

# 1 StockTake

*I have always imagined that Paradise will be a kind of library. –Jorge Luis Borges*

The StockTake Module is a facility in SLiMS to help librarians conduct stock-taking. When the stock-taking process begins, all items except those being borrowed (status = on loan) will be marked as lost, and appear in the menu Current Lost Item until the item concerned is checked in the stock-take. Menus contained in this module are:

## 1.1 “Stock Take History” Menu

Contains reports of when stock-taking has been done. Information in this menu are: StockTake Name, Start Date, End Date, The report contains links to a document in .html form for each stock-take report ever done.



EDIT	Stock Take Name	Start Date	End Date	Report
	senayan	2009-07-25 17:20:17	2009-07-25 17:22:13	<a href="#">senayan_report.html</a>
	3	2009-03-03 09:56:36	2009-04-28 10:25:19	<a href="#">3_report.html</a>
	maret	2009-02-12 14:57:32	2009-02-16 09:45:52	<a href="#">maret_report.html</a>
	Februari	2009-02-11 11:50:58	2009-02-12 14:57:20	<a href="#">februari_report.html</a>

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Figure 1.1: StockTake History

## 1.2 “Initialize” Menu

The Initialize menu is used to start stock-taking. In this menu, there are the following sub-menus:

- StockTake Name: the name of the stock-taking activities undertaken. Customize the name to your liking. This field **MUST** be filled.
- GMD: (See the module guide Master File -> GMD (below Authority Files)).

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- Collection Type: (See the module guide Master File -> Collection Type (under Lookup Files)).
- Location: (See the module guide Master File -> Location (below Authority Files)).
- Shelf Location: referring to the information item in the Bibliography module.
- Classification: Referring to the classification field in the Bibliography module. For defining a classification range use the wildcard (\*), For example, if we want to do stock-taking of classifications with a range of 100 through to 300, just enter 1 \* to 3 \*. If the range of classifications we stock-take is in the 100's, enter 1 \*.

Stock Take

Welcome To The Library Automation System, you are currently logged in as Administrator

Stock Take History

Initialize

Initialize Stock Take

Stock Take Name\* : Tahun 2012

GMD : ALL

Collection Type : ALL

Location : ALL

Shelf Location :

Classification :

Initialize Stock Take

Separate each class comma sign. Use \* for wildcard

Figure 1.2: Initializing

Initialize Stock Take

Stock Take Name\* : Tahun 2012

GMD : ALL

Collection Type : ALL

Location : ALL

Shelf Location :

Classification :

Initialize Stock Take

Separate each class comma sign. Use \* for wildcard

Stock Taking Initialized

OK

Figure 1.3: Initializing process

After the Initialization is done, the Current StockTake menu and StockTake Report will serve as menus for stock-take activities, coupled with the navigation menu to be used to conduct a stock-take along with the StockTake Finish menu, Current Lost Items, StockTake Log, and Resynchronise. (See picture)

### 1.3 “Current Stock Take” Menu

This menu is the main menu for doing a stock-take. It is used to restore the status of library collections that are considered lost by the system, In this menu, item id (barcode number) is the main item reference to change the status of the items that are considered lost to existing (there), Do this by entering the barcode number in the field Item Code. This menu will work when the Initialize process is completed.

Commencing with version stable11, there is a feature “List stocktakes by:” to choose Current User Only, (which means that the list of records that appear are stock-takes by the user in question). Or All Users, (the list is of stock-take records by all users who do stock-take).

Item Code	Title	Call Number	Collection Type	Classification
B00010	Linux In a Nutshell		Reference	005.4/32 22

Figure 1.4: Current StockTake

### 1.4 “StockTake Report” Menu

Use this menu to see the results of the activities that have been performed in stock-take. The form of the report contains information about the number of items checked, items lost, and number of items on loan . This menu does not work if the Initialization is not done.

