

1. *Click* on Item Maintenance Wizard group.



- 2. Click on Add Item Wizard.
- 3. **Search** for item or title of the item you want to add.

A list of matching records displays in the hit list area.

4. Select the title to which you want to add a new item, click Modify.

Add Item screen displays.

- 5. **Select** the call number to which you want to add an item.
- 6. Click Add Item button.
- 7. Add or modify the fields in the Item Information and Extended Information areas as needed. Scan barcode AFTER adding and making changes.

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8. Click Save to save changes