

Change Item ID

The Change Item ID wizard is used to replace a missing, damaged, or temporary barcode.

- 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 record containing your item.
- 4. **Select** the item in the Call Number/Item window.
- 5. *Click* Change Item ID button at the bottom of the screen.

📲 Change Item ID

Title	Author	Pub. Info.	Ph	/s. Desc.	Pub. Year
1920 : the year of the six preside	Pietrusza, David	, 19 New York : Ca	rroll 533	p. : ill. ; 24 cm.	2007
Arrow book of Presidents	Cary Sturges	New York, N.Y	' : Fou 103	р.	1966
Don't know much about the pres	Davis, Kenneth (C. New York : Ha	rperC 64 p	. : col. ill. ; 26 cm. :	2002
First book of Presidents	Coy, Harold	New York, N.Y	' : Wat 66 p		1977
First book of Vice Presidents of	Feerick, John	New York, N.Y	: Wat 93 p		1977
First daughters : letters betwee	Gawalt, Gerard V	V., New York : Bla	ack D 320	p. : III. ; 22 cm.	2004
Mr. President book of U.S. Presi	Sullivan, George	New York, N.Y	: Dod 158	p.	1984
Our country's presidents	Bausum, Ann.	wasnington, I	D.C. : 207	p. : III. (some c	2005
Power or politics? : fact & fiction	Poleπe, Nancy.	[Marion, IL] : I	'leces 80 p	.: III.; 26 cm.	2006
●曲975 FEE - DLLD - 1111 - 111 - 111 - 111 - 111 - 111 - 111 - 111 - 1	CTION - AVAI	Material type: Date created: Date last charged: Last discharged: Date inventoried: Times inventoried:	8/30/2004 Never Never 6/1/2005 1	Funding source: Media desk: Previous user ID Last activity: Total checkouts: In-house uses:	ONKNOW none : Never 0 0

Change Item ID screen displays.

6. Scan or type the new item barcode number.

NOTE: If you don't have a scanner, you can use the barcode shortcut (type the significant digits plus an *X*).

7. Click Modify.

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Harry Botter and	the Chamber of Ser	state (Bowling K	
FIC ROW ID:4	0320-1002	crets / Rowing, J. R.	
Barcode	_		
Existing item ID	40320-1002		
New item ID:	3262000412		
		(7)	
		Get Item	
		Information Modify Close	

The Complete screen displays.

8. Click Change Another Item ID or click close.

🐨 Complete	×			
Record Updated (8)				
Change Another Item ID				
Close				

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