

Resource Sharing Alliance 715 Sabrina Drive East Peoria, IL 61611 866-940-4083

## **Item Group Editor Procedure**

## Last updated: June 9, 2025

This procedure is available here: <u>https://support.librariesofrsa.org/project/instructions-for-the-workflows-item-group-editor-wizard/</u>

**Questions?** Please contact the RSA Help Desk at <u>help@rsanfp.org</u> or 1-866-940-4083.

## Contents

Overview of the WorkFlows Item Group Editor Wizard	
Before You Begin Using the Item Group Editor Wizard	5
Checking Your WorkFlows Version Number	6
Enabling Multiple Windows Mode & Tabbed Windows in WorkFlows	8
Setting Item Group Editor Wizard Properties	14
Searching for Multiple Items	
Searching for Items Assigned Cataloging Codes No Longer in Your WorkFlows Menu	26
Searching for a Single Item	
Printing Items in the Item List	
Editing an Unsaved Item List	41
Verifying Edits to Items	
Creating a Text File of Item IDs	54
Uploading a Text File of Item IDs	60
Saving an Item List as a Group	65
Finding a Group	72
Exporting a Group	75

Adding Items to a Saved Group	85
Removing Items from a Saved Group	92
Editing Items Saved as a Group	97
Restoring Items in a Group to Their Original Values	105
Merging Groups	111
Deleting a Group	115
Considerations When Searching for Recently Modified Items	120

# Overview of the WorkFlows Item Group Editor Wizard

All RSA members may use the item group editor wizard. **Since the item group editor is a very powerful wizard, RSA requires library staff to complete training before beginning to use the item group editor**—even if staff are only searching for, but not modifying, items in the library's collection. Item group editor training is provided by RSA staff and may also be conducted internally at the library by other staff who have already completed RSA item group editor training.

When you participate in training, RSA will configure item group editor access into your individual cataloger account. If you are conducting internal training, please reach out to <u>help@rsanfp.org</u> to request item group editor access be configured in the cataloger account of the staff member who will be trained. Please do not allow other staff members to use your cataloging account to access the item group editor wizard.

All library staff who plan to use the item group editor must be subscribed to and regularly monitor the RSA Announcements, Public/Academic/Special/School, and Cataloging email groups. These email groups will be the communication mechanism for RSA staff to share important information about the item group editor wizard, such as indexing issues. To subscribe to the RSA Announcements, Public/Academic/Special/School, and Cataloging email groups, please fill out and submit this form: https://form.jotform.com/RSAnfp/rsa-email-groups. Library staff are also subscribed to these forums after completing item group editor training. If staff are already subscribed, duplicate subscriptions will not result.

The purpose of the item group editor wizard is to allow you to search for a group of items in your collection and then make changes to all of those items in a single batch. Examples of values that can be changed using the item group editor include:

- Home location
- Price
- Item type
- Item category 1
- Item category 2
- Item category 3
- Item category 4

- Item category 5
- Item category 6
- Number of pieces
- Extended information notes (public, circ, and staff notes)
- Statuses for permanent, circulate, and shadowed

The item group editor advanced search interface allows you to search your collection using values that cannot be used to search for items in other WorkFlows wizards (created date, last activity date, current location, etc.). Searching for items in your collection via the item group editor is also more convenient than running a report of your collection in BLUEcloud Analytics (BCA). The item group editor is particularly helpful in identifying inconsistencies in how your collection is cataloged.

The item group editor wizard also includes the option to upload a list of item IDs that all need the same edit(s) performed on them. When the list is uploaded, the item group editor will search WorkFlows and retrieve the item IDs listed in the file. Then the items can be batch edited in item group editor.

The item group editor wizard has another option to save a list of items to make it easy to restore the original values of those items. For example, fiction books shelved on a display, which are no longer on

that display, could be edited back to their original home location code of FICTION using a list saved in the item group editor wizard. Lists of items can also be merged in the item group editor into a single list.

Each RSA library can use the item group editor to modify up to 5,000 items per day. Please note this limit applies per library – not per staff member at your library who uses the item group editor. It is very important you carefully track the number of items you edit in the item group editor. RSA staff cannot track edits for you. Exceeding the 5,000 item per day modification limit may cause indexing trouble overnight and WorkFlows issues the following day.

RSA staff may periodically schedule days for RSA libraries to perform edits to their collections that involve larger numbers of items than the 5,000 items per day limit that is usually in effect. If implemented, these "bulk edit days" will allow your library to change larger numbers of items more efficiently in the item group editor wizard. If you would like RSA to consider scheduling a "bulk edit day" for a special project involving your collection, please contact James Campbell, the RSA System Supervisor, at help@rsanfp.org or 1-866-940-4083.

Batch editing requests for library users should also be submitted to James, as the WorkFlows item group editor wizard only has the capability to modify items—not users.

The item group editor is unable to batch edit call numbers. Batch editing requests for call numbers should be submitted to Erica Laughlin, the RSA Cataloging & Database Supervisor, at <u>help@rsanfp.org</u> or 1-866-940-4083.

# Before You Begin Using the Item Group Editor Wizard

If you have not done so already, work with colleagues at your library to determine batch edits that are needed in your collection.

Examples of batch edits:

- Does your library currently use the home location code STACKS, but you would prefer to use more specific home locations, such as FICTION, NONFICTION, J-EASY, etc., to make materials easier to find and provide more specific collection statistics?
- Does your library have quite a few books or DVDs assigned a "new" item type code (e.g., N-BK or N-DVD) that are no longer new and need to be assigned the item type your library uses for its nonnew materials?
- Has your library assigned the item category 1 code UNDEFINED to many of its materials, and UNDEFINED needs to be changed to FICTION, NONFICTION, or EQUIPMENT?
- Has your library assigned the item category 2 code UNDEFINED, which needs to be edited to the appropriate reading level (adult, young adult, or juvenile)?
- Are mystery, romance, science fiction, or other genres popular in your collection? If so, assigning item category 4 codes would improve searching for patrons in the RSAcat, as well as statistics for how your collection is being used.

You can use BLUEcloud Analytics to generate reports of how your collection is cataloged. The reports will help you identify potential edits that are needed. If you have questions about how to run a certain report, or if you would like RSA to run a report for you, please submit an RSA report request: <a href="https://support.librariesofrsa.org/project/report-request-forms/">https://support.librariesofrsa.org/project/report-request-forms/</a>.

RSA staff can also provide you with a shelf list of your entire collection, or a section of it, sorted in call number order. The shelf list is helpful for a bird's eye view of how different sections of your collection have been cataloged.

# **Checking Your WorkFlows Version Number**

Please check your WorkFlows version number to ensure your WorkFlows software is up-to-date. You will only need to check your WorkFlows version number once. However, if you will use the item group editor wizard on another computer that has WorkFlows installed on it, you will need to repeat these steps to verify that WorkFlows 4.1.0.0.1367 is installed on that computer.

- 1. Log into WorkFlows using your individual cataloging account.
- 2. Go to the Help menu at the top.
- 3. Click on the "About..." option.

		1	
WF SirsiDynix Symphony WorkFlows			
File Edit Wizards Modules Preference Tools F	ielp		RSANFP
Acquisitions Cataloging Circulation+ Otiline 0	Contents Context Key Entrancements	Reserves Selection Serial Control Utility	
Common Tasks	Ses		
Label Designer	About	_	
SmartPort			
😫 Item Search and Display			
Check Item Status			
2 Help			
g Print			
Titles			
Call Numbers and It			
Authorities 🛞			
Special			

## A pop-up box will open:



- 4. In the pop-up box, under the SirsiDynix WorkFlows logo, look for the following series of numbers (circled above): 4.1.0.0.1367
- 5. If version number 4.1.0.0.1367 appears in the pop-up box, your WorkFlows software is up-to-date. You will be able to access the item group editor wizard.

If a version number *other than* 4.1.0.0.1367 appears in the pop-up box, you must update your WorkFlows. The WorkFlows installation files for the most recent version of the software are posted here: <u>https://support.librariesofrsa.org/project/downloads-setup/</u>.

If you need assistance updating WorkFlows, please contact James Campbell, the RSA System Supervisor, at <u>help@rsanfp.org</u> or 1-866-940-4083.

6. After you check the WorkFlows version number, click OK to close the pop-up box.

### Resource Sharing Alliance Enabling Multiple Windows Mode & Tabbed Windows in WorkFlows

In order to allow you to easily switch between the WorkFlows item group editor wizard and another wizard (for example, Item Search and Display), check the WorkFlows desktop preferences to make sure multiple windows mode and tabbed windows are enabled. These settings will only need to be adjusted once, but if you will use the item group wizard on another computer that has WorkFlows installed on it, you will need to repeat these steps on that computer.

- 1. Log into WorkFlows using your individual cataloging account.
- 2. Go to the Preference menu at the top.



3. From the Preference menu, click on "Desktop."



## A Desktop Setup box appears:

WF Preference : Deskt	op Setup	E	X
Default help topic:		•	-
Proxy server cor	figured		
Host:	Port: 0		
Opening Wizard:	Nono	_	=
Max response size:	2000000	•	-
Display date format:	Source and fine format		
	American (WiW/DD/TTTT)		
	European (DD/MM/YYY)		
24-bour clock for	rmot		
		1	-
	OK Cancel		

- 5. Click the gadget next to the max response size box.
- 6. Type 5000000 into the field and click OK:



If 5000000 already appears as the max response size, click OK.

7. Scroll down to the bottom of the Desktop Setup box.



- 8. Check the box next to "Multiple windows mode."
- 9. Check the box next to "Tabbed windows" in order to display the tabs for open wizards at the top of the WorkFlows screen.

If you prefer the tabs for the open wizards to display at the bottom of the WorkFlows screen, check the box next to "Tabbed windows on bottom."

- 10. Once you enable multiple windows mode and tabbed windows, click OK to close the Desktop Setup box.
- 11. A pop-up box appears, warning the changes will not take effect until you restart WorkFlows:



Click OK to close the box.

12. Exit WorkFlows in order to activate multiple windows mode and tabbed windows. Click the red X in the upper right corner.



13. A pop-up will appear with the message, "This will halt the workstation":



Click Yes.

WorkFlows will close. You should see your computer's desktop.

14. Double click on the WorkFlows icon on your computer's desktop. Log into WorkFlows using your individual cataloging account.

15. Once you restart WorkFlows, you should be able to open multiple wizards at once. WorkFlows will display a tab for each open wizard at the top or bottom of the screen, depending on your selection in step 7 from above.

The following screen shot shows WorkFlows with multiple windows mode and tabbed windows enabled to display at the top of the WorkFlows screen. The item group editor and the item search and display wizards are simultaneously open in the screen shot below.

I SirsiDynix Symphony WorkFlows: Item Group Editor : Item Search	h	//					•	\$ ⊑	- 0 ×
File Edit Wizards Helpers Modules	Preference Tools	Help		_					RSA <sup>±</sup>
Acquisitions Cataloging Circulation+	Offline Or ach I	Report Selection	Serial Control Utili	ty					
Common Tooka	Item Group Editor	* Item Search and	Display ×						
	tem Group Editor : item Search			_					_
Y Call Number and Item Mainte	Library		l lama las	ation		A Drine:		<b>A</b>	
Eabel Designer	Date created:		<ul> <li>Home loc</li> <li>Date inve</li> </ul>	ntoried:		Media desk:		×	Search
🐬 SmartPort	Item type:		<ul> <li>Date inve</li> <li>Item cate</li> </ul>	noneu.		Item category 2 <sup>-</sup>		*	Clear
Item Search and Display	Item category 3:		* Item cate	aory 4:		<ul> <li>Item category 5:</li> </ul>		۲	○ Single
🚰 Check Item Status	Item category 6:		❀ Item cate	gory 7:		Item category 8:		۲	• Advanced
2 Help	Item category 9:		Item cate	gory 10:		۲			
🖨 Print	Current location:		Last activ	ity date:		Extended info:		۲	
	Permanent:	⊇Yes ◯No <b>으</b> Both	Shadowe	d: Yes	○No ●Both	Reserve status:		~	
Titles 💿	Circulate:	⊃Yes ◯No <b>○</b> Both							
	1 1								<b>+ +</b>
Call Numbers and items	Title	Author	Call Number	Library	Item ID	Туре	Current Location	Circu	ate
🧏 Add Item						- 71		-	
🚜 Edit Item									
Global Item Modification									
📁 Add Ordered Items to Catalog	Item List								
🞬 Global Call Number Modificat	Title	Author	Call Number	Library	Item ID	Туре	Current Location	Circul	ate
🚭 Item Group Editor									
Authorities									
Special									
Special									
			Create Group	Edit Items	Remove Items	Clear Item List Close			
			Oreate Oroup	Curriells	Remove Rems	CIUSE			

# Setting Item Group Editor Wizard Properties

Before you use the item group editor wizard, check its properties to make sure it uses those listed below. Properties will only need to be adjusted once, but if you use the item group wizard on another computer that has WorkFlows installed on it, repeat these steps on that computer.

- Log into WorkFlows using your library's SUPER account. (*Important:* The SUPER account should *only* be used to adjust properties for the item group editor wizard, as well as properties for other WorkFlows wizards. Never catalog or circulate while logged in as SUPER.)
- 2. Click on the Cataloging module at the top.
- 3. Open the Call Numbers and Items toolbar on the left.
- 4. Put your cursor over the Item Group Editor wizard and *right* click.
- 5. Select Properties.

Wij SirsiDynix Symphony WorkFlows	
File Edit Wizards Modyles reference Tools Help	RSANFP
Acquisitions Cataloging Circulation+ Offline Outreach Reports Requests Reserver Selection Serial Control Utility	
Common Tasks	
Call Number and Item	
Label Designer	
S smartPort	
VS     Item Search and Display       COL charder than Status	
- Print	
Titles	
Add tem	
Giobal Item Modification	
🕅 Add Ordered items to	
Giobal Call Number Mo	
Contraction of the second seco	
Authorities Properties	
Special 🛞	

A Set Properties box appears. Click on the tab labeled "Behavior":

Item Group Editor : Set Properties	
Display property page: 🔘 Wizard Startup 🔘 Never	
Benavior Defaults	
Update dynamic indexes when editing items	
<u>OK</u> <u>Cancel</u>	

6. Check the box next to "Update dynamic indexes when editing items."

If you modify items in the item group editor and then re-search for those items using the value(s) you just modified, the item group editor will retrieve the recently edited items only if your item group editor wizard is configured to update dynamic indexes.

7. In the Set Properties box, click on the tab labeled "Defaults."

- 8. Next to "Display property page," make sure the radio button next to "Never" is selected.
- 9. For "Start with," select the button next to "Item Search."
- 10. For the number of items per browse screen, enter 5000
- 11. For "Item Search," select the button next to "Advanced."
- 12. Use the index drop-down menu to select Item ID. This will serve as the default index if you perform a search using only one field in the item group editor.
- 13. *Optional*—Under "Item lists," you can select additional fields to display in the item lists generated by the item group editor. Author, copy number, and circulate flag are the optional fields you can include in the item list. You might find it helpful to select author.

Below is a screen shot of the Defaults tab in the item group editor's Set Properties box:

WF	Item Group Ec	litor : Set Properties		
		Display p	oroperty page: 🔘 Wizard Startup 💿 Never	
E	Behavior Defa	aults		
	Search prefe	rences		
	Start with:	Item Search	Number of items per browse screen: 5000	
		Group Search		
	Item Search:	Single	Index: Item ID	
		Advanced		
	Item Lists			
	🔽 Display a	uthor		
	Display c	opy number		
	Display c	irculate flag		
			OK Cancel	

14. Click OK to close the pop-up box.

15. *Important:* To ensure WorkFlows saves the default properties for the item group editor, click the X in the upper right corner of WorkFlows.

Wrj SirsiDynix Symphony WorkFlows       Eille Edit Wizards Modules Preference Tools Help	
Acquisitions Cataloging Circulation+ Offline Outreach Reports Requests Reserves Selection Serial Control Utility Common Tasks Cataloging Catalo	

16. A pop-up will appear with the message, "This will halt the workstation." Click Yes.



17. Another pop-up will appear with the message, "Properties have been changed. Would you like to save changes?" Click Yes.

If No is selected, none of the item group editor wizard's settings will be saved for your next WorkFlows session.



WorkFlows will close. You should see your computer's desktop.

## Searching for Multiple Items

- 1. Log into WorkFlows using your individual cataloging account.
- 2. Go to the Cataloging module.
- 3. Open the Call Numbers and Items toolbar on the left.
- 4. Put your cursor over the Item Group Editor wizard and *left* click.

W SirsiDynix Symphony WorkFlows	
Eile Edit Wizards Modules Preference Tools Help	RSANFP
Acquisitions Cataloging Circulation+ Ottline Outreach Reports Requests Reserves Selection Perial Control Utility	
3 SmartPort	
B Item Search and Display	
Check Item Status	
A Print	
Titles	
Call Numbers and I (8)	
Add Ordered Rems to	
Signal Call Number Man	
🕑 tem Group Editor	
Special ®	

The item group editor's advanced search screen opens.

The top portion of the screen contains the various fields you can use to search for items.

The result list appears below the search fields.

The item list is below the result list. You will add results to the item list so that those items can be edited together or saved as a group for editing.

						· · · · · · · · · · · · · · · · · · ·		]	
Preference Too	ls Help						<u>RSA</u>		
Offline   Outreach	Reports Selection	Serial Control   Utility	/						
Item Group Edito	or ×								
em Group Editor : item Search									Search
Library:			tion:				Search		Fields
Date created:		Date invention	toried:		Media desk:		- Cloar		
Item type:		Item catego	ory 1:		Item category 2:		Single		
Item category 3:		Item catego	ory 4:		Item category 5:     Altem category 9:		Advanced		
Item category 6.		<ul> <li>Item catego</li> </ul>	ory 10:				· · · · · · · · · · · · · · · · · · ·		
Current location			v date:		* Extended info:		*		
Dormonont:	⊖Vec ⊖Ne OBeth	Shadawad							
Permanent.		Shauoweu	. 0168		Reserve status.		·		
Circulate:									
1 1							$\leftarrow$ $\Rightarrow$		Result Lis
Title	Author	Call Number	Library	Item ID	Туре	Current Location	Circulate		
Itom List								-	
	A settle a re	O all blonch an	1. the second	Item ID	<b>T</b>	Our the set	Oliver late		
litte	Author	Call Number	Library	Item ID	Гуре	Current Location	Circulate		
									Itom List
		Create Group	Edit Items	Remove Items	Clear Item List Close				

5. Select the values you want to use to search for items in your collection.

# Tips for using the item group editor's advanced search interface:

- You can select a single value to search by, or you can select multiple values to search by.
- The media desk, reserve status, and item cat 7-10 fields are not currently used by RSA libraries and should not be selected in your search.



- Click the gadget to open a box that will allow you to select one value or multiple values for that particular search field. The gadget box for the library value is shown below.
- To select a value, click on it from the "List to choose from" on the left so that it appears in blue:



- In the gadget selection box, select a value or values from the "List to choose from." Click the button to move the value(s) to the "List selected" on the right.
- To remove a value from the "List selected," click on that value and click the 🔄 button.

## Important Note:

If your library's WorkFlows drop-down menus for item type, home location, or item category 1-5 codes have been customized to only include those codes your library assigns to its collection, only the codes from your customized menu(s) will appear in the gadget selection boxes in the item group editor.

Please see the next section of this document for instructions how to search for items in your collection that are assigned codes that no longer appear in your WorkFlows drop-down menu.

• Several gadget selection boxes on the item group editor's advanced search screen include four options involving "policies."

Below is a screen shot of these policy options for the library value:

	<ul> <li>Includes selected policies</li> <li>Excludes selected policies</li> <li>Contains invalid policy</li> <li>Contains no policy</li> </ul>			-	
	List to choose from A0_A-C-HS A1_A-C-JRH A5_ALWD-HS A6_ALWD-ES AB2NGDN-GS ABINGDN-HS AC_ALDO-SD AG_ALS-PDC AKINSON-PL AP_ALPHAPK ASTORIA-HS ATLANTA-PL AVON-CUSD AYER-PLD B0_BROWN-C B1_VERSAIL B5_IBUD-HS B6_IBUD-MS		List selected		
		<u>O</u> K <u>C</u> anc	el		

- *Includes selected policies* will include the specified values in the search results. This option is selected by default in the gadget selection box.
- *Excludes selected policies* will not include the specified values in the search results.
- *Contains invalid policy* will search for any values RSA has removed on a system-wide level and are no longer recognized as valid by WorkFlows. You should see an "Item not found in catalog" message if you attempt to perform a search that uses the invalid policy option.
- Contains no policy will search for any items that are assigned a blank value, if that value may be selected as a possible value for that field. "Contains no policy" is helpful to find those items to which your library assigned a blank value for item categories 1-10. For many of the search fields, "Contains no policy" will return no results if you select it and perform a search.
- 6. After you select the fields for your search on the advanced search screen, click the Search button or hit <Enter> on your keyboard.

If you need to enter a new search, click the Clear button to quickly clear all of your search field selections.

Item Group Edito	r ×									
tem Group Editor : Item Search 🥚										
Library:		A Homo loog	ation: N		אר		Drico:	10.00.100.00	/	
Library.	AG_ALS-PDC		ation. N			*	Madia daaki	10.00-100.00	— (Č	Search
Date created.						_▼  ⊛	Iviedia desk.			Clear
Item type.		Item categ	jory I.			I ♥	Item category 2.		<b>▼</b>	○ Single
Item category 3:		Item categ	ory 4:			*	Item category 5:		*	
Item category 6:		Item categ				*	item category 8:		*	Advanced
Rem category 9:		Item categ	ory 10:			*	Estended infer			
			ty date:			<b>W</b>	Extended Info:		•	
Permanent:	○Yes ○No <b>○</b> Both	Shadowed	1: C		<ul> <li>Both</li> </ul>		Reserve status:		~	
Circulate:	○Yes ○No <b>○</b> Both									
Result List: 5 re	cords, displaying 1-5									
1										$\leftarrow \Rightarrow$
Title	Author	Call Number	Library		Item ID		Туре	Current Location	Circula	te
Creating policies	s Nelson, Sandra S.	LS 025.1974 NE	AG_AL	S-PDC	A13301264015	5	BOOK-PBK	NONFICTION		Y
Developing refe	r Cassell, Kay Ann.	LS 025.524CAS	AG_AL	S-PDC	A13300995388	8	BOOK-PBK	NONFICTION		Y
Disaster respon	Kahn, Miriam (M	LS 025.82KAHN	AG_AL	S-PDC	A13301264057	7	BOOK-PBK	NONFICTION		Y I
Disaster respon	Kahn. Miriam (M	LS 025.82KAHN	AG ALS	S-PDC	A13301264049	9	BOOK-PBK	NONFICTION		Υ
Item List					1					
Title	Author	Call Number	Library		Item ID		Туре	Current Location	Circu	ate
							. 7 - 5			
		Create Group	Edit Ite	ms Per			ar Item List	<b>5</b> 0		
		Create Group	Eult ite	TIS REI		102		30		

The results of your search are displayed in the result list.

7. From the result list, select the item(s) you want to add to the item list. These are the items you will edit together or use to create a group.

## Tips for adding items to the item list:

• If you only want to add *certain* search results to the item list, click on one of the search results and drag your cursor up or down to highlight multiple items in the search results list. To add the highlighted search results to the item list, click the "Add selected" helper button:

Title	Author	Call Number	Library	Item ID	Туре	Current Location
One ball knits. Gifts : 20	Habibur-Rahman, Fate	746.432 HAB	AP_ALPHAPK	A12602823433	BOOK	NONFICTION
inding Chandra : a true.	. Higham, Scott.	364.1523 HIG	AP_ALPHAPK	A12602844219	BOOK	NONFICTION
Var / Sebastian Junger.	Junger, Sebastian.	958.1047 JUN	AP_ALPHAPK	A12602844269	BOOK	NONFICTION
ports from hell : my se	Reilly, Rick.	796 REI	AP_ALPHAPK	A12602821368	BOOK	NONFICTION
n actor and a gentlem	Gossett, Louis, 1936-	B GOSSETT	AP ALPHAPK	A12602822550	BOOK	NONFICTION
em List						
Title	Author	Call Number	Library	Item ID	Туре	Current Location

• If you want to add *all* of the items that are displayed on the *current page* of search results to the item list, click the "Add all" helper button:

Desuth list of 00 seconds of							
esult List: 2528 records	opraying 1001-2000						
Title	Author	Call Number	Library	Item ID	Туре	Current Location	
Haunted Hollywood : tin C	Ogden, Tom.	133.1097 OGD	AP_ALPHAPK	A12602763065	BOOK	NONFICTION	-
Hope for animals and th C	Soodall, Jane, 1934-	591.68 GOO	AP_ALPHAPK	A12602763170	BOOK	NONFICTION	
I'm dying up here : heart K	Knoedelseder, William,	792.7609 KNO	AP_ALPHAPK	A12602763227	BOOK	NONFICTION	
The score takes care of i V	Nalsh, Bill, 1931-2007.	658.4092WAL	AP_ALPHAPK	A12602763667	BOOK	NONFICTION	
The Lampshade Lady's L	.ake, Judy.	745.5932 LAK	AP ALPHAPK	A12602764794	BOOK	NONFICTION	-
Item List							

*Important:* Only 5,000 items may be added to the item list at one time. Editing a list of more than 5,000 items will slow WorkFlows. To avoid slow performance, limit your item list to 5,000 items or less.

The "Add all" helper button adds only those items displayed on the *current page* of results. You may use the blue arrow buttons for "Search Forward" and "Search Backward" to navigate through the search results.

*Remember:* Only 5,000 items may be added to the item list at one time. Your library should edit no more than 5,000 items per day.

The navigation buttons are circled in the screen shot below. WorkFlows may take a minute or two to navigate between pages of search results.

Result List: 2528 records	, displaying 1001-2000					
Title	Author	Call Number	Library	Item ID	Туре	Current Location
Haunted Hollywood : tin	. Ogden, Tom.	133.1097 OGD	AP_ALPHAPK	A12602763065	BOOK	NONFICTION
Hope for animals and th.	. Goodall, Jane, 1934-	591.68 GOO	AP_ALPHAPK	A12602763170	BOOK	NONFICTION
I'm dying up here : heart.	. Knoedelseder, William,	. 792.7609 KNO	AP_ALPHAPK	A12602763227	BOOK	NONFICTION
The score takes care of i.	Walsh, Bill, 1931-2007.	658.4092WAL	AP_ALPHAPK	A12602763667	BOOK	NONFICTION
The Lampshade Lady's	. Lake, Judy.	745.5932 LAK	AP ALPHAPK	A12602764794	BOOK	NONFICTION
Item List						
Title	Author	Call Number	Library	Item ID	Туре	Current Location
	,					

- You can search for other libraries' items in the item group editor wizard. However, WorkFlows will not allow you to add other libraries' items to the item list. If you click either the "Add selected" or the "Add all" helper button to try to add items not created by your library to the item list, WorkFlows will simply not add the items. No error message will appear.
- You can easily remove items from the item list.

If you only want to remove *certain* items from the item list, click one of the items in the item list so that it appears in blue. Drag your cursor up or down to highlight multiple items that are listed consecutively. Click the "Remove Items" button to remove the highlighted items.

item List. 2028 records						
Title »	Author	Call Number	Library	Item D	Туре	Current Location
The puppy whisperer : a	Owens, Paul, 1950-	636.7088 OWE	AP_ALPHAPK	A12 J2819002	BOOK	NONFICTION
Ghost hunter's guidebo	Taylor, Troy.	133 TAY 2007	AP_ALPHAPK	A11 02804421	BOOK	NONFICTION
Need to know : UFOs, th	Good, Timothy.	001.942 GOO	AP_ALPHAPK	A1 602801172	BOOK	NONFICTION
The one page business	Horan, Jim.	649.1 HOR	AP_ALPHAPK	A 2602802039	BOOK	NONFICTION
ong way down [sound	McGregor, Ewan, 1971-	CD BOOK 910 MCG	AP_ALPHAPK	12602802720	CD-BOOK	NONFICTION
The possessed : the hist	Taylor, Troy.	133.109 TAY	AP_ALPHAPK	12602803221	BOOK	NONFICTION
The blind side : evolutio	Lewis, Michael (Michael	796.332 LEW	AP_ALPHAPK	A12602795494	BOOK	CHECKEDOUT
Our undiscovered unive	Wilt, Terence.	523.1 WIT	AP_ALPHAPK	A12602796482	BOOK	NONFICTION
The real skinny on weig	Janeway, Julie M.	617.43 JAN	AP_ALPHAPK	A12602779781	BOOK	NONFICTION
Kids love Florida : a fam	Zavatsky, George.	917.5904 ZAV	AP_ALPHAPK	A12602779838	BOOK	NONFICTION
Toilet training for individ	Wheeler, Maria.	649.62 WHE	AP_ALPHAPK	A12602780067	BOOK	NONFICTION
How to collect child sup	Jensen, Geraldine.	346.73017 JEN 2207	AP_ALPHAPK	A12602777064	BOOK	NONFICTION
How to collect child sup	Jensen, Geraldine.	346.73017 JEN 2007	AP_ALPHAPK	A12602777014	BOOK	NONFICTION
A 5 is against the law! :	Buron, Kari Dunn.	616.9289 BUR	AP_ALPHAPK	A12602778808	BOOK	MISSING
The Orb Project / Míčeál	Ledwith, Míčeál.	133.9 LED	AP_ALPHAPK	A12602777195	BOOK	NONFICTION
The art of drawing drag	Dobrzycki, Michael.	743.87 DOB	AP_ALPHAPK	A12602778701	BOOK	NONFICTION
Crime beat : a decade o	Connelly, Michael, 1956-	363.25 CON	AP_ALPHAPK	A12602894329	BOOK	NONFICTION

The highlighted items will immediately be removed from the item list. WorkFlows will not prompt you to confirm the removal.

• The total number of items currently in the item list displays at the top of the list (circled below).

*Remember:* Only 5,000 items may be added to the item list at one time. Your library should perform no more than 5,000 total edits in a single day.

Title »	Author	Call Number	Library	Item ID	Туре	Current Location
The puppy whisperer : a	Owens, Paul, 1950-	636.7088 OWE	AP_ALPHAPK	A12602819002	BOOK	NONFICTION
Ghost hunter's guidebo	Taylor, Troy.	133 TAY 2007	AP_ALPHAPK	A12602804421	воок	NONFICTION
Need to know : UFOs, th	Good, Timothy.	001.942 GOO	AP_ALPHAPK	A12602801172	воок	NONFICTION
The one page business	Horan, Jim.	649.1 HOR	AP_ALPHAPK	A12602802039	BOOK	NONFICTION
Long way down [sound	McGregor, Ewan, 1971-	CD BOOK 910 MCG	AP_ALPHAPK	A12602802720	CD-BOOK	NONFICTION
The possessed : the hist	Taylor, Troy.	133.109 TAY	AP_ALPHAPK	A12602803221	BOOK	NONFICTION
The blind side : evolutio	Lewis, Michael (Michael	796.332 LEW	AP_ALPHAPK	A12602795494	BOOK	CHECKEDOUT
Our undiscovered unive	Witt, Terence.	523.1 WIT	AP_ALPHAPK	A12602796482	BOOK	NONFICTION
The real skinny on weig	Janeway, Julie M.	617.43 JAN	AP_ALPHAPK	A12602779781	BOOK	NONFICTION
Kids love Florida : a fam	Zavatsky, George.	917.5904 ZAV	AP_ALPHAPK	A12602779838	BOOK	NONFICTION
Toilet training for individ	Wheeler, Maria.	649.62 WHE	AP_ALPHAPK	A12602780067	BOOK	NONFICTION
How to collect child sup	Jensen, Geraldine.	346.73017 JEN 2207	AP_ALPHAPK	A12602777064	BOOK	NONFICTION
How to collect child sup	Jensen, Geraldine.	346.73017 JEN 2007	AP_ALPHAPK	A12602777014	BOOK	NONFICTION
A 5 is against the law! :	Buron, Kari Dunn.	616.9289 BUR	AP_ALPHAPK	A12602778808	BOOK	MISSING
The Orb Project / Míċeál	Ledwith, Míčeál.	133.9 LED	AP_ALPHAPK	A12602777195	BOOK	NONFICTION
The art of drawing drag	Dobrzycki, Michael.	743.87 DOB	AP_ALPHAPK	A12602778701	BOOK	NONFICTION
Crime beat : a decade o	Connelly, Michael, 1956-	363.25 CON	AP_ALPHAPK	A12602894329	BOOK	NONFICTION

• If you want to remove *all* items from the item list, you do not need to highlight all of the items. Simply click the "Clear Item List" button.

