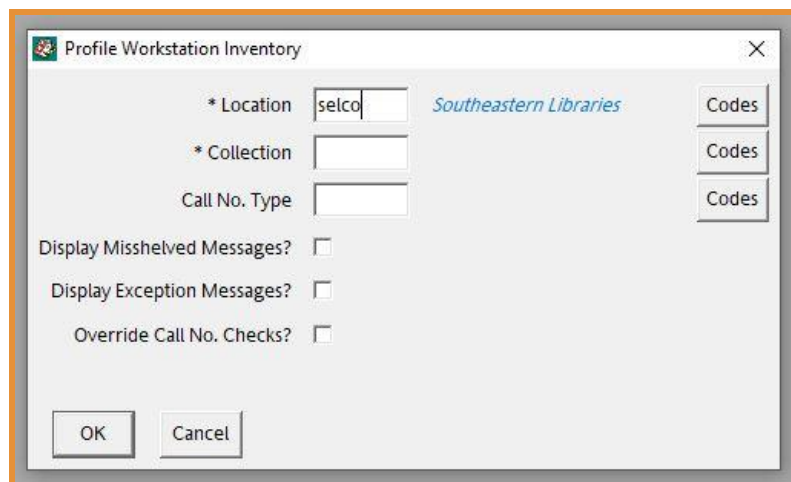


Cheat Sheet for Inventory Volunteers

1. Open Horizon.
2. In the Navigation Bar, open the Inventory section.



3. Open **Workstation Inventory**. A new window will pop up.



4. Make sure *your location* is in the location field.
5. Fill in the first **Collection Code** (such as bf, bnf, etc.) that you are inventorying. Call Number Type will automatically fill in for you.

6. For the three boxes that control errors, have the first two blank and the last one checked: “**blank, blank, check**”

The screenshot shows the 'Profile Workstation Inventory' dialog box. It has three input fields for codes: '* Location' (selco), '* Collection' (bf), and 'Call No. Type' (loc). Each field has a corresponding 'Codes' button to its right. Below these are three checkboxes: 'Display Misshelved Messages?' (unchecked), 'Display Exception Messages?' (unchecked), and 'Override Call No. Checks?' (checked). At the bottom are 'OK' and 'Cancel' buttons. Orange arrows point from a legend box on the right to the 'bf' field, the first two checkboxes, and the 'Override Call No. Checks?' checkbox. The legend box contains the text: 'Collection Code', 'Blank', 'Blank', and 'Check'.

7. **Scan all the items in this collection.**

The screenshot shows the 'Barcode Collection for Workstation Inventory' dialog box. It displays 'Collection' as 'Book - Fiction' and 'Call No. Type' as 'Local Call Number'. It also shows 'Start Date' as '09/08/10', '# Inventoried' as '0', and '# Misshelved' as '0'. There is a section titled 'Enter the Item Barcode Number' containing a 'Barcode' input field. An orange arrow points from the legend box in the previous image to this 'Barcode' field. At the bottom are 'Accept', 'Complete', and 'Cancel' buttons.

8. **Tips:**

- Make sure the cursor is in the Barcode field.
 - The **scanners** will beep after every scan, even if your cursor is not on the correct screen, so make sure to check that you are scanning on the correct screen.
 - In general the number count does go up, but don't pay too much attention to the count as any errors will not be included in that count, but will show up on later reports.
9. When you are done scanning this collection (or need to take a break), click on the **complete** button at the bottom of the inventory window.
10. You do not need to worry about the session number that will pop up in a

separate window. **Click OK.**