

Edit Item

The Edit Items wizard is used to select and modify individual items of a library's title.

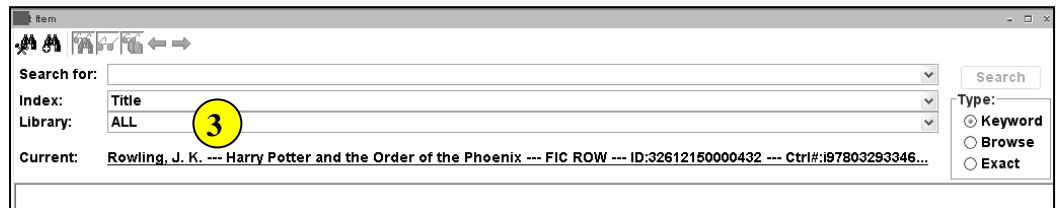
1. **Click** the Item Maintenance Wizard Group.
2. **Click** on Edit Item Wizard.



Item Search screen displays.

NOTE: The title you select must have an attached copy to use the Edit Item wizard.

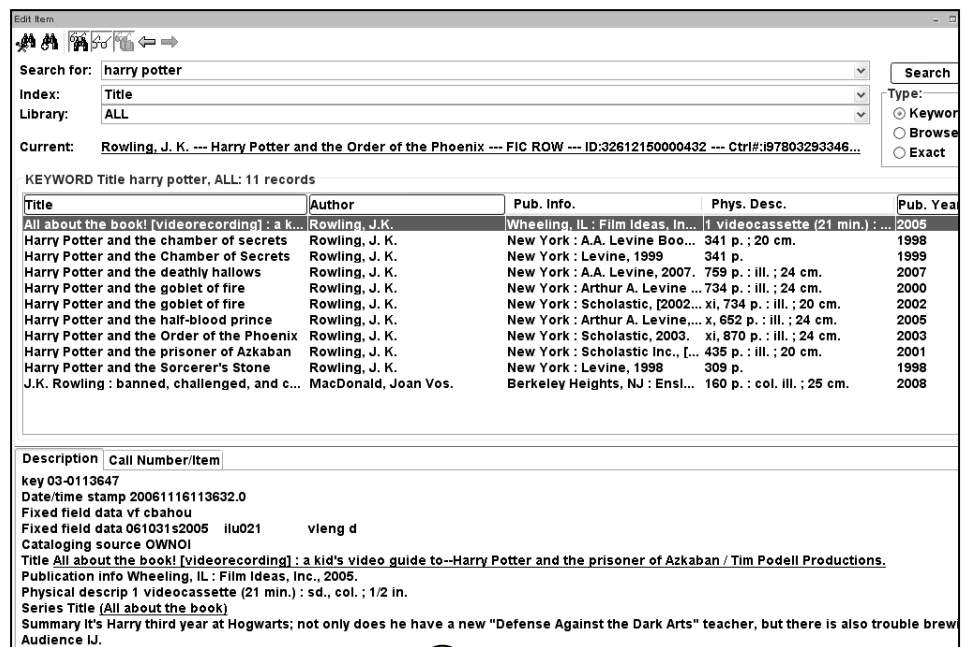
3. **Search** for item or title of the item you want to edit. If a current record exists for the item, **click** the Current information link to access the last record displayed, modified, or added.



The Edit Item screen displays

NOTE: If your search finds results, a list of matching records displays in the hit list area. The selected title(s) will display in the lower portion of the window with two tabs, Description and Call Number/Item.

4. **Select** the title containing the item you want to edit. **Click** Modify.



Edit Item screen displays.

5. **Select** the copy you wish to edit.

6. **Add or modify** the fields in the Item information and Extended Information areas as needed.

Item ID – if changing the item’s barcode number, you can scan a dumb barcode, type a 13 digit barcode, or type the barcode shortcut (significant digits with an X).

Type: Use the Drop Down menu to select the item group.

Shelf Location: Leave to default – Available

Material Type: Use the Drop Down menu to select the material type (this is the icon that will display in the online catalog).

Media Desk – leave blank

Total Checkouts – leave blank – the system generates this number.

Copy Number – system generated – do not change.

Item Library – your library should be there. If a different library appears, you have selected the wrong call number. Click Delete and go back to Step 5.

Funding Source – optional

Number of pieces - indicates the number of pieces associated with a particular copy. If a value of two or more is entered in the number of pieces field, the Circulation wizards will require an override code to check out and check in the item to remind the library staff to check for number of pieces associated with this item.

Price - Enter Price

Permanent – leave checked

Circulate – leave checked

Shadow item – check if you do not want the item to appear in the online catalog.

Extended Information

Circ Note – appears when the item is checked in and checked out. Use for comments such as 10 copies in set, CD at desk, etc.

Public – enter any comments you want to appear in the online catalog such as Donated by the Smith Family.

Staff – enter any comments you want to appear only in Workflows such as PO # 1234.

7. **Click** Save to save changes.



8. **Select** from options:

Return to Search – sends you back to search screen – no changes made.

Save – saves your changes.

Close – closes the Add Item wizard.

Note: For more detailed information or specific questions, use **HELP** wizard.