Title »	Author	Call Number	Library	Item ID	Туре	Current Location
he puppy whisperer : a C	Owens, Paul, 1950-	636.7088 OWE	P_ALPHAPK	A12602819002	BOOK	NONFICTION
host hunter's guidebo T	aylor, Troy.	133 TAY 2007	AF ALPHAPK	A12602804421	BOOK	NONFICTION
leed to know : UFOs, th G	Good, Timothy.	001.942 GOO	AP_LPHAPK	A12602801172	BOOK	NONFICTION
he one page business H	loran, Jim.	649.1 HOR	AP_ALPHAPK	A12602802039	BOOK	NONFICTION
ong way down [sound N	/IcGregor, Ewan, 1971-	CD BOOK 910 MCG	AP_ALF NAPK	A12602802720	CD-BOOK	NONFICTION
he possessed : the hist T	aylor, Troy.	133.109 TAY	AP_ALPH. PK	A12602803221	BOOK	NONFICTION
he blind side : evolutio L	ewis, Michael (Michael	796.332 LEW	AP_ALPHAKK	A12602795494	BOOK	CHECKEDOUT
Our undiscovered unive V	Vitt, Terence.	523.1 WIT	AP_ALPHAPK	A12602796482	BOOK	NONFICTION
The real skinny on weig J	aneway, Julie M.	617.43 JAN	AP_ALPHAPK	A12602779781	BOOK	NONFICTION
Kids love Florida : a fam Z	avatsky, George.	917.5904 ZAV	AP_ALPHAPK	A12602779838	BOOK	NONFICTION
Foilet training for individ V	Vheeler, Maria.	649.62 WHE	AP_ALPHAPK	A12602780067	BOOK	NONFICTION
How to collect child sup J	ensen, Geraldine.	346.73017 JEN 2207	AP_ALPHAPK	A12602777064	BOOK	NONFICTION
How to collect child sup J	ensen, Geraldine.	346.73017 JEN 2007	AP_ALPHAPK	A12602777014	BOOK	NONFICTION
A 5 is against the law! : E	Buron, Kari Dunn.	616.9289 BUR	AP_ALPHAPK	A12602778808	BOOK	MISSING
The Orb Project / Míčeál L	edwith, Míčeál.	133.9 LED	AP_ALPHAPK	A12602777195	BOOK	NONFICTION
The art of drawing drag D	Oobrzycki, Michael.	743.87 DOB	AP_ALPHAPK	A1.602778701	BOOK	NONFICTION
Crime beat : a decade o O	Connelly, Michael, 1956-	363.25 CON	AP_ALPHAPK	A12612894329	BOOK	NONFICTION

١

All of the items will immediately be removed from the item list. WorkFlows will not prompt you to confirm the removal.

# Searching for Items Assigned Cataloging Codes No Longer in Your WorkFlows Menu

If your library's WorkFlows drop-down menus for item type, home location, or item category 4-5 codes have been customized to only include those codes your library assigns to its collection, only the codes from your customized menu(s) will appear in the gadget selection boxes in the item group editor. Items in your collection may still be assigned codes that formerly appeared in a WorkFlows drop-down menu, even though those codes have since been removed from the menu.

For assistance identifying cataloging codes still assigned to items in your collection, but no longer in your WorkFlows drop-down menus, please contact the RSA Help Desk at <u>help@rsanfp.org</u> or 1-866-940-4083.

- 1. Log into WorkFlows using your individual cataloging account.
- 2. Go to the Cataloging module.
- 3. Open the Call Numbers and Items toolbar on the left.
- 4. Put your cursor over the Item Group Editor wizard and *left* click.

Wi SursiUynux Symphony WorkHows File Edit Witzards Modules Preference Tools Help	R S ANFR
Acquisitions Cataloging Circulation+ Offline Outreach Reports Requests Reserves Selection Actial Control Utility	KSA
Common Tasks 🛞	
Call Number and item	
and Label Designer	
3 SmartPort	
Set them Search and Display	
Or Check item Status	
Titles	
Call Numbers and L 🛞	
ada Add Item	
Edit tem	
Global Item Modification	
💯 Add Ordered Items to	
Global Call Number No	
tem Group Editor	
Authorities	
Special ()	

5. The advanced search screen opens. Click the gadget button next to the library field:

Item Group Editor	x								
tem Group Editor : Item Search									
Librony		* Homo Jooo	tion		Price:				
Date created:		One invent	tion.		Media desk			*	Search
Itom type:		Date inven	oneu.		<ul> <li>Wieula desk</li> <li>Itom optogo</li> </ul>			₩ A	Clear
Item category 3:		Item catego	ory 4:		Item catego	ny 2.		w A	Single
Item category 5.		Item catego	Jiy 4.		Item catego	ny 9.		¥	
Item category 8:		Item catego	ory 10:			ny 0.		W	- / la falloca
Current location:		Item catego	u date:		Extended in	fo			
						10.		•	
Permanent.		Shadowed	∪ res		Reserve sta	atus.			
Circulate:	○Yes ○No ●Both								
1 1									← →
Title	Author	Call Number	Library	Item ID	Туре		<b>Current Location</b>	Circu	late
ltere List									
	A	Q	1. the second	lteres ID	<b>T</b>		Queen the section	0	
Inte	Autnor	Call Number	Library	Item ID	Туре		Current Location	Circu	late
		Create Group	Edit Items	Remove Items	Clear Item List	Close			

6. From the gadget selection box, click on your library in the list on the left. Click the arrow to move it to the list selected on the right.

In the example below, the Viola Public Library is selected. Please select your library from the list on the left.



7. Once you click OK, the gadget selection box will close. The name of your library should appear in the library search field.

Viola Public Library appears in the example below:

Item Group Edit	or ×						
_n Group Editor : Item Search							
e 🖷 🎘							
Library:	VIOLA-PLD	Home location:		Price:	4	Sear	rch
Date created.		Date inventoried:		Media desk:	4	Clea	ar
Item type:		Item category 1:		Item category 2:	4		
Item category 3	:	Item category 4:		Item category 5:	4	Single	9
Item category 6	:	Item category 7:		Item category 8:	4	<ul> <li>Adva</li> </ul>	nced
Item category 9	:	Item category 10:		*			
Current location	:	Last activity date:		Extended info:	4	>	
Permanent:	○Yes ○No <b>○</b> Both	Shadowed:	○Yes ○No <b>○</b> Both	Reserve status:	\		
Circulate:	○Yes ○No <b>○</b> Both						

Click the gadget button next to the field by which you want to search (home location, item type, or item category 4 or 5).

Once the gadget selection box opens, check to see if the value you want to use in your search still appears in the list. If the value does not appear in the list, it has been removed from your WorkFlows drop-down menu.

In the example below, the MYSTERY item category 1 code does not appear in the gadget selection box. Codes appear in alphabetical order in each gadget selection box. Since the code does not appear in the gadget selection box, it no longer appears in the library's item category 1 menu.

Gadget : Item Category 1		- 🗆 ×
Gadget : Item Category 1		List selected
MUS-RELIG		
	<u>OK</u>	ancel

8. Since the code is unavailable for you to select, click cancel to close the gadget selection box.

9. Turn your <Caps Lock> key on. In the blank field to the right of the code you want to search by, type the code in upper case.

In the example below, MYSTERY is typed into the item category 1 field in upper case.

		It	em catego	ry 1: MYS	TERY			*
Item Group Editor ×								
n Group Editor : Item Search								
Library: VIO	LA-PLD	Home location	on:	* P	Price:		*	Search
Date created:		Date invento	ried: 🗡	* N	1edia desk:		*	Clear
Item type:		Item categor	y 1: MYSTERY		em category 2:		۲	Cicui
Item category 3:		Item categor	y 4:	● It	em category 5:		۲	○ Single
Item category 6:		Item categor	y 7:	❀ It	em category 8:		*	<ul> <li>Advanced</li> </ul>
Item category 9:		Item categor	y 10:	*				
Current location:		Last activity	date:	* E	xtended info:		۲	
Permanent: OYe	es ⊖No <b>○</b> Both	Shadowed:	○Yes ○No <b>《</b>	Both R	leserve status:		~	
Circulate: Ye	es ○No <b>○</b> Both							
1 1								← →
Title /	Author Call	Number	Library	Item ID	Туре	Current Location	Circul	ate
Item List								
Title	Author Cal	Number	Library	Item ID	Туре	Current Location	Circula	ate

You must type the code in uppercase.

If you type the code in lower case and click search, you will see this error:



10. After you type the code in upper case into the search field, a list of items in your collection that are still assigned that code will display in the result list. The item group editor is able to retrieve the items even though the code no longer appears in your WorkFlows drop-down menu.

A list of items assigned the MYSTERY item cat 1 code in Viola Public Library's collection is shown in the example below:

WF SirsiDynix Symphony WorkFlow	ws: Item Group Editor : Item Search	
<u>F</u> ile <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>M</u> e	dodules Preference Tools Help	RSANFP
Cataloging Circulation+ Offlin	ne   Reports   Requests   Utility	
	I tem Group Editor ×	
Common Tasks	m Group Editor : Item Search	
Call Number and Item M	🖌 🛎 🌇 🤔	
Label Designer		
😼 SmartPort	Library: VIOLA-PLD Home location: Price:	Search
🖉 Item Search and Display	Date created:   Media desk:	Clear
Check Item Status	I tem type: Item category 1: MYSTERY I tem category 2:	
R Help	I rem category 3:	Single
A Drivt	Content to Cation. Vac No Path Shadawad Vac No Path Resource Status	Advanced
Titles 🛞		
Call Numbers and It	Result List: 265 records, displaying 1-265	
State Barr		
	Title Author Call Number Library Item ID Copy Number Type Cu	urrent Location Circulate
	Confessions : the Patterson, James, YA PAT BK2 VIOLA-PLD A13303134795 1 BOOK-NEW CHI	ECKEDOUT N
Global Item Modification	Deadline / Sandra Brown, Sandra, 1 F BRO LP VIOLA-PLD A13303109863 1 BOOK-NEW-L CHI	ECKEDOUT N
Add Ordered Items to C	Rules of murder / Deering, Julianna. F DEE VIOLA-PLD A13303246550 1 BOOK-NEW NEV Robert B. Parker's Atkins Ace E PAR I P. VIOLA-PLD A13303243714 1 BOOK-NEW-I NEV	W-BOOK Y
💕 Global Call Number Mo	Dolled up to die : McCourtney, Lore F MCC BK2 VIOLA-PLD A13303246738 1 BOOK-NEW NEV	W-BOOK Y
🥳 Item Group Editor	Cross my heart / J Patterson, James, F PAT VIOLA-PLD A13303248065 1 BOOK-NEW CHI	ECKEDOUT N
	The gods of guilt : Connelly, Michael F CON VIOLA-PLD A13303220732 1 BOOK-NEW CHI	ECKEDOUT N
Authorities	Item List	
Special 🛞	Title Author Call Number Library Item ID Copy Number Type	Current Location Circulate
	Create Group Edit Items Remove Items Clear Item List Qlose	
<ul> <li>Print</li> <li>Titles</li> <li>Add Item</li> <li>Add Item</li> <li>Edit Item</li> <li>Global Item Modification</li> <li>Add Ordered Items to C</li> <li>Global Call Number Mo</li> <li>Totobal Call Number Mo</li> <li>Item Group Editor</li> <li>Authorities</li> <li>Special</li> </ul>	Circent location:          () Last activity date:           () Last activity date:           () Last activity date:          Permanent:       Yes       No       Both          Reserve status:          Circulate:       Yes       No       Both         Result List 265 records, displaying 1-265             Itile       Author       Call Number       Library       Item ID       Copy Number       Type       Cut         Confessions: the       Patterson, James       YAPAT BK2       VIOLAPLD       A1330314795       1       BOOK-NEW-L       CH4         Rules of murder /       Deadine / Sandra       The Ro LP       VIOLAPLD       A13303246505       1       BOOK-NEW-L       CH4         Robert B. Parkers       Akins, Ace.       F PAR LP       VIOLAPLD       A13303246733       1       BOOK-NEW       NEV         Dolled up to dir:        Continey. Lore       FACC BK2       VIOLAPLD       A13303246735       1       BOOK-NEW       CH4         The gods of guilt:        Connelly. Michael       FON       VIOLAPLD       A13303246735       1       BOOK-NEW       CH4         The gods of guilt:        Connelly. Michael <td></td>	

11. From the result list, identify those items you want to edit. Use the "Add all" or "Add selected" helper buttons to move the items to the item list at the bottom of the screen.

The number of items in your result list will vary from that shown below:



In the example below, the "Add all" helper was clicked, which moved all results to the item list.

WF SirsiDynix Symphony WorkFlows	s: Item Group Editor : Ite	m Search			87						- • ×
<u>F</u> ile <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>M</u> o	odules <u>P</u> reference <u>T</u>	ools <u>H</u> elp									RSANFP
Cataloging Circulation+ Offline	e   Reports   Requests	Utility									
	Item Group Editor 🗴										
Common Tasks	Item Group Editor : It	em Search									
Call Number and Item M	🖨 📑 🥕										
Label Designer											
😼 SmartPort	Library: VI	OLA-PLD		Home location:		*	Price:				Search
🖉 Item Search and Display	Date created:		®	Date inventoried:	WOTEDY	*	Media desk:				Clear
Check Item Status	Item category 3:			Item category 1.	MISIERI	 	Item category 2				Single
🛛 Help	Current location:			Last activity date:			Extended info:				Advanced
Print	Permanent: ©	Yes 🔘 No 💿 Both		Shadowed:	○ Yes ○ No		Reserve status				
	Circulate:	Yes 🔘 No 💿 Both						2			
Titles 🛞											
Call Numbers and It 🛞	Result List: 265 re	cords, displaying 1-26	5								
Add Item	1										
and Folit Item	Title	Author	Call Number	Library	Item ID	Copy Nu	umber Typ	e	Current Location	Circulate	
	Confessions : the .	Patterson, James,	YA PAT BK2	VIOLA-PLD	A13303134795	1	BOC	K-NEW	CHECKEDOUT	N	<u>^</u>
	Bules of murder /	Brown, Sandra, 1 Deering Julianna	F BRO LP	VIOLA-PLL VIOLA-PLL	A13303109863 A13303246550	1	BOC	K-NEW-L	NEW-BOOK	N Y	
Add Ordered Items to C	Robert B. Parker's.	Atkins, Ace.	FPARLP	VIOLA-PLD	A13303243714	1	BOC	K-NEW-L	NEW-LP	Y	
👕 Global Call Number Mo	Dolled up to die :	McCourtney, Lore	F MCC BK2	VIOLA-PLD	A13303246738	1	BOC	K-NEW	NEW-BOOK	Y	
🥳 Item Group Editor	Cross my heart / J.	Patterson, James,	F PAT	VIOLA-PLD	A13303248065	1	BOC	K-NEW	CHECKEDOUT	N	
Authorities	The gods of guilt :	Connelly, Michael	F CON	VIOLA-PLD	A13303220732	1	BOC	K-NEW	CHECKEDOUT	N	
	-Item List: 265 reco	rds									
Special 🛞	Title	Author	Call Number	Library	Item ID	Copy Nu	umber Typ	e	Current Location	Circulate	
	Confessions : the .	Patterson, James,	YA PAT BK2	VIOLA-PLD	A13303134795	1	BOC	K-NEW	CHECKEDOUT	N	<u> </u>
	Deadline / Sandra	Brown, Sandra, 1	F BRO LP	VIOLA-PLD	A13303109863	1	BOO	K-NEW-L	CHECKEDOUT	N	
	Rules of murder /.	Deering, Julianna.	F DEE	VIOLA-PLD	A13303246550	1	BOC	K-NEW	NEW-BOOK	Y	
	Dolled up to die :	McCourtney Lore	F FAR LF F MCC BK2		A13303243714 A13303246738	1	BOC	K-NEW	NEW-LP	Y	
	Cross my heart / J.	Patterson, James	F PAT	VIOLA-PLD	A13303248065	1	BOC	K-NEW	CHECKEDOUT	N	
	The gods of guilt :	Connelly, Michael	F CON	VIOLA-PLD	A13303220732	1	BOC	K-NEW	CHECKEDOUT	N	
	Deadly devotion : .	Orchard, Sandra.	F ORC BK1	VIOLA-PLD	A13303246364	1	BOC	K-NEW	NEW-BOOK	Y	
	Dead lawyers tell .	Singer, Randy (R	F SIN	VIOLA-PLD	A13303246576	1	BOC	K-NEW	NEW-BOOK	Y	
	Takedown twenty	Evanovich, Janet.	FEVA	VIOLA-PLD	A13303228803	1	BOC	K-NEW	CHECKEDOUT	N	
	Dust / Patricia Cor.	Cornwell, Patricia	F COR	VIOLA-PLD	A13303220897	1	BOC	K-NEW	CHECKEDOUT	N	
	Accused : a Posat	Scottoline Lise	F GRI E SCO		A13303242661 A13303220871	1	BOC	K-NEW	CHECKEDOUT	N	
	Inferno : a novel / .	Brown, Dan, 1964-	F BRO LP	VIOLA-PLD	A13303243798	2	BOC	K-LPRNT	LARGEPRINT	Y	
			С	create Group	Edit Items Remove It	tems Cle	ar <u>I</u> tem List	Close			

12. Create a group of items or edit them. See the following sections of this document for instructions:

- Editing an Unsaved Item List
- Saving an Item List as a Group

# Searching for a Single Item

- 1. Log into WorkFlows using your individual cataloging account.
- 2. Go to the Cataloging module.
- 3. Open the Call Numbers and Items toolbar on the left.
- 4. Put your cursor over the Item Group Editor wizard and *left* click.

W SirsiDynix Symphony WorkFlows	
Eile Edit Wizards Modules Preference Iools Help	RSANFP
Acquisitions Cataloging Circulation+ Offline Outreach Reports Requests Reviews Selection Serial Control Utility	
Company Tarke (a)	
autoria and a second and a seco	
G SmartPort	
Hem Search and Display	
Check Item Status	
Help	
A Print	
Titles	
Call Numbers and I 🛞	
Add Item	
Edit tem	
Add Ordered Items to	
e fem Group Editor	
Authorities	
Special	

5. The advanced search screen opens. Click the radio button next to "Single."

em Group Edit	or ×						
n Group Editor : Item Search			_				
_ibrary:		❀ Home loc	ation:		* Price:		Search
Date created:		Date inve	ntoried:		Media desk:		* Clear
tem type:		❀ Item cate	gory 1:		Item category 2:		
tem category 3		Item cate	gory 4:		Item category 5:		
tem category 6	:	Item cate	gory 7:		Item category 8:		Advanced
tem category 9	:	Item cate	gory 10:		*		
Current location	:	Last activ	ity date:		Extended info:		۲
Permanent:	⊖Yes ⊖No <b>○</b> Both	Shadowe	d: Yes	s ⊖No <b>○</b> Both	Reserve status:		~
Circulate:	○Yes ○No ●Both						
1 1							
Title	Author	Call Number	Library	Item ID	Туре	Current Location	Circulate
Item List		Call Number	Library	Item ID	Туре	Current Location	Circulate
Item List Title	Author	Cair Number					

6. The item search screen opens.

Item ID should appear as the default in the index drop-down menu if you selected item ID in the item group editor wizard's properties.

The single search by item ID is most useful if you need to retrieve one item in the item group editor.

Scan or type in the barcode in the item ID box that appears below the index drop-down menu.

Item Group Editor						
m Group Editor : Item Sea	rch					
Index: Item ID						Search Single
						Advanced
Title	Author	Call Number	Library	Item ID	Type	Current Location
Item List: 1 record	Author	Call Number	Library	Itom ID	Time	Current Location
The states to be the second se	Autnor	Call Number	Library	Item ID	Туре	Current Location
	weber, Can.	FWEBER	AP_ALPHAPK	A12002904140	BOOK	NEW-HC
		Croate Crown	Bomovo Itarra	Clear Item List		
		Editit	Internove items			

To select a search index other than item ID, click the index drop-down menu to select a different index. Once selected from the drop-down menu, many of the indexes display a gadget button to help you expand or limit your search. Other search index options, once they are selected from the index drop-down menu, provide a radio button that can be used to expand or limit the search.

Searches in the item group editor's single search interface that use indexes other than item ID will not be very helpful for retrieving items in your collection. Searches in this interface that are not based on the item ID will retrieve *all* records in *all* RSA libraries that meet your selection in the index menu. If an index other than item ID is selected, search results will *not* be limited to only those items owned by your library.

7. After you enter your search in the single search interface, click the Search button or hit <Enter> on your keyboard.

If you searched by item ID, the item will appear in the item list (circled below).

WF SirsiDynix Symphony WorkFlow	ws: Item Group Editor : Item Sea	rch	The Parcel	No. of Concession, name	-	-	
<u>File E</u> dit <u>W</u> izards He <u>l</u> pers <u>N</u>	Modules <u>P</u> reference <u>T</u> ools	<u>H</u> elp					RSANFP
Acquisitions Cataloging Circ	culation+   Offline   Outreach	Reports   Requests	Reserves Selection Se	rial Control   Utility			
	Item Group Editor ×						
Common Tasks	m Group Editor : Item Sea	arch					
Call Number and item							
ap: Label Designer							Search
3 Smart Port	Index: Item ID						▼ Search
Cheels here Status	Item ID: A12602904140						Single
							Advanced
Titles 🛞	Title	Author	Call Number	Library	Item ID	Туре	Current Location
Call Numbers and I 🛞							
Add Item							
Edit Item							
Global Item Modification							
Add Ordered Items to	Item List: 1 record						
Global Call Number Mo	Title	Author	Call Number	Library	Item ID	Туре	Currently retion
🥳 Item Group Editor	Torn between two lovers	Weber, Carl.	F WEBER	AP_ALPHAPK	A12602904140	BOOK	NEW-FIC
Authorities							

If you performed a search using an index other than item ID, the items will display in the result list, above the item list (circled below).

WF SirsiDynix Symphony WorkFlow	s: Item Group Editor : Iten	n Search								
<u>File E</u> dit <u>W</u> izards He <u>l</u> pers <u>M</u>	odules <u>P</u> reference <u>T</u> o	ols <u>H</u> elp							]	RSA <sup>NFP</sup>
Acquisitions Booking Catalog Utility	ing Circulation Circul	ation+   Configuration	on   Finished Repor	s   ILL   Offline	Outreach   Reports	Requests   Reserve	s   Selection   S	erial Control   Unionlist C	atalog   Unior	nlist Reports
Common Tasks  Call Number and Item M Call Number and Item M Call Number and Item M Call Sand Designer SmartPort	Item Group Editor ×	m Search							Se	arch
) tem Search and Display	Item category 1: HOL	IDAY							<ul> <li>Sir</li> <li>Ad</li> </ul>	ngle Ivanced
Print Titles	Result List: 5384 re	cords, displaying 1-1 Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Ciltures	
S Add Title	WHAT IS THANK WHAT IS THANK	LANDAU, ELAINE LANDAU, ELAINE	E L/THANKSGIVI E L/THANKSGIVI	NP_NORMAL	A12005888509 A12005888494	2	BOOK-PBK-J BOOK-PBK-J	J-PICTUREB J-PICTUREB	Y	
S Duplicate Title	Item List		0237.30 DUL		A12003000408		BUUK		1	
Call Numbers and It (8)	Title	Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circulate	
## Printing Items in the Item List

You can print a list of the items that appear in the item group editor's item list. The following fields can print for each item:

- Title
- Author\*
- Call number
- Library
- Item ID
- Copy number\*
- Type
- Current location
- Circulate flag\*

The asterisked (\*) fields—author, copy number, and the circulate flag—display only when they have been selected in the properties for the item group editor wizard. The author field should be configured to display in the item list if you adjusted the item group editor wizard to use the properties discussed earlier in this guide.

## To adjust the item list display properties for printing:

If you also want the copy number or circulate flag to display in the item list and appear when you print the list, check the boxes next to "Display copy number" and/or "Display circulate flag" in the item group editor's properties box. (You can be logged into WorkFlows using your individual cataloger account when you adjust the item list display properties.) Click the OK button on the properties box to save your selections.

WF Item Group Editor : Set Properties		×
Display p	property page: 🔘 Wizard Startup 🔘 Never	
Defaults		
Search preferences		
Start with: <ul> <li>Item Search</li> <li>Group Search</li> </ul>	Number of items per browse screen: 1000	
Item Search: O Single Advanced	Index: Item ID	
Item Lists		
<ul> <li>Display author</li> <li>Display copy number</li> </ul>		
Display circulate flag		

Page 37

# To print items in the item list:

- 1. Log into WorkFlows using your individual cataloging account.
- 2. Go to the Cataloging module.
- 3. Open the Call Numbers and Items toolbar on the left.
- 4. Put your cursor over the Item Group Editor wizard and *left* click.
- 5. The advanced search screen opens. Search for the items you want to print.
- 6. Click the "Add selected" or "Add all" helper button to add the items you want to print to the item list.
- 7. Once the items appear in the item list, click the Print Items helper button in the upper left corner:

								E.	
SirsiDynix Symphony WorkFlow	s: Item Group Editor : Iter	n Search			C. Constanting of the			and the second second	
ile <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>M</u>	odules <u>P</u> reference <u>T</u> r	iols <u>H</u> elp							RSAN
Acquisitions Cataloging Circu	ulation+   Offline   Outre	ach Reports Re	ats Reserves \$	Selection   Seri:	al Control Utility				
	I Item Group Editor								
Common Tasks	Zam Group Frider : Ite	m Search							
Mail Number and Item	a 📑 🦻								
::::::::::::::::::::::::::::::::::::::									
47 SmartPort	1								Search
	Index: Item ID								·
tem Search and Display	Item ID:								Single
Check Item Status									Advanced
🛛 Help									
A Print									
Titles 🛞	Title	Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circulate
Call Numbers and I 🛞									
Add Item									
🥰 Edit Item									
Global Item Modification									
All Ordered Home to									
Add Ordered items to	/ III								
Global Call Number Mo									
🥳 Item Group Editor	Item List: 44 records	\$							
	Title »	Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circulate
Authorities	Tough customer	Brown, Sandra, 19	F BROWN	AP_ALPHAPK	A12602852026	2	BOOK	INTRANSIT	Y 🔺
Special 🛞	This fire down in	Mason, J. D.	FMASON	AP_ALPHAPK	A12602538240	1	BOOK	NEW-FIC	Y
	Therapy	Kellerman, Jonath	F KELLERMAN	AP_ALPHAPK	A12602248950	1	BOOK	NEW-FIC	Y
	The year of tog : a	Richmona, Micheil	FRICHMOND		A12602508732	1	BOOK	NEW-FIC	Y E
	The trailsman . wy	. Sharpe, Jon.	F SHARPE		A12002008420	1	BOOK	NEW-FIC	r V
	The moon by night	Morris Lynn	EMORRIS		A12002047320	1	BOOK	NEW-FIC	Y
	The knitting circle	Hood, Ann. 1956-	F HOOD	AP ALPHAPK	A12602516777	1	BOOK	NEW-FIC	Y
	The kill fee	Van Wormer, Laur	F VANWORMER	AP ALPHAPK	A12602210839	1	BOOK	NEW-FIC	Y
	The house of the s	Hawthorne, Natha	F HAWTHORNE	AP_ALPHAPK	A12602209590	1	BOOK	NEW-FIC	Y
	The high calling	Morris, Gilbert.	F MORRIS	AP_ALPHAPK	A12602460984	1	BOOK	NEW-FIC	Y
	The half-mammal	Singleton, George,	F SINGLETON	AP_ALPHAPK	A12602260384	1	BOOK	NEW-FIC	Y
	The fires of heaven	Jordan, Robert, 19	FJOR	AP_ALPHAPK	A12601263876	1	BOOK	NEW-FIC	Y
	The chisellers	O'Carroll, Brendan.	FOCARROLL	AP_ALPHAPK	A12601974033	1	BOOK	MISSING	N
	The Botox diaries	Kaplan, Janice.	F KAPLAN LGPRI	AP_ALPHAPK	A12602300809	1	BOOK	NEW-FIC	Y
	The assassins gail	. Robbins, David L.,	F ROBBINS	AP_ALPHAPK	A12602464085	1	BOOK	NEW-FIC	Y
	Sweet magnolia	Jarrett, Norma L.	FJARRETT	AP_ALPHAPK	A12602462384	1	BOOK	NEW-FIG	Y 🔻
			Create	a Gro <u>u</u> p Ed	lit Items Remove Item	Clear Item Li	ist <u>C</u> lose		

The Print Items helper button will be grayed out, and you will not be able to click on it until you add at least one item to the item list.



The arrow buttons at the top of the Print Preview window help you navigate through the document page by page. The arrows followed by the vertical line allow you to navigate quickly to the first or last page of the document.



When you are ready to print the list of items, click the Printer button at the top of the Print Preview window:

WF	Print	Previe					x
	8	I	4	▶ ▶  Page:1 - €	Q		
					ltem List		
				F BROWN	A12602852026	Copy: 2	
				1 ougn customer Brown, Sandra, 1948-			
				Type: BOOK Current location: INTRANSIT	Library: AP_ALPHAPK		
				Circulate flag: Y			
				F MASON	A12602538240	Copy: 1	

8. A Print box should open. Select the appropriate printer and any properties, such as doublesided, stapled, etc.

Click the OK button to send the document to the printer.

# Editing an Unsaved Item List

The item group editor wizard allows you to easily change in batch a single value, or a combination of values, that are assigned to multiple items in your collection. This section will discuss how to edit values for a list of items that you have not saved as a group in the item group editor wizard.

RSA recommends only making changes to items that are not saved as a group if you will not need to restore the edited items to their original values at some point. If you will eventually need to restore the original values of the items in the list (for example, a collection that will be assigned to the DISPLAY home location code will eventually return to its original home location of FICTION), RSA recommends first saving that item list as a group in the item group editor. Doing so will allow those items to be more easily restored to their original values at a later date. Groups will be discussed in more detail later in this guide.

- 1. Log into WorkFlows using your individual cataloging account.
- 2. Go to the Cataloging module.
- 3. Open the Call Numbers and Items toolbar on the left.
- 4. Put your cursor over the Item Group Editor wizard and *left* click.

W SirsiDynix Symphony WorkFlows	- 0 ×
File Edit Wizards Modules Preference Iools Help	RSANFP
Acquisitions Cataloging Circulation+ Offline Outreach Reports Requests Reserves Selection Serial Control Parity	
Common Tasks	
Call Number and ten	
active devices and a second and	
₩ SmartPort	
B tem Search and Display	
Check item Status	
🛛 нер	
Print	
Titles	
Call Numbers and L ()	
Add fiem	
Edit tem	
Global Item Modification	
💯 Add Ordered tems to	
Global Call Number No.	
🥶 tem Group Editor 📶	
Authorities	
Special	

- 5. The item group editor's advanced search screen opens. Search for the items you want to modify. You can select a single value to search, or you can select multiple values for your search.
- 6. Add the items to be modified to the item list using the "Add all" or "Add selected" helper buttons.

## Remember:

You can search for items cataloged by other libraries in the item group editor wizard. However, WorkFlows will not allow you to add other libraries' items to the item list. If you click either the "Add selected" or the "Add all" helper button to try to add items not created by your library to the item list, WorkFlows will simply not add the items. No error message will appear.