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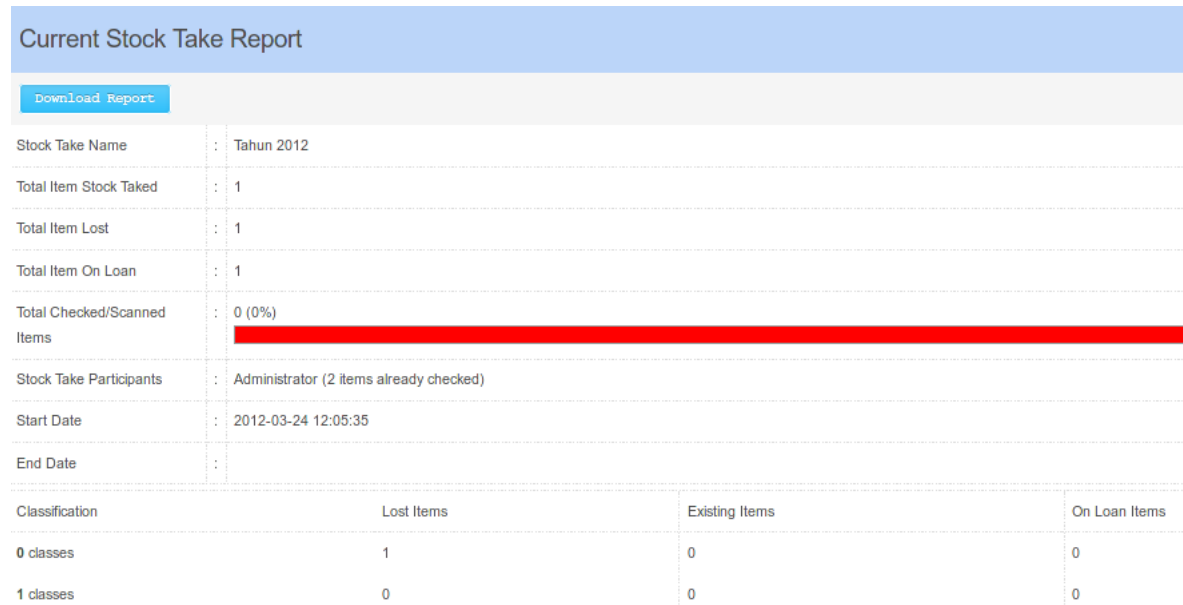


Figure 1.5: StockTake Report

## 1.5 “Finish StockTake” Menu

Click on this link if you have finished stock-taking. In the menu, there is a field labelled Purge Lost Item. If we give a checkmark on Yes, the data items in the collection that are in Current Lost items will be marked as "Missing".

## 1 StockTake

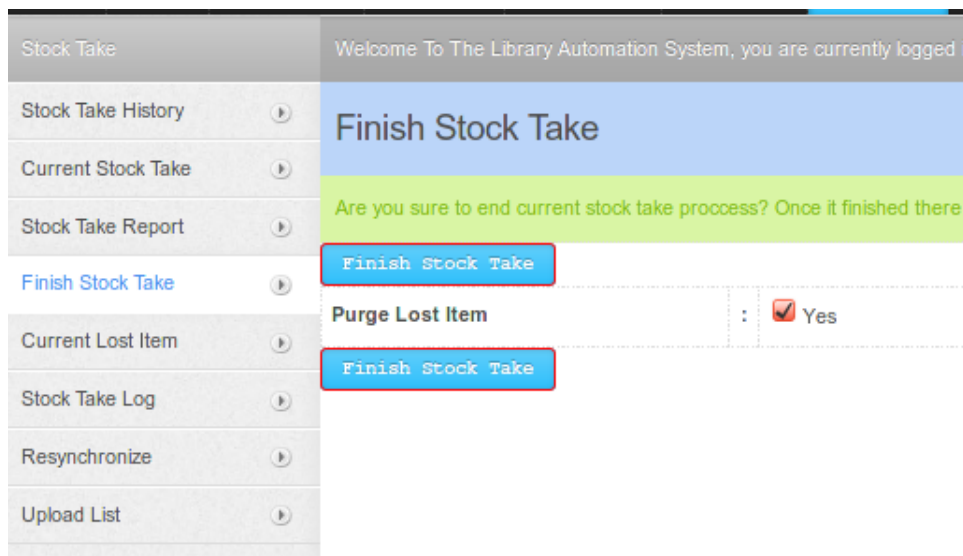


Figure 1.6: Finish StockTake

## 1.6 “Current Lost Items” Menu

The contents of this menu is a list of items that are considered missing at the time of stock-taking, in addition to items on loan.

