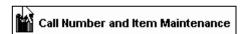
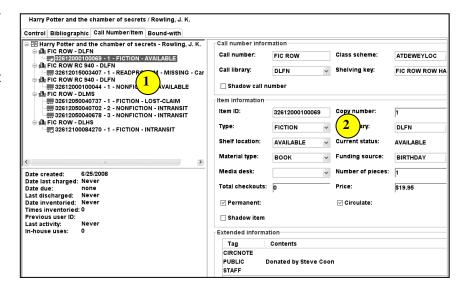


Click on Call Number and Item Maintenance Wizard.



To Edit an existing call number or item

- 1. *Click* on the item number you want to modify.
- Make any changes to the item record or call number. See below for detailed instructions for each field.
- Click on Save at the bottom of the screen.

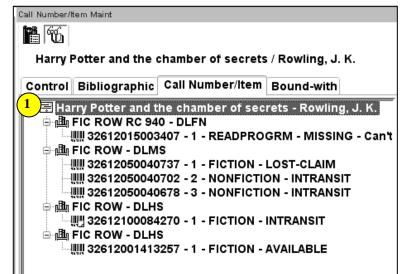




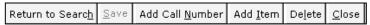
To Add a New Call Number

NOTE: Add a Call Number if:

- there are no items on that record in your
- there are items in your library, but they have a different call number than you want for this
- 1. Click on the Title.
- 2. Click on Add Call Number button at the bottom of the screen.
- 3. **Select** the library from the drop down box for the new call number, and then *click OK*.
- 4. *Modify* the call number.
- 5. Add the item information.









To Add a New Item

NOTE: You can add an Item if there is already an item with the call number and library you need on the record.

- *Click* (highlight) on the Call Number you want for your item.
- Click the Add Item button at the bottom of the screen.
- Enter the item information

Be sure to enter the following:

Item ID – use dumb barcode, barcode shortcut, or auto-generate Item Type Material Type **Funding Source** Number of pieces Price Notes