7. Once the items to be modified have been added to the item list, click the "Edit Items" button at the bottom of the screen:

WF SirsiDynix Symphony WorkFlow	vs: Item Group Editor : Item	Search						The second second	◆ E		×
<u>File E</u> dit <u>W</u> izards Helpers <u>M</u>	lodules <u>P</u> reference <u>T</u> oo	ols <u>H</u> elp								TE	ST
Acquisitions Cataloging Circu	ulation+   Offline   Outread	ch   Reports   Req	uests   Reserves   !	Selection   S	Serial Control   Utility						
	Item Group Editor 🗴										
Common Tasks	m Group Editor : Iten	n Search									
Call Number and Item M	🖨 🖷 🥭										
Label Designer											
😼 SmartPort	Library: ODE	ELL-PL	🛞 Hom	e location:	FICTION	Price:			۲	Search	
tem Search and Display	Date created: <07/	/01/2012	🛞 Date	inventoried:		🛞 Media (	desk			Clear	
Charle han Obstan	Item type: BOO	K-NEWINEW-BOOK	< 🛞 Item	category 1:		🛞 Item ca	teç iny 2:		٠		
	Current location:		🛞 Last	activity date:		🛞 Extend	e info:		٠	Single	
👔 Help	Permanent: 🔘 Y	Yes 🔘 No 💿 Both	n Shad	lowed:	🔘 Yes 🔘 No 💿 Both	Reserv	status:		•	Advance	ed
int 🖉	Circulate: 🔘 Y	Yes 🔘 No 💿 Both	ı								
Titles		de				/					
	Result List: 85 record	ds, displaying 1-85									
Call Numbers and It 🛞											
Add Item	Title	Author	Call Number	Library	Item ID	Copy Ny mber	Туре	Current Location	Circula	te	
a Edit Item	Happy ever after /	Roberts, Nora.	FIC ROB 2010	ODELL-PL	A87104302863	1	BOOK-NEW	FICTION		Y	<u> </u>
	The pumpkin muff	Washburn, L. J.	FIC WAS 2010 PB	ODELL-PL	A87104302821	1	BOOK-NEW	CHECKEDOUT		N	
	An Amish Christm	Keller Cynthia	FIC MAC 2010 PB	ODELL-PL	A87104303055 A87104301914	1	BOOK-NEW	FICTION		Y	
Add Ordered Items to C	Snow day : a nov	Coffey, Billy.	FIC COF 2010	ODELL-PL	A87104301728	1	BOOK-NEW	FICTION		Y	-
💕 Global Call Number Mo											
🥳 Item Group Editor	Item List: 85 records	\$									
	Title	Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circula	te	
Authorities 🛞	Happy ever after /	Roberts, Nora.	FIC ROB 2010	ODELL-PL	A87104302863	1	BOOK-NEW	FICTION		Y	<u> </u>
Special 🛞	The pumpkin muff	Washburn, L. J.	FIC WAS 2010 PB	ODELL-PL	A87104302821	1	BOOK-NEW	CHECKEDOUT		N	=
	An Amigh Christm	Keller Cypthia	FIC MAC 2010 PB	ODELL-PL	A87104303050	1	BOOK-NEW	EICTION		N	
	Snow day : a nov	Coffey Billy	FIC COF 2010	ODELL-PL	A87104301 28	1	BOOK-NEW	FICTION		Y	
	Keeping time / St	McGlynn, Stacey,	FIC MCG 2010	ODELL-PL	A8710430 261	1	BOOK-NEW	FICTION		Y	
	Rose in a storm :	Katz, Jon.	FIC KAT 2010	ODELL-PL	A87104502237	1	BOOK-NEW	FICTION		Y	·
	Saving Max / Anto	Heugten, Antoinet	FIC HEU 2010 PB	ODELL-PL	A87104302198	1	BOOK-NEW	FICTION		Y	
	The wishing trees	Shors, John, 1969-	FIC SHO 2010 PB	ODELL-PL	A87174302627	1	BOOK-NEW	FICTION		Y	
	Whisper my nam	Michaels, Fern.	FIC MIC 2010	ODELL-PL	A87104302732	1	BOOK-NEW	FICTION		Y	
	I'd know you anyw	Lippman, Laura,	FIC LIP 2010	ODELL-PL	A87 04302122	1	BOOK-NEW	FICTION		Y	
	Dog tags / David	Rosenfelt, David.	FIC ROS 2010	ODELL-PL	A97104302083	1	BOOK-NEW	FICTION		Y	
	Veil of night : a no	Howard, Linda, 1	FIC HOW 2010	ODELL-PL	37104302570	1	BOOK-NEW	FICTION		Y	
	A stranger like yo	Brundage, Elizab	FIC BRU 2010	ODELL-PL	A87104302229	1	BOOK-NEW	FICTION		Y	
	The stuff that neve	Lawson, Maddle.	FIG DAW 2010	ODELL-PL	A87104302180	1	BOOK-NEW	CHECKEDOUT		N	
	The sisters nom H	Jensen, Deverly,	FIG JEN 2010 CO	ODELL-PL	Mo/ 104302415	1	BOOK-INEW	CHECKEDOUT		IN	Ŧ
			Comete	Croup	Edit Itoms Bomours Itom	Close Item	list Close				
			Create	Gloup	Remove item	Glean tem	List				

### The Edit Items box will open:

Item information Item ID: Type: Home location:						_
Item ID: Type: Home location:						
Type: Home location:			Copy number:	Will not be modified	•	
Home location:	Will not be modified	-	Item library:	Will not be modified	-	
	Will not be modified	-	Current location:	·		
Item cat1:	Will not be modified	-	Item cat2:	Will not be modified	-	
Media desk:	Will not be modified	-	Number of pieces:	Will not be modified	<b>•</b>	
Permanent:	Will not be modified	-	Price:	Will not be modified	<b>•</b>	E
Shadow item:	Will not be modified	-	Circulate:	Will not be modified	-	
Title	Call Number		Libranz	Itom ID	Ctatua	-

8. Select the values you want to modify for *all* of the items in the item list. You can select a single value, or a combination of values, to modify at one time.

Under "Item information" in the edit items box, use the drop-down menus to select the values that the item group editor should assign to all of the items in the item list. See the next page for a chart that lists the item values that can be modified in the item group editor.

### Remember:

The item values you select and the extended information text you enter into the edit items box will be applied to *all* of the items in the item list.

The chart below lists each item value, as well as a short description of that value, that can be modified using the item group editor wizard.

Item Value	Description
Copy number	WorkFlows automatically assigns sequential copy numbers when you catalog more
	than one item that is attached to the same call number on a bibliographic record.
	Please do not edit the copy number. Editing the copy number can cause trouble in
	the automatic counter on the WorkFlows backend, including if RSA needs to run a
	history log of the item at some point.
Туре	The code assigned to the item that indicates its format (BOOK, N-BK, DVD,
	MAGAZINE, etc.). The item type determines circulation and hold rules.
Item library	The WorkFlows code of the library that cataloged the items. The value for item library
	will remain "Will not be modified." You may only modify items owned by your library
	and its branches (if applicable) in the item group editor.
Home location	The code that indicates where the item is shelved in your library (FICTION,
	NONFICTION, STACKS, etc.).
Current location	The code that indicates where the system "thinks" the item is located (checked out,
	in-transit, holds, etc.). This value cannot be modified in the item group editor.
Item cat 1	The item category 1 code indicates if the item's content is fiction or nonfiction.
	Select the EQUIPMENT item cat 1 for any items that do not have fiction or nonfiction
	content. Each item cataloged in WorkFlows must be assigned an item cat 1. The
	UNDEFINED value should never be assigned to item cat 1.
Item cat 2	The item category 2 code is assigned to the item to indicate its reading, viewing, or
	listening level. Select the EQUIPMENT item cat 2 for any items that do not have a
	reading, viewing, or listening level. Each item cataloged in WorkFlows must be
	assigned an item cat 2. The UNDEFINED value should never be assigned to item cat
	2.
Item cat 3	The item category 3 code indicates the item's general format. The item cat 3 code
	assigned to an item depends on its item type. Each item cataloged in WorkFlows
	must be assigned an item cat 3. The UNDEFINED value should never be assigned to
	item cat 3. RSA runs a daily script to ensure items are assigned the correct item cat 3
	based on their item type.
Item cat 4	The item category 4 code indicates the item's genre. RSA strongly recommends you
	assign item cat 4 codes to your collection, especially for any new items cataloged.
Item cat 5	The item category 5 code indicates the item's sub-genre. Assigning item cat 5 codes
	to your collection is optional.
Item cat 6	The OCLCEXCLUD item category 6 code may be assigned to an item whose holding
	should not be updated in OCLC WorldCat during the RSA monthly process that
	batch updates OCLC holdings. Because the holding is not updated in OCLC, the
	item will not be visible for WorldShare interlibrary loan requests. Assigning the
	OCLCEXCLUD item cat 6 code is optional. Leave the item cat 6 value as "Will not be
	modified" if you do not want to assign OCLCEXCLUD. If item cats 6 does not appear
	on the item group editor screen, you are not running the latest version of WorkFlows.
	Download it here from the RSA support site.

Item cats 7-10	The value for item categories 7-10 will remain "Will not be modified." No need to edit
	these item cats because RSA is not currently using them. If item cats 7-10 do not
	appear on the item group editor screen, you are not running the latest version of
	WorkFlows. Download it <u>here</u> from the RSA support site.
Media desk	This code is part of a WorkFlows module not currently used by RSA libraries. The
	value for media desk will remain "Will not be modified."
Number of pieces	Multi-piece items that circulate as a single unit (i.e., assigned a single barcode)
	should be assigned the appropriate number depending on how many pieces are
	included in the item. To enter a value for number of pieces in the edit items box,
	select the blank option from the drop-down menu. Type the value for the number of
	pieces that should be assigned to all of the items in the item list. Editing the number
	of pieces to a value greater than one may interfere with self-checkout machines.
Permanent	Select "Yes" or "No" to indicate if the item is permanent to your collection. Most
	items should be marked as permanent. Rental or interlibrary loan items are two
	examples of items that may be marked as non-permanent.
Price	All items cataloged in WorkFlows should be assigned a price in case the item is lost
	or damaged. To enter a value for price in the edit items box, select the blank option
	from the drop-down menu. Type the price that should be assigned to all of the items
	in the item list. You do not need to include a dollar sign before the price, but you will
	need to enter the price in dollars and cents (i.e., 20.00 – not 20).
Shadow item	Select "Yes" or "No" to indicate if all of the items in the item list should be
	shadowed. Shadowed items are visible in WorkFlows, but not the RSAcat.
	Equipment and interlibrary loan items are two examples of items that your library
	might shadow.
Circulate item	The value for Circulate should remain "Will not be modified." The circulate box must
	be checked for all items. A no circulation rule associated with an item type should
	be used to block the checkout of an item, rather than unchecking the circulate box.
Extended	Type the text that should be assigned to all of the items as a circ, public, or staff
information	note. You can create a new note, add the note to the end of the existing note
	("append"), or replace the existing note with a new note. You cannot erase an
	existing note by leaving the note's text field blank and selecting the "New" or
	"Replace" option.

Below is a screen shot of the edits performed on a list of items cataloged by Odell Public Library District that share the following:

- The item type NEW-BOOK
- The home location FICTION
- A date created before 07/01/2012

The item group editor will be used to modify the following for all of the Odell items:

- The item type will be modified to BOOK.
- The item category 1 code will be modified to FICTION.
- The item category 2 code will be modified to ADULT.

tem Grou	p Editor : E	dit Items				-	D ×
Item	information						Â
Item	ID:			Copy number:	Will not be modified	•	
Туре	e:	воок	-	Item library:	Will not be modified		
Hom	ne location:	Will not be modified	•	Current location:			
Item	cat1:	FICTION	•	Item cat2:	ADULT	-	
Med	lia desk:	Will not be modified	•	Number of pieces:	Will not be modified	<b>-</b>	
Perr	manent:	Will not be modified	•	Price:	Will not be modified	•	Ξ
Sha	dow item:	Will not be modified	•	Circulate:	Will not be modified		
Exte	nded inform New   Ap New   Ap New   Ap	ation pend © Replace CIRCNOTE: pend © Replace PUBLIC: [ pend © Replace STAFF: [					•
Title		Call Number		Library	Item ID	Status	
			Ed	it Item <u>s</u> Reset (	b) Close		

9. After you select the item value(s) to modify, click the Edit Items button.

Depending on the number of items in the item list, the item group editor may take a minute or two to modify the items.

Once the modifications are complete, the items from the item list will appear listed at the bottom of the edit items box:

Item information					
Item ID:		Copy number:	Will not be modified	•	
Type: BOOK		Item library:	Will not be modified	•	
Home location: Will no	t be modified	<ul> <li>Current location:</li> </ul>	·		
Item cat1: FICTIC	N	▼ Item cat2:	ADULT	-	
Media desk: Will no	t be modified	<ul> <li>Number of pieces:</li> </ul>	Will not be modified	<b>_</b>	
Remanent: Will no	t be modified	Price:	Will not be modified	-	
Chadawitawa Will no	t be modified	• Price.	Will not be modified	-	
Shadow item. Will no	i be modilled	• Circulate.	will not be modilied	<b>•</b>	
<ul> <li>New  <ul> <li>Append (</li> <li>New <ul> <li>Append (</li> </ul> </li> <li>New <ul> <li>Append (</li> </ul> </li> </ul></li></ul>	Replace CIRCNOTE:     Replace PUBLIC:     Replace STAFF:				
<ul> <li>New          <ul> <li>Append</li> <li>New              <ul> <li>Append</li> </ul> </li> <li>New                  <ul> <li>Append</li> </ul> </li> </ul> </li> </ul>	Replace CIRCNOTE: Replace PUBLIC: Replace STAFF:				
<ul> <li>New          <ul> <li>Append</li> <li>New              <ul> <li>Append</li> <li>New                  <ul> <li>Append</li> </ul> </li> </ul> </li> <li>Title »</li> </ul></li></ul>	Replace CIRCNOTE:     Replace PUBLIC:     Replace STAFF:     Call Number	Library	Item ID	Status	
<ul> <li>New          <ul> <li>Append</li> <li>New              <ul> <li>Append</li> <li>New                  <ul> <li>Append</li> </ul> </li> </ul> </li> <li>Title »         <ul> <li>Happy ever after</li> </ul> </li> </ul></li></ul>	Replace CIRCNOTE:  Replace PUBLIC:  Replace STAFF:  Call Number FIC ROB 2010	Library ODELL-PL	Item ID A87104302863	Status Modified	
<ul> <li>New          <ul> <li>Append</li> <li>New              <ul> <li>Append</li> <li>New                  <ul> <li>Append</li> </ul> </li> </ul> </li> <li>Title &gt;</li> <li>Happy ever after</li> <li>The pumpkin muffin murgin</li> </ul></li></ul>	Replace CIRCNOTE:  Replace PUBLIC:  Replace STAFF:  Call Number FIC ROB 2010 de FIC WAS 2010 PB	Library ODELL-PL ODELL-PL	ltem ID A87104302863 A87104302821	Status Modified Modified	
<ul> <li>New          <ul> <li>Append</li> <li>New              <ul> <li>Append</li> <li>New                  <ul> <li>Append</li> </ul> </li> </ul> </li> <li>Title »         <ul> <li>Happy ever after</li> <li>The pumpkin muffin murgareties</li> <li>Berried to the hilt</li> </ul> </li> </ul> </li> </ul>	Replace CIRCNOTE:     Replace PUBLIC:     Replace STAFF:     Call Number     FIC ROB 2010     Ge FIC WAS 2010 PB     FIC MAC 2010 PB	Library ODELL-PL ODELL-PL ODELL-PL	Item ID A87104302863 A87104302821 A87104303055	Status Modified Modified Modified	
<ul> <li>New          <ul> <li>Append (</li> <li>New              <ul> <li>Append (</li> <li>New                  <ul> <li>Append (</li> </ul> </li> </ul> </li> <li>Title »         <ul> <li>Happy ever after</li> </ul> </li> <li>The pumpkin muffin murdi</li> <li>Berried to the hilt</li> <li>An Amish Christmas : a n</li> </ul> </li> </ul>	Replace CIRCNOTE:     Replace PUBLIC:     Replace STAFF:     Call Number     FIC ROB 2010     Ge FIC WAS 2010 PB     FIC MAC 2010 PB     O FIC KEL 2010	Library ODELL-PL ODELL-PL ODELL-PL ODELL-PL	Item ID A87104302863 A87104302821 A87104303055 A87104301914	Status Modified Modified Modified Modified	
<ul> <li>New          <ul> <li>Append</li> <li>New              <ul> <li>Append</li> <li>New                  <ul> <li>Append</li> <li>Append</li> </ul> </li> </ul> </li> <li>Title »         <ul> <li>Happy ever after</li> </ul> </li> <li>The pumpkin muffin murdiant of the hilt</li> <li>An Amish Christmas : a n Snow day : a novel</li> </ul> </li> </ul>	Replace CIRCNOTE:     Replace PUBLIC:     Replace STAFF:     Call Number     FIC ROB 2010     Ge FIC WAS 2010 PB     FIC MAC 2010 PB     FIC MAC 2010 PB     FIC KEL 2010     FIC COF 2010	Library ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL	Item ID A87104302863 A87104302821 A87104303055 A87104301914 A87104301728	Status Modified Modified Modified Modified Modified	
<ul> <li>New          <ul> <li>Append (</li> <li>New              <ul> <li>Append (</li> <li>New                  <ul> <li>Append (</li> </ul> </li> </ul> </li> <li>Title »         <ul> <li>Happy ever after</li> </ul> </li> <li>The pumpkin muffin murdiates and the hilt</li> <li>An Amish Christmas : a n Snow day : a novel</li> <li>Keeping time</li> </ul> </li> </ul>	Replace CIRCNOTE:     Replace PUBLIC:     Replace STAFF:     Call Number     FIC ROB 2010     de FIC WAS 2010 PB     FIC MAC 2010 PB     FIC MAC 2010 PB     FIC COF 2010     FIC COF 2010     FIC MCG 2010	Library ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL	Item ID A87104302863 A87104302821 A87104303055 A87104301914 A87104301728 A87104302261	Status Modified Modified Modified Modified Modified Modified Modified	
<ul> <li>New          <ul> <li>Append</li> <li>New              <ul> <li>Append</li> <li>New                  <ul> <li>Append</li> <li>Append</li> </ul> </li> </ul> </li> <li>Title »         <ul> <li>Happy ever after</li> </ul> </li> <li>The pumpkin muffin murg</li> <li>Berried to the hilt</li> <li>An Amish Christmas : a n</li> <li>Snow day : a novel</li> <li>Geeping time</li> <li>Rose in a storm : a novel</li> </ul> </li> </ul>	Replace CIRCNOTE:	Library ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL	Item ID A87104302863 A87104302821 A87104303055 A87104301914 A87104301728 A87104302261 A87104302237	Status Modified Modified Modified Modified Modified Modified Modified Modified	
<ul> <li>New          <ul> <li>Append</li> <li>New              <ul> <li>Append</li> <li>New                  <ul> <li>Append</li> <li>Append</li> </ul> </li> </ul> </li> <li>Title »         <ul> <li>Happy ever after</li> </ul> </li> <li>The pumpkin muffin murdiare and the hilt</li> <li>An Amish Christmas : a n</li> <li>Snow day : a novel</li> <li>Geeping time</li> <li>Rose in a storm : a novel</li> <li>Saving Max</li> </ul> </li> </ul>	Replace CIRCNOTE:	Library ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL	Item ID A87104302863 A87104302863 A87104302821 A87104303055 A87104301914 A87104301728 A87104302261 A87104302237 A87104302198	Status Modified Modified Modified Modified Modified Modified Modified Modified	
<ul> <li>New          <ul> <li>Append</li> <li>New              <ul> <li>Append</li> <li>New                  <ul> <li>Append</li> <li>Append</li> </ul> </li> </ul> </li> <li>New          <ul> <li>Append</li> <li>Append</li> <li>New                     <ul> <li>Append</li> </ul> </li> </ul> </li> <li>Title »         <ul> <li>Happy ever after</li> </ul> </li> <li>The pumpkin muffin murdiater and the hilt</li> <li>An Amish Christmas : a nosel</li> <li>Geeping time</li> <li>Rose in a storm : a novel</li> <li>Saving Max</li> <li>The wishing trees</li> </ul> </li> </ul>	Replace CIRCNOTE:         Replace PUBLIC:         Replace STAFF:         Call Number         FIC ROB 2010         de         FIC WAS 2010 PB         FIC MAC 2010 PB         FIC COF 2010         FIC COF 2010         FIC MCG 2010         FIC KAT 2010         FIC KAT 2010         FIC HEU 2010 PB         FIC KAT 2010         FIC HEU 2010 PB         FIC SHO 2010 PB	Library ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL	Item ID A87104302863 A87104302821 A87104302821 A87104303055 A87104301914 A87104301728 A87104302261 A87104302237 A87104302237 A87104302298 A87104302627	Status Modified Modified Modified Modified Modified Modified Modified Modified Modified Modified	
<ul> <li>New          <ul> <li>Append</li> <li>New              <ul> <li>Append</li> <li>New                  <ul> <li>Append</li> <li>Append</li> <li>New                      <ul> <li>Append</li> </ul> </li> <li>New                           <ul> <li>Append</li></ul></li></ul></li></ul></li></ul></li></ul>	<ul> <li>Replace CIRCNOTE:</li> <li>Replace PUBLIC:</li> <li>Replace STAFF:</li> <li>Call Number</li> <li>FIC ROB 2010</li> <li>FIC ROB 2010</li> <li>FIC MAC 2010 PB</li> <li>FIC MAC 2010 PB</li> <li>FIC MCG 2010</li> <li>FIC KAT 2010</li> <li>FIC KAT 2010</li> <li>FIC HEU 2010 PB</li> <li>FIC SHO 2010 PB</li> <li>FIC MIC 2010</li> </ul>	Library ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL	Item ID A87104302863 A87104302821 A87104302821 A87104303055 A87104301914 A87104301728 A87104302261 A87104302237 A87104302237 A87104302627 A87104302732	Status Modified Modified Modified Modified Modified Modified Modified Modified Modified Modified	

10. Scroll through the item list and check the Status column. Make sure "Modified" appears as the status.

If "No Changes" appears as the status, this means that particular item was already assigned the value(s) you selected to modify.

If "Item not found in catalog" appears as the status, this most likely means the item was deleted from WorkFlows since you included it in the item list. The item group editor was unable to find the item in the database to modify it.

Item information					
Item ID:					
Tumer		Copy number:	Will not be modified	-	
Type. BOOK		✓ Item library:	Will not be modified	-	
Home location: Will not t	oe modified	Current location:			
Item cat1: FICTION		✓ Item cat2:	ADULT	-	
Media desk: Will not b	oe modified	<ul> <li>Number of pieces:</li> </ul>	Will not be modified	<b>•</b>	
Permanent: Will not b	e modified	✓ Price:	Will not be modified	<b></b>	
Shadow item: Will not k	ne modified	Circulate:	Will not be modified	-	
New O Append	Dealers DUDUD				
New  Append	Replace PUBLIC:				
New  Append	Replace PUBLIC:	Library	Item ID	Status	
New  Append	Replace PUBLIC: Replace STAFF: Call Number FIC ROB 2010	Library ODELL-PL	Item ID A87104302863	Status Modified	
<ul> <li>New          <ul> <li>Append</li> <li>Append</li> <li>appy ever after</li> <li>pumpkin muffin murde.</li> </ul> </li> </ul>	Replace PUBLIC: Replace STAFF: Call Number FIC ROB 2010 FIC WAS 2010 PB	Library ODELL-PL ODELL-PL	Item ID A87104302863 A87104302821	Status Modified Modified	
New  Append  New  Append  rete	Replace PUBLIC: Replace STAFF: Call Number FIC ROB 2010 FIC WAS 2010 PB FIC MAC 2010 PB	Library ODELL-PL ODELL-PL ODELL-PL	Item ID A87104302863 A87104302821 A87104303055	Status Modified Modified Modified	
New Append New Append New Append New Pappy ever after e pumpkin muffin murde. erried to the hilt Amish Christmas : a no.	Replace PUBLIC: Replace STAFF: Call Number FIC ROB 2010 FIC WAS 2010 PB FIC MAC 2010 PB FIC KEL 2010 FIC KEL 2010	Library ODELL-PL ODELL-PL ODELL-PL ODELL-PL	Item ID A87104302863 A87104302821 A87104303055 A87104301914	Status Modified Modified Modified Modified	
New Append	Replace PUBLIC: Replace STAFF: Call Number FIC ROB 2010 FIC WAS 2010 PB FIC MAC 2010 PB FIC KEL 2010 FIC COF 2010 FIC COF 2010	Library ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL	Item ID A87104302863 A87104302821 A87104303055 A87104301914 A87104301728	Status Modified Modified Modified Modified	
New Append	Replace PUBLIC: Replace STAFF: Call Number FIC ROB 2010 FIC WAS 2010 PB FIC MAC 2010 PB FIC KEL 2010 FIC COF 2010 FIC MCG 2010 FIC MCG 2010	Library ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL	Item ID A87104302863 A87104302821 A87104303055 A87104301914 A87104301728 A87104302261	Status Modified Modified Modified Modified Modified Modified	
<ul> <li>New Append</li> <li>New Append</li> <li>Appy ever after</li> <li>appy ever after</li> <li>be pumpkin muffin murde</li> <li>berried to the hilt</li> <li>berried to thilt</li> <li>berried to the hilt</li> <li>berried to t</li></ul>	Replace PUBLIC: Replace STAFF: Call Number FIC ROB 2010 FIC WAS 2010 PB FIC MAC 2010 PB FIC KEL 2010 FIC COF 2010 FIC MCG 2010 FIC MCG 2010 FIC KAT 2010 FIC KAT 2010	Library ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL	Item ID A87104302863 A87104302821 A87104303055 A87104303055 A87104301914 A87104301728 A87104302261 A87104302237 A87104302237	Status Modified Modified Modified Modified Modified Modified Modified	
<ul> <li>New Append</li> <li>New Append</li> <li>Appy ever after</li> <li>appy ever after</li> <li>be pumpkin muffin murde</li> <li>arried to the hilt</li> <li>a Amish Christmas : a no.</li> <li>how day : a novel</li> <li>beping time</li> <li>bose in a storm : a novel</li> <li>aving Max</li> <li>be wishing trees</li> </ul>	Replace PUBLIC: Replace STAFF: Call Number FIC ROB 2010 FIC ROB 2010 PB FIC MAC 2010 PB FIC MAC 2010 PB FIC COF 2010 FIC COF 2010 FIC MCG 2010 FIC KAT 2010 FIC HEU 2010 PB FIC SHO 2010 PB	Library ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL	Item ID A87104302863 A87104302821 A87104303055 A87104301914 A87104301728 A87104302261 A87104302237 A87104302298 A87104302627	Status Modified Modified Modified Modified Modified Modified Modified Modified	
New Append New Append Title » Appy ever after he pumpkin muffin murde erried to the hilt n Amish Christmas : a no. now day : a novel eeping time ose in a storm : a novel aving Max he wishing trees /hisper my name	Replace PUBLIC: Replace STAFF: Call Number FIC ROB 2010 FIC WAS 2010 PB FIC MAC 2010 PB FIC KEL 2010 FIC COF 2010 FIC MCG 2010 FIC KAT 2010 FIC KAT 2010 FIC HEU 2010 PB FIC SHO 2010 PB FIC SHO 2010	Library ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL ODELL-PL	Item ID A87104302863 A87104302821 A87104303055 A87104301914 A87104301728 A87104302261 A87104302237 A87104302237 A87104302198 A87104302732	Status Modified Modified Modified Modified Modified Modified Modified Modified Modified	

11. Click the Close button once you confirm the items were modified.

--or--

If you need to perform additional modifications to this item list:

- a. Click the Reset button in the edit items box to clear the values you selected to modify under "Item information" and "Extended information."
- b. Select the appropriate item values or extended information notes to modify.
- c. Click the Edit Items button.

### Verifying Edits to Items

After you modify items in the item group editor wizard, you have two options to verify the modifications were performed on those items:

- Run a report in BLUEcloud Analytics (BCA). Please note that modifications to items are not
  immediately visible in BCA. The modifications will only be visible in BCA the following day. For
  more information about searching for modified items, please see the section of this document
  titled "Considerations When Searching for Recently Modified Items."
- "Spot check" several items you modified using the Item Search and Display wizard. You must use another wizard to spot check modifications, as the item group editor is unable to display item information directly from the result list or item list. In order to easily switch between the item group editor and the Item Search and Display wizard, please ensure multiple windows mode and tabbed windows are configured in WorkFlows. For instructions how to configure these settings, please see the section of this document titled "Enabling Multiple Windows Mode & Tabbed Windows in WorkFlows."

To verify edits to items using the Item Search and Display wizard:

1. From the Edit Items box in the item group editor wizard, note either the title or the item ID of an item whose edits you want to verify. An example title and item ID appear in red boxes below.

If you will use the item ID, you may find it helpful to write down the item ID on scratch paper.

Item information							
Item ID:			Copy number:	Will not be modifie	ed 👻		
Type: V	/ill not be modified	-	Item library:	Will not be modifie	ed 🔹		
Home location: F	ICTION	-	Current location:	h			
Item cat1:	/ill not be modified		Item cat2:	Will not be modifie	ed 🔻		
Media desk: V	/ill not be modified		Number of pieces:	Will not be modifie	ed 🗸		
Permanent: V	/ill not be modified		Price	Will not be modifie	ed 🗸		
Shadow item:	/ill not be modified		Circulate:	Will not be modifie	ed 🗸		
New  App	end 🔘 Replace CIRCNOTE:						
<ul> <li>New          <ul> <li>App</li> <li>New              <li>App</li> </li></ul> </li> </ul>	end (© Replace CIRCNOTE:						
<ul> <li>New          <ul> <li>Appr</li> <li>New              <li>Appr</li> <li>New              <li>Appr</li> <li>New              <li>Appr</li> </li></li></li></ul> </li> </ul>	end © Replace CIRCNOTE:						
<ul> <li>New  <ul> <li>Approximation</li> <li>New  <ul> <li>Approximation</li> <li>New  <ul> <li>Approximation</li> </ul> </li> </ul></li></ul></li></ul>	end () Replace CIRCNOTE:						
<ul> <li>New          <ul> <li>Appr</li> <li>New              <ul></ul></li></ul></li></ul>	and   Replace CIRCNOTE:  and  Replace PUBLIC:  and  Replace STAFF:  Call Number		Library		Item ID	Status	
New Appr New Appr New Appr New Appr Title »	and © Replace CIRCNOTE:		Library	РК	Item ID A12603179324	Status Modified	
New Appr New Appr New Appr New Appr Title » The loop Sketchy	and  Replace CIRCNOTE:		Library AP_ALPHAF AP_ALPHAF	γК	Item ID A12603179324 A12603147131	Status Modified Modified	
New Appr New Appr New Appr New Appr Title » The loop Sketchy 5 days without a he	and Replace CIRCNOTE:		Library AP_ALPHAF AP_ALPHAF AP_ALPHAF	рк рк рк	Item ID A12603179324 A12603147131 A12603174195	Status Modified Modified Modified	
New  Appr New  Appr New  Appr Second	and © Replace CIRCNOTE:		Library AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF	рк рк рк	Item ID A12603179324 A12603174131 A12603174196 A12603174196	Status Modified Modified Modified	
New Appr New Appr New Appr New Appr Title » The loop Sketchy 5 days without a hu cols Inder Tower Peak	end © Replace CIRCNOTE:		Library AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF	ж ж ж ж	Item ID A12603179324 A12603147131 A12603174196 A12603178441 A12603178441 A12603179594	Status Modified Modified Modified Modified	
New Appr New Appr New Appr New Appr Title > Title > The loop Sketchy 15 days without a hr icols Inder Tower Peak racationiand	end © Replace CIRCNOTE:		Library AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF	ж ж ж ж	Item ID A12603179324 A12603147131 A12603174196 A126031785441 A12603179594 A12003179594 A12003174194	Status Modified Modified Modified Modified Modified	
New App New App New App New App Title » The loop Ketchy 5 days without a hr ione Junder Tower Peak Aracationnand	and Replace CIRCNOTE and Replace PUBLIC: Call Number F LAWSON YA F SAMMS YA F SUBER F PAUL F STONICH fe F DOLAN		Library AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF		Item ID A12603179324 A12603147131 A12603174196 A12603174196 A12603178594 A120031781994 A120031781994 A12003179510	Status Modified Modified Modified Modified Modified Modified	
New Appr New Appr New Appr New Appr Title » The loop sketchy 5 days without a hi cole 5 days without a hi cole 5 days without a hi cole 12 days without a hi cole 12 days her first wi every broken trust	and Replace CIRCNOTE: and Replace PUBLIC: and Replace STAFF: Call Number F LAWSON YA F SAMMS YA F COUSINS YA F SILBER F PAUL F STOICH fe F DOLAN F RODRIGUEZ		Library AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF	ж ж ж ж ж	Item ID A12603179324 A12603147131 A12603147195 A12603174195 A12603179594 A12603179594 A12603179510 A12603179510 A12603179512	Status Modified Modified Modified Modified Modified Modified	
New Appr New Appr New Appr New Appr New Appr Net Soposition Sketchy S days without a hi cole Juder Tower Peak racationiand Silzabeth the first wi Very broken trust This is life	and Replace CIRCNOTE:		Library AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF	ж ж ж ж ж ж	Item ID A12603179324 A12603174196 A12603174196 A12603174196 A12603179594 A12603179594 A12603179510 A12603178912 A12603178912 A12603178915	Status Modified Modified Modified Modified Modified Modified Modified	
New Appr New Appr New Appr New Appr New Appr New Appr Sketchy Is 6 days without a hu Scale Juder Tower Peak vacationiano Elizabeth the first wi Every broken trust This is life Sign of the cross : a	and Replace CIRCNOTE:		Library AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF AP_ALPHAF		Item ID A12603179324 A12603179324 A1260317131 A12603174196 A12603178419 A12603179594 A12603179594 A12603178912 A12603178815 A12603178815 A12603178815	Status Modified Modified Modified Modified Modified Modified Modified Modified	

Leave the Edit Items box open in the item group editor in case you want to spot check more items.

