

Inventory from Network Checklist:

Pre-inventory notes:

- We recommend that no more than 500 barcodes are input into a Telxon Unit.
 - When starting a collection, we recommend that the Telxon/Percon unit be downloaded the day you begin scanning. This gives the collection an inventory start date and will prevent data on the Telxon/Percon from expiring due to the three day grace period. This three day grace period only applies when a collection has no inventory start date. If the collection already has an inventory start date, the data can be left on the portable unit for a longer period of time.
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- Select a collection to inventory. Make note of the collection code.
 - Start at the beginning of the collection.
 - Scan the barcodes of the collection with the Telxon/Percon unit.
 - Download the Telxon unit using the Telxon Download Utility program.
 - Select the inventory radio button
 - Select the proper COM port setting (either COM1 or COM2)
 - Change the default name from inventory.dat to a unique name descriptive of the collection being inventoried, such as FIC1.DAT, for the first download from the fiction collection.
 - Select the transfer button
 - On the Telxon unit, select Send Inv File, and press the RED enter button three times.
 - The Telxon unit will beep and a lightning bolt will appear in the Telxon Download Utility window.
 - When the Telxon download is complete, a message will be displayed on both the Telxon unit and the Telxon Download Utility stating the transfer is complete.
 - Download the Percon unit using the Percon Portable File Transfer program.
 - Select the Options menu, select settings.
 - Select the proper COM port setting then select connect.
 - Select the file menu, then select Receive
 - The program will prompt you for a file name. Type in a unique file name descriptive of the collection being inventoried, such as FIC1, for the first download from the fiction collection. The program will automatically append the ".TXT" to the end of the file name.
 - On the Percon unit, select F2 to send, then F3 to send.
 - The Percon unit will beep (if version epixtec2b.hex has been loaded on the Percon) while it is downloading the information to the PC.
 - **Note:** if your Percon does not beep while downloading contact Dynix support to get the latest Dynix software loaded onto your Percon.

- When the download is complete, a message will appear on both the Percon and also on the Portable File Transfer program stating that the transfer was successful.
- FTP the file to Dynix server.
 - **FTP Server on PC.**
 - Start the FTP Server on the PC. This is done to allow the Dynix server to log into the PC to retrieve the inventory file.
 - **FTP Client on the PC**
 - Start the FTP client.
 - Attach to the Dynix server.
 - Select the inventory file to transfer, copy to server
 - Disconnect FTP Client software.
- Telnet to the Dynix Server, log into the Circulation Module of the agency being inventoried.
- Select MINV (Menu for Inventory) from the Master Menu.
- Select #3, IFN – Inventory from Network
 - You will be prompted for the Agency being inventoried. Press <cr> if already correct.
 - Input the collection code for the collection being inventoried at the next prompt.
 - Type C to continue
 - At the FTP profile screen, type AAA to get a list of available profiles if unknown or type the FTP profile name if known to bring up the profile automatically. If a profile does not exist see Step 2 from the Telxon/Percon Download Process via a Network document.
 - Hit enter to get the remote filename prompt.
 - Type in the name of the file to be processed. Note: filenames are case sensitive on Unix.
 - Follow the instructions at the bottom of the screen to receive the file. For VT100 emulation terminals the command is Receive=ESC,2. Press the ESC button and the 2 button simultaneously. For VT220 emulation terminals press the F7 function button.
 - Once the file has been successfully transferred. A new option will appear at the bottom of the screen, For VT100 – Process = ESC, 4. For VT220 – Process = F9. Follow the appropriate command to process the data.
 - After the data has been loaded into the bucket, press <enter>.
 - The data will then be inventoried.
- Repeat