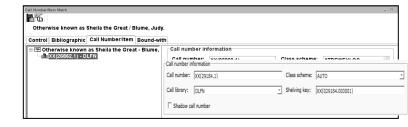
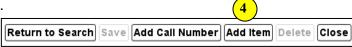


SmartPort - Completing the Cataloging Process

- 1. Click on Cataloging Wizard group.
- Click on Call Number and Item Maintenance Wizard.
- 3. **Click** on Current title to edit the new record or search for the title.



4. Click the Add Item button at the bottom of the screen.



- 5. **Enter** the appropriate call number and item information.
- 6. *Click* the Save button at the bottom of the screen.
- 7. When finished, *click* the Close button at the bottom of the screen.