2. From the Common Tasks toolbar, left click on the Item Search and Display wizard:

	F SirsiDynix Symphony WorkFlow	s: Item Group Editor : Edit Items	
Cathogray Constants Office Contact of the Results Presents Setuding Statute Control Loss Termination Company Control	e <u>E</u> dit <u>W</u> izards <u>M</u> odules <u>F</u>	ireference Tools Help	RSA
Emm Group Editr *         Imm Group Editr *      <	cquisitions Cataloging Circu	ilation+   Offline   Outreach   Broarts   Requests   Reserves   Selection   Serial Control   Utility	
Control tables of a serie of a se		Item Group Editor ×	
Call Number of Rom.       Call Number       Under Service       Image: Call Number       Under Service         Call Number       Will not be modified       Image: Call Number       Will not be modified       Image: Call Number         Call Number       Will not be modified       Image: Call Number       Will not be modified       Image: Call Number         Call Number       Will not be modified       Image: Call Number       Will not be modified       Image: Call Number         Call Number       Will not be modified       Image: Call Number       Will not be modified       Image: Call Number         Call Number       Will not be modified       Image: Call Number       Will not be modified       Image: Call Number         Call Number       Under Status       Image: Call Number       Under Status       Image: Call Number       Image: Call Number         Call Number       Ubray       Item ID       Status       Image: Call Number       Ima	Common Tasks ( 🔕	Item Broup Editor Item Search	
Ledel Dergere Sentifielt Check field Status Orack field Status Type: Will not be modified Item Contacts Type: Will not be modified Item Contacts Will not be modified Statow item: Will not be modified Permanent: Will not be modified Will not be modified Statow item: Will not be modified Permanent: Will not be modified Will not be modified Statow item: Will not be modified Permanent: Will not be modified Will not be modified Permanent: Will not be modified Notified New & Append Replace Status Replace Status FIGEL LOPRINT ApJathark Al200317820 Modified He hops and queene of noam FWALLACE ApJathark Al200317820	M Call Number and Item M	The second secon	- 🗆 ×
Searchart       Imminionation         Presseech and Derive       Type:         Will not be modified       Imminion         Copy number:       Will not be modified         Type:       Will not be modified         Presseech and Derive       Will not be modified         Code Call Number and L.       Extended Information         Code Call Number Number       Library         Mathematication       New @ Append @ Replace CIRONTE         Oncole Entor       New @ Append @ Replace STAFF:         The Avaion Ladies Scrapbook       F CGEL LOPRINT       AP_ALPHAPK       A12603178467         Mutchtein       The Kaion Ladies Scrapbook       F CGEL LOPRINT       AP_ALPHAPK       A12603178467         Modified       F Beloss	Label Designer		
Imm Seech and Status       Imm D:       Copy number:       Imm Section         Imm Corect Kan Status       Type is:       Will not be modified       Imm Imm Corection:         Imm Corect Kan Status       Filt The is:       Will not be modified       Imm Corection:         Imm Corect Kan Status       Filt The is:       Will not be modified       Imm Corection:         Imm Corect Kan Status       Filt The is:       Will not be modified       Imm Corection:         Imm Corect Kan Status       Filt The is:       Will not be modified       Imm Corection:         Imm Corect Kan Status       Filt The Mark Core Modified       Permanent:       Will not be modified       Imm Corection:         Imm Core Core Kan Status       Filt The Mark Core Modified       Permanent:       Will not be modified       Imm Corection:         Colume Kan Matcalan       New & Append       Replace CIRCNOTE       Imm Corection:       Imm Corection:       Imm Corection:         Colume Kan Matcalan       New & Append       Replace Status       Forect Lorent Nature       Imm Corection:       Imm Corection:       Imm Corection:         Colume Kan Matcalan       Forect Lorent Nature       Appart Or Replace CIRCNOTE       Imm Corection:       Imm Corection:       Imm Corection:       Imm Corection:       Imm Corection:       Imm Corection:       Imm Corection	SmartPort	Lit Item information	
Procession       Type:       Will not be modified       Item library:       Will not be modified         Procession       Procession       Will not be modified       Item cate:       Will not be modified         Procession       Will not be modified       Item cate:       Will not be modified       Item cate:         Procession       Will not be modified       Item cate:       Will not be modified       Item cate:         Will not be modified       Permanent:       Will not be modified       Item cate:       Will not be modified       Item cate:         Add defined information       Extended information       Extended information       Item cate:       Will not be modified       Item cate:         Add define fame Notification       New & Append       Replace DiRUNTER       Item cate:       Will not be modified       Item cate:         Add define fame Notification       New & Append       Replace STAFE:       Item cate:       Item ca	B tem Secret and Dianlau	Da Item ID: Copy number: Will not be modified	
Creck tem Status       Home location:       FICTION       Ourrent location:         Here       Phrin       Hem catt:       Will not be modified       Item cat2:         Will not be modified       Item cat2:       Will not be modified       Item cat2:         Will not be modified       Permanent:       Will not be modified       Item cat2:         Will not be modified       Permanent:       Will not be modified       Item cat2:         Will not be modified       Permanent:       Will not be modified       Item cat2:         Will not be modified       Permanent:       Will not be modified       Item cat2:         Stadow tem:       Will not be modified       Permanent:       Will not be modified       Item cat2:         Add tem       New @ Append       Replace CIRCNOTE       Item cat2:       Will not be modified       Item cat2:         New @ Append       Replace STAFF:       Item cat2:       New @ Append       Replace STAFF:       Item cat2:	E kelli search and Display	Ite Type: Will not be modified  Item library: Will not be modified	
I Heip       Print         Item catil:       Will not be modified       Item catil:         Item catil:       Will not be modified       Number of pieces         Item catil:       Will not be modified       Prince:         Item catil:       New & Append       Replace CIRCNOTE         New @ Append       Replace Staff:       Prince:         Item catil:       New @ Append       Replace Staff:         Item catil:       The Autoin Ladies Scrapbook:       F GEL (CPRINT         Item catil:       New @ Append       Replace Staff:         Item catil:       The Burges forces       F GEL (CPRINT         Item catil:       New @ Append       Replace Staff:         Item catil:       Staff:       The Burges forces         Item catil:       Staff:	Check Item Status	Ci Home location: ElCTION Current location:	
Prr       C       Media desk:       Number of pices:       Will not be modified       •         Media desk:       Will not be modified       •       Pice:       Will not be modified       •         Shadow lkm:       Will not be modified       •       Pice:       Will not be modified       •         Shadow lkm:       Will not be modified       •       Circulate:       Will not be modified       •         Shadow lkm:       Will not be modified       •       Circulate:       Will not be modified       •         Shadow lkm:       Will not be modified       •       Circulate:       Will not be modified       •         Shadow lkm:       Will not be modified       •       Circulate:       Will not be modified       •         Shadow lkm:       Will not be modified       •       Circulate:       Will not be modified       •         Shadow lkm:       Add not be modified       •       Percenter       •       Will not be modified       •         Shadow lkm:       Will not be modified       •       •       •       •       •         Skadow lkm:       Add not be modified       •       •       •       •       •         Skadow lkm:       •       Percenter       •	2 Help	Pe I tem cat1: Will not be modified	bi
It is a construction       Permanent:       Will not be modified       Perce:         Will not be modified       Price:       Will not be modified       •         Add tem       Shadowitem:       Will not be modified       •         Add tem       New @ Append       Replace CIRCNOTE       •         Cobal tem Modified       •       New @ Append       Replace DBLIC:       •         Cobal tem Modified       •       New @ Append       Replace STAFF:       •         The Avaion Ladies Scrapbooki.       F OEE LOPRINT       AP_ALPHAPK       A12603178459       Modified         If the sings and queens of nam       F WILACE       AP_ALPHAPK       A12603178459       Modified         If the kings and queens of nam       F WICHAELS LOPRINT       AP_ALPHAPK       A12603178459       Modified         If the kings and queens of nam       F WICHAELS LOPRINT       AP_ALPHAPK       A12603178459       Modified         If the kings and queens of nam       F WICHAELS LOPRINT       AP_ALPHAPK       A12603178459       Modified         If the kings and queens of nam       F WICHAELS LOPRINT       AP_ALPHAPK       A12603178459       Modified         If the kings and queens of nam       F WICHAELS LOPRINT       AP_ALPHAPK       A12603178645       Modified	Print	Ci Malia dest. Mill ach medified A Miller to the medified A	
Intel S       Pretrinting       Price.       Will not be modified         Intel S       Shadow item:       Will not be modified       Circulate:       Will not be modified         Intel S       Shadow item:       Will not be modified       Circulate:       Will not be modified         Intel S       Shadow item:       Will not be modified       Circulate:       Will not be modified         Intel S       Shadow item:       New @ Append @ Replace CIRCNOTE       Extended information         Intel S       Shadow item:       New @ Append @ Replace CIRCNOTE       New @ Append @ Replace STAFF:         Intel S       Call Number       Library       Item ID       Status         Item Group Editor       Tife a       Call Number       Library       Item ID       Status         Item Group Editor       The Avaion Ladies Scrapbooki       F GEE LGPRINT       AP_ALPHAPK       A12603178467       Modified         Item Group Editor       The Kings and queens of res       FWCHAPAK       A12603178467       Modified       Item ID         Item Status       F Blossom sisters       FMCHAELS LGPRINT       AP_ALPHAPK       A12603178467       Modified         Item Status       F ARCHER LGPRINT       AP_ALPHAPK       A12603178469       Modified       Item ID		Personand user. Will not be modified	=
auf Numbers and It       Imadow item: Will not be modified       Curculate:       Will not be modified         add tem       Main of the modified       Replace CIRCNOTE       Imadow item: Will not be modified         Extended information       New @ Append       Replace CIRCNOTE       Imadow item: Will not be modified         Colod Kem Modification       Add Kem Modification       New @ Append       Replace STAFF:         Imadow item: Will not be modified       New @ Append       Replace STAFF:         Imadow item: Will not be modified       New @ Append       Replace STAFF:         Imadow item: Will not be modified       New @ Append       Replace STAFF:         Imadow item: Will not be modified       New @ Append       Replace STAFF:         Imadow item: Will not be modified       Replace Stappend       Figerical         Imadow item: Will not be modified       Replace Stappend       Replace Stappend         Imadow item: Will not be modified       Replace Stappend       Replace Stappend         Imadow item: Will not be modified       Replace Stappend       Replace Stappend         Imadow item: Will not be modified       Replace Stappend       Replace Stappend         Imadow item: Will not be modified       Replace Stappend       Replace Stappend         Imadow item: Will not be modified       Replace Stappend       Repl	itles 🛞	F Permanent Will not be modified  Finder: Will not be modified  Finder: Will not be modified  Finder:	
Add tern Edit tern Gotobil Item Modification Colored Colored Item Modification Colored Colored Item Modification Colored Colored Colored Item Modification Colored Colored Item Modification Colored Colored Colored Item Modification Colored Colored Item Modification Colored Colored Colored Item Colored Item Colored Item Colored Colored Colored Item Colored Item Colored Item Colored Item Colored Colored Colored Item	Call Numbers and It 🛞	Snadow item: Will not be modified Circulate: Will not be modified	₽
Exit tem       Coloration       New @ Append @ Replace CIRCNOTE:	Add Item	Extended information	
Good Rem Modification       New <ul> <li>Append</li> <li>Replace PUBLIC:</li> <li>New              <ul> <li>New                   <ul></ul></li></ul></li></ul>		Annual Contraction	
Calcing term Modification Add Ordered terms to C. Call Number Cal			
Add Ordered Items to C Column Colu	Global Item Modification		
Global Call Number Mo       Item Croup Editor         Nuthorities       Item Croup Editor         The Avaion Ladies Scrapbooki       F GEE LGPRINT       AP_ALPHAPK       A12603178467       Modified         The Avaion Ladies Scrapbooki       F GEE LGPRINT       AP_ALPHAPK       A12603178467       Modified         Special       The kings and queens of roam       F WALLACE       AP_ALPHAPK       A12603178459       Modified         The Biossom sisters       F MICHAELS LGPRINT       AP_ALPHAPK       A12603178823       Modified         Best kept secret       F ARCHER LGPRINT       AP_ALPHAPK       A12603178823       Modified         Taking Eve       F J OHANSEN LGPRINT       AP_ALPHAPK       A12603178853       Modified         A spear of summer grass       F RAYBOURN       AP_ALPHAPK       A12603178936       Modified         Time to kill : a sniper novel       F COUGHLIN       AP_ALPHAPK       A12603178807       Modified         Adual inheritance : a novel       F PERCY       AP_ALPHAPK       A12603178954       Modified         Cill Items       Reset (b)       Qiose       Ciose       Ciose       V         Conion Street / Re       Coleman, Reed F F COLEMAN       AP_ALPHAPK       A12603178831       BOOK       CHECKEDOUT <td< td=""><td>Add Ordered Items to C</td><td>II New @ Append C Replace STAFF:</td><td></td></td<>	Add Ordered Items to C	II New @ Append C Replace STAFF:	
Title >       Call Number       Library       Item ID       Status         Nuthorities       FGEE LGPRINT       AP_ALPHAPK       A12603178467       Modified       Image: Construction of the Burgess boys       FSTROUT LGPRINT       AP_ALPHAPK       A12603178467       Modified       Image: Construction of the Burgess boys       FSTROUT LGPRINT       AP_ALPHAPK       A12603178467       Modified       Image: Construction of the Burgess boys       FSTROUT LGPRINT       AP_ALPHAPK       A12603178467       Modified       Image: Construction of the Burgess boys       FSTROUT LGPRINT       AP_ALPHAPK       A12603178899       Modified       Image: Construction of the Burgess boys       FSTROUT LGPRINT       AP_ALPHAPK       A12603178946       Modified       Image: Construction of the Burgess boys       FSTROUT LGPRINT       AP_ALPHAPK       A12603178946       Modified       Image: Construction of the Burgess boys       FSTROUT LGPRINT       AP_ALPHAPK       A12603178946       Modified       Image: Construction of the Constend of the Construction of the Construction of the Construction o	🎬 Global Call Number Mo		
wuthorities       Image: Advalue Ladies Scrapbooki       F GEE LGPRINT       AP_ALPHAPK       A12603178467       Modified         speccial       Image: The Biosom sisters       F STROUT LGPRINT       AP_ALPHAPK       A12603178459       Modified         speccial       Image: The Biosom sisters       F MICHAELS LGPRINT       AP_ALPHAPK       A12603178459       Modified         speccial       Image: The Biosom sisters       F MICHAELS LGPRINT       AP_ALPHAPK       A12603178378       Modified         speccial       Image: The Biosom sisters       F MICHAELS LGPRINT       AP_ALPHAPK       A12603178378       Modified         speccial       Image: Taking Eve       F JOHANSEN LGPRINT       AP_ALPHAPK       A12603178378       Modified         speccial       Image: Taking Eve       F JOHANSEN LGPRINT       AP_ALPHAPK       A12603178378       Modified         speccial       Image: Taking Eve       F JOHANSEN LGPRINT       AP_ALPHAPK       A12603178653       Modified         speccial       Image: Taking Eve       F OUGHLIN       AP_ALPHAPK       A12603178663       Modified         dial inherinance : a novel       F PERCY       AP_ALPHAPK       A12603178607       Modified         dial inherinance : a novel       F NEWPORT LGPRINT       AP_ALPHAPK       A12603178700	🥳 Item Group Editor	T Title » Call Number Library Item ID Status	
uthorities       Image: Construction of the kings and queens of roam is the kings and the king		T The Avalon Ladies Scrapbooki F GEE LGPRINT AP_ALPHAPK A12603178467 Modified	<u>^</u>
pecial       Image: The kings and queens of roam       F WALLACE       AP_ALPHAPK       A12603178459       Modified         The Biossom sisters       F MICHAELS LGPRINT       AP_ALPHAPK       A12603178233       Modified         Best kept secret       F ARCHER LGPRINT       AP_ALPHAPK       A12603178246       Modified         Aspear of summer grass       F RAYBOURN       AP_ALPHAPK       A12603178946       Modified         Aspear of summer grass       F RAYBOURN       AP_ALPHAPK       A12603178063       Modified         Time to kill : a sniper novel       F PERCY       AP_ALPHAPK       A12603178653       Modified         Adual inheritance : a novel       F NEWPORT LGPRINT       AP_ALPHAPK       A12603178807       Modified         Adual inheritance : a novel       F NEWPORT LGPRINT       AP_ALPHAPK       A12603178054       Modified         It       Edit.Items       Reset (b)       Close       Close       Image: Coleman, Reed F F COLEMAN       AP_ALPHAPK       A12603178831       1       BOOK       CHECKEDOUT       N         Heil or Richmond Peters, Ralph, 19 F PETERS       AP_ALPHAPK       A12603178831       2       BOOK       CHECKEDOUT       N         Heil or Richmond Peters, Ralph, 19 F PETERS       AP_ALPHAPK       A12603178831       2	uthorities 🛞	T The Burgess boys F STROUT LGPRINT AP_ALPHAPK A12603178899 Modified	E
Ine biossom sisters     F MICHAELS LGPRINT     AP_ALPHAPK     A12603178323     Modified     Aspear of summer grass     F ACHER LGPRINT     AP_ALPHAPK     A12603178378     Modified     Aspear of summer grass     F AYBOURN     AP_ALPHAPK     A12603179846     Modified     Aspear of summer grass     F RAYBOURN     AP_ALPHAPK     A1260317981     Modified     Aspear of summer grass     F RAYBOURN     AP_ALPHAPK     A12603178807     Modified     Aspear of summer grass     F RAYBOURN     AP_ALPHAPK     A12603178807     Modified     Adual inheritance : a novel     F PERCY     AP_ALPHAPK     A12603178807     Modified     Adual inheritance : a novel     F NEWPORT LGPRINT     AP_ALPHAPK     A12603178954     Modified     Acidentally Amish     F NEWPORT LGPRINT     AP_ALPHAPK     A12603178700     Modified	necial 🔊	T The kings and queens of roam F WALLACE AP_ALPHAPK A12603178459 Modified	
Pees Repisedel       F ARCHER CEPRINI       AP_ALPHAPK       A12603178375       Modified         I       Taking Eve       F JOHANSEN LGPRINT       AP_ALPHAPK       A12603178346       Modified         I       Taking Eve       F JOHANSEN LGPRINT       AP_ALPHAPK       A12603178946       Modified         I       Taking Eve       F JOHANSEN LGPRINT       AP_ALPHAPK       A12603178846       Modified         I       Red moon : a novel       F PERCY       AP_ALPHAPK       A12603178653       Modified         I       Red moon : a novel       F COUGHLIN       AP_ALPHAPK       A12603178807       Modified         A dual inheritance : a novel       F OUGHLIN       AP_ALPHAPK       A12603178954       Modified         Accidentally Amish       F NEWPORT LGPRINT       AP_ALPHAPK       A12603178700       Modified         I       Edit Items       Reset (b)       Close       Violase         I       Edit Items       Reset (b)       Close       Violase         I       I       BOOK       CHECKEDOUT       N         Heil or Richmond Peters, Raiph, 19       F PETERS       AP_ALPHAPK       A12603170831       1       BOOK       CHECKEDOUT       N         Heil or Richmond       Peters, Raiph	peciai 🔍	E The Blossom sisters F MICHAELS LGPRINT AP_ALPHAPK A126031/8823 Modified	
r       raking tree       F of rANJELYCE INTY       AALPHAPK       A12603179840       Modified         r       A spear of summer grass       F RAYBOURN       AP_ALPHAPK       A12603179863       Modified         r       Red moon : a novel       F PERCY       AP_ALPHAPK       A12603179863       Modified         r       Time to kill : a sniper novel       F COUGHLIN       AP_ALPHAPK       A12603178807       Modified         A dual inheritance : a novel       F HERSHON       AP_ALPHAPK       A12603178954       Modified         Accidentally Amish       F NEWPORT LGPRINT       AP_ALPHAPK       A12603178700       Modified         t       Edit Items       Reset (b)       Close       Close         Conion Street / Re Coleman, Reed F F COLEMAN       AP_ALPHAPK       A1260317083       1       BOOK       CHECKEDOUT       N         Hell or Richmond Peters, Raiph, 19 F PETERS       AP_ALPHAPK       A12603150249       1       BOOK       CHECKEDOUT       N		E Indiga Sup     E Indiana Sup     E Indian	
Red moon: a novel       F PERCY       AP_ALPHAPK       A12603178653       Modified         Image: A dual inheritance : a novel       F COUGHLIN       AP_ALPHAPK       A12603178653       Modified         A dual inheritance : a novel       F HERSHON       AP_ALPHAPK       A12603178954       Modified         A dual inheritance : a novel       F HERSHON       AP_ALPHAPK       A12603178700       Modified         A dual inheritance : a novel       F NEWPORT LGPRINT       AP_ALPHAPK       A12603178700       Modified         It       Edit Items       Reset (b)       Close       Close         It       Edit Items       Reset (b)       Close         It       Image: Coleman, Reed F F COLEMAN       AP_ALPHAPK       A12603178831       1       BOOK       CHECKEDOUT       N         Hell or Richmond Peters, Raiph, 19 F PETERS       AP_ALPHAPK       A12603150249       1       BOOK       CHECKEDOUT       N		c A space forummer crass F PAYROLIRO AP ALPHARK A1260317081 Modified	
International anome       Intervention       A PALPHARK       A12603178807       Modified         Image: A dual inheritance : a novel       F COUGHLIN       AP_ALPHAPK       A12603178807       Modified         A dual inheritance : a novel       F HERSHON       AP_ALPHAPK       A12603178807       Modified         A dual inheritance : a novel       F NEWPORT LGPRINT       AP_ALPHAPK       A12603178700       Modified         It       Edit Items       Reset (b)       Close         Onion Street / Re       Coleman, Reed F F COLEMAN       AP_ALPHAPK       A12603178831       1       BOOK       CHECKEDOUT       N         Hell or Richmond Peters, Ralph, 19 F PETERS       AP_ALPHAPK       A12603150249       1       BOOK       CHECKEDOUT       N		T Aspear on summer grass FTKT BOOKN ALLART ALL THE K ALLSON TO MOUTHED	
A dual inheritation in tool in the second in		A Transmission a novel     F CIGHIN     AP AI PHAPK     A12603178807     Modified	
Accidentality Amish       F NEWPORT LGPRINT       AP_ALPHAPK       A12603178700       Modified         Image: Control of the state of		A functional solution and the USESCHON AD AL PLACE AND ADDRESS AND	
Image: Construction of the construc		Added minimum and a model of the technical and a second se	
Edit Items       Reset (b)       Close         Onion Street / Re Coleman, Reed F F COLEMAN       AP_ALPHAPK       A12603151083       1       BOOK       CHECKEDOUT       N         Hell or Richmond Peters, Ralph, 19 F PETERS       AP_ALPHAPK       A12603150249       1       BOOK       CHECKEDOUT       N         Hell or Richmond Peters, Ralph, 19 F PETERS       AP_ALPHAPK       A12603150249       1       BOOK       CHECKEDOUT       N			
Image: Contract of the section of t			
Onion Street / Re Coleman, Reed F F COLEMAN       AP_ALPHAPK       A12603151083       1       BOOK       CHECKEDOUT       N         Hell or Richmond Peters, Ralph, 19 F PETERS       AP_ALPHAPK       A12603178831       2       BOOK       CHECKEDOUT       N         Hell or Richmond Peters, Ralph, 19 F PETERS       AP_ALPHAPK       A12603150249       1       BOOK       CHECKEDOUT       N		r Eolt Items Reset (b) Glose	
Hell or Richmond Peters, Ralph, 19 F PETERS       AP_ALPHAPK       A12603178831       2       BOOK       CHECKEDOUT       N         Hell or Richmond Peters, Ralph, 19 F PETERS       AP_ALPHAPK       A12603150249       1       BOOK       CHECKEDOUT       N		Onion Street / Re Coleman, Reed F F COLEMAN AP ALPHAPK A12603151083 1 BOOK CHECKEDOUT	N
Hell or Richmond Peters, Ralph, 19 F PETERS AP_ALPHAPK A12603150249 1 BOOK CHECKEDOUT N		Hell or Richmond Peters, Raiph, 19., F PETERS AP ALPHAPK A12603178831 2 BOOK CHECKEDOUT	N
		Hell or Richmond Peters, Ralph, 19 F PETERS AP_ALPHAPK A12603150249 1 BOOK CHECKEDOUT	N
		1 <sup>L</sup>	
Create Group Edit Items Remove Items Clear Item List Close		Create Group Edit Items Remove Items Clear Item List Close	

3. Once you click on the Item Search and Display wizard, two tabs—one for the item group editor and another for Item Search and Display—should appear at the top or the bottom of your screen. The location of the tabs on your screen depends on your setting for tabbed window display.

In the screen shot below, the two tabs for the item group editor and the Item Search and Display wizard appear at the top of the screen:

FirsiDynix Symphony WorkFle	ws: Item Search and Display	and the second second							
<u>E</u> ile <u>E</u> dit <u>W</u> izards He <u>l</u> pers	<u>M</u> odules <u>P</u> reference <u>T</u> ools <u>H</u> elp		RSANFP						
Acquisitions Cataloging Circulations Comme Contracts Reports Reserves Selection Serial Control Utility									
Common Tasks	Item Group Editor × Item Search and Display ×								
Y Call Number and Item M									
Label Designer	Author:	AND Title:	AND Search						
🖸 SmartPort	Series:	AND  Subject:	AND Reset						
🖉 Item Search and Display	General:	AND   Periodical Title:							
Check Item Status	Library: ALL								
🛛 Help	Current:								

4. Search by title or item ID in the Item Search and Display wizard.

If you search by title, narrow the search to your library's collection using the Library drop-down menu. Hit <Enter> on your keyboard or click the Search button.

Item Group Editor × Item Search and Display ×									
ym Search and Display									
<b>₩</b> ₩₩₩₩₩									
Author:	AND  Title: 15 days without a head	AND							
Series:	AND  Subject:	AND Reset							
General:	AND   Periodical Title:								
Library: AP_ALPHAPK		•							
Current:									

If you search by item ID, click the Advanced Search helper button in the upper left corner of the Item Search and Display wizard:

	<b>81</b>	
WF SirsiDynix Symphony WorkFlo	ows: Item Search and Display	
Acquisitions Cataloging Cir		KJA
Common Tasks	Author AND Title:	AND V Search
SmartPort	Series: AND V Subject: General: AND V Periodical Title:	AND Reset
Check Item Status	Library: ALL Current: <u>Cousins, Dave, 1969- — 15 days without a head — F COUSINS YA — ID:A12603174196 — Ctri≢:0813949156 — Copy:1</u>	

From the Advanced Search screen, select "Item ID" if it does not already appear in the Index menu.

Under Type, select the button next to "Exact" if it is not already selected.

Type in the item ID for which you want to search.

Item Group	Editor × Item Search and Display ×	
Item Search	and Display	
A 🖗		
Search for:	A12603174196	Search
Index:	Item ID	Type:
Library.	NLL V	Keyword
Current:	Cousins, Dave, 1969- — 15 days without a head — F COUSINS YA — ID:A12603174196 — Ctrl#:0813949156 — Copy:1	● <u>E</u> xact

Hit <Enter> on your keyboard or click the Search button.

5. Once the record displays, click on the Call/Number Item tab if it is not already open:

III SirsiDynix Symphony WorkFlows: Item Search and Display										
jile Edit Wizards Helpers Modules Preference Tools Help RSANFP										
Acquisitions Cataloging Circulation+ Offline Outreach Reports Requests Reserves Set Ation Serial Control Offline										
Item Group Editor × Item Search and Display ×										
Common Tasks	m Search and Display									
Call Number and Item M										
Label Designer	15 days without a head / Cousins	s, Dave, 196	9-							
😼 Smart Port	Control Bibliographic MARC Ho	Idings Cal	Number/Item Bound-	with Orders Serials C	trl Selections					
😫 Item Search and Display	Shadow title: N									
Check Item Status	Poo Typo	2	Dib Lyl	m	TypoCtrl		Enc. Lvl			
🔽 Help	Rec_type	a ;	DID_LVI	100104	Det Te		Elic_Lvi	0010		
	Desc	-	Entra	130104	Dat_1p	s	Daten	2013		
Print	Date2	_	Ctry	mnu	Illus	_	Audience	d		
	Repr		Cont		GovtPub		ConfPub	0		
Titles 🛞	Festschr	0	Indx	0	Fiction	1	Biog			
	Lang	eng	Mod_Rec		Source					
Call Numbers and It 🛞										
Add Item	Label		Tag Ind. Conte	ents						
Edit Item	key		001 ocn81	3949156				<u>^</u>		
Global Item Modification	Data source		003 OCoLO 005 20130	517112847.0						
Add Ordered Items to C			010 20120	048953						

6. Make sure the line with your library's item ID is highlighted in blue in the tree:

WF SirsiDynix Symphony WorkFlows: Item Search and Display									
<u>F</u> ile <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>M</u> o	dules <u>P</u> reference <u>T</u> ools <u>H</u> elp								
Acquisitions Cataloging Circula	ation+   Offline   Outreach   Reports   Requests   Reserves								
Common Tasks     Image: Control of the c	Item Group Editor × Item Search and Display × Item Search and Display								
Call Numbers and It (*)         Add Item         Edit Item         Clobal Item Modification         Add Ordered Items to C         Image: Clobal Call Number Mo									
tem Group Editor          Authorities       Image: Comparison of the second	Date created:       5/17/2013         Date last charged:       Never         Date due:       none         Last discharged:       Never         Date inventoried:       Never         Times inventoried:       0         Previous user ID:       Last activity:         Last activity:       Never								

7. On the Item Info tab, verify the information assigned to that item reflects the edit(s) you performed on that item in the item group editor wizard.



- 8. Once you verify the item information reflects your edits, click the "Return to Search" button if you want to check another item you modified in the item group editor.
- 9. If you are finished verifying items modified in the item group editor, click the "Close" button at the bottom.

# Creating a Text File of Item IDs

- 1. Use BLUEcloud Analytics (BCA) to generate a report of the items you need to edit in the item group editor. The "Item List Builder (from WR)" is a helpful BCA report, but there are many other reports as well. Export the BCA report into an Excel spreadsheet.
  - a. To request the setup of a BCA account or the user ID or password for your existing BCA account, email <u>help@rsanfp.org</u>.
  - b. For instructions how to run a BCA report, refer to these resources:
    - i. Cheat sheet: <u>https://support.librariesofrsa.org/wp-</u> <u>content/uploads/2024/08/BLUEcloud-Analytics-Running-a-Report-Cheat-Sheet-</u> <u>2024-08-16.pdf</u>
    - ii. Video (4 ½ minutes): <u>https://support.librariesofrsa.org/wp-</u> <u>content/uploads/2024/08/BLUEcloud-Analytics-Running-a-Report-Cheat-Sheet-</u> <u>2024-08-16.pdf</u>
- 2. Remove <u>all</u> of the data on the Excel spreadsheet <u>except</u> for the item IDs.

When the report is uploaded into the item group editor wizard, the report may contain **only** the item IDs of the items to modify. The report cannot contain any other information--title, library, item type, etc.

Each item ID **must** appear on a separate line on the report. If more than one item ID appears on a line, WorkFlows will be unable to recognize the item IDs when you upload the report into the item group editor wizard. If more than one item ID appears on a line, copy (Ctrl c) paste (Ctrl v) the item IDs onto separate lines in the spreadsheet.

RSA asks that you limit files of item IDs to upload into the item group editor to **no more than 5,000 items per day.** Smaller files of 100 to 200 items will upload more quickly into the item group editor than a file of 5,000 items. To delete a column from the spreadsheet, put your cursor over the column and right click. Select "Delete" from the menu.

