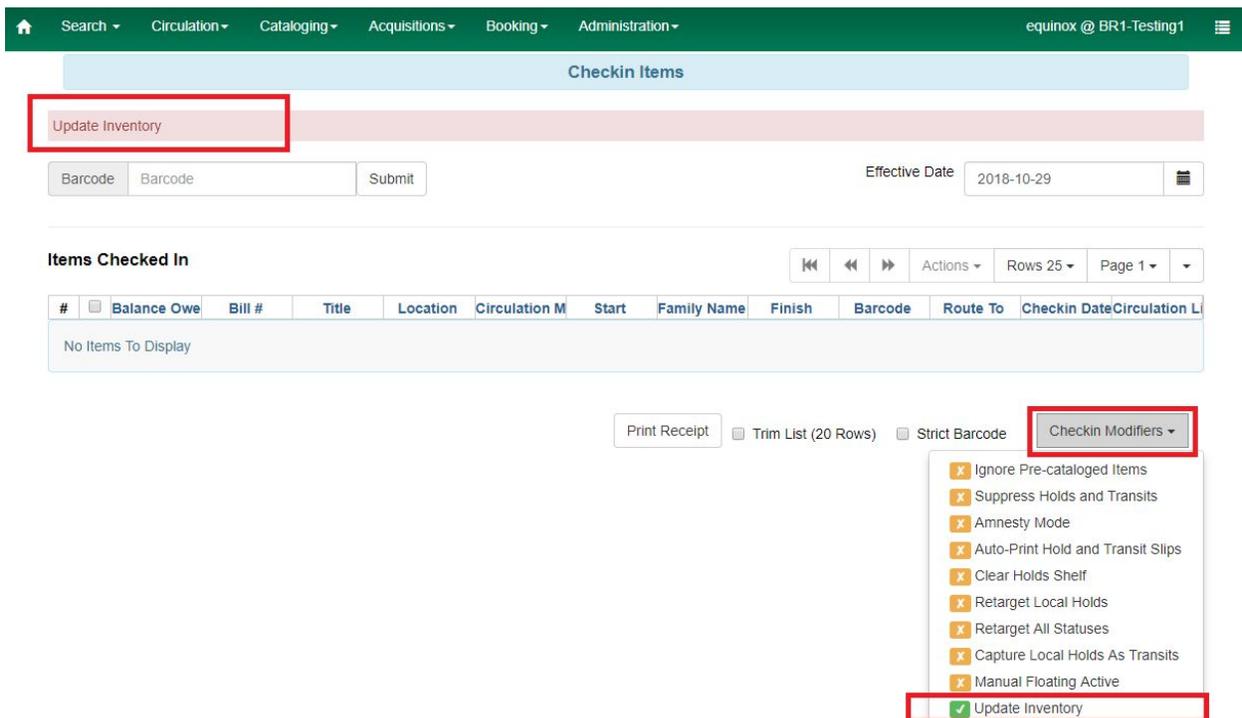


# Inventory Date field in Evergreen 3.2+

An inventory date can be assigned to items to help facilitate performing inventory of your collections. Evergreen provides two options for adding an inventory date to an item: through the Check In interface or in the Item Status screen.

## Check In

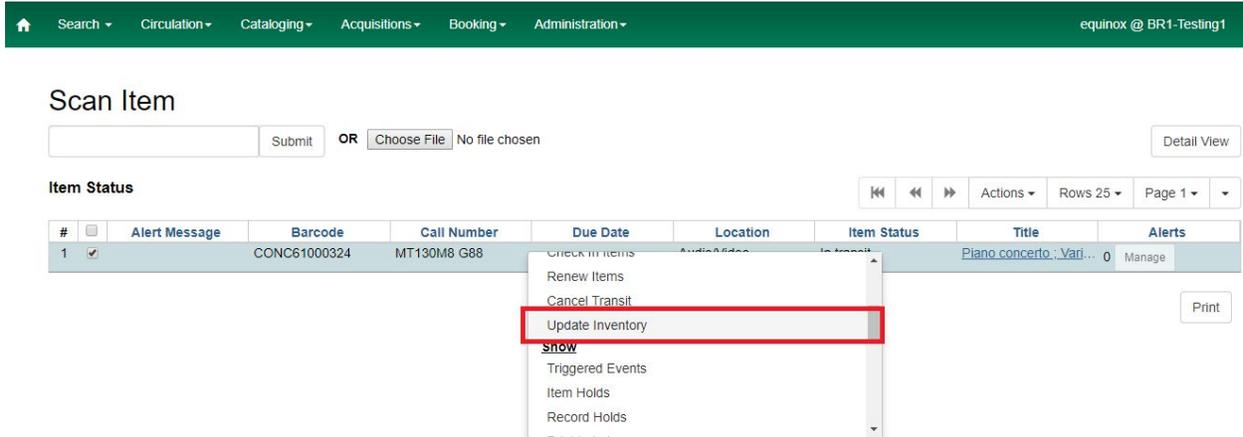
The Check In screen contains a new Checkin Modifier called “Update Inventory”. When the “Update Inventory” modifier is selected, Evergreen will record an inventory date for all items as they are checked in.



The screenshot shows the Evergreen Check In interface. At the top, there is a navigation bar with menu items: Search, Circulation, Cataloging, Acquisitions, Booking, and Administration. The user is logged in as 'equinox @ BR1-Testing1'. Below the navigation bar is a header for 'Checkin Items'. A red box highlights the 'Update Inventory' button in the top left. Below this are input fields for 'Barcode' and 'Submit', and an 'Effective Date' field set to '2018-10-29'. A table titled 'Items Checked In' is shown below, with a message 'No Items To Display'. At the bottom, there are buttons for 'Print Receipt', 'Trim List (20 Rows)', and 'Strict Barcode'. A 'Checkin Modifiers' dropdown menu is open, with a red box around it. The 'Update Inventory' option is selected and highlighted with a red box.

## Item Status

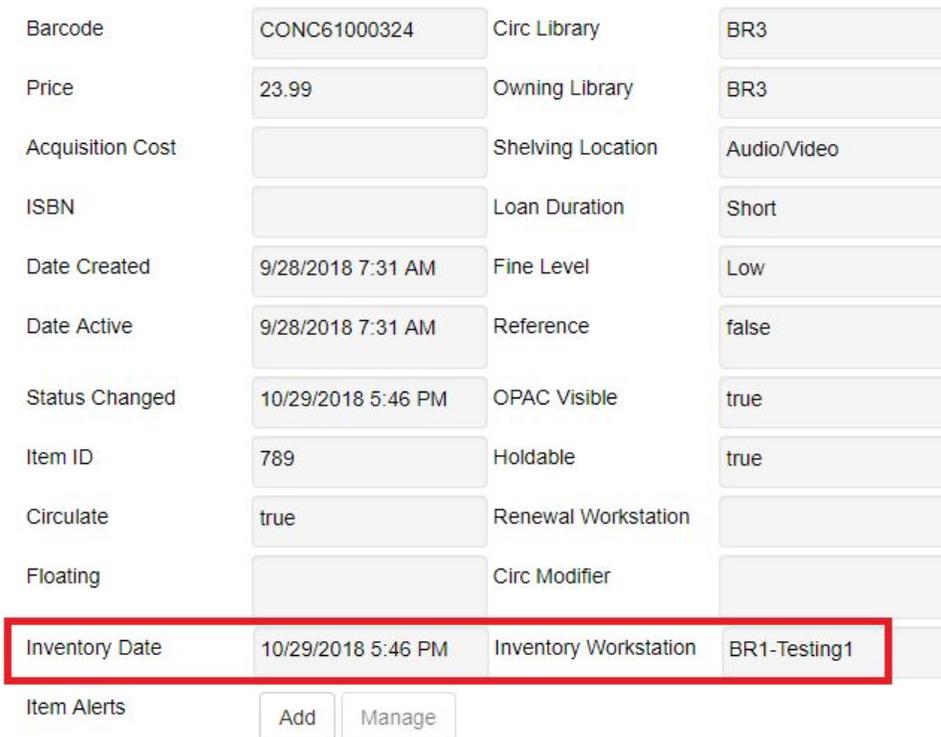
The Item Status screen has a new Action to “Update Inventory”. After scanning in or uploading a file of item barcodes, staff can select Actions>Update Inventory to update the inventory date for all items selected.



The screenshot shows the 'Scan Item' interface with a table of item status. A dropdown menu is open over the first row, with 'Update Inventory' highlighted. The table contains the following data:

#	Alert Message	Barcode	Call Number	Due Date	Location	Item Status	Title	Alerts
1	<input checked="" type="checkbox"/>	CONC61000324	MT130M8 G88				Piano concerto ; Vari...	0 Manage

The most recent Inventory Date and Inventory Workstation will appear in the Details View of the Item Status screen:



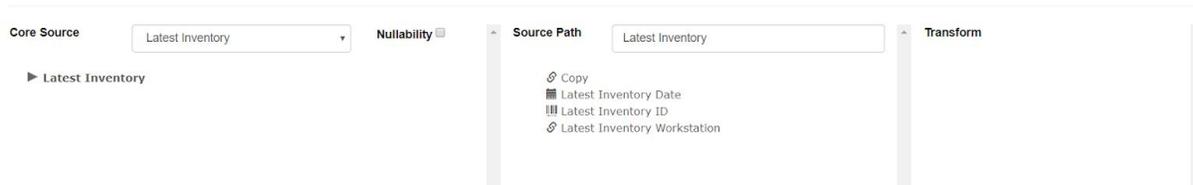
The details view shows the following information:

Barcode	CONC61000324	Circ Library	BR3
Price	23.99	Owning Library	BR3
Acquisition Cost		Shelving Location	Audio/Video
ISBN		Loan Duration	Short
Date Created	9/28/2018 7:31 AM	Fine Level	Low
Date Active	9/28/2018 7:31 AM	Reference	false
Status Changed	10/29/2018 5:46 PM	OPAC Visible	true
Item ID	789	Holdable	true
Circulate	true	Renewal Workstation	
Floating		Circ Modifier	
<b>Inventory Date</b>	<b>10/29/2018 5:46 PM</b>	<b>Inventory Workstation</b>	<b>BR1-Testing1</b>

Item Alerts:

## Reporting

You can run reports on the inventory date by using the core source called “Latest Inventory”. This source will allow you to report on the inventory date, inventory workstation, and item level information. To obtain a report of items with no inventory date add the Latest Inventory Date field as a filter and set the Operator to 'Is NULL'.

A screenshot of a reporting tool interface. It features a 'Core Source' dropdown menu set to 'Latest Inventory', a 'Nullability' checkbox, a 'Source Path' dropdown menu also set to 'Latest Inventory', and a 'Transform' section. Below the 'Source Path' dropdown, there is a list of fields: 'Copy', 'Latest Inventory Date', 'Latest Inventory ID', and 'Latest Inventory Workstation'. The 'Latest Inventory Date' field is highlighted with a dark background.