried items in your collection. See Retrieve WMS data extract files with SFTP, Circulation Item Inventories for more information.

**View if an item is inventoried**

1. In the left panel, click **Discover Items**.
2. To search by barcode, scan the barcode or type the barcode into the Enter barcode box. If you type the number, click **Go** or press <Enter>.
3. To search for items, type your search term(s) in the text box. You can limit your search and you can choose an index to search, see below.
4. Click **Search** or press <Enter>.
5. Click the title of the item and then click **View/Edit** in the Action column for the copy you want to check.
6. From the Item Details screen, click **Statistics**.

The information is in 2 fields:

- **Inventoried Count** - This is incremented whenever you Inventory an item in check in. The count is 0 if the item has never been inventoried.
- **Last Inventoried** - This is the last date and time that the item was inventoried.
Note: If you have WorldShare Report Designer, you can use the following report objects to include these fields in a custom report:

- Item Inventoried Count
- Item Last Inventoried Date

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Watch a video

Non loan and inventory check in and item statistics (6:37)

This video shows how to perform non loan and inventory check ins, as well as how these actions affect the item statistics.

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