0		C' - Q	ABC =				20	1207180	92355365.exp	[Read-Only] -	Microsoft Ex	cel
	Home	Intert	Page Lay	yout For	rmulas l	Data Review	View	PDF				
Pi	Cut	yy mat Painter d ਯ	Colibri B Z J	v 11 U v ⊡ v Not	• A a 3 • <u>A</u> •		Nignment	Wrap Te Merge 8	xt G Center -	eneral • • % • ) Number	▼ €.00 →.00 For Galactic Co For For Co	inditional Fo rmatting + as T Style
	G1	•	• (•	f <sub>x</sub>								1
	А	В	С	D	Ę	F	G	Calil	ori • 11 •	A A \$	%, 🝼	L
1	Item List B	uilder - M	ultiple Filt	er Options	(Max 15,0	00 to 20,000 ite	ms)	B	I≣Ш•	🔕 - <u>A</u> - 1	.00 .00 at	
2												
3	Item Libra	Catalog Fo	Item Type	Title	Call Numb	Item 10	Item Crea	Ite 🦝	Cu <u>t</u>			Charges
4	AP_ALPH4	BRIEF	BOOK	ALEX IN W	F PARR YA	A12602995317	*****	N 🗈	<u>С</u> ору			
5	AP_ALPH4	BRIEF	BOOK	ALEX IN W	F PARR YA	A12602996325	******	N 🖺	<u>P</u> aste			
6	AP_ALPH4	BRIEF	BOOK	MISADVE	F GOHLMA	A12603043882	******	Ν	Paste <u>Special</u>			
7	AP_ALPH4	BRIEF	BOOK	MOMMY,	F ALEXAN	A12603015724	############	Ν	Insert			
8	AP_ALPH4	BRIEF	BOOK	TRENT'S L	F BENTLEY	A12603056869	*****		Delete			
9	AP_ALPH4	MARC	BOOK	"V" is for v	F GRAFTO	A12603012108	*****	N	Clear Conten	ts		
10	AP_ALPH4	MARC	BOOK	"V" is for v	F GRAFTO	A12603012132	*****	Ν	Eller			
11	AP_ALPH4	MARC	BOOK	"V" is for v	F GRAFTO	A12603012140	*****	Ν	Filt <u>e</u> r			
12	AP_ALPH4	MARC	BOOK	\$10,000 in	F HALL	A12603002739	#########	Ν	S <u>o</u> rt		· · ·	
13	AP_ALPH4	MARC	BOOK	11th hour	F PATTERS	A12603052996	5/7/2012	N 🛄	Insert Co <u>m</u> me	ent		
14	AP_ALPHA	MARC	BOOK	11th hour	F PATTERS	A12603053007	5/7/2012	N 🏹	Delete Co <u>m</u> m	ent		
15	AP_ALPHA	MARC	BOOK	11th hour	F PATTERS	A12603053049	5/7/2012	N 🔗	Format Cells.			
16	AP_ALPHA	MARC	BOOK	12 things t	F PROIMO	A12603030287	1/9/2012	N	Pick From Dro	op-down List		
17	AP_ALPHA	MARC	BOOK	*****	F HOLT	A12603008484	1/5/2012	N	Name a Rang	e		
18	AP_ALPH4	MARC	BOOK	15 second	F GROSS	A12603082462	******	N	Hyperlink			
19	AP_ALPHA	MARC	BOOK	150 pound	F ROCKLA	A12603003345	2/1/2012	N	Thermon			1
20	AP_ALPHA	MARC	BOOK	16 Lightho	F MACOM	A12603037938	*****	NEW-	FIC FICTION	ADULT	8	
21	AP_ALPH4	MARC	BOOK	77 Shadov	F KOONTZ	A12603009951	#########	NEW-	FIC FICTION	ADULT	10	

Remove any rows at the top of the spreadsheet that are blank, contain the report name, or have column headers such as title, library, item type, item ID, etc. Only an actual item ID should appear in the first row.

To delete a row, put your cursor over the row and right click. Select "Delete" from the menu.

Image: Sector of the sector												
Home         Insert         Page Layout         Formulas         Data         Review         View         PD           # Copy         # Format Painter         Clibbi         11         A         A         # </th <th></th> <th>) 🖬 🤊 -</th> <th>ک ۲ ک</th> <th>ABC</th> <th>Ŧ</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>20</th> <th>120718</th>		) 🖬 🤊 -	ک ۲ ک	ABC	Ŧ						20	120718
S Cut       Calibri       11       A       Image: Section of the section o		Home	Insert	Pa	ige Layout	Formulas	Da	ita R	eview	Viev	v	PDF
Paste       Calibri       I       A       Image: Comparison of the com		K Cut						_			-	
Paste       Format Painter         A1       B       I       I       A       A       F       G         A1       B       I       I       A       F       G       Alignment         A       B       I       I       A       F       G       Alignment         A       I       I       A       A       F       G       Alignment         A       I       I       A       A       F       G       Alignment         A       A       I       I       A       A       F       G         A       A12602996325       I				Calit	pri r	11 • A	A	= =	=	27		Wrap To
Clipboard         Calibri         1         A         X         Y         Alignment           A1         B         I         I         A         F         G           1         Item ID         Cut         Copy         Image: Copy <td>Paste</td> <td>e</td> <td>t Painter</td> <td>B</td> <td>IU</td> <td>🗉 - 🔕 - 🔒</td> <td>A -</td> <td>≣≣</td> <td>=</td> <td></td> <td>•a•</td> <td>Merge</td>	Paste	e	t Painter	B	IU	🗉 - 🔕 - 🔒	A -	≣≣	=		•a•	Merge
A1       Calibri $ 1 $ A       A       S $%$ $%$ A       B       I	Ť	Clipboard	- Fa	_	Ear	<u>.+</u>	R			Alianm	ent	
A         B         I         I $- \Delta - tot + t$		Δ1	-	Calib	ori - 11	• A A \$	- %	• 🌱				
A         E         C         C         G           1         Item ID         A         Cut         A         Copy         A <t< th=""><th></th><th>AI</th><th>•</th><th>в</th><th>I ≣ 🛄</th><th>• 🖄 • <u>A</u> •</th><th>4.0 .00 -</th><th>.00</th><th>-</th><th></th><th></th><th></th></t<>		AI	•	в	I ≣ 🛄	• 🖄 • <u>A</u> •	4.0 .00 -	.00	-			
Image: Second	1	A ID		_	, , , , , , , , , , , , , , , , , , ,	v	-			G		н
2       A1260296325       Copy         3       A1260396325       Paste         4       A12603043882       Paste         5       A12603015724       Paste Special       Insert         6       A12603012108       Pelete       Insert         9       A12603012132       Clear Contents       Insert         9       A12603002739       Format Cells       Row Height         11       A12603052996       Inde       Inde         12       A12603053007       Inde       Inde         13       A126030287       Inde       Inde         14       A126030287       Inde       Inde         15       A126030030287       Inde       Inde         16       A12603003287       Inde       Inde         17       A12603003951       Inde       Inde         18       A1260307938       Inde       Inde         19       A1260307938       Inde       Inde         20       A1260307784       Inde       Inde         21       A1260307784       Inde       Inde         23       A12603077849       Inde       Inde         24       A1260307849 <td< th=""><td>2 1</td><td>1260299631</td><td>7</td><td>*</td><td>Cu<u>t</u></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td>_</td></td<>	2 1	1260299631	7	*	Cu <u>t</u>				-			_
4       A12603043882       Paste       Image: Section of the sectin of the section of the section of the sectin o	3 4	1260299632	25		<u>С</u> ору				-			
1       12603015724       Paste Special       Insert       Ins	4 4	1260304388	22		<u>P</u> aste				-			
3       A126030574       Insert       III         6       A12603056869       Insert       III         8       A12603012132       Delete       III         9       A12603012132       Clear Contents       IIII         10       A12603052996       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	5 4	1260304500	04		Paste <u>S</u> peci	al						
7       A12603012108 <ul> <li>Pelete</li> <li>Pelete</li> <li>Pat2603012132</li> <li>Pat2603012140</li> <li>Pat2603012140</li> <li>Pat2603012140</li> <li>Pat2603012140</li> <li>Pat260302739</li> <li>Pat2603052996</li> <li>Pat2603053007</li> <li>Pat2603053007</li> <li>Pat2603053007</li> <li>Pat2603053007</li> <li>Pat2603053049</li> <li>Pat260300287</li> <li>Pat260300287</li> <li>Pat260300844</li> <li>Pat260300844</li> <li>Pat260300844</li> <li>Pat260300844</li> <li>Pat260300844</li> <li>Pat260300844</li> <li>Pat260300345</li> <li>Pat260300345</li> <li>Pat2603007738</li> <li>Pat2603077378</li> <li>Pat2603077778</li> <li>Pat2603008951</li> <li>Pat2603008971</li> <li>Pat26030077912</li> <li>Pat2603077912</li> <li>Pat2603077912</li> <li>Pat2603068963</li> <li>Pat2603077912</li> <li>Pat2603068963</li> <li>Pat2603077912</li> <li>Pat2603068963</li> <li>Pat2603068963</li> <li>Pat2603077914</li> <li>Pat2603068963</li> <li>Pat260306868</li> <li>Pat2603067187</li> <li>Pat2603067187</li> <li>Pat260306888</li> <li>Pat2603078277</li> <li>Pat260</li></ul>	6 A	1260305686	59		Insert				-			
8       A12603012132       Image: Clear Contents       Image: Clear Contents         9       A12603012140       Image: Clear Contents       Image: Clear Contents         10       A12603002739       Image: Clear Contents       Image: Clear Contents         11       A12603002739       Image: Clear Contents       Image: Clear Contents         12       A12603002739       Image: Clear Contents       Image: Clear Contents         13       A12603053007       Image: Clear Contents       Image: Clear Contents         14       A12603053049       Image: Clear Contents       Image: Clear Contents         14       A12603030287       Image: Clear Contents       Image: Clear Contents         15       A12603030287       Image: Clear Contents       Image: Clear Contents         16       A12603030287       Image: Clear Contents       Image: Clear Contents       Image: Clear Contents         16       A1260300844       Image: Clear Contents       Image: Clear Contents       Image: Clear Contents       Image: Clear Contents         17       A1260300345       Image: Clear Contents       Image: Clear Contents <tdi< th=""><td>7 A</td><td>1260301210</td><td>08</td><td></td><td>Delete</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tdi<>	7 A	1260301210	08		Delete							
9       A12603012140       Image: Column of the second of the sec	8 A	1260301213	32		Clear Conte	ante						
10       A12603002739       Row Height       I<	9 A	1260301214	10									
11       A12603052996       Row Height       Hide       I         12       A12603053007       I <tdi< td="">       I<!--</th--><td>10 A</td><td>1260300273</td><td>39</td><td></td><td><u>F</u>ormat Cell</td><td>s</td><td></td><td></td><td></td><td></td><td></td><td></td></tdi<>	10 A	1260300273	39		<u>F</u> ormat Cell	s						
12       A12603053007       Hide       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	11 A	1260305299	96		Row Heigh	t						
13       A12603053049       Unhide       Image: State St	12 A	1260305300	)7		<u>H</u> ide							
14       A12603030287       Image: Constraint of the second secon	13 A	1260305304	19		<u>U</u> nhide							
15       A12603008484       Image: marked state	14 A	1260303028	37									
16       A12603082462       Image: Constraint of the second of th	15 A	1260300848	34									
17       A12603003345       Image: Constraint of the symbol of th	16 A	1260308246	52									
18       A12603037938       Image: Constraint of the second of th	17 A	1260300334	15									
19       A12603009951       Image: Constraint of the second of th	18 A	1260303793	38									
20       A12603077378  <	19 A	1260300995	51									
21       A12603074702  <	20 A	1260307737	78									
22       A12603006995             23       A12603008971              24       A12603077849 <td< th=""><td>21 A</td><td>1260307470</td><td>02</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>	21 A	1260307470	02									
23       A12603008971  <	22 A	1260300699	95									
24       A12603077849  <	23 A	1260300897	71									
25       A12603077881  <	24 A	1260307784	19									
26       A12603077912          27       A12603068963           28       A12602979145           29       A12603067187           30       A12603008688           31       A12603071801           32       A12603078277	25 A	1260307788	31									
27       A12603068963          28       A12602979145          29       A12603067187          30       A12603008688          31       A12603071801          32       A12603078277	26 A	1260307791	12									
28       A12602979145         29       A12603067187         30       A12603008688         31       A12603071801         32       A12603078277         34       A12603078211	27 A	1260306896	53									
29       A12603067187         30       A12603008688         31       A12603071801         32       A12603078277         34       A12603078211	28 A	1260297914	15									
30       A12603008688         31       A12603071801         32       A12603078277         33       A12603078277	29 A	1260306718	37									
31 A12603071801 32 A12603078277	30 A	1260300868	38									
32 A12603078277	31 A	1260307180	01									
	32 A	1260307827	//									
33 A12003070821	33 A	1260307082	21									
34 A12003070897	34 A	1260307089	)/ 75									
35 A12003032475	35 A	1260303247	/5									

3. Scroll to the bottom of the report of item IDs. Note the number that appears to the left of the last item ID in the list (circled below). You will use this number to confirm the items successfully uploaded into the item group editor.

ł	File	Home	Inse
	Paste	从 Cut [] Copy	~
	~	🗳 Form	at Pa
		Clipboard	
L	i6	~	: >
		А	
26	A1260	4036692	
27	A1260	4049108	
28	A1260	4049132	
29	A1260	4049483	
30	A1260	4048453	
31	A1260	4049441	
32	A1260	4049360	
33	A1260	4049433	
34	A1260	4049475	
35	A1260	4048704	
36	A1260	4048827	
37	A1260	4036731	
38	A1260	4049093	
39	A1260	4048291	
40	A1260	4047790	
41	A1260	4048372	
42	A1260	4048869	
43	A1260	4048330	
44	A1260	4048819	
45			

4. After all of the content except for the item IDs have been removed, and there are no more than 5,000 items listed, save the spreadsheet using the "text (tab delimited)" option in Excel.

To ensure a successful upload into the item group editor wizard, your report of item IDs *must* be saved in this text file format.

On the "Save As" box in Excel, click on the drop-down menu for "Save as type."

Select "Text (Tab delimited)."



5. Select a location on your computer to save the file of item IDs.

RSA recommends saving the file in an easy-to-find location on your computer, such as the desktop, a network drive, or a flash drive.

- 6. RSA suggests you name the file of item IDs using these guidelines:
  - Begin with the first two letters of your library's WorkFlows code (e.g., AY for Ayer Public Library District).
  - The value (item type, home location, item category, etc.) currently assigned to the list of item IDs, which will help you identify the item IDs contained in the file (e.g., DVDs).
  - Enter today's date so you can easily determine from the file name when that file was created (e.g., 9.11.12).

X Save As		And the second s					
😋 🗢 🗮 Desktop 🔸		✓ <sup>4</sup> → Search Desktop	Q				
Organize 👻 New folde	er		ii • 🕡				
Microsoft Excel	🥽 Libraries <u>] E</u> rica Laughlin	🔊 Join.Me 🞅 laughline (U Drive)					
Favorites	Network	📸 NewCodes 🥽 RSA Drive (O Drive)					
Recent Places	My OCLC Exports	📰 RSA Official Membership List					
C Desktop	퉬 Network Problems	🛃 RSA Website on Portfolio					
ihx on ftp2.oclc.c	😭 ALS menybership list 🛛 😭 To Do						
📜 Libraries	Firstlearch	e from fors comy forder					
Documents	📰 IL / Session Brainstorm						
J Music	🚽 SL Contact List						
Pictures 🔻							
File <u>n</u> ame: AY D\	/Ds 9.11.12		-				
Save as type: Text (	Tab delimited)		•				
Authors: Erica L	aughlin	Tags: Add a tag					
Hide Folders		Too <u>l</u> s 🔻 Save	Cancel				

# Uploading a Text File of Item IDs

After you create the text file of item IDs, you are ready to upload the file into the item group editor wizard. The item group editor will search WorkFlows and retrieve the item IDs listed in your file.

- 1. Log into WorkFlows using your individual cataloging account.
- 2. Go to the Cataloging module.
- 3. Open the Call Numbers and Items toolbar on the left.
- 4. Put your cursor over the Item Group Editor wizard and *left* click.



5. The advanced search screen opens. Click the Upload Item IDs helper button:



W SirsiDynix Symphony WorkFlo	ws: Item Group Editor : Item )	Search						_ 0 <u>_ X</u>
Eile Edit Wizards Helpers !	Modules <u>P</u> reference <u>T</u> ool	s <u>H</u> elp						RSANFP
Acquisitions Cataloging Circ	culation+   Offline   Outreac	h   Reports   Requests		al Control   Utility				
	Item Group Editor ×							
Common Tasks	Thm Group F Hennem	Search						
Call Number and Item	💣 🖷  🎘							
Label Designer	Libranc		Home location:		Price:			Crawk
😽 SmartPort	Date created:		Date inventoried:		Media desk:		¥	Search
😫 Item Search and Display	Item type:		Item category 1:		Item category 2:		*	Clear
Check Item Status	Current location:		Last activity date:		Extended info:		*	Single
2 Help	Permanent: O Ye	s 🔘 No 💿 Both	Shadowed:	Yes 🔘 No 💿 Both	Reserve status:		-	Advanced
int 🖉 Print	Circulate: O Ye	s 🔘 No 💿 Both						
Titles						_		
Call Numbers and I 🛞	Title	Author	Call Number	Library	Item ID	Туре	Current	Location
Add Item								
Edit Item								
Global Item Modification								
Add Ordered Items to								
Global Call Number Mo	Item List							
🥳 Item Group Editor	Title	Author	Call Number	Library	Item ID	Туре	Current	Location
Authorities								
Special 🛞								

A pop-up box appears for you to upload the file of item IDs:

ļ	mm   ( R.   m Group Editor : Upload Item IDs	-	×
	Upload Item IDs		
	File to upload:		
l			
	Upload Cancel		

- 6. Click the gadget button next to the "File to upload" box.
- 7. A "Select File" box opens.

Click the "Save in:" menu at the top of the box to find where you saved the file of item IDs on your computer.

**Remember:** RSA recommends saving files to your computer's desktop, a flash drive, or a network drive so you can easily find the file to upload into the item group editor.

lget : Select Fil	e			-	G
Save in:	🔰 JWF		•	🎓 📂 🖽 📰	
Recent Items	Desktop	s (x86)		NECSmartCard newcmd.tab platform RFIDPad	
Desktop	HP_RECOVER	Y (D:) (E:)	÷.	scanupld     screens     sirsi.properties	
My	a2j_v2-2.0.8	GemTagAPI.dll	label	standalone	
Documents	axis	GemTagNetProxy	marc4j-b8	t24fcopy t24fcopy	
Computer	buildnumber	leEmbed javax.comm.properties	i message MozEmbed	St24fcopy  t24fcopy  tray.dll	
	File name	III		► OK	
Network	File type			Cancel	

8. From the list of files, click on the file you want to upload so that it is highlighted in blue.

The name of your file should then appear in the "File name" box.

ď	-daet : Select Fil	۵	1	_	×
F	Save in:	E Desktop	• 🔊 🕫		
	Recent Items	Computer Network Libraries Erica Laughlin IT Department (O Drive) Iughline (U Drive) OCLC RSA Website on Portfolio ALS Membership List AP. 1K. NEW-FIC. Home Location 6	<ul> <li>ISL Contact List</li> <li>Join.Me</li> <li>Portfolio Authorizations</li> <li>RSA Official Membership List</li> <li>To Do</li> <li>Trillian</li> <li>Video to Flash Converter</li> <li>Windows Live Messenger</li> <li>Windows Live Messenger</li> <li>Windows Confin Folder</li> </ul>	Malwa Marce Mozilla CCLC PDF to RealPl	
_	Documents	Email Erica's Jun12 Statistics ILA Session Brainstorm Internet Explorer	Adobe Reader X AIM CCleaner Copernic Desktop Search		
Ŀ	Network	File name     AP_1K_NEW-FIC_Home_Lo       File type     All Files	cation_6.15.12.txt	OK Cancel	

9. Click OK to close the "Select File" box.

The file name should now appear in the "File to upload" box in the item group editor:

Ì	num   ( <b>F.</b>   <sub>Al</sub> m Group Editor : Upload Item IDs	-	×
t	Upload Item IDs		
3	File to upload: P_1K_NEW-FIC_Home_Location_6.15.12.txt 🛞		
8			
L			
э			
ì	Upload Cancel		

(Your file name will vary from that shown above.)

10. Click the Upload button.

During the upload, WorkFlows uses the item IDs listed in your file to retrieve the items from the database.

Depending on the number of item IDs in your file, WorkFlows may take several minutes to retrieve the items.

If any of the item IDs in the file were not found in WorkFlows, an error pop-up box appears that lists those item IDs that were not found.

Items that display the "Item not found in catalog" message were likely deleted from WorkFlows between the time you ran the report of item IDs and uploaded it into the item group editor wizard. Click the red X in the upper right corner to close the error box.

11. The items from your file that WorkFlows was able to find during the upload have been added to the item list.

Confirm the total number of items in the item list (circled below) matches the number of item IDs that were included in your text file. If there are discrepancies, consider any item IDs that generated the "item not found in catalog" error or duplicate item IDs in the text file.

Now that the items are in the item list, you can edit the items from there. Close the wizard once the edits are complete.

WF SirsiDynix Symphony WorkFlows	s: Item Group Editor : Item Searc	:h					1.	
Eile Edit <u>W</u> izards He <u>l</u> pers <u>M</u> i	odules <u>P</u> reference <u>T</u> ools <u>H</u>	lelp						RSANFP
Acquisitions Cataloging Circu	lation+   Offline   Outreach   F	Reports   Requests   Res	erves   Selection   S	Serial Control   Utility				
	Item Group Editor ×							
Common Tasks 🛞	Cm Group Editor : Item Sea	rch						
🎬 Call Number and Item	a 🖏 🥦							
Label Designer								
😴 SmartPort								Search
🚇 Item Search and Display	Item ID							
	Item ID:							Single
Check Item Status								Advanced
🕜 Help								
int Print	1 1							
Titles	Title	Author	Call Number	Library	Item ID	Туре	Current Lo	cation
Call Numbers and I								
Add Item								
Edit item								
Global Item Modification								
Add Ordered Items to	Item List: 44 records							
💕 Global Call Number Mo	Title »	Author	Call Number	Library	Item ID	Туре	Current Loca	tion
<i>A</i> .	Tough customer	Brown, Sandra, 1948-	F BROWN	AP_ALPHAPK	A12602852026	BOOK	INTRANSIT	<u>^</u>
(e) Item Group Editor	This fire down in my soul	Mason, J. D.	F MASON	AP_ALPHAPK	A12602538240	BOOK	NEW-FIC	
Authorities	Therapy	Kellerman, Jonathan.	F KELLERMAN	AP_ALPHAPK	A12602248950	BOOK	NEW-FIC	
Admontes	The year of fog : a novel	Richmond, Michelle, 19	F RICHMOND	AP_ALPHAPK	A12602508732	BOOK	NEW-FIC	
Special	The trailsman : Wyomin	Sharpe, Jon.	F SHARPE	AP_ALPHAPK	A12602558428	BOOK	NEW-FIC	=
	The pearl	Steinbeck, John, 1902-1	. F STEINBECK	AP_ALPHAPK	A12602047320	BOOK	NEW-FIC	

## Considerations when uploading files:

- The item group editor will display any items in the result list that are not owned by your library, if those items were included in your uploaded file. Although these other libraries' items can appear in the result list, you cannot add the other libraries' items to the item list. You may only edit items cataloged by your library.
- Item IDs that are uploaded into the item group editor will replace any items that already appear in the item list. If you want to add the uploaded items to a list of items that already appear in the item group editor's item list, RSA recommends uploading the file of item IDs first. Then you can use the item group editor to search for the additional items and add them to the list of uploaded items.

*Remember:* Your library should edit no more than 5,000 items per day in the item group editor wizard.

## Saving an Item List as a Group

After you perform a search in the item group editor wizard, you can save those items as a group. Saving groups allows you to easily restore the items' original values if you had subsequently modified those values. For example, nonfiction books shelved in the new nonfiction section, NEW-NF, that are no longer considered new materials, could be edited back to their original home location code of NONFICTION by using a group you had previously saved in the item group editor wizard.

You may only create groups of items cataloged by your library. You may create groups that contain more than 5,000 items, but please remember your library should edit no more than 5,000 items per day in the item group editor.

Once a group is restored to its original values, that group should be promptly removed from the *item group editor wizard*. Large numbers of groups saved in the item group editor may affect your ability to search for and display a list of all groups saved by your library.

- 1. Log into WorkFlows using your individual cataloging account.
- 2. Go to the Cataloging module.
- 3. Open the Call Numbers and Items toolbar on the left.
- 4. Put your cursor over the Item Group Editor wizard and *left* click.
- 5. The advanced search screen opens. Search for the items you want to save as a group.

6. Click the "Add selected" or "Add all" helper button (circled below) to add the items you want to save as a group to the item list.

ynix Symphony WorkFlows	s: Item Group Editor : Item Search	100 C		Conception of					
t <u>W</u> izards He <u>l</u> pers <u>M</u> o	odules <u>P</u> reference <u>T</u> ools <u>H</u> elp								RSA
ons Cataloging Circu	lation+   Offline   Outreach   Reports   Req	uests   Reserves /	election   Serial C	ontrol Utility					
	Item Group Editor								
on Tasks 💿	🐜 Group Editor : Item Search								
all Number and Item	A III 🦓								
hal Designer									
ibel Designel		A Hom	e location: NEW-	NE	Rrice:				Caraab
nartPort		A Data	inventoried:	NF	Modia	dock			Search
em Search and Display	bale created.	The Date	inventoried.		w weula	desk.			Clear
neck item Status	Current legation	terni	category 1.		W Item ca	ad info:			Cinala
alm		w Last	activity date:		Extend	ed into:			Single
up.	Permanent: O Yes O No O Both	Shad	lowed: 🔘 Ye	s 🔘 No 💿 Both	Reserv	e status:		•	Advance
nt	Circulate: 🔿 es 🔘 No 💿 Both								
		200							
	Reput List: 1282 records, displaying 1-10	000							
umbers and I 🛞									
1 item	Title Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circulate	
	Lower your taxes Botkin, Sanford C.	336.241 BOT 2011	AP_ALPHAPK	A12602915426	1	BOOK	NEW-NF		Y
tem	Pilates illustrated / Page, Portia, 1962-	613.7192 PAG	AP_ALPHAPK	A12602916367	1	BOOK	CHECKEDOUT	1	N
bal Item Modification	The handy psycho Cohen, Lisa J.	150 COH	AP_ALPHAPK	A12602916163	1	BOOK	NEW-NF		Y
Ordered Items to	Vegan cooking for Jamieson, Alexan	641.5636 JAM	AP_ALPHAPK	A12602916341	1	BOOK	NEW-NF		Y
hal Call Number Ma	Standard encyclop Carwile, Mike.	748.2913 CAR 20	AP_ALPHAPK	A12602938898	1	BOOK	NEW-NF		Y
ibai cali Number Wo	Modern guns : ide Quertermous, Rus	. 683.4 QUE 2011	AP_ALPHAPK	A12602938937	1	BOOK	CHECKEDOUT		N
m Group Editor	Bass guitar exerci Pfeitfer, Patrick.	787.87 PFE	AP_ALPHAPK	A12602915036	1	BOOK	NEW-NF		Y
	ISmall kitchen solu	643.3 SMA	AP ALPHAPK	A12602920853	_1	BOOK	CHECKEDOUT		N
mes 🕑	Item List: 1000 records								
u 💿	Title Author	Call Number	Library	Item ID	Copy Number	Type	Current Location	Circulate	
	Lower your taxes Botkin, Sanford C.	336.241 BOT 2011	AP_ALPHAPK	A12602915426	1	BOOK	NEW-NF		Y
	Pilates illustrated / Page, Portia, 1962-	613.7192 PAG	AP_ALPHAPK	A12602916367	1	BOOK	CHECKEDOUT	(	N
	The handy psycho Cohen, Lisa J.	150 COH	AP_ALPHAPK	A12602916163	1	BOOK	NEW-NF		Y
	Vegan cooking for Jamieson, Alexan	641.5636 JAM	AP_ALPHAPK	A12602916341	1	BOOK	NEW-NF		Y
	Standard encyclop Carwile, Mike.	748.2913 CAR 20	AP_ALPHAPK	A12602938898	1	BOOK	NEW-NF		Y
	Modern guns : ide Quertermous, Rus	. 683.4 QUE 2011	AP_ALPHAPK	A12602938937	1	BOOK	CHECKEDOUT		N
	Bass guitar exerci Pfeiffer, Patrick.	787.87 PFE	AP_ALPHAPK	A12602915036	1	BOOK	NEW-NF		Ŷ
	Small kitchen solu	643.3 SMA	AP_ALPHAPK	A12602920853	1	BOOK	CHECKEDOUT		N
	Boys and side loar. Curian Michael	270 151 CUP		A12602915167	1	BOOK			v
	The stroke recover Burkman Kin 195	616.8106 BUR 20	AP ALPHAPK	A12602893658	1	BOOK	NEW-NF		Y
	The girl in the son Heatley, Michael.	782.4216 HEA	AP ALPHAPK	A12602849081	1	BOOK	CHECKEDOUT		N
	Fitness illustrated / Sharkey, Brian J.	613.7 SHA	AP_ALPHAPK	A12602895090	1	BOOK	CHECKEDOUT	1	N

### Remember:

- The "Add all" helper button adds *only* those items displayed on the *current* page of results. Use the blue arrow buttons for "Search Forward" and "Search Backward" to navigate through the search results. The navigation buttons are circled in the screen shot below. WorkFlows may take a minute or two to navigate between pages of search results.
- **Only 5,000 items may be added to the item list at one time.** Your library should edit no more than 5,000 items per day.
- You can search for items cataloged by other libraries in the item group editor wizard. However, WorkFlows will not allow you to add those other libraries' items to the item list. If you click either the "Add selected" or the "Add all" helper button to try to add items not created by your library to the item list, WorkFlows will simply not add the items. No error message will appear.

WF SirsiDynix Symphony WorkFlow	s: Item Group Editor : Item Search		Second States	Constant					_ 0 <mark>_ x</mark>
<u>E</u> ile <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>M</u>	lodules <u>P</u> reference <u>T</u> ools <u>H</u> elp								RSANFP
Acquisitions Cataloging Circu	ulation+   Offline   Outreach   Reports   Rec	juests   Reserves   9	Selection   Serial C	ontrol Utility					
	Item Group Editor ×								
Common Tasks	Cm Group Editor : Item Search								
Y Call Number and Item	🚔 🌇 🥦								
Label Designer									
SmartPort	Library: AP_ALPHAPK	🛞 Hom	e location: NEW-	NF	Price:				Search
🙆 item Search and Display	Date created:	🛞 Date	inventoried:		🛞 Media d	lesk:			Clear
	Item type:	🛞 Item	category 1:		🛞 Item cat	egory 2:			
Check Item Status	Current location:	🛞 Last	activity date:		🛞 Extende	ed info:		۲	Single
🛛 Help	Permanent: 💿 Yes 💿 No 💿 Both	Shad	lowed: 💿 Ye	s 🔘 No 💿 Both	Reserve	e status:		• 0	Advanced
int Print	Circulate: O Yes O No @ Both	I				-			
Titler									
mes	Result List: 1282 records, displaying 1-1	000							
Call Numbers and I 🔕									
Add Item	Title Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circulate	
	Lower your taxes Botkin, Sanford C.	336.241 BOT 2011	AP_ALPHAPK	A12602915426	1	BOOK	NEW-NF	Y	<b>^</b>
Edit Item	Pilates illustrated / Page, Portia, 1962-	613.7192 PAG	AP_ALPHAPK	A12602916367	1	BOOK	CHECKEDOUT	N	
Global Item Modification	The handy psycho Cohen, Lisa J.	150 COH	AP_ALPHAPK	A12602916163	1	BOOK	NEW-NF	Y	
Add Ordered items to	Vegan cooking for Jamieson, Alexan	. 641.5636 JAM	AP_ALPHAPK	A12602916341	1	BOOK	NEW-NF	Y	
	Standard encyclop Carwile, Mike.	748.2913 CAR 20	. AP_ALPHAPK	A12602938898	1	BOOK	NEW-NF	Y	
Global Call Number Mo	Modern guns : ide Quertermous, Rus.	683.4 QUE 2011	AP_ALPHAPK	A12602938937	1	BOOK	CHECKEDOUT	N	
🧭 Item Group Editor	Bass guitar exerci Pfeiffer, Patrick.	787.87 PFE	AP_ALPHAPK	A12602915036	1	BOOK	NEW-NF	Y	
	Small kitchen solu	643.3 SMA	AP_ALPHAPK	A12602920853	1	BOOK	CHECKEDOUT	N	-
Authorities 🛞	Item List 1000 records								
Special 🛞									
	Title Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circulate	
	Lower your taxes Botkin, Sanford C.	336.241 BOT 2011	AP_ALPHAPK	A12602915426	1	BOOK	NEW-NF	Y	Â
	Pilates illustrated / Page, Portia, 1962-	- 613.7192 PAG	AP_ALPHAPK	A12602916367	1	BOOK	CHECKEDOUT	N	
	The handy psycho Cohen, Lisa J.	150 COH	AP_ALPHAPK	A12602916163	1	BOOK	NEW-NF	Y	
	Vegan cooking for Jamieson, Alexan.	641.5636 JAM	AP_ALPHAPK	A12602916341	1	BOOK	NEW-NF	Y	
	Standard encyclop Carwile, Mike.	748.2913 CAR 20	. AP_ALPHAPK	A12602938898	1	BOOK	NEW-NF	Y	
	Modern guns : ide Quertermous, Rus.	683.4 QUE 2011	AP_ALPHAPK	A12602938937	1	BOOK	CHECKEDOUT	N	
	Bass guitar exerci Pfeiffer, Patrick.	787.87 PFE	AP_ALPHAPK	A12602915036	1	BOOK	NEW-NF	Y	
	Small kitchen solu	643.3 SMA	AP_ALPHAPK	A12602920853	1	BOOK	CHECKEDOUT	N	
	Singing for dummi Phillips, Pamelia	783.043 PHI	AP_ALPHAPK	A12602915167	1	BOOK	NEW-NF	Y	
	Boys and girls lear Gurian, Michael.	370.151 GUR	AP_ALPHAPK	A12602923241	1	BOOK	NEW-NF	Y	
	The stroke recover Burkman, Kip, 195.	616.8106 BUR 20	. AP_ALPHAPK	A12602893658	1	BOOK	NEW-NF	Y	
	The girl in the son Heatley, Michael.	782.4216 HEA	AP_ALPHAPK	A12602849081	1	BOOK	CHECKEDOUT	N	
	Fitness illustrated / Sharkey, Brian J.	613.7 SHA	AP_ALPHAPK	A12602895090	1	BOOK	CHECKEDOUT	N	
	Fodor's 2011 Flori Harmsen, Debbie.	917.5904 FOD	AP_ALPHAPK	A12602896614	3	BOOK	CHECKEDOUT	N	-
							1		
		Create	e Group Edit It	e <u>m</u> s Remo <u>v</u> e Ite	ms Clear Item Li	ist <u>C</u> lose			

7. Once you have added all of the items to the list that you want to save as a group, click the "Create Group" button at the bottom.

