

Change Item ID

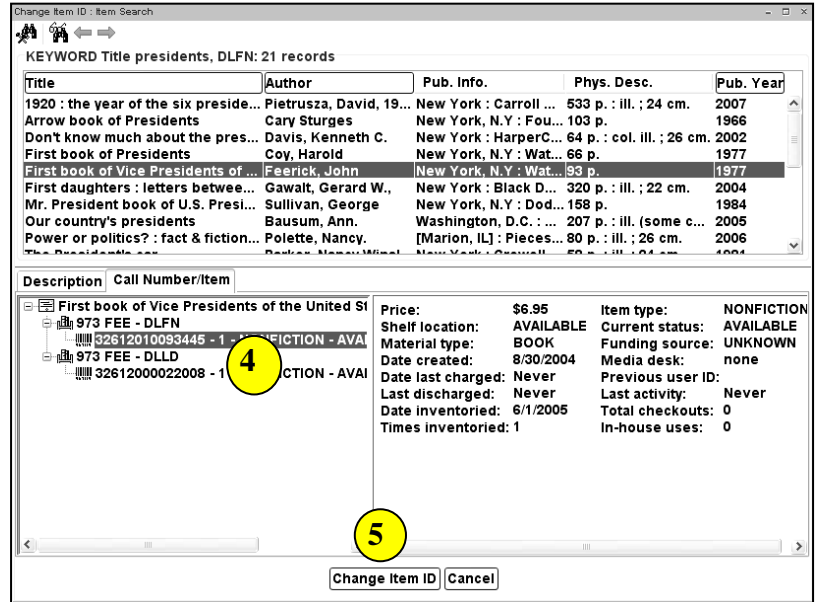
The Change Item ID wizard is used to replace a missing, damaged, or temporary barcode.

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.

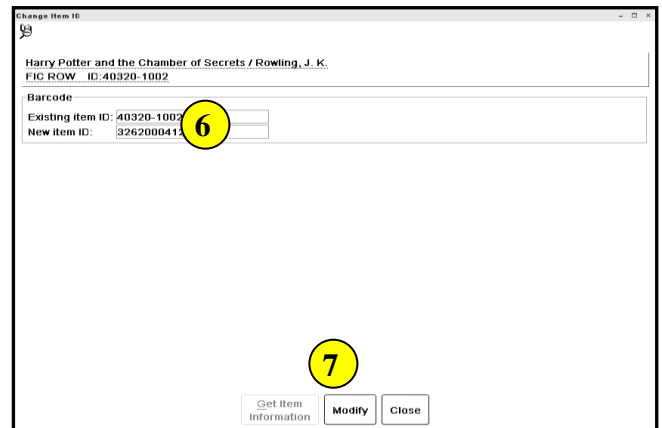


Change Item ID screen displays.

6. **Scan or type** the new item barcode number.

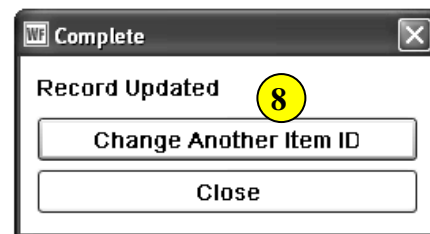
NOTE: If you don't have a scanner, you can use the barcode shortcut (type the significant digits plus an X).

7. **Click** Modify.



The *Complete* screen displays.

8. **Click** Change Another Item ID or **click** close.



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