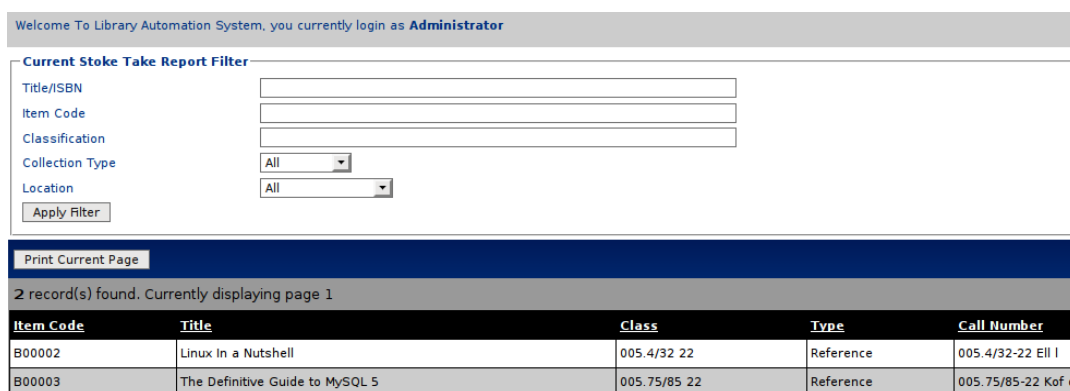


Figure 1.7: Current Lost Items

## 1.7 “StockTake Log” Menu

The function of this menu is to find log records when doing the stock-take

Stock Take Log	
Search :	<input type="text"/> <input type="button" value="Search"/>
Time	Message
2012-03-24 12:06:54	Stock Take ERROR : Item Code B00989 doesnt exists in stock take data. Invalid Item Code OR Maybe out of Stock Take range
2012-03-24 12:06:49	Stock Take ERROR : Item Code B00090 doesnt exists in stock take data. Invalid Item Code OR Maybe out of Stock Take range

Figure 1.8: StockTake Log

## 1.8 “Resynchronize” Menu

This menu is used to synchronize newly edited bibliographic data during ongoing activities to take stock of existing bibliographic data using the stock-take module. The goal is that when we do editing of bibliographic data while doing the stock-take, in order to produce a change in the bibliographic data contained in the stock-take module , it is necessary to do resynchronization of data. Click the button, and that Resynchronizes bibliographic data .

Stock Take	Welcome To The Library Automation System, you are currently logged in as <b>Administrator</b>
Stock Take History	<div>Re-synchronize will only update current stock take's item data. It won't update any new bibliographic data.</div> <input type="button" value="Resynchronize Now"/>
Current Stock Take	
Stock Take Report	2 Stock Take's Item Data Successfully Synchronized!
Finish Stock Take	
Current Lost Item	
Stock Take Log	
Resynchronize	
Upload List	

Figure 1.9: Resynchronise

## 1.9 “Upload List” Menu

This menu is used to perform automated stock-take using a data file listing the items. To be able to use the Upload List, first the data items should be exported from Senayan, then specific items are stored in a .txt file in rows.

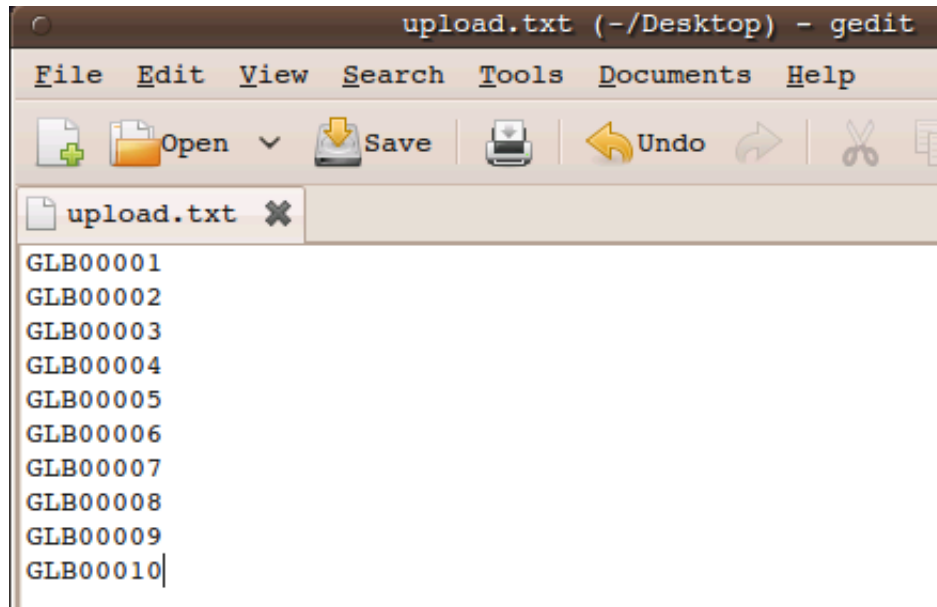


Figure 1.10: Sample .txt File for Upload List

## 1 StockTake

Stock Take	Welcome To The Library Automation System, you are currently logged in as A
Stock Take History	<h3>Stock Take Upload</h3> <p>Upload a plain text file (.txt) containing list of Item Code to stock take. Each It</p> <p>File: <input type="text"/> <input type="button" value="Browse..."/> Maximum 102400 KB</p> <p><input type="button" value="Upload File"/></p>
Current Stock Take	
Stock Take Report	
Finish Stock Take	
Current Lost Item	
Stock Take Log	
Resynchronize	
Upload List	

Figure 1.11: Upload List