WF SirsiDynix Symphony WorkFlor	ws: Item Group Editor : Item Search	
Eile Edit <u>W</u> izards He <u>l</u> pers <u>N</u>	Modules Preference Tools Help	RSANF
Acquisitions Cataloging Circ	culation+   Offline   Outreach   Reports   Requests   Reserves   Selection   Serial Control   Utility	
	Item Group Editor ×	
Common Tasks	Aim Group Editor : Item Search	
Y Call Number and Item	● 嗎    ●	
Label Designer		
😼 SmartPort	Library: AP_ALPHAPK I Home location: NEW-NF I Price:	Search
Hom Sooreh and Dianlau	Date created:   Date inventoried:   Media desk:	(lear
E kein search and Display	Item type:   Item category 1:  Item category 2:	(*)
Check Item Status	Current location: 🛞 Last activity date: 🛞 Extended info:	Single
🛛 Help	Permanent 🔿 Yes 🔿 No 💿 Both Shadowed: 🔿 Yes 🔿 No 💿 Both Reserve status:	Advanced
int 🖉 Print	Circulate: O Yes O No @ Both	
Titles 🛞	Result List: 1282 records, displaying 1001-1282	
Call Numbers and I 🛞		
Sadd Barr	Title Author Call Number Library Item ID Copy Number Type Curre	nt Location Circulate
	Antique trader radi Husfloen, Kyle. 621.384 ANT 2005 AP_ALPHAPK A12602853161 1 BOOK NEW-	JF Y A
Edit Item	The unofficial LEG Bedford, Allan. 688.725 BED AP_ALPHAPK A12602848784 1 BOOK INTRA	NSIT Y
Global Item Modification	Grammar in plain Diamond, Harriet. 428.2 DIA AP_ALPHAPK A12602853331 1 BOOK NEW-h	IF Y
灯 Add Ordered Items to	Twelve extraordin MacArthur, John, 1 220.9 MAC AP_ALPHAPK A12602834159 1 BOOK CHEC	KEDOUT N
Global Call Number Mo	Written in blood : a Fanning, Diane. 364.1523 FAN AP_ALPHAPK A12602823807 1 BOOK NEW-1	IF Y
	The yeast confliction, crook, william 6, ( 616,999 CRU Ar_ALPHAPK A1260/2806/10 BUOK NEW-1 The previous concilie on the set of th	
item Group Editor	Extraordinary heal, Brownstein Arthur, 615.5 BRO AP ALPHAPK A12602833404 1 BOOK NEW-	JF Y
Authorities 🛞		
	Item List 1282 records	
Special 🛞	Title » Author Call Number Library Item ID Copy Number Type Curre	nt Location Circulate
	Antique trader radi Husfloen, Kyle. 621.384 ANT 2005 AP_ALPHAPK A1267,853161 1 BOOK NEW-	IF Y
	The unofficial LEG Bedford, Allan. 688.725 BED AP_ALPHAPK A12_02848784 1 BOOK INTRA	NSIT Y
	Grammar in plain Diamond, Harriet. 428.2 DIA AP_ALPHAPK A_2602853331 1 BOOK NEW-N	IF Y
	Twelve extraordin MacArthur, John, 1 220.9 MAC AP_ALPHAPK 12602834159 1 BOOK CHEC	KEDOUT N
	Written in blood : a Fanning, Diane. 364,1523 FAN AP_ALPHAPK A12602823807 1 BOOK NEW-	JF Y
	The yeast connect Crook, William G. ( 615.999 CRO AP_ALPHAPK A1260/2806/10 1 BOOK NEW-1	
	Extraordinary heal Brownstein Arthur 615 5 BRO AP AI PHARK A120028304 1 BOOK NEW-	JF Y
	Fodor's Maine Co 917.4104 FOD 20 AP ALPYAPK A12602848132 1 BOOK NEW-	NF Y
	Fortune hunter : a Spencer, Suzy. 364.1523 SPE AP_AU_HAPK A12602586154 1 BOOK CHEC	KEDOUT N
	Security+ practice Sparbel, Hans. 005.8 SPA AP_PHAPK A12602344104 1 BOOK NEW-1	IF Y
	Wedding classics. 782.42 WED AV ALPHAPK A12602295321 1 BOOK LOST-	ASSUM Y
	Real-resumes for McKinney, Anne, 1 331.128 REA CA P_ALPHAPK A12602291563 1 BOOK NEW-	IF Y
	Ine Gun digest bo Shideler, Dan. 683.4 GUN AP_ALPHAPK A12602295185 1 BOOK NEW-N	IF Y T
	Create Group Edit Items Remove Items Clear Item List Close	

8. The Create Group window opens.

In the Group ID field, type a name for the group. The group ID may be up to 20 characters. Any text typed into the group ID field will automatically appear in uppercase.

*Please do not select the AUTO option that appears in the group ID drop-down menu.* If you select this option, WorkFlows will assign an auto-generated number to your item group, which will not help you—or RSA staff—easily identify to which library the group belongs.

RSA recommends you create group IDs using these guidelines:

- Begin with the first two letters of your library's WorkFlows code (e.g., AP for Alpha Park Public Library).
- The value (item type, home location, item category, etc.) currently assigned to the group, which you plan to modify after you save the group (e.g., NEW-NF).
- If there is space in the group ID's 20-character limit, enter today's date so you can easily determine from your library's list of saved groups when that particular group was created (e.g., 07.05.12)

For example, for a list of Alpha Park Public Library's items that are currently shelved in the new nonfiction location, you would enter the group ID: AP NEW-NF 07.05.12

WF SirsiDynix Symphony WorkF	lows: Create Group
<u>E</u> ile <u>E</u> dit <u>W</u> izards He <u>l</u> pers	Modules Preference Tools Help
Acquisitions Cataloging C	irculation+   Offline   Outreach   Reports   Requests   Reserves   Sele
Common Tasks (S) Call Number and Item Call Designer SmartPort	Item Group Editor × Apm Group Editor : Create Group
tem Search and Display	Group ID: AP NEW-NF 07.05.12   Description:

9. In the Description field, enter a short statement that describes the items in that group. For example: Alpha Park items shelved in NEW-NF as of 07.05.12

WE SirsiDynix Symphony Work	lows: Create Group	
<u>File E</u> dit <u>W</u> izards He <u>l</u> pers	<u>M</u> odules <u>P</u> reference <u>T</u> ools <u>H</u> elp	
Acquisitions Cataloging C	tirculation+   Offline   Outreach   Reports   Requests   Reserv	
Common Tasks 🛞	Item Group Editor ×	
🍟 Call Number and Item	a = B	
Label Designer		
😴 SmartPort	Group Info	
😫 Item Search and Display	Group ID: AP NEW-NF 07.05.12	
📅 Check Item Status	Description: Alpha Park items shelved in NEW-NF	

Page 69

# 10. Once you have entered a group ID and description, click the "Create Group" button at the bottom.

W SirsiDynix Symphony WorkFlow	s: Create Group			and the local distance	and the second					
<u>Eile E</u> dit <u>W</u> izards He <u>l</u> pers <u>M</u> i	odules <u>P</u> reference <u>T</u> i	ools <u>H</u> elp							]	RSANFP
Acquisitions Cataloging Circu	lation+   Offline   Outre	ach   Reports   Req	uests   Reserves   S	election Serial Co	introl Utility					
	Item Group Editor ×	]								
Common Tasks	m Group Editor : Cr	eate Group								
Call Number and item	A III 28									
In Label Designer										
Chief Designer	Group Info									
Ty SmartPort	Group ID: AP NE	W-NE 07 05 12	•							
g Item Search and Display	Description: as shell	ved in NEW-NE as of	07 05 12							
Check Item Status			01.00.12							
🛛 Help	Item List: 1282 reco	ords								
🚑 Print										
Titles 🛞	Title	Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circulate	_
	Antique trader radi.	Husfloen, Kyle.	621.384 ANT 2005	AP_ALPHAPK	A12602 53161	1	BOOK	NEW-NF	Y	<u>^</u>
Call Numbers and I 🛞	The unofficial LEG.	Bedford, Allan.	688.725 BED	AP_ALPHAPK	A12672848784	1	BOOK	INTRANSIT	Y	
Add Item	Grammar in plain	. Diamond, Harriet.	428.2 DIA	AP_ALPHAPK	A12002853331	1	BOOK	NEW-NF	Y	
	Twelve extraordin	MacArthur, John, 1	220.9 MAC	AP_ALPHAPK	A1_602834159	1	BOOK	CHECKEDOUT	N	
Edit Item	Written in blood : a.	Fanning, Diane.	364.1523 FAN	AP_ALPHAPK	/ 2602823807	1	BOOK	NEW-NF	Y	
🛃 Global Item Modification	The yeast connecti.	Crook, William G. (	616.969 CRO	AP_ALPHAPK	A12602805710	1	BOOK	NEW-NF	Y	
	The new coach's g.	Bass, Tom.	796.332 BAS	AP_ALPHAPK	A12602900293	1	BOOK	NEW-NF	Y	
Add Ordered items to	Extraordinary heal.	Brownstein, Arthur	. 615.5 BRO	AP_ALPHAPK	A12602833404	1	BOOK	NEW-NF	Y	
🚏 Global Call Number Mo	Fodor's Maine Co		917.4104 FOD 2010	AP_ALPHAPK	A12602848132	1	BOOK	NEW-NF	Y	
d tem Group Editor	Fortune hunter : a	. Spencer, Suzy.	364.1523 SPE	AP_ALPHAP	A12602586154	1	BOOK	CHECKEDOUT	N	
	Security+ practice	Sparbel, Hans.	005.8 SPA	AP_ALPHATK	A12602344104	1	BOOK	NEW-NF	Y	
Authorities 🛞	Wedding classics.		782.42 WED	AP_ALPH_PK	A12602295321	1	BOOK	LOST-ASSUM	Y	
	Real-resumes for	. McKinney, Anne, 1.	331.128 REA CAR	. AP_ALP IAPK	A12602291563	1	BOOK	NEW-NF	Y	
Special 🛞	The Gun digest bo	. Shideler, Dan.	683.4 GUN	AP_AL HAPK	A12602295185	1	BOOK	NEW-NF	Y	
	The lives and time	Steen, Michael.	920 STE	AP_/_PHAPK	A12602357709	1	BOOK	NEW-NF	Y	
	Staying safe : a te	Hunter, Miranda, 1	. 616.951 HUN	AP ALPHAPK	A12602424920	1	BOOK	NEW-NF	Y	
	Tears for water : s	Keys, Alicia.	782.42164 KEY	A _ALPHAPK	A12602337660	1	BOOK	NEW-NF	Y	
	The primal teen :	Strauch, Barbara.	616.89 STR	P_ALPHAPK	A12602853056	1	BOOK	NEW-NF	Y	
	Stitch 'n bitch natio.	Stoller, Debbie.	746.432 STO	AP_ALPHAPK	A12602920536	1	BOOK	CHECKEDOUT	N	
	30 years of seeing	. Sporkin, Elizabeth.	791.43 THI	AP_ALPHAPK	A12602306295	1	BOOK	NEW-NF	Y	
	Heaven / Randy Al.	Alcorn, Randy C.	236.24 ALC	AP_ALPHAPK	A12602923110	1	BOOK	CHECKEDOUT	N	
	Teen knitting club :.	Wenger, Jennifer.	746.43 WEN	AP_ALPHAPK	A12602307657	1	BOOK	NEW-NF	Y	
	Against all odds :	Norris, Chuck, 194	. B NORRIS	AP_ALPHAPK	A12602311088	1	BOOK	NEW-NF	Y	
	I love everybody, a.	Notaro, Laurie.	814.6 NOT	AP_ALPHAPK	A12602770208	1	BOOK	LOST-ASSUM	N	
	The complete guid.	Patt, Richard B.	616.994 AT 2004	AP_ALPHAPK	A12602312848	1	BOOK	NEW-NF	Y	
	The fine art of sma.	Fine, Debra.	302.22 FIN 2004	AP_ALPHAPK	A12602317482	1	BOOK	NEW-NF	Y	
	Hot Wheels variati	. Zarnock, Michael.	629.2.1 ZAR 2ND	AP_ALPHAPK	A12602240790	1	BOOK	NEW-NF	Y	
	The voice of knowl.	Ruiz, Miguel, 1952-	294 3 RUI	AP_ALPHAPK	A12602832296	1	BOOK	NEW-NF	Y	
	Swear to God : the	. Hahn. Scott.	27 .16 HAH	AP ALPHAPK	A12602244281	1	BOOK	NEW-NF	Y	<b>T</b>
		Create	Group Save Gr	oup <u>R</u> emove G	roup Edit Items	Restore Items (	D) New Search (	<u>Close</u>		

WorkFlows may take a minute or two to save the group, depending on its size.

11. A pop-up box will appear, confirming the "Group created." Click OK to close the box.



- 12. After the group is saved, the following information (circled below) appears at the top of the item list, confirming the creation of the group:
  - Date created
  - Date last modified
  - Created by
  - Last modified by
  - Library

WF SirsiDynix Symphony WorkFlow:	s: Manage Group			and the local division of the local division	and the second					) ×
Eile <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>M</u> i	odules <u>P</u> reference <u>T</u> oo	ols <u>H</u> elp							R	
Acquisitions Cataloging Circu	lation+   Offline   Outread	ch   Reports   Reqi	uests   Reserves   S	election   Serial Co	ntrol Utility					
	Item Group Editor ×									
Common Tasks	_m Group Editor : Man	age Group								
Call Number and Item	8 🖷 🦉									
Label Designer										
😼 SmartPort	Group Info									
A top Socrah and Dianlau	Group ID: AP NEW	/-NF 07.05.12	Date crea	ated: 7/5/2012	Created by:	TECH Librar	y: AG_ALS-PDC			
	Description: Alpha Pa	ark items shelved in	NEW-N Date last	modified: 7/5/2012	Last modified b	y: TECH				
Of Check Item Status										
🛛 Help	Item List: 1282 record	ds								
int 🖉	1									
731	Title	Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circulate	
	Antique trader radi	Husfloen, Kyle.	621.384 ANT 2005	AP_ALPHAPK	A12602853161	1	BOOK	NEW-NF	Y	
Call Numbers and L	The unofficial LEG	Bedford, Allan.	688.725 BED	AP_ALPHAPK	A12602848784	1	BOOK	INTRANSIT	Y	
	Grammar in plain I	Diamond, Harriet.	428.2 DIA	AP_ALPHAPK	A12602853331	1	BOOK	NEW-NF	Y	
Add Item	Twelve extraordin	MacArthur, John, 1	220.9 MAC	AP_ALPHAPK	A12602834159	1	BOOK	CHECKEDOUT	Ν	
Edit Item	Written in blood : a I	Fanning, Diane.	364.1523 FAN	AP_ALPHAPK	A12602823807	1	BOOK	NEW-NF	Y	
Global Item Modification	The yeast connecti	Crook, William G. (	616.969 CRO	AP_ALPHAPK	A12602805710	1	BOOK	NEW-NF	Y	
	The new coach's g	Bass, Tom.	796.332 BAS	AP_ALPHAPK	A12602900293	1	BOOK	NEW-NF	Y	
Add Ordered Items to	Extraordinary heal	Brownstein, Arthur	615.5 BRO	AP_ALPHAPK	A12602833404	1	BOOK	NEW-NF	Y	
If Global Call Number Mo	Fodor's Maine Co		917.4104 FOD 2010	) AP_ALPHAPK	A12602848132	1	BOOK	NEW-NF	Y	
d	Fortune hunter : a	Spencer, Suzy.	364.1523 SPE	AP_ALPHAPK	A12602586154	1	BOOK	CHECKEDOUT	N	
tem Group Editor	Security+ practice :	Sparbel, Hans.	005.8 SPA	AP_ALPHAPK	A12602344104	1	BOOK	NEW-NF	Y	
Authorition	Wedding classics.		782.42 WED	AP_ALPHAPK	A12602295321	1	BOOK	LOST-ASSUM	Y	
Automies	Real-resumes for I	McKinney, Anne, 1	331.128 REA CAR	AP_ALPHAPK	A12602291563	1	BOOK	NEW-NF	Y	
Special (8)	The Gun digest bo	Shideler, Dan.	683.4 GUN	AP_ALPHAPK	A12602295185	1	BOOK	NEW-NF	Y	
	The lives and time	Steen, Michael.	920 STE	AP_ALPHAPK	A12602357709	1	BOOK	NEW-NF	Y	
	Staying safe : a te	Hunter, Miranda, 1	616.951 HUN	AP_ALPHAPK	A12602424920	1	BOOK	NEW-NF	Y	
	Tears for water : s	Keys, Alicia.	782.42164 KEY	AP_ALPHAPK	A12602337660	1	BOOK	NEW-NF	Y	_
	The primal teen :	Strauch, Barbara.	616.89 STR	AP_ALPHAPK	A12602853056	1	BOOK	NEW-NF	Y	
	Stitch 'n bitch natio	Stoller, Debbie.	746.432 STO	AP_ALPHAPK	A12602920536	1	BOOK	CHECKEDOUT	N	_
	30 years of seeing	Sporkin, Elizabeth.	791.43 THI	AP_ALPHAPK	A12602306295	1	BOOK	NEW-NF	Y	
	Heaven / Randy Al	Alcorn, Randy C.	236.24 ALC	AP_ALPHAPK	A12602923110	1	BOOK	CHECKEDOUT	N	_
	Teen knitting club :	Wenger, Jennifer.	746.43 WEN	AP_ALPHAPK	A12602307657	1	BOOK	NEW-NF	Y	
	Against all odds :	Norris, Chuck, 194	BNORRIS	AP_ALPHAPK	A12602311088	1	воок	NEW-NF	Y	
	I love everybody, a I	Notaro, Laurie.	814.6 NOT	AP_ALPHAPK	A12602770208	1	BOOK	LOST-ASSUM	N	
	The complete guid I	Patt, Richard B.	616.994 PAT 2004	AP_ALPHAPK	A12602312848	1	воок	NEW-NF	Y	_
	The fine art of sma	Fine, Debra.	302.224 FIN 2004	AP_ALPHAPK	A12602317482	1	BOOK	NEW-NF	Y	
	Hot Wheels variati	Zarnock, Michael.	629.221 ZAR 2ND	AP_ALPHAPK	A12602240790	1	BOOK	NÉW-NF	Y	
	The voice of knowl	Ruiz, Miguel, 1952-	294.3 RUI	AP_ALPHAPK	A12602832296	1	BOOK	NEW-NF	Y	
	Swear to God : the I	Hahn, Scott.	234.16 HAH	AP_ALPHAPK	A12602244281	1	BOOK	NEW-NF	Y	*
		Create	Group	oup Remove G	roup Edit Items	Restore Items (	b) New Search (	d) <u>C</u> lose		

13. Click the Close button at the bottom.

A

# Finding a Group

You can use the item group editor wizard to search for all of your library's saved groups or a specific group.

- 1. Log into WorkFlows using your individual cataloging account.
- 2. Go to the Cataloging module.
- 3. Open the Call Numbers and Items toolbar on the left.
- 4. Put your cursor over the Item Group Editor wizard and *left* click.
- 5. The advanced search screen opens. Click the Item/Group Search helper button:

					l	<u> </u>
WE SirsiDynix Symphony WorkFlow	vs: Item Search		and the second		100 Mar 100	
Eile Edit Wizards Helpers <u>N</u>	<u>d</u> odules <u>P</u> referenc	e <u>T</u> ools <u>H</u> elp				RSANFP
Acquisitions Cataloging Circ	ulation+   Offline	Outreach   Reports   Requ	leste heserves Selection S	Serial Control Utility		
	Item Group Edito	r ×				
Common Tasks	m Group Edito	r Alter Search				
Call Number and Item	💣 🖷 🤔					
Label Designer						
🞸 SmartPort	Library:		Home location:		Price:	Search Search
😫 Item Search and Display	Date created:		Date inventoried:		Media desk:	Clear
🕅 Check Item Status	Current location		Item category 1: A last activity data		Item category 2:     Extended info:	Single
7 Help	Bormonont	Voc. No. Roth	Chadowed:	Voc. No. Roth	Extended Inio.	
A Print	Circulate:	Ves No Both	Shadowed.	O res O No O Bour	Reserve status.	Advanced
	Circulate.	Tes No Soln				
Titles 🛞						
Call Numbers and I 🛞	Title	Author	Call Number Library	Item ID	Copy Number Type	Current Location Circulate
Add Item						
Edit Item						
🛃 Global Item Modification						
Add Ordered Items to						
Clobal Call Number Mo						
tem Group Editor						
Authorities 🛞						
Second	Item List	1	1	1		
special	Title	Author	Call Number Library	Item ID	Copy Number Type	Current Location Circulate
			Create Crours	Edit Itoms		
			oreate oro <u>u</u> p			
6. The Group Search screen opens.

#### To retrieve a list of all groups created by your library:

- a. Leave the group ID box blank.
- b. Select your WorkFlows code from the Library drop-down menu.

WF SirsiDynix Symphony WorkFlo	ows: Group Search	
<u>E</u> ile <u>E</u> dit <u>W</u> izards He <u>l</u> pers	Modules Preference Tools Help	<b>RSA</b> NFP
Acquisitions Cataloging Cir	rculation+   Offline   Outreach   Reports   Requests   Reserves   Selection   Serial Control   Utility	
	Item Group Editor ×	
Common Tasks	Item Group Editor : Group Search	
Y Call Number and Item	🖉 着 🖷 🎘	
Label Designer		
😼 SmartPort	Group ID:	Search
😫 Item Search and Display	Library: AG_ALS-PDC	
Check Item Status	Group List	

c. Click the Search button or hit <Enter> on your keyboard.

The item group editor wizard will retrieve a list of all groups created by your library:

WF SirsiDynix Symphony WorkFlow	vs: Group Search					
Eile <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>M</u>	<u>1</u> odules <u>P</u> reference <u>T</u> ools <u>H</u> e	q				RSANFP
Acquisitions Cataloging Circ	ulation+   Offline   Outreach   Re	ports   Requests   Reserves	Selection Serial Control Utility	)		
	Item Group Editor ×					
Common Tasks	APm Group Editor : Group Sear	ch				
Call Number and Item	🖌 🖷 🤧					
Label Designer						
😼 SmartPort	Group ID:					Search
😫 Item Search and Display	Library: AG_ALS-PDC					
Check Item Status	Group List					
🛛 Help	Group ID	Library »	Description	Item Count	Archived	Date Created
A Print	AP NEW-NF 07.05.12	AG_ALS-PDC	Alpha Park items shelved in	1282	Ν	7/5/2012
1100	AP NEW-FIC 07.06.12	AG_ALS-PDC	Alpha Park items with home I	1343	N	7/6/2012
Titles	AP DVD CAT1 07.06.12	AG_ALS-PDC	Apha Park DVD item cat 1s	2021	N	7/6/2012
	AP UNDEFINED CAT2	AG_ALS-PDC	Alpha Park undefined item ca	. 174	N	7/6/2012
Call Numbers and I 🔕						
Add Item						

You can re-sort the list of groups by clicking on any of the column headings. Contents in the list can be sorted in ascending or descending order.

For example, if the "Group ID" column heading from the screen shot shown above is clicked, the list will re-sort in ascending order by the group ID:

WF SirsiDynix Symphony WorkFlow	vs: Group Search						
Eile <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>N</u>	<u>d</u> odules <u>P</u> reference <u>T</u> ools <u>H</u> e	Ip					RSA <sup>NFF</sup>
Acquisitions Cataloging Circ	ulation+   Offline   Outreach   Re	eports   Requests   Rese	rves   Selection   Ser   Control   Utility	)			
	Item Group Editor ×						
Common Tasks	APm Group Editor : Group Sear	rch					
Call Number and Item	a 🖏 🎘						
월드로 Label Designer							
😴 SmartPort	Group ID:						Search
Mem Search and Display	Library: AG_ALS-PDC					· · · · · · · · · · · · · · · · · · ·	
Check Item Status	a constitution						
🛛 Help	Group ID »	Library	Description	Item Count	Archived	Date Created	
Print	AP DVD CAT1 07.06.12	AG_ALS-PDC	Alpha Park DVD item cat 1s	2021	N	7/6/2012	
	AP NEW-FIC 07.06.12	AG_ALS-PDC	Alpha Park items with home I	1343	N	7/6/2012	
Titles	AP NEW-NF 07.05.12	AG_ALS-PDC	Alpha Park items shelved in	1282	N	7/5/2012	
	AP UNDEFINED CAT2	AG_ALS-PDC	Alpha Park undefined item ca	. 174	N	7/6/2012	
Call Numbers and I 🛞							
Add Item							

#### To retrieve a specific group created by your library:

- a. Enter all or part of the name in the group ID field. Remember to include the first two letters of your library's WorkFlows code when searching by group ID.
- b. You can leave the library selection as "ALL," or you can select your library from the drop-down menu.

ws: Group Search		All Designed by C. R. R. and	and the state of t		
<u>A</u> odules <u>P</u> reference <u>T</u> ools <u>H</u> e	elp				RSANF
ulation+   Offline   Outreach   Re	eports   Requests   Res	erves   Selection   Serial Control	Utility		
Item Group Editor ×					
Item Group Editor : Group Sea	rch				
🗴 🖏 🤧					
Group ID: AP UNDEFINED					Search
Library: ALL					· · · · · · · · · · · · · · · · · · ·
Group List					
Group ID	Library	Description	Item Count	Archived	Date Created
	ss: Group Search todules Ereference Iools He ulation+ Offline Outreach Re Item Group Editor × Item Group Editor : Group Sea Group ID: AP UNDEFINED Library: ALL Group List Group ID	Item Group Editor : Group Search	And A	and the second	In the second search search second se

c. Click the Search button or hit <Enter> on your keyboard.

WF SirsiDynix Symphony WorkFlows	s: Manage Group									
<u>Eile E</u> dit <u>W</u> izards He <u>l</u> pers <u>M</u> o	odules <u>P</u> reference <u>T</u> o	ols <u>H</u> elp							R	SANF
Acquisitions Cataloging Circu	lation+   Offline   Outrea	ach   Reports   Req	uests Reserves S	election Serial Co	ntrol Utility					
	Item Group Editor ×									
Common Tasks 🛞	m Group Editor : Mar	nage Group								
Mail Number and Item	a 🖷 🖗									
Label Designer										
Smart Dort	Group Info									
by sindir or	Group ID: AP UN	DEFINED CAT2	Date cre	ated: 7/6/2012	Created by:	TECH Librar	V: AG ALS-PDC			
g Item Search and Display	Description: Alpha P	ark undefined item o	cat 2s as Date last	modified: 7/6/2012	Last modified by	r: TECH				
W Check Item Status										
🛿 Help	Item List: 174 record	ls								
Service Print	1									
	Title	Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circulate	
Titles 🐨	Safe from the sea	Geye, Peter.	F GEYE	AP_ALPHAPK	A12602923194	1	BOOK	CHECKEDOUT	N	
Call Numbers and L	Don't look back : a	Eason, Lynette.	F EASON	AP_ALPHAPK	A12602897945	1	BOOK	NEW-FIC	Y	
	The cow loves coo	. Wilson, Karma.	E WIL	AP_ALPHAPK	A12602835985	1	BOOK	CHECKEDOUT	N	
Add Item	The art of barter : h	. Hoffman, Karen S.	332.54 HOF	AP_ALPHAPK	A1260285323400	1	BOOK	NEW-NF	Y	E
🥂 Edit Item	Silly Milly	Lewison, Wendy C.	E LEW	AP_ALPHAPK	A12602872165	1	BOOK	CHECKEDOUT	N	
	Black rain : a thriller	Brown, Graham.	PBFIC BROWN	AP_ALPHAPK	A12602816907	1	BOOK	STACKS	Y	
Global item Modification	Vanishing act	Michaels, Fern.	F MICHAELS LGP	AP_ALPHAPK	A12602820540	1	BOOK-LPRNT	FICTION	Y	
💯 Add Ordered Items to	In good times and	Neuman, M. Gary.	646.78 NEU	AP_ALPHAPK	A12602799105	1	BOOK	NONFICTION	Y	
💕 Global Call Number Mo	How to save your	Gill, Michael (Mich	. 158 GIL	AP_ALPHAPK	A12602799090	1	BOOK	NONFICTION	Y	
đ	Slocum's great race	Logan, Jake.	PB WESTERN LO	AP_ALPHAPK	A12602805516	1	BOOK	CATALOGING	Y	
(3) Item Group Editor	Capture	Tanenbaum, Rob	F TANENBAUM L	AP_ALPHAPK	A12602797608	1	BOOK-LPRNT	FICTION	Y	
	While my sister sle	. Delinsky, Barbara.	PBFIC DELINSKY	AP_ALPHAPK	A12602858250	1	BOOK-PBK	FICTION	Y	
Authorities	All the wrong moves	Lovelace, Merline.	PBMYS LOVELACE	AP_ALPHAPK	A12602784257	1	BOOK-PBK	FICTION	Y	
Special	The accidental fa	Coleman, Rowan.	F COLEMAN	AP_ALPHAPK	A12602781631	1	BOOK	FICTION	Y	
opecial W	Dead men's boots	Carey, Mike.	F CAREY	AP_ALPHAPK	A12602767394	1	BOOK	FICTION	Y	
	The strain	Toro, Guillermo de	F TORO	AP_ALPHAPK	A12602758002	1	BOOK	FICTION	Y	
	Northwest	Exxon Mobil Corp	917.9 MOB 2009	AP_ALPHAPK	A12602686653	2	BOOK	NONFICTION	Y	
	What's age got to	McGraw, Robin.	613.7 MCG	AP_ALPHAPK	A12602693545	1	BOOK	NONFICTION	Y	
	This side of heaven	Kingsbury, Karen.	F KINGSBURY	AP_ALPHAPK	A12602709883	4	BOOK	CHECKEDOUT	N	
	She shoots to con	Cannell, Dorothy.	F CANNELL	AP_ALPHAPK	A12602716505	2	BOOK	FICTION	Y	
	Breakneck	Spindler, Erica, 19	. F SPINDLER	AP_ALPHAPK	A12602692230	2	BOOK	FICTION	Y	
	The Green Bay Pa	Stewart, Mark, 196	. J796.332 STE	AP_ALPHAPK	A12602608207	1	BOOK	J-NONFIC	Y	
	The next thing on	Smolinski, Jill.	F SMOLINSKI	AP_ALPHAPK	A12602766275	1	BOOK	FICTION	Y	
	Kit [electronic reso	Tripp, Valerie, 1951	- PLAY J TRIPP	AP_ALPHAPK	A12602784833	1	PLAYAWAY	CATALOGING	Y	
	The blind faith hotel	Todd, Pamela.	F TODD YA	AP_ALPHAPK	A12602776369	1	BOOK	FICTION	Y	
	The alcoholism an	Prentiss, Chris, 19	362.292 PRE	AP_ALPHAPK	A12602770541	1	BOOK	NONFICTION	Y	
	A Lincoln his Illi		977.3 ALI	AP_ALPHAPK	A12602780106	1	BOOK	NONFICTION	Y	
	A deadly silver sea	Morris, Bob, 1950-	F MORRIS	AP_ALPHAPK	A12602695199	1	BOOK	FICTION	Y	
	Pane of death	Atwell, Sarah.	PBMYS ATWELL	AP_ALPHAPK	A12602685283	1	BOOK-PBK	FICTION	Y	-
		Create	e Gro <u>u</u> p	oup Remove G	roup Edit Items	Restore Items (	b) New Search	(d) <u>C</u> lose		

The item group editor will display the item list for that group:

#### **Exporting a Group**

You can export a group from the item group editor into an Excel spreadsheet. You can then save the spreadsheet to your computer and manipulate it from there (re-sort the data, resize columns, remove rows or columns, etc.). Exporting groups may be helpful if your library wants to save lists of display items, subject bibliographies, and other groups of items external to the item group editor.

- 1. Log into WorkFlows using your individual cataloging account.
- 2. Go to the Cataloging module.
- 3. Open the Call Numbers and Items toolbar on the left.
- 4. Put your cursor over the Item Group Editor wizard and *left* click.

