Doing Inventory in Destiny Using the Dolphin

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1	The first step is to go to Back Office - Inventory - Click on "Start New" Give it a name such as Library Inventory 20011. If there is one in progress from last year please Finalize it. DO NOT MOVE ITEMS TO LOST for this inventory.
2	Scan a few items with the or Dolphin, not a lot of items until you get the process and are comfortable with the steps. Once you are then, you can do a large amount of scans.
3	To upload the scans from the Dolphin to your computer open the Dolphin File Transfer Icon on the Desk Top
4	Click on Configuration then Folders Make sure that in the Default Xfer directory it reads: C:\Program Files Dolphin File Transfer\xfer. If not click the down arrow and select this line. Then click OK. So you can refer back to this information write this down you will need it later on.
5	Place the Dolphin in the Docking station: It should say;" You have a Log file, do you wish to ship out/" (Press Y or N)
6	To get the Dolphin to read Y instead of the number 3, you need to press down the Shift key while pressing down the 3 key, or the 3 key then the shift key or for some dolphins both keys need to be pressed down at the same time. This takes practice but once you get the combination for your Dolphin remember it and the next time it will be easy.
7	The Dolphin will beep and the screen will change to "Set Dcomm to Receive a file. Place In base Press Enter". Before you press Enter you need to press "Receive File" on the Dolphin File Transfer box on the desktop. The process is: Press Receive File and then Enter (Green Button) on the Dolphin. This is needs to be quick and in that order.
8	If all goes well the Dolphin should change it's message to " Hooray your data has been transferred successfully". The screen on the desk top may ask you if you want to overwrite and please do so. Just click Overwrite.
9	You have now moved the scans from the Dolphin to your local computer's hard drive. Now you need to move them to the Destiny Server.
10	In Back Office go to Inventory - Click Browse. You will now follow the path you wrote down. C:\Program Files\Dolphin File Transfer\xfer. To start this path click the down arrow beside the Look in: at the top of the Choose File box that comes up to Local Disk (C:) then go to Program Files click it, then to Dolphin File Transfer click it, then to xfer click it. You should now see a notepad Icon that says "Scan". Double click this icon, you should now see a line of print beside the Browse box. Click the Upload box off to the right of the Browse box. If all goes well you will get the message "Your data has been sent to the Job Manager"
11	Go to Job Manager and check the report. Please do so after each upload of information.
12	While scanning your report if you have items that are skipped or if it says this item was accounted for but was last checked out to ….. Highlight the line of information above this, that line and the one below, right click copy and paste this into Word Document to go back to and solve these issues. Remember jobs are deleted each month and that will include your inventory reports. Remember reports are deleted monthly so make sure and do this as you go.
13	Now you have done it once or twice you are on your way.
14	You may use the Dolphin, Panther as well as scan directly into Destiny using the 3800 scanner all together.
15	If using the Panther please make sure you have had it configured to the system by EERS and that you are comfortable using it.
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17	Some notes:
18	If your Dolphin keeps giving you error messages try a soft reboot. To do so hold down the Shift, BKSP and ON SCAN keys all that the same time, release them and it will run through resetting it's self. This takes just a minute or two.
19	If when you check your job and it is symbols instead of information make sure it is numerical mode when scanning bar codes not alpha mode. These devices are like cell phone or PDAs the keys read both numbers and letters. You will see either 123 or ABC in the bottom left corner when scanning that indicates which mode it is in. Usually pressing the shift key will change it back to numerical.
20	Scan logs from Inventory are saved in a different location on your local PC then they are while doing Off Line Circulation. It is important to keep these two issues separate and to save them in the locations that Follett has set up.
21	When the percentage at the bottom of the page beside the word Complete is 90% or higher then click on the Blue link "View Details", these will be the items that you will have to hunt for or will be marked "Lost" when you finalize this inventory.
22	Please make sure that you have checked in ILLs from other schools
23	Run your "Lost" items report and delete items that have been Lost for two or more years. To run this report go to Back Office - Reports - Titles & Copy List - Use drop down arrow beside Show Titles select With "Lost" Copies.
24	Call me or email if you have problems or questions.
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