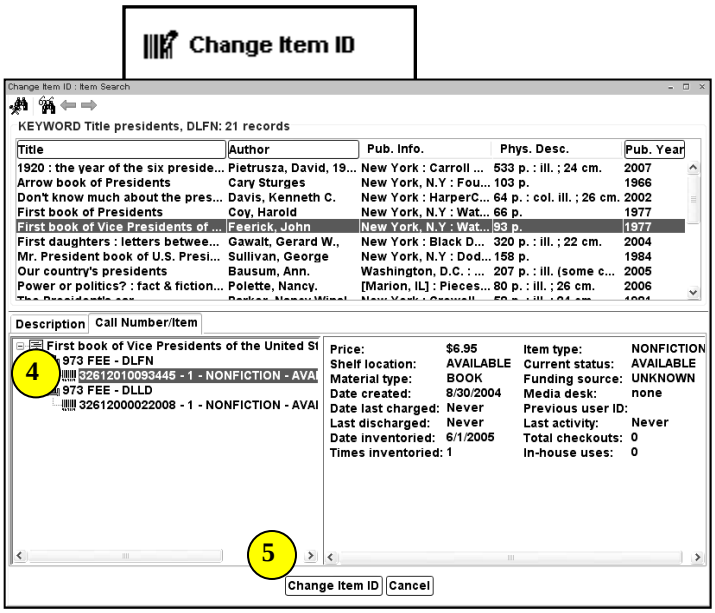
Change Item ID

1. ***Click*** on Item Maintenance Group Wizard.
2. ***Click*** on Change Item ID Wizard.

   The *Change Item ID: Item Search* Helper screen displays.

3. Search for the Item to change.
4. ***Select*** the item in the Call Number/Item window.
5. ***Click*** Change Item ID button.
6. ***Scan or type*** the new item barcode.
7. ***Click*** Modify.



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