The advanced search screen opens. Click the Item/Group Search helper button:

						<b>~</b>	
WF SirsiDynix Symphony WorkFlow	rs: Item Search		and the second				
Eile <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>M</u>	odules <u>P</u> referenc	e <u>T</u> ools <u>H</u> elp					RS ANFP
Acquisitions Cataloging Circu	lation+ Offline	Outreach   Reports   Requ	ests	Serial Control Utility			
	Item Group Edito	×					
Common Tasks	m Group Edito	r item carch					
Y Call Number and Item	🛛 💣 嗮 🥦						
Label Designer							
	Library:		Home location:		Price:	*	Search
Hern Search and Display	Date created:		Date inventoried	:	Media desk:	*	Clear
Charalta Barra Olatura	Item type:		Item category 1:		Item category 2:	*	
	Current location	1:	Last activity date		Extended info:	*	Single
Help	Permanent:	Yes No	Shadowed:	💿 Yes 💿 No 💿 Both	Reserve status:	-	Advanced
Print	Circulate:	🔘 Yes 🔘 No 💿 Both					
Titles	1						
Call Numbers and I 🛞	Title	Author	Call Number Library	Item ID	Conv Number Type	Current Location C	\irculate
Add Item	The	Addition	Cali Number Eibrary	Rentib	Copy Number Type	Current Eocation	liculate
Global Item Modification							
Add Ordered Items to							
👕 Global Call Number Mo							
🥶 Item Group Editor							
Authorities							
	Item List						
Special 🛞	Title	Author	Call Number Library	Item ID	Copy Number Type	Current Location C	Sirculate
			Create Group	Edit Items Remove Iter	ms Clear Item List Close		

# The Group Search screen opens:

WF SirsiDynix Symphony WorkFlow	vs: Group Search					
<u>F</u> ile <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>M</u>	<u>A</u> odules <u>P</u> reference <u>T</u> ools	: <u>H</u> elp				RSANFP
Acquisitions Cataloging Circ	ulation+   Offline   Outreach	i   Reports   Requests   Res	erves   Selection   Serial Control	Utility		
Common Tasks	Item Group Editor ×					
Coll Number and Yon M	Item Group Editor : Grou	p Search				
Smart Port	Group ID:					
tem Search and Display	Library: ALL					Search
Check Item Status	Group List					
Help	Group ID	Library	Description	Item Count	Archived	Date Created
Frint						,
Titles						
Call Numbers and It 🛞						
Add Item						
Edit Item						
🛃 Global Item Modification						
🎽 Add Ordered Items to C						
💕 Global Call Number Mo						
🥳 item Group Editor						
Authorities						
Special						
			Manage Group	Merge Groups		

5. Search for the group you want to export.

If your search returns a list of groups, click on the group you want to export so it appears in blue:

sated 2 2
sated 2 2
sated 2 2
sated 2 2
sated 2 2
sated 2 2 2
sated 2 2 2
eated 2 2 2
eated 2 2 2
eated 2 2 2
2 2 2
2
2
3
2
2
2
3
2
2
12
3
3
12
3
3
3
3
3
2
2

6. Click the "Manage Group" button at the bottom.

# The item group editor will display the group:

WF SirsiDynix Symphony WorkFlow	s: Manage Group							◆ E –	
<u>F</u> ile <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>M</u>	odules <u>P</u> reference <u>T</u> ools <u>H</u> elp							I	2SANFP
Acquisitions Cataloging Circu	ilation+   Offline   Outreach   Reports   Rei	quests   Reserves	Selection   Serial C	ontrol Utility					
	Item Group Editor								
Common Tasks	🔭 Group Editor : Manage Group								
Call Number and Item M									
1001: Label Designer									
	Group Info								
SmartPort		Data	reated: 1/05/00	10 Created by	WO TEOU	Librons MO MAC			
😫 Item Search and Display	Description: VALENTINES DAY DISPL		reated. 1/25/20	13 Created by	od by: W0_TECH	Library. WU_WAS	n-rL		
Check Item Status	VALENTINES DAT DISFE	AT-RIDS A Date is	ast mounieu. 2/10/20	Lastriouin	ed by: wo_rech				
7 Help	Item List: 50 records								
- not									
Print									
Titles	Title Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circulate	
	If you'll be my Val Rylant, Cynthia.	E RYL	W0_WASH-PL	A66701096534	1	BOOK-J	EASY	Y	*
Call Numbers and It 🛞	Love, Ruby Valen Friedman, Laurie .	E FRI	W0_WASH-PL	A66701245793	1	BOOK-J	EASY	Y	
Add Item	Valentine's day Trueit, Trudi Strain	E TRU	W0_WASH-PL	A66701627555	1	BOOK-J	EASY	Ŷ	_
<b>7</b>	A giant gruch Choldanka Cappi	E REY	W0_WASH-PL	A66701588751	1	BOOK-J	EASY	Y	
	A yerv scarv Vale Balaban Mariah	E CHU	WO_WASH-PL	A66701588769	1	BOOK-J	CHECKEDOUT	T N	
Global Item Modification	Franklin's valentin Bourgeois Paulet	E BOU	W0 WASH-PL	A66700841384	1	BOOK-J	FASY	Y	
Add Ordered Items to C	Be my valentine! Bryant, Megan E.	EBRY	W0 WASH-PL	A66701254661	1	BOOK-J	CHECKEDOUT	N	
Global Call Number Mo	Pooh's Valentine Gaines, Isabel.	E GAI	W0_WASH-PL	A66701173069	1	BOOK-J	CHECKEDOUT	N	E
	Valentine's Day d Herman, Gail, 19	EHER	W0_WASH-PL	A66700898640	1	BOOK-J	EASY	Y	
(     tem Group Editor	Don't be my valen Lexau, Joan M.	ELEX	W0_WASH-PL	A66700564102	1	BOOK-J	MISSING	N	
Authorition	Too many valenti McNamara, Marg	E MCN	W0_WASH-PL	A66700972868	1	BOOK-J	EASY	Y	
Autorities	Little Bear's valent Minarik, Else Hol	E MIN	W0_WASH-PL	A66700971749	1	BOOK-J	EASY	Y	
Special 🛞	Amelia Bedelia's f Parish, Herman.	E PAR	W0_WASH-PL	A66701485602	1	BOOK-J	CHECKEDOUT	N	
	My honey Valentine Parent, Nancy.	E PAR	W0_WASH-PL	A66700700944	1	BOOK-J	CHECKEDOUT	N	
	Happy Valentine's Samuels, Barbara	ESAM	W0_WASH-PL	A66701170760	1	BOOK-J	EASY	Y	
	Care Bears : love Sander, Sonia.	E SAN	W0_WASH-PL	A66701404698	1	BOOK-J	EASY	Y	_
	Cam Jansen and Adler David A		WO_WASH-PL	A00700321392	1	BOOK-J BOOK-J	CHECKEDOUT	T	_
	Hearts cupids an Barth Edna	1394 2 BAR	W0 WASH-PI	A66700162714	1	BOOK-J	J-NONEIC	Y	
	St. Valentine Sabuda, Robert.	J 270.1092 SAB	W0 WASH-PL	A66700305053	1	BOOK-J	J-NONFIC	Y	
	Junie B. Jones an Park, Barbara.	J PAR	W0_WASH-PL	A66700748887	1	BOOK-J	J-FICTION	Y	
	A spy among the Naylor, Phyllis Re.	JNAY	W0_WASH-PL	A66700809633	1	BOOK-J	CHECKEDOUT	N	
	Danny's mystery v Kunhardt, Edith.	BOOK/CASS E K	W0_WASH-PL	A66700481003	1	BOOK-CAS-J	J-AUDIOBK	Y	
	Valentine's Day : t Supraner, Robyn.	J 745.5941 SUP	W0_WASH-PL	A66700192426	1	BOOK-J	J-NONFIC	Y	
	Things to make a DePaola, Tomie,	. J 745.59 DEP	W0_WASH-PL	A66700192272	1	BOOK-J	J-NONFIC	Y	
	Froggy's first kiss London, Jonathan	E LON	W0_WASH-PL	A66700685958	1	BOOK-J	EASY	Y	
	Be my valentine Wells, Rosemary.	E WEL	W0_WASH-PL	A66700898771	1	BOOK-J	EASY	Y	-
	Create	Group Save Gr	oup <u>R</u> emove G	roup Edit Items	Restore Items	(b) New Search	(d) <u>C</u> lose		
	l								_

7. Go to the File menu in the upper left corner. Select "Print Screen":

iDwit-symphony WorkFlows	: Manage Group					Sec. 4	100			
dit Wizards Helfers Mo	dules Preference To	ols Help								RS
t ging Circul	ation+   Offline   Outre:	ach   Reports   Req	uests   Reserves	Selection Serial (	Control Utility					
t Preview	Item Group Editor ×									
	Item Group Editor : Ma	nage Group								
Setup Setup Item M	A III 28									
	Group Info									
SmartPort										
tem Search and Display	Group ID: WO YA	HALLOWEEN	Date	created: 11/7/2	012 Created by:	W0_TECH	Library: W0_WAS	H-PL		
Check Item Status	Description: emily:	s halloween display a	as of 11/// Date	last modified: 11///2	012 Last modifie	ed by: W0_TECH				
heip	Item List: 42 record	5								
Print	1									
	Title	Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circulate	
	Lord Loss	Shan, Darren.	YA FIC SHA	W0_WASH-PL	A66701349652	1	BOOK-YA	LOST-ASSUM	N	
Numbers and It 🛞	Cirque du Freak	Shan, Darren.	YA FIC SHA	W0_WASH-PL	A66701602115	1	BOOK-YA	CHECKEDOUT	N	
	Vampire kisses. V	Schreiber, Ellen.	YA FIC SCH	W0_WASH-PL	A66701395792	1	BOOK-YA	YA-MANGA	Y	
dd Item	Companions of th	Vande Velde, Vivi	YA FIC VAN	W0_WASH-PL	A66701025266	1	BOOK-PBKYA	YA-FIC	Y	
dit item	The Illinois road g	Lewis, Chad.	133.109 LEW	W0_WASH-PL	A66701478980	1	BOOK	NONFICTION	Y	
Slobal Item Modification	Ghost stories of Illi	. Christensen, Jo-A	133.1 CHR	W0_WASH-PL	A66700947805	1	BOOK	NONFICTION	Y	
	Paranormal Amer.	Bader, Christophe	. 130.973 BAD	W0_WASH-PL	A66701571542	1	BOOK	NONFICTION	Y	
Add Ordered Items to C	Exploring the une	Knauer, Kelly.	YA 001.94 EXP	W0_WASH-PL	A66701264331	1	BOOK-YA	YA-NF	Y	
Global Call Number Mo	Possessions and	Kallen, Stuart A.,	YA 133.4 KAL	W0_WASH-PL	A66701487086	1	BOOK-YA	YA-NF	Y	
tem Group Editor	Poltergeists	Kallen, Stuart A.,	YA 133.142 KAL	W0_WASH-PL	A66701486967	1	BOOK-YA	YA-NF	Y	
	The I-Files : true r	Rath, Jay.	133.1 RAI	W0_WASH-PL	A66700789582	1	BOOK	NONFICTION	Y	
orities 🛞	Chostbusting Illin	Keebube, John P.	122.1 KAC	W0_WASH-PL	A00701488008	1	BOOK-TA	NONFICTION	Ť	
	Too good to bo tru	Raunyand Jan Ha	VA 200 2 PDI I	WO_WASH-FL	A66701502525	1	BOOK VA	VANE	r V	
ial 🛞	Haunted	. brunvanu, san na	YA SS HALL	W0_WASH-PI	A66701459724	1	BOOK-YA	YA-FIC	Y	
	30 days of night	Niles Steve	YA FIC NIL	W0 WASH-PI	A66701298275	1	BOOK-YA	YA-GRAPHIC	Y	
	Ruined : a novel	Morris, Paula.	YA FIC MOR	W0 WASH-PL	A66701502129	1	BOOK-YA	YA-FIC	Y	
	House of dark sha	Liparulo, Robert.	YA FIC LIP	W0_WASH-PL	A66701477243	1	BOOK-YA	CHECKEDOUT	N	
	What-the-Dickens	Maguire, Gregory.	YA FIC MAG	W0_WASH-PL	A66701331918	1	BOOK-YA	YA-FIC	Y	
	The white darkne	McCaughrean, G	YA FIC MCC	W0_WASH-PL	A66701321468	1	BOOK-YA	YA-FIC	Y	
	The dreaming. Vo	Chan, Queenie.	YA FIC CHA	W0_WASH-PL	A66701187961	1	BOOK-YA	YA-MANGA	Y	
	Haunted Illinois :	Taylor, Troy.	133.109 TAY	W0_WASH-PL	A66700856949	1	BOOK	DISP-YA	Y	
	Dangerous girls :	Stine, R. L.	YA FIC STI	W0_WASH-PL	A66701057611	1	BOOK-PBKYA	YA-FIC	Y	
	Who killed the ho	Stine, R. L.	YA FIC STI	W0_WASH-PL	A66700693171	1	BOOK-PBKYA	YA-FIC	Y	
	Cat	Stine, R. L.	YA FIC STI	W0_WASH-PL	A66700599199	1	BOOK-PBKYA	YA-FIC	Y	
	The confession	Stine, R. L.	YA FIC STI	W0_WASH-PL	A66700540776	1	BOOK-PBKYA	YA-FIC	Y	
	0.11	B	ALC DID DUTY I		100700	-				

# 8. Your internet browser will open a window displaying the group:

				and and	4.3	÷		
C:\Users\laughline\Sirsi\Workflows\tmp\scr39696108678	42842329.html	D-0	🍯 Item Group Edito	or : Manage ×	-		a sad	♠ ☆ 戀
👍 💈 Google 🚷 Google+ 🧃 MyPaychex 🯋 RAILS 🧃 RAILS Strea	m [ RAILS Membership 🔮	RSA Membershi	p 🕞 SDSC 🧕 An	mazon 🔯 Connexion	FirstSearch	n 🔩 join.me	e 🧃 LHFS 🕱 BFAS 🕘 🕻	Web Reporter
Item Group Editor : Manage Group								05/28/2013 ^
Group Info								
Group ID: W0 YA HALLOWEEN	Date cre	ated:	11/7/2012	Created by:	W	_TECH	Library: W0_WA	ASH-PL
Description: emily's halloween display as of 11/7/	12 Date las	t modified:	11/7/2012	Last modified t	oy: WO	_TECH		
Item List: 42 records								
Title	Author	Call	Library	Item ID	Сору	Туре	Current	Circulate
		Number			Number		Location	
Lord Loss	Shan, Darren.	YA FIC	W0_WASH-	A66701349652	1	BOOK-	LOST-ASSUM	Ν
	Ohan Daman	SHA		400701000115	1	TA DOOK		
Cirque du Freak	Shan, Darren.	SHA	WU_WASH- PL	A66701602115	1	YA	CHECKEDOUT	N
Vampire kisses. Volume 1, Blood relatives	Schreiber, Ellen.	YA FIC	W0_WASH-	A66701395792	1	BOOK-	YA-MANGA	Y
		SCH	PL			YA		
Companions of the night	Vande Velde,	YA FIC	W0_WASH-	A66701025266	1	BOOK-	YA-FIC	Y
	Vivian.	VAN	PL			PBKYA		
The Illinois road guide to haunted locations	Lewis, Chad.	133.109 LEW	W0_WASH- PL	A66701478980	1	BOOK	NONFICTION	Y
Ghost stories of Illinois	Christensen, Jo-	133.1 CHR	W0 WASH-	A66700947805	1	BOOK	NONFICTION	Y
	Anne.		PL					
Paranormal America : ghost encounters, UFO	Bader, Christopher	130.973	W0_WASH-	A66701571542	1	BOOK	NONFICTION	Υ
sightings, Bigfoot hunts, and other curiosities in religion and culture	David.	BAD	PL					
Exploring the unexplained : the world's greatest	Knauer, Kelly,	YA 001.94	W0 WASH-	A66701264331	1	BOOK-	YA-NF	Y
marvels, mysteries and myths		EXP	PL		-	YA		
Possessions and exorcisms	Kallen, Stuart A.,	YA 133.4	W0_WASH-	A66701487086	1	BOOK-	YA-NF	Y
	1955-	KAL	PL			YA		
Poltergeists	Kallen, Stuart A.,	YA	W0_WASH-	A66701486967	1	BOOK-	YA-NF	Y
								🔍 100% 🔻 🚽

9. Beginning with the text "Group Info" in the upper left corner, highlight <u>all</u> of the text on the page or simultaneously press <Ctrl> + <a> on your keyboard so that all the text on the page appears in blue.

C Ulsers laughline Sirsi Workflows tmn scr396961086784	2842329.html	0-0	🗿 Item Group Edito	r: Manage X	4.3			
File Edit View Favorites Tools Help								
🝰 🛚 Google 💈 Google+ 🗿 MyPaychex 🏋 RAILS 🗿 RAILS Stream	n 📘 RAILS Membership 🛞	RSA Membership	o 🕞 SDSC 🧕 An	nazon 瀫 Connexion	FirstSearch	👆 join.me	🧃 LHFS 🥱 BFAS 🧃 V	Veb Reporter
Item Group Editor : Manage Group								05/28/2013 ^
7								
Group Info								
Group ID: W0 YA HALLOWEEN	Date cre	ated:	11/7/2012	Created by:	<b>W</b> 0	_TECH	Library: W0_WA	SH-PL
Description: emily's halloween display as of 11/7/1	2 Date last	t modified:	11/7/2012	Last modified t	by: W0	_TECH		
Item List: 42 records								
'		_	_		_		_	
<b>litte</b>	Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circulate
Lord Loss	Shan, Darren.	YA FIC SHA	W0_WASH-	A66701349652	1	BOOK- YA	LOST-ASSUM	N
Cirque du Freak	Shan, Darren.	YA FIC	W0_WASH-	A66701602115	1	BOOK-	CHECKEDOUT	N
		SHA	PL	100701005700		YA		
Vampire kisses. Volume 1, Blood relatives	Schreiber, Ellen.	SCH	W0_WASH- PL	A66701395792	U .	YA YA	YA-MANGA	<b>¥</b>
Companions of the night	Vande Velde, Vivian.	YA FIC VAN	W0_WASH- PL	A66701025266	1	ВООК- РВКҮА	YA-FIC	
The Illinois road guide to haunted locations	Lewis, Chad.	133.109 LEW	W0_WASH- PL	A66701478980	1	BOOK	NONFICTION	
Ghost stories of Illinois	Christensen, Jo- Anne.	133.1 CHR	W0_WASH- PL	A66700947805	1	BOOK	NONFICTION	
Paranormal America : ghost encounters, UFO sightings, Bigfoot hunts, and other curiosities in religion and culture	Bader, Christopher David.	130.973 BAD	W0_WASH- PL	A66701571542	1	BOOK	NONFICTION	M
Exploring the unexplained : the world's greatest marvels, mysteries and myths	Knauer, Kelly.	YA 001.94 EXP	W0_WASH- PL	A66701264331	1	BOOK- YA	YA-NF	Y
Possessions and exorcisms	Kallen, Stuart A., 1955-	YA 133.4 KAL	W0_WASH- PL	A66701487086	1	BOOK- YA	YA-NF	M
						00011		€ 100% <b>-</b>

١

10. Once all the text is highlighted in blue, right click with your mouse. Select "Copy" from the menu:

and the second se				A 4 3	100			×
C:\Users\laughline\Sirsi\Workflows\tmp\scr396961086784	2842329.html	0-0	<i>e</i> Item Group Editor : Manag	e ×	-18	100	🏠 🏠	<b>\$</b>
👍 🚦 Google 💈 Google+ 🗿 MyPaychex 🦹 RAILS 🧃 RAILS Stream	n [ 2 RAILS Membership 🔮	ASA Membershi	ip 🕞 SDSC 🧕 Amazon 📓	Connexion 🧃 FirstS	earch 🔩 join.me 🧧	🕅 LHFS 🥱 BFAS 🧃	Web Reporter	
Weird Illinois : your travel guide to Illinois' local legends and best kept secrets	Taylor, Troy.	L UN YA 917.73 TA 1	PL W0_WASH- A6670 PL	1598439 1	РВКҮА ВООК- ҮА	YA-NF	Y	^
Encyclopedia horrifica : the terrifying truth! about vampires, ghosts, monsters, and more	Gee, Joshua.	YA (1)1.9 GEE	W0_WASH- A6670 PL	1682589 1	BOOK- YA	YA-NF	M	
American vampire. [1]	Snyder, Scott.	YA FIC SNY	W0_WASH- A6670 PL	1542894 1	BOOK- YA	YA-GRAPHIC	M	
Cursed creatures	I.	YA SS CUR	W0_WASH- A6670 PL	1459732 1	BOOK- YA	YA-FIC	Y	
Pride and Prejudice and zombies : the graphic novel	Grahame-Smith, Seth.	YA FIC GRA	W0_WASH- A6670 PL	1540973 1	BOOK- YA	YA-GRAPHIC	M	
Skulduggery Pleasant	Landy, Derek.	YA FIC LAN	10_WASH- A6670 P	1546505 1	BOOK- YA	YA-FIC	Y	
Vampire knight. Vol. 1	Hino, Matsuri.	YA FIC HIN	WL <mark>WASH-</mark> A6670 PL	1462939 1	BOOK- YA	YA-MANGA	Y	
Stoker's Dracula	Thomas, Roy, 1940-	YA FIC THO	W0_\YASH- A6670 PL	1147678 1	BOOK- YA	YA-GRAPHIC	M	
Texas gothic	Clement-Moore, Rosemary.	YA FIC CLE	W0_W/ SH- A6670 PL	1644141 1	BOOK- YA	YA-FIC	M	
Shelter : a Mickey Bolitar novel	Coben, Harlan, 1962-	YA FIC COB	W0 WAS I- A6670 PL Co	1626541 1	BOOK- YA	YA-FIC	M	
The haunting of Alaizabel Cray	Wooding, Chris, 1977-	YA FIC WOO	W0 Copy Paste PL Select all		BOOK- YA	YA-FIC	M	ł
The monstrumologist : William James Henry	Yancey, Richard.	YA FIC YAN	W0 Print PL Print preview		BOOK- YA	YA-FIC	M	
Complete stories and poems of Edgar Allan Poe	Poe, Edgar Allan, 1809-1849.	810.81 POE	W0 Blogger	le Dictionary	BOOK	NONFICTION	M	
Gothic! : ten original dark tales	Noyes, Deborah.	YA SS GOT	WO M Gmail PL Google Finance		BOOK- YA	YA-FIC	M	
The encyclopedia of monsters	Rovin, Jeff.	YA 001.944 ROV	Coogle Maps Search with Goog Translate with Bir All Accelerators	jle ng ▶	BOOK- YA	YA-NF	Y	
			Send to OneNote					~
							<b>100%</b>	<b>•</b>

- 11. Open Microsoft Excel.
- 12. Right click on the first cell in the Excel spreadsheet and select Paste.

If there is more than one "Paste" option in the menu, select the option to "Match Destination Formatting":

<u></u>	P	aste Options	s:	_	7	•											
X 🖬 🤊 -	(21 -	<b>∂</b>   <del>-</del>					Bool	d - Microso	oft Excel				-				- 0 <b>x</b>
File	lome	Insert Page Layout	Formulas	Data Re	eview Vi	iew											a 🕜 🗆 🗗
🗎 🖁	Jt			= _ (		<b></b>							-	-	Σ Aut	toSum - A	<b>7</b> AA
- L 🔓 o	ору -	Calibri	* 11 * K A	- =	<b>— *</b> /*	in wra	ip Text	Genera							Fill	. Z	r ura
Paste 💞 Fo	ormat	Painter <b>B</b> <i>I</i> <u>U</u> -				e ee Mer	ge & Center	* \$ *	% <b>* </b>	0 .00 Con 0 →.0 Forn	iditional Fo natting * as T	rmat Cell able ≠ Styles	Insert	Delete Forma	at 🖉 📿 Cle	ar ▼ Filt	t& Find & er * Select *
Clipboa	rd Calib	Font			Align	ment		5 N	lumber	Gi I	Style	25		Cells		Editing	
A1	D	$T = A + A + \dots + A$	.0 .00 ~														
A	1		000 🗸	F	G	н	1	J	К	L	M	N	0	Р	Q	R	S
1	X	Cut															
3		<u>С</u> ору															
4	8	Paste Options															
5																	
6		Paste Special															
7		Insert															
9		Delete															
10		Clear Co <u>n</u> tents															
11		Filt <u>e</u> r	<b>F</b>														
12		S <u>o</u> rt	>														
13	-	Insert Co <u>m</u> ment															
14	1	Eormat Cells															
16		Pick From Drop-down List															
17		Define N <u>a</u> me															
18	8	Hyperl <u>i</u> nk															
19			_														
20																	
22																	
23																	
24																	
25																	
26																	
27																	
29																	
30																	
31																	
32																	
33																	
35																	
36																	
37																	
38	_																
Ready	neet	1 / Sheet2 / Sheet3 / ?														00% 🗩	

## 13. The exported group will paste in plain text into the spreadsheet:

X	9	(° - <u>0</u>   -	;						Book1	- Microso	ft Excel					-					- 0 -	x
	File	Home Ins	ert Page	Layout	Formulas	Data I	Review	View													a 🕜 🗆 🕯	7 X
	🗎 🖁 🦉	ut	Calibri	× 1	1 × Δ <sup>*</sup> Δ	· = _	<b>—</b> »	- =	ran Text	General		Ŧ				÷	<b>-</b>		Σ Aut	oSum 👻 🧛	<b>7</b> A	
D	💷 🝙 o	ору т		-	- 14 4	`						<b>*</b> 0 00	Conditional	E creat		La cort	H Delete	Format	🔳 Fill	- Z	rt R. Eined R.	
Pe	👻 🛷 F	ormat Painter	B T I	<u> </u>	<u>∽</u> • <u>A</u>	* = =		≹≣ <u>199</u> 1 M	erge & Center	\$ \$ * \$	%,	.000	Formatting	as Table	<ul> <li>Styles</li> </ul>	* *	-	*	Clear	ar∗ Fil	ter * Select *	
	Clipbo	ard G		Font		Gi -	AI	ignment		Ξ N	lumber	Fa		Styles			Cells			Editing	1	
	J1	L	• (**	$f_{\mathcal{K}}$																		*
	Α	В	С	D	E	F	G	Н	1	J	К		L M		N	0	Р		Q	R	S	-
1	Group I	nfo																				
2	Group I	D: WOYAH	A Date crea	1 #########	Created b	W0_TECH	Library:	W0_WAS	SH-PL													_
3	Descrip	tic emily's h	a Date last	r ########	Last modi	W0_TECH																_
4	Item Lis	st: 42 record	s																			_
5																						_
6	Title	Author	Call Num	t Library	Item ID	Copy Nun	туре	Current	.c Circulate													_
7	Lord Lo:	ss Shan, Da	ri YA FIC SH	W0_WAS	A66701349	1	BOOK-Y	A LOST-AS	SUN													_
8	Cirque	du Shan, Da	ITYA FIC SH	W0_WAS	FA66/0160	1	BOOK-Y	A CHECKEL	OC N													_
9	Vampir	e k Schreibe	r, YA FIC SC	FW0_WAS	FA66701395	1	BOOK-Y	A YA-MAN	GY													_
10	Compare The Illin	nic vande v	e YA FIC VA		FA66701023	1	BOOK-P	BETA-FIC	Y													
11	Chost s	tor Christon	1233.109 L		F A00701478	1	BOOK	NONFIC														
12	Darano	m Pador. Cl	120 972 0		A0070034	1	BOOK	NONFIC														
14	Explori	n Knouor I	(VA 001 9/		A6670126	1	BOOK V		v													_
14	Doscoss	io Kallon S	ti VA 133 /		A0070120	1	BOOK-V		v													
16	Polterg	eis Kallen, S	ti YA 133.14	WO WAS	LA6670148	1	BOOK-Y		Y													
17	The I-Fi	les Rath. Jav	. 133.1 RAT	wo was	A66700789	1	воок	NONFIC	I Y													
18	Haunte	d i Netzlev.	FYA 133.1	WO WAS	A6670148	1	BOOK-Y	A YA-NE	Y													
19	Ghosth	un Kachuba	133.1 KAO	WO WAS	A66701412	1	BOOK	NONFIC	TI Y													
20	Too goo	d Brunvand	d, YA 398.2	BW0 WAS	A66701502	1	BOOK-Y	A YA-NF	Y													
21	Haunte	d	YA SS HA	wo was	A66701459	1	BOOK-Y	A YA-FIC	Y													
22	30 days	of Niles, Ste	YA FIC NI	L WO_WAS	A66701298	1	BOOK-Y	A YA-GRAF	ΨY													
23	Ruined	: a Morris, P	a YA FIC M	wo_was	A66701502	1	BOOK-Y	A YA-FIC	Y													
24	House of	of Liparulo,	FYA FIC LIF	W0_WAS	A6670147	1	BOOK-Y	A CHECKEE	OC N													
25	What-t	he Maguire,	(YA FIC M	wo_was	A6670133	1	BOOK-Y	A YA-FIC	Y													
26	The wh	ite McCaugh	r YA FIC M	W0_WAS	HA6670132	1	BOOK-Y	A YA-FIC	Y													
27	The dre	an Chan, Qu	IE YA FIC CH	wo_was	A6670118	1	BOOK-Y	A YA-MAN	GY													- 1
28	Haunte	d I Taylor, T	rc 133.109 T	4W0_WAS	A6670085	1	BOOK	DISP-YA	Y													_
29	Danger	ou Stine, R.	L YA FIC ST	I WO_WAS	FA6670105	1	BOOK-P	BEYA-FIC	Y													-
30	Who kil	le Stine, R.	L YA FIC ST	I W0_WAS	A6670069	1	BOOK-P	BIYA-FIC	Y													- 1
31	Cat	Stine, R.	L YA FIC ST	W0_WAS	A66700599	1	BOOK-P	BFYA-FIC	Y													-
32	The con	ife Stine, R.	L YA FIC ST	I W0_WAS	FA66700540	1	BOOK-P	BFYA-FIC	Y													-
33	Gallows	s H Duncan,	L(YA FIC DL	W0_WAS	FA6670068	1	BOOK-P	BEYA-FIC	Y													_
34	Weird I	Ilir Taylor, Ti	rc YA 917.73	W0_WAS	FA66701598	1	BOOK-Y	A YA-NF	Y													_
35	Encyclo	pe Gee, Jos	n YA 001.9	wo_was	FA6670168	1	BOOK-Y	A YA-NF	Y													_
36	Americ	an Snyder, S	VA SS CU	WU_WAS	HA66701542	1	BOOK-Y	A YA-GRAP	τF Y													_
3/	Dride	creatures	TA SS CUI	VVU_VVAS	F A00/0145	1	BOOK-Y															_
38	Price al	Shoot1	- TA FIC GR	vvu_vvAS	F A00701540	1	BOOK-Y	A TA-GRAP														×
Re	adv	SHEELT SI																m	101 10	0% —		-
	,													_							~	0

You can then save the spreadsheet to your computer and manipulate it from there (re-sort the data, resize columns, remove rows or columns, etc.).

### Adding Items to a Saved Group

WorkFlows will only allow you to add items to a group created by your library. WorkFlows will not allow you to add items to groups created by other RSA libraries.

