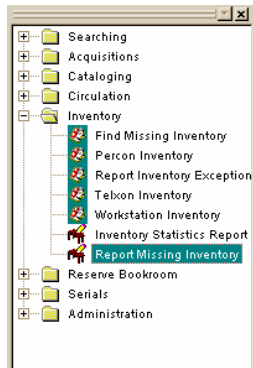


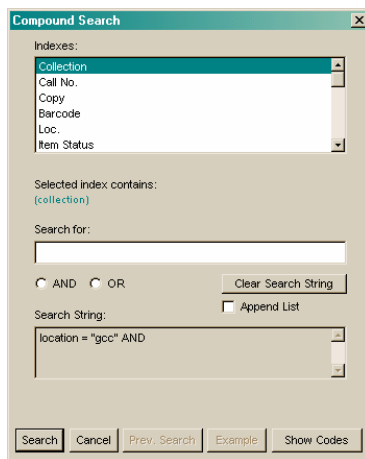
HORIZON REPORT MISSING INVENTORY

The Report Missing Inventory report is available from the Navigation Bar under Inventory. With this report you can search for items by collection, location, call number, status, etc. You can also create compound searches using more than of those criteria.

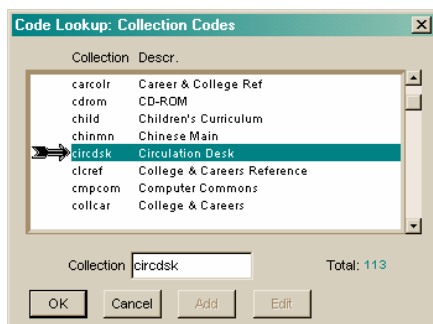
- ➔ On the Navigation bar, select Inventory/Report Missing Inventory.



- ➔ The Compound Search window opens. The top portion of the window lists the Indexes. Select the first index for your report.

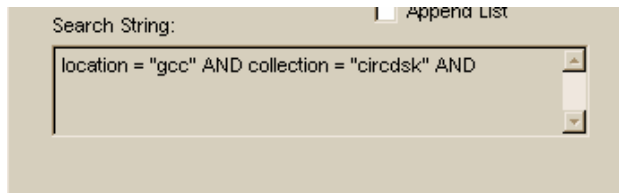


- ➔ If a list of codes is available for that index the Show Codes button **Show Codes** will be available at the bottom of the window. Click the Show Codes button to select a value (i.e. which location or collection) for the index selected.



- To add additional criteria for the report, click the AND or OR button.
 AND: allows you to add additional criteria using an additional index. For example, list items in the GCC Location AND in the Circdesk Collection.
 OR: allows you to add additional criteria in the same index. For example, list items in the Circdesk Collection OR the Reference Collection.


Select the Index from the top portion of the window and select the code (use the Show Codes if available). As you create your compound search and add indexes and criteria, the bottom portion of the window displays the Search String as you create it.

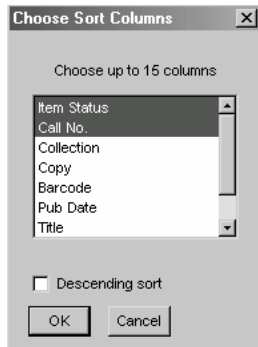


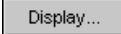
- Click the Search button to run the report.
- The report includes the selected indexes and also Title/Call No./Source/Copy/Note/Barcode/Pub. Date/Item Status. The total number of records is displayed at the bottom of the screen.