\_\_\_\_\_

- 1. Log into WorkFlows using your individual cataloging account.
- 2. Go to the Cataloging module.
- 3. Open the Call Numbers and Items toolbar on the left.
- 4. Put your cursor over the Item Group Editor wizard and *left* click.
- 5. The advanced search screen opens. Click the Item/Group Search helper button:

						♣	
WF SirsiDynix Symphony WorkFlow:	s: Item Search		and the second second				
Eile <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>M</u> i	odules <u>P</u> reference	<u>T</u> ools <u>H</u> elp					RSANFP
Acquisitions Cataloging Circu	lation+   Offline   O	utreach   Reports   Requ	este   neserves   Selection   S	Serial Control   Utility			
Current Tarta	Item Group Editor	×					
Coll Number and Item	m Group Editor	Search					
and the later of t							
SmartPort	Library:		Home location:		Price:	*	Search
😫 Item Search and Display	Date created:		Date inventoried	:	Media desk:		Clear
Check Item Status	Item type: Current location:		Item category 1:		Item category 2:      Extended info:	(*)	Single
👔 Help	Permanent	○ Yes ○ No	Shadowed:	○ Yes ○ No   Both	Reserve status:		<ul> <li>Advanced</li> </ul>
int Print	Circulate:	💿 Yes 💿 No 💿 Both			L		
Titles	1						
Call Numbers and I 🛞	Title	Author	Call Number Library	Item ID	Copy Number Type	Current Location Circul	ate
Add Item							
Edit Item							
Global Item Modification							
Add Ordered Items to							
Global Call Number Mo							
(3) Item Group Editor							
Authorities 🛞	Itom List						
Special 🛞	Title	Author	Call Number Library	Item ID	Conv Number Type	Current Location Circul	ate
	The	Addition	Call Number Library	Rento	Copy Number Type	Current Eocation Circuit	ale
			Create Group	Edit Items Remove Iten	ns Clear Item List Close		

# The Group Search screen opens:

WF SirsiDynix Symphony WorkFlow	vs: Group Search			<b>n</b>		
<u>F</u> ile <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>M</u>	<u>1</u> odules <u>P</u> reference <u>T</u> ool	s <u>H</u> elp				RSANFP
Acquisitions Cataloging Circu	ulation+   Offline   Outreac	h   Reports   Requests   Res	erves   Selection   Serial Control	Utility		
Common Tasks	Item Group Editor ×					
Call Number and item M	Item Group Editor : Grou	ıp Search				
SmartPort	Group ID:					
ltem Search and Display	Library: ALL					▼ Search
Check Item Status	Group List					
P Help	Group ID	Library	Description	Item Count	Archived	Date Created
💣 Print						
Titles 🛞						
Call Numbers and It 🛞						
Add Item						
Edit Item						
🙀 Global Item Modification						
Add Ordered Items to C						
💕 Global Call Number Mo						
🥳 Item Group Editor						
Authorities						
Special						
opecial						
			Manage Group	Merge Groups		

6. Search for the group you want to modify.

If your search returns a list of groups, click on the group you want to modify so it appears in blue:

sitions Cataloging Circula	ation+   Offline   Outreach   Rep	orts   Requests   Resen	ves   Selection   Serial Control   Uti	lity		
	Item Group Editor ×					
imon Tasks 🛞	W(m Group Editor : Group Searc	h				
Call Number and Item M	👝 📑 🧏					
Lahel Designer						
Labor Decigner						
SmartPort	Group ID: W0					Sea
ttem Search and Display	Library: ALL					
Check Item Status	Group List					
Help	Group ID	Library	Description	It in Count	Archived	Date Created
	W0 2PC DVD	W0 WASH-PL	2 pc DVDs as of 9/19/2012	137	N	9/19/2012
Print	W0 ADULT XMAS 2	W0_WASH-PL	W0 adult christmas displa	30	N	12/5/2012
	W0 ADULT XMAS REVISD	W0_WASH-PL	ADULT XMAS AS OF LEC 1	135	N	12/1/2012
	W0 BLACK HISTORY MON	W0_WASH-PL	DISPLAY FOR BLACK HIST	6	Ν	1/25/2013
Numbers and It 🛞	W0 CD	W0_WASH-PL	2 pc CDs as of 3/21/12	77	Ν	9/21/2012
And a Marca	W0 END OF WORLD	W0_WASH-PL	emily's en of world display	20	N	11/7/2012
Add item	W0 END OF WORLD DISP	W0_WASH-PL	end of forld display part 2 a	17	N	11/8/2012
Edit Item	W0 GARDEN	W0_WASH-PL	We SARDEN-FLOWER DIS.	20	N	3/29/2013
Global Item Modification	W0 J HALLOWEEN	W0_WASH-PL	NDS HALLOWEEN AS OF 9	/ 146	N	9/27/2012
Idd Ordered Items to C	W0 JDVDS	W0_WASH-PL	BATCH 2 DVDS MOSTLY KI	30	N	9/21/2012
Add Ordered items to C	WO KIDS CHRISTMAS	W0_WASH-PL	Christmas display for kids as	206	N	11/27/2012
Global Call Number Mo	WO KIDS EASTER	W0_WASH-PL	kids Easter & Spring as of 2/	107	N	2/15/2013
ttem Group Editor	WO KIDS ST PATS	WO_WASH-PL		29	N	11/27/2012
	W0 MYSTERY	W0_WASHPL	W0 MYSTERY DISPLAY AS	40	N	2/26/2012
orities 🛞	W0 PROM DISPLAY	W0_VASH-PI	w0 Prom Display	18	Y	4/11/2013
	W0 RESOLUTION DISPLY	0 WASH-PL	W0 NEW YEARS RESOLUT	38	N	1/2/2013
ial 🛞	W0 STEAMPUNK	W0_WASH-PL	w0 steampunk display	45	N	4/11/2013
	W0 VALENTINE-KIDS	W0_WASH-PL	VALENTINES DAY DISPLAY	( <mark>.</mark> 50	N	1/25/2013
	W0 YA FEB DISPLAY	W0_WASH-PL	YA FEB "LOVE" BOOKS AS	27	N	1/25/2013
	W0 YA HALLOWEEN	W0_WASH-PL	emily's halloween display as	42	N	11/7/2012
	W0 YA MONSTR DISPLAY	W0_WASH-PL	ya monster display 10/9/12	51	N	10/9/2012
	W0 VALENTINE-KIDS W0 YA FEB DISPLAY W0 YA HALLOWEEN W0 YA MONSTR DISPLAY	W0_WASH-PL W0_WASH-PL W0_WASH-PL W0_WASH-PL	VALENTINES DAY DISPLAY YA FEB "LOVE" BOOKS AS emily's halloween display as ya monster display 10/9/12	27 	N N N	1/25/2013 1/25/2013 11/7/2012 10/9/2012
			Manage Group	Merge Groups	ae	

7. Click the "Manage Group" button at the bottom.

The item group editor will display the group:

WF SirsiDynix Symphony WorkFlow	s: Manage Group							• • •	
<u>Eile E</u> dit <u>W</u> izards Helpers <u>M</u>	odules <u>P</u> reference <u>T</u> ools <u>H</u> elp							I	RSANFP
Acquisitions Cataloging Circu	lation+   Offline   Outreach   Reports   Req	uests   Reserves	Selection   Serial C	ontrol Utility					
	Item Group Editor								
Common Tasks 🛞	Som Group Editor : Manage Group								
Call Number and item M	A								_
:::::::::::::::::::::::::::::::::::::	Crawn Infa								
😼 SmartPort	Group Into								
😫 Item Search and Display	Group ID: W0 VALENTINE-KIDS	Date c	reated: 1/25/20	13 Created by:	W0_TECH	Library: W0_WAS	H-PL		
Check Item Status	Description: VALENTINES DAY DISPLA	AY-KIDS A Date Ia	ast modified: 2/15/20	13 Last modifie	ed by: W0_TECH				
Melp	Item List: 50 records								
Print	1 1								
	Title Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circulate	
innes 🛞	If you'll to my Val Rylant, Cynthia.	E RYL	W0_WASH-PL	A66701096534	1	BOOK-J	EASY	Y	
Call Numbers and It	Love, Ruby Valen Friedman, Laurie	EFRI	W0_WASH-PL	A66701245793	1	BOOK-J	EASY	Y	
	Valentine's da, Trueit, Trudi Strain.	E TRU	W0_WASH-PL	A66701627555	1	BOOK-J	EASY	Y	
Add Item	Dragon : Happy Reyes, Gabrielle.	E REY	W0_WASH-PL	A66701588751	1	BOOK-J	EASY	Y	
Edit item	A giant crush holdenko, Genni	. E CHO	W0_WASH-PL	A66701667092	1	BOOK-J	EASY	Y	
Global Item Modification	A very scary Vale Ban ban, Mariah,	E BAL	W0_WASH-PL	A66701588769	1	BOOK-J	CHECKEDOUT	N	
400 481	Franklin's valentin Bourge pis, Paulet	EBOU	W0_WASH-PL	A66700841384	1	BOOK-J	EASY	Y	
Add Ordered Items to C	Be my valentine! Bryant, Monan E.	E BRY	W0_WASH-PL	A66701254661	1	BOOK-J	CHECKEDOUT	N	-
💕 Global Call Number Mo	Pooh's Valentine Gaines, Isab	E GAI	W0_WASH-PL	A66701173069	1	BOOK-J	CHECKEDOUT	N	_
🥳 Item Group Editor	Valentine's Day d Herman, Gail, 1.	EHER	W0_WASH-PL	A66700898640	1	BOOK-J	EASY	Y	
	Too monuvolenti MeNemoro Moro		W0_WASH-PL	A00700504102	1	BOOK-J	MISSING	N	
Authorities 🛞	Little Reads valent. Michamara, Marg	ENCIN	WU_WASH-PL	A66700972808	1	BOOK-J	EAST	Ť	
	Amelia Bedelia's f Parish Herman	E PAR	W0 WASH-PI	A66701485602	1	BOOK-J	CHECKEDOUT	N	
Special 🛞	My honey Valentine Parent Nancy	E PAR	W0 WASH-PI	A66700700944	1	BOOK-J	CHECKEDOUT	N	
	Happy Valentine's Samuels, Barbara.	E SAM	W0 WASH-PL	A66701170760	1	BOOK-J	EASY	Y	
	Care Bears : love Sander, Sonia.	E SAN	W0_WASH-PL	A66701404698	1	BOOK-J	EASY	Y	
	Somebody loves Spinelli, Eileen.	E SPI	V0_WASH-PL	A66700321392	1	BOOK-J	EASY	Y	
	Cam Jansen and Adler, David A.	J ADL	W. WASH-PL	A66701170891	1	BOOK-J	CHECKEDOUT	N	
	Hearts, cupids, an Barth, Edna.	J 394.2 BAR	W0_WASH-PL	A66700162714	1	BOOK-J	J-NONFIC	Y	
	St. Valentine Sabuda, Robert.	J 270.1092 SAB	W0_WALH-PL	A66700305053	1	BOOK-J	J-NONFIC	Y	
	Junie B. Jones an Park, Barbara.	J PAR	W0_WASH-1	A66700748887	1	BOOK-J	J-FICTION	Y	
	A spy among the Naylor, Phyllis Re	JNAY	W0_WASH-PL	A66700809633	1	BOOK-J	CHECKEDOUT	N	
	Danny's mystery v Kunhardt, Edith.	BOOK/CASS E K	W0_WASH-PL	A66700481003	1	BOOK-CAS-J	J-AUDIOBK	Y	
	Valentine's Day : t Supraner, Robyn.	J 745.5941 SUP	W0_WASH-PL	56700192426	1	BOOK-J	J-NONFIC	Y	_
	Things to make a DePaola, Tomie,	J 745.59 DEP	WU_WASH-PL	A60700192272	1	BOOK-J	J-NONFIC	Y	
	Proggy's first kiss London, Jonathan	E LUN	WU_WASH-PL	A00/00085958	1	BOOK J	EASY	Y	
	be my valentine wells, Rosemary.	E WEL	WU_WASH-PL	A00700851771		BUUK-J	EAST	T	<b>T</b>
	Create	Group Save Gr	Bemove G	roup Edit Iter	Restore Items	(b) New Search	(d) Close		
	Cleate			Loui ve	I tostore iternis				_

8. Click the Add Items helper button in the upper left corner:



## The Item Search box will open:

WF SirsiDynix Symphony WorkFlows	: Item Group Editor : Item	Search					-		
<u>Eile E</u> dit <u>W</u> izards <u>M</u> odules <u>P</u>	reference <u>T</u> ools <u>H</u> elp								RSANFP
Acquisitions Cataloging Circu	lation+   Offline   Outrea	ch   Reports   Requ	ests   Reserves   Sele	ction   Serial Co	ontrol Utility				
	Item Group Editor ×								
Common Tasks	om Group Editor : Mar	nage Group							
Call Number and Item M	🖨 om Group Editor	: Item Search							- 🗆 ×
Label Designer									
😼 SmartPort	G Library:		Home Rome	e location:		Price:	_		Search
🗐 Item Search and Display	C Date created.		Solution (	rategory 1:		<ul> <li>Wiedla desi</li> <li>Item cateor</li> </ul>	nv 2:		Clear
Check Item Status	Current location		& Lasta	activity date:		<ul> <li>Extended in</li> </ul>	nfo:		Single
🛛 Help	It Permanent:	🔿 Yes 💿 No 💿	Both Shad	owed: O	Yes 🔘 No 💿 Both	Reserve st	atus:		Advanced
int 🖉 Print	Circulate:	⊙ Yes ⊙ No ()	Both				<u>.</u>		
Titler	·								
	lf 👘 🛍								
Call Numbers and It 🛞	L Title	Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circulate
Add Item	C								
🔏 Edit Item	A								
Global Item Modification	A								
🏂 Add Ordered Items to C	E Item List								
💕 Global Call Number Mo	F Title	Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circulate
🥳 item Group Editor									
Authorities	т								
Additionities	L								
Special 🛞	N								
	F								
	C								
	c								
	F								
	5								
	J								
	C								
	v								
	T								
	E								
				A	aga items to item List	Cancel			

9. Using the single or advanced search, find the items you want to add to the group.

10. Click the "Add Items to Item List" button when you are finished searching for items to add to the group:



11. The items you added will appear at the bottom of the displayed group. You may need to scroll down to see the items you added to the group.

a & Likkow Hajem Works Parame Took Haje       CREAK         Callege Control       Office Observation       Feasors	WF SirsiDynix Symphony WorkFlow	s: Item Group Editor : Ma	anage Group								- <b>-</b> X		
Catalogna Catalo	Elle Edit Wizards Helpers Modules Preference Tools Help RSANFF												
Carl Michaer and Ray Construction (Construction) (Construction	Acquisitions Cataloging Circu	Ilation+   Offline   Outre	ach   Reports   Rec	juests Reserves	Selection Serial C	ontrol Utility							
Control Laster de faite: "Laster de laster Cata Audior de faite: "Laster de laster Cata Audior de faite: "Laster de laster Cata Audior		Item Group Editor											
Image: A classes of tank in the factory of the second	Common Tasks	m Group Editor : M	anage Group										
Carde Darger       Group Indi         Group Indi       Group Indi         Group Indi       Group Indi         Group Indi       Description: VALENTINES DAY DISPLAY-KDS. A Date is at modified 2/15/2013 Last modified by: W0_TECH       Library: W0_WASH-PL         Brite       Indi       Description: VALENTINES DAY DISPLAY-KDS. A Date is at modified 2/15/2013 Last modified by: W0_TECH       Description: VALENTINES DAY DISPLAY-KDS. A Date is at modified 2/15/2013 Last modified by: W0_TECH         With Indiana Date Indiana       Corport Market M	Y Call Number and Item M	a 🖷 🖓											
instruction	Label Designer												
Image: Section and Departs       Develop: MALENTINE CASE       Date created: 1/25/2013       Created by: W0_TECH       Library: W0_WASH-PL         Image: Section: WALENTINE CASE       Date created: 2/15/2013       Created by: W0_TECH       Library: W0_WASH-PL         Image: Section: WALENTINE CASE       Date created: 2/15/2013       Created by: W0_TECH       Library: W0_WASH-PL         Image: Section: WALENTINE CASE       Date created: 2/15/2013       Created by: W0_TECH       Library: W0_WASH-PL         Image: Section: WALENTINE CASE       Date created: 2/15/2013       Created by: W0_TECH       Library: W0_WASH-PL         Image: Section: WALENTINE CASE       Date created: 2/15/2013       Created by: W0_TECH       Library: W0_WASH-PL         Image: Section: WALENTINE CASE       Date created: 2/15/2013       Created by: W0_TECH       Library: W0_WASH-PL         Image: Section: WALENTINE: CASE       Date created: 2/15/2013       East       Date created: 2/15/2013       Date created: 2/15/2013         Image: Section: WALENTINE: CASE       Date created: 2/15/2013       East       Date created: 2/15/2013       Date created: 2/15/2013       Date created: 2/15/2013         Image: Section: WALENTINE: CASE       Date created: 2/15/2013       Date created: 2/15/2014       Date created: 2/15/2014	Smart Port	Group Info											
Besch wei Darbi     Check fen Statu     C	2 Smarrort	Group ID: W0 V	ALENTINE-KIDS	Date o	reated: 1/25/20	013 Created by	W0 TECH	Library: W0 WAS	H-PL				
Windowskie       Windowskie </td <td>g item Search and Display</td> <td>Description: VALE</td> <td>NTINES DAY DISPL</td> <td>AY-KIDS A Date I</td> <td>ast modified: 2/15/2</td> <td>013 Last modifi</td> <td>ed by: W0_TECH</td> <td></td> <td></td> <td></td> <td></td>	g item Search and Display	Description: VALE	NTINES DAY DISPL	AY-KIDS A Date I	ast modified: 2/15/2	013 Last modifi	ed by: W0_TECH						
Linker <	📅 Check Item Status												
Invitice   Inter Call Number Usage for the set of the	🛛 Help	Item List: 52 record	is										
Titles       Title       Author       Call Number       Library       Item ID       Copy Number       Type       Current Location       Circulate         Call Numbers and IL       Questines Day: L. Supraner, Robyn.       J/36.58415UP       W0_WASH-PL       A86700192222       1       BOOK-J       J/NONFIC       Y       •         Call Numbers and IL       Defablit, Toming.       J/36.58415UP       W0_WASH-PL       A86700192272       1       BOOK-J       J/NONFIC       Y       •         Call At tem       State tem       W0_WASH-PL       A86700885768       1       BOOK-J       EASY       Y         Global tem Modification       File       W0_WASH-PL       A86700888771       1       BOOK-J       J/NONFIC       Y         Valentines day: C. Eribach, Alteine.       J/36.3564 ERL       W0_WASH-PL       A8670088274       1       BOOK-J       J/NONFIC       Y         Valentines day: C. Eribach, Alteine.       J/38.2568 ERL       W0_WASH-PL       A86700307541       BOOK-J       EASY       Y         Valentines day: C. Eribach, Alteine.       J/38.2568 ERL       W0_WASH-PL       A86700307541       BOOK-J       EASY       Y         Valentines day: C. Eribach, Alteine.       J/38.2578       W0_WASH-PL       A86700051087       BO	int 🖉	1											
Valentine's Day: L. Supraner, Robyn. J. 746.5941 SUP       W0,WASH-PL, A667001922/26       BOOK-J       J-MONRIC       Y         Catl Mumbers and IL.       Image make a DePaola, Tomie. J. 746.590 EP       W0,WASH-PL, A667001922/27       BOOK-J       J-MONRIC       Y         Montance and IL.       Image make a DePaola, Tomie. J. 746.590 EP       W0,WASH-PL, A667001922/27       BOOK-J       J-MONRIC       Y         Montance and IL.       Image make a DePaola, Tomie. J. 746.590 EP       W0,WASH-PL, A667001922/21       BOOK-J       J-MONRIC       Y         Montance and IL.       Image make a DePaola, Tomie. J. 746.594 EP       W0,WASH-PL, A667001922/20       BOOK-J       EASY       Y         Valentine's Day: AL, Supraner, Robyn. J. 746.594 ER       W0,WASH-PL, A66700898771       BOOK-J       EASY       Y         Valentine Rood       Day and Mach. J. 394.2618 EA       W0,WASH-PL, A6670030784       BOOK-J       EASY       Y         Valentine Fineds       Streb.Judith       J.792.21 STR       W0,WASH-PL, A6670030784       BOOK-J       EASY       Y         Valentine Fineds       Schweninger, Ann. E SCH       W0,WASH-PL, A6670030784       BOOK-J       EASY       Y         Valentine Fineds       Schweninger, Ann. E SCH       W0,WASH-PL, A6670047263       BOOK-J       EASY       Y         Valentine Fined		Title	Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circulate			
Call Numbers and IL:       Imposed non-set as:       DePaola Tomie, J 745.69 DEP       W0_WASH-PL       A86700982272       1       BOOK-J       LHONFIC       Y         Frogsy first kiss       London, Jonathan, E. LON       W0_WASH-PL       A86700882971       BOOK-J       EASY       Y         Valentine's Day       Rau, Jonah Meach, J 394 2618 RAU.       W0_WASH-PL       A86700883921       BOOK-J       LHONFIC       Y         Valentine's Day       Rau, Jonah Meach, J 394 2618 RAU.       W0_WASH-PL       A86700803771       BOOK-J       LHONFIC       Y         Valentine's Day       Rau, Jonah Meach, J 394 2618 RAU.       W0_WASH-PL       A86700802774       BOOK-J       LHONFIC       Y         Valentine's Day       Rau, Jonah Meach, J 394 2618 RAU.       W0_WASH-PL       A86700307584       BOOK-J       LHONFIC       Y         Valentine's day cr.       Erbach, Alrines, J 796 251       BOOK-J       EASY       Y       Valentine's day cr.       Holdray parties       Schweiniger, Holdray parties       Schweiniger, Holdray parties       Schweiniger, Holdray parties       BOOK-J       EASY       Y         Valentine's day cr.       Cated, Denys.       E CAZ       W0_WASH-PL       A86700814326       BOOK-J       EASY       Y         Valentine's one wow. Wishinsky, Frieda.	lities 🛞	Valentine's Day : t.	. Supraner, Robyn.	J 745.5941 SUP	W0_WASH-PL	A66700192426	1	BOOK-J	J-NONFIC	Y			
Add tem       Frogry first kiss       London, Jonathan. E LON       W0_WASH-PL       A66700886958       1       BOOK-J       EASY       Y         Be my valentine       Wells, Rosemary.       EWEL       W0_WASH-PL       A66700886958       1       BOOK-J       EASY       Y         Valentine 5 day cr.       Entach, Arlee       J 42.518 RAU       W0_WASH-PL       A66700880754       1       BOOK-J       J-NONFIC       Y         Valentine 5 day cr.       Entach, Arlee       J 42.518 RAU       W0_WASH-PL       A66700880754       1       BOOK-J       J-NONFIC       Y         Valentine 5 day cr.       Entach, Arlee       J 42.518 RAU       W0_WASH-PL       A66700820754       1       BOOK-J       J-NONFIC       Y         Valentine 5 day cr.       Entach, Arlee       J 42.518 RAU       W0_WASH-PL       A66700824774       1       BOOK-J       EASY       Y         Valentine fields       Schweninger, Ann.       ESCH       W0_WASH-PL       A66700848243       1       BOOK-J       EASY       Y         Valentine fields       Schweninger, Anne.       ESTE       W0_WASH-PL       A66700848243       1       BOOK-J       EASY       Y         Valentine fields       Advensynine.       ESTE       W0_WASH-PL <td>Call Numbers and It</td> <td>Things to make a</td> <td>DePaola, Tomie,</td> <td>J 745.59 DEP</td> <td>W0_WASH-PL</td> <td>A66700192272</td> <td>1</td> <td>BOOK-J</td> <td>J-NONFIC</td> <td>Y</td> <td></td>	Call Numbers and It	Things to make a	DePaola, Tomie,	J 745.59 DEP	W0_WASH-PL	A66700192272	1	BOOK-J	J-NONFIC	Y			
Berry valentine       Weils, Rosemary, E. WEL       W0,WASH-PL       A66700898711       1       BOOK-J       EASY       Y         Watertine's Day       Rau, Dana Meach J 394 2618 RAU       W0,WASH-PL       A6670083702       1       BOOK-J       J-NONFIC       Y         Watertine's Day       Rau, Dana Meach J 394 2618 RAU       W0,WASH-PL       A6670082702       1       BOOK-J       J-NONFIC       Y         Watertine's Day       Add Orderst tens to C.       Fitted, Artene       J-745 644 FLN       W0,WASH-PL       A6670082774       1       BOOK-J       EASY       Y         Valentine fineds       Schwalinger, Ann. E SCH       W0,WASH-PL       A6670082774       1       BOOK-J       EASY       Y         Valentine fineds       Schwalinger, Ann. E SCH       W0,WASH-PL       A66700824774       1       BOOK-J       EASY       Y         Valentine fineds       Schwalinger, Ann. E SCH       W0,WASH-PL       A6670081187       1       BOOK-J       EASY       Y         Nate the Greatian       Shammat, Majoria		Froggy's first kiss	London, Jonathan.	E LON	W0_WASH-PL	A66700685958	1	BOOK-J	EASY	Y			
Section       Valentine's Day       Rau, Dana Meach	Add Item	Be my valentine	Wells, Rosemary.	E WEL	W0_WASH-PL	A66700898771	1	BOOK-J	EASY	Y			
Solbal tem Modification       Valentime's day cr Eribach, Arlene. J 745.584 ERI.       VV0_VASH-PL.       A66701023002       1       BOOK-J       J-MONFIC       Y         Mail Ordered tems to c       For Solbal Cal Number Mo       Y         Authorities       For Solbal Cal Number Mo       For Solbal Cal	🥰 Edit Item	Valentine's Day	Rau, Dana Meach.	. J 394.2618 RAU	W0_WASH-PL	A66700883302	1	BOOK-J	J-NONFIC	Y			
<ul> <li>Add Ordered Hem Notalicatori</li> <li>Add Ordered Hems to C., Woydar, Nancy, E POY</li> <li>Woydar, Nancy, E POY</li></ul>		Valentine's day cr.	Erlbach, Arlene.	J 745.594 ERL	W0_WASH-PL	A66701023002	1	BOOK-J	J-NONFIC	Y			
Add ordered tents to C.       Image: Construction of the second sec		Holiday parties	Streb, Judith.	J 793.21 STR	W0_WASH-PL	A66700307584	1	BOOK-J	J-NONFIC	Y			
Image: Schweiniger, Ann. E SCH       W0,WASH-PL       A66700510187       1       BOOK-J       EASY       Y         Image: Schweiniger, Ann. E SCH       W0,WASH-PL       A66700841326       1       BOOK-J       EASY       Y         Image: Schweiniger, Ann. E SCH       W0,WASH-PL       A66700841326       1       BOOK-J       EASY       Y         Image: Schweiniger, Ann. E SCH       W0,WASH-PL       A6670043843       1       BOOK-J       EASY       Y         Image: Schweiniger, Ann. E SCH       W0,WASH-PL       A66700244228       1       BOOK-J       EASY       Y         Image: Schweiniger, Ann. E SCH       W0,WASH-PL       A66700244228       1       BOOK-J       EASY       Y         Image: Schweiniger, Ann. E SCH       W0,WASH-PL       A66700244228       1       BOOK-J       EASY       Y         Image: Schweiniger, Ann. E SCH       W0,WASH-PL       A66700244278       1       BOOK-J       EASY       Y         Image: Schweiniger, Ann. E SCH       W0,WASH-PL       A6670067359       1       BOOK-J       EASY       Y         Image: Schweiniger, Amer. III.       EIOX       W0,WASH-PL       A6670067359       1       BOOK-J       EASY       Y         Image: Schweiniger, Mercer, IIII. <td< td=""><td>Madd Ordered Items to C</td><td>Rhyme time vale</td><td>Poydar, Nancy.</td><td>E POY</td><td>W0_WASH-PL</td><td>A66700962774</td><td>1</td><td>BOOK-J</td><td>EASY</td><td>Y</td><td></td></td<>	Madd Ordered Items to C	Rhyme time vale	Poydar, Nancy.	E POY	W0_WASH-PL	A66700962774	1	BOOK-J	EASY	Y			
Willing Editor       Nate the Great a Shamat, Marjorie E SHA       W0,WASH-PL       A6670041326       1       BO0K-J       EASY       Y         Authorities       Image and the Great a Shamat, Marjorie E STE       W0,WASH-PL       A66700483843       1       BO0K-J       EASY       Y         Special       Image and Moo Cazet, Denys       E ADA       W0,WASH-PL       A66700948576       1       BO0K-J       EASY       Y         Milnnie and Moo Cazet, Denys       E CAZ       W0,WASH-PL       A66700948576       1       BO0K-J       EASY       Y         Huppt Vield of Jove       Coke, Trish.       E COO       W0,WASH-PL       A66700948576       1       BO0K-J       EASY       Y         Huppt Vield of Jove       Coke, Trish.       E COO       W0,WASH-PL       A66700971687       1       BO0K-J       EASY       Y         Just for you       Mayer, Mercer, 19 E MAY       W0,WASH-PL       A66700673359       1       BO0K-J       EASY       Y         Just for you       Mayer, Mercer, 19 E MAY       W0,WASH-PL       A66700673359       1       BO0K-J       EASY       Y         One zillion valenti Modell, Frank       E MOD       W0,WASH-PL       A66700629827       1       BO0K-J       EASY <td>Global Call Number Mo</td> <td>Valentine friends</td> <td>Schweninger, Ann.</td> <td>E SCH</td> <td>W0_WASH-PL</td> <td>A66700510187</td> <td>1</td> <td>BOOK-J</td> <td>EASY</td> <td>Y</td> <td></td>	Global Call Number Mo	Valentine friends	Schweninger, Ann.	E SCH	W0_WASH-PL	A66700510187	1	BOOK-J	EASY	Y			
Avilage full of val Sevenson, Jame E STE       W0,WASH-PL       A6670048343       1       BOOK-J       EASY       Y         Authorities       Inter great Valenti Adams, Adrienne. E ADA       W0,WASH-PL       A66700244728       1       BOOK-J       EASY       Y         Special       Special       Inter Jones woWishinsky, Frieda.       EWIS       W0,WASH-PL       A66700971637       1       BOOK-J       EASY       Y         Jannifer Jones woWishinsky, Frieda.       EWIS       W0,WASH-PL       A66700971626       1       BOOK-J       EASY       Y         Happy Valentines       Grambling, Lois G. E GRA       W0,WASH-PL       A6670087359       1       BOOK-J       EASY       Y         Just for you       Mayer, Mercer, 19 E MAY       W0,WASH-PL       A6670089862       1       BOOK-J       EASY       Y         Just for you       Mayer, Mercer, 19 E MAY       W0,WASH-PL       A66700142983       1       BOOK-J       EASY       Y         The great baffnem       Suzanne, Jamie.       JSUZ       W0,WASH-PL       A66700629247       1       BOOK-J       LECKDOUT       N         One zillion valenti       Modell, Frank       E MOD       W0,WASH-PL       A6670066924       1       BOOK-J <t< td=""><td>đ</td><td>Nate the Great an.</td><td>. Sharmat, Marjorie</td><td>. E SHA</td><td>W0_WASH-PL</td><td>A66700841326</td><td>1</td><td>BOOK-J</td><td>EASY</td><td>Y</td><td></td></t<>	đ	Nate the Great an.	. Sharmat, Marjorie	. E SHA	W0_WASH-PL	A66700841326	1	BOOK-J	EASY	Y			
Authorities       Image: Construct of the second seco	tem Group Eattor	A village full of val.	Stevenson, Jame	E STE	W0_WASH-PL	A66700483843	1	BOOK-J	EASY	Y			
Special       Jennifer Jones wo Wishinsky, Frieda. E.WIS       W0_WASH-PL       A66700971687       1       BOOK-J       EASY       Y         Special       Minnie and Moo : Cazet, Danys.       E CAZ       W0_WASH-PL       A66700971626       1       BOOK-J       CHECKEDOUT       N         Full, full of love       Cooke, Trish.       E COZ       W0_WASH-PL       A66700971626       1       BOOK-J       EASY       Y         Just for you       Mayer, Mercer, 19 E MAY       W0_WASH-PL       A667006971626       1       BOOK-J       EASY       Y         Just for you       Mayer, Mercer, 19 E MAY       W0_WASH-PL       A66700697359       1       BOOK-J       EASY       Y         Just for you       Mayer, Mercer, 19 E MAY       W0_WASH-PL       A66700694309       1       BOOK-J       EASY       Y         The great boyfnen.       Suzanne, Jamie.       JUZ       W0_WASH-PL       A66700694309       1       BOOK-J       EASY       Y         The boyfriend ga       Suzanne, Jamie.       JUZ       W0_WASH-PL       A6670065924       1       BOOK-J       JFICTION       Y         Cody's secret ad       Duffey, Betsy.       J DUF       W0_WASH-PL       A66700255826       1       BOOK-J	Authorities	The great Valenti	Adams, Adrienne.	E ADA	W0_WASH-PL	A66700244728	1	BOOK-J	EASY	Y			
Special         Minnie and Moo: Cazet, Denys.         E CAZ         W0_WASH-PL         A66700948576         1         BOOK-J         CHECKEDOUT         N           Full, full, full of love         Cooke, Trish.         E COO         W0_WASH-PL         A66700971626         1         BOOK-J         EASY         Y           Happy Valentine's Grambling, Lois G. E. EGRA         W0_WASH-PL         A66700973859         1         BOOK-J         EASY         Y           Just for you         Mayer, Mercer, 19 E MAY         W0_WASH-PL         A66700294309         1         BOOK-J         EASY         Y           Fluffy's Valentine'         McMullan, Kate.         E MCM         W0_WASH-PL         A66700294309         1         BOOK-J         EASY         Y           The great boyfrien		Jennifer Jones wo	Wishinsky, Frieda.	E WIS	W0_WASH-PL	A66700971587	1	BOOK-J	EASY	Y			
Full, full, full, full of love       Cooke, Trish.       E COO       W0_WASH-PL       A66700971626       1       BOOK-J       EASY       Y         Happy Valentine's Grambling, Lois G. E GRA       W0_WASH-PL       A66700673359       1       BOOK-J       EASY       Y         Just for you       Mayer, Mercer, 19 E MAY       W0_WASH-PL       A66700698862       1       BOOK-J       EASY       Y         Fluffy's Valentine'       McMullan, Kate.       E MCM       W0_WASH-PL       A66700294309       1       BOOK-J       EASY       Y         One zillion valenti       Modell, Frank.       E MOD       W0_WASH-PL       A66700294309       1       BOOK-J       EASY       Y         The great boyfrien       Suzanne, Jamie.       J SUZ       W0_WASH-PL       A6670065024       1       BOOK-J       J-FICTION       Y         The boyfriend ga       