	Collection/Title/Call No./Source/Copy/Note/Barcode	Pub Date/Item Status
➤	1. circdsk HF5389 .A13 10 basics of business etiquette	c1993. Checked In
	2. circdsk RC683.5.E5 12-lead electrocardiogram Includes 1 booklet	c1991. Checked In
	3. circdsk QD96.N8 A15 13C N.M.R. spectroscopy University of Liverpool Television Service ;	1995. Checked In
	4. circdsk Videotape 14	0009911167923 Missing Inventory
	5. circdsk PN1997 .S483 1776 Baker & Taylor	c2002. Checked In
	6. circdsk E846 .A16 1999 1968 : the year that shaped a generation /	c1999. Checked In

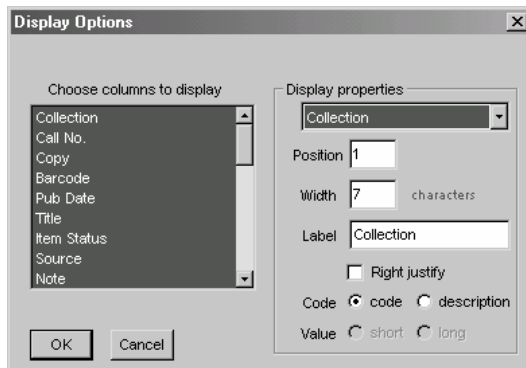
Selection Total: 3645

- ➔ Click the Sort button  to select field(s) to sort by.

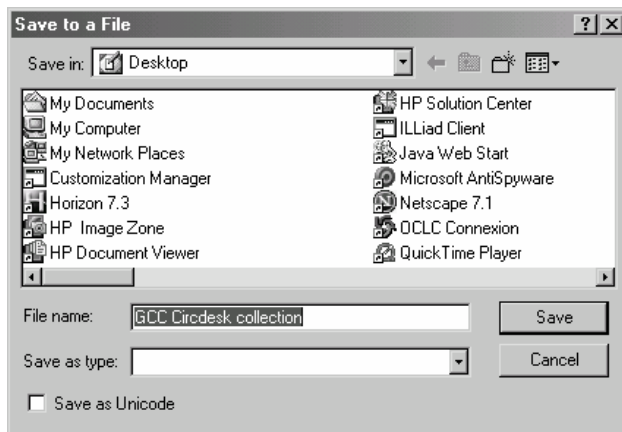


- ➔ Click the Display button  to:
- add or remove fields/columns from the report
 - change the Position (order) of columns on the report
 - change the width of a column, or rename a column by changing the label

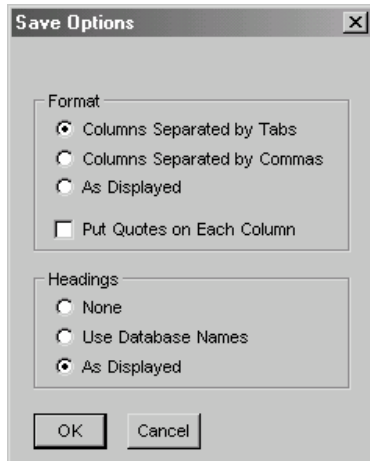
Click the drop-down arrow on the first field under Display Properties, to select the column to be changed.



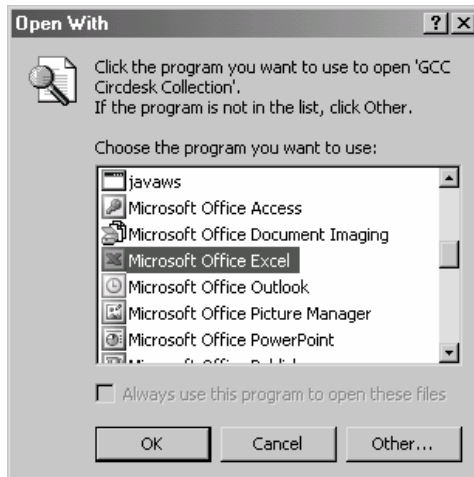
- ➔ To export the report, select File/Export Records from the menu bar.
- ➔ The Save to a File window opens. At 'Save in', select a location to save the records. At 'File name', enter a name for the report. Click Save.



- At the Save Options window, select Columns Separated by Tabs and click OK.



- Go to the location where you saved the file.
- Double-click to open. The Open With window opens. Select Microsoft Office Excel. Click OK.



- The report opens in Excel.
Be sure to save again and select Microsoft Excel in the 'Save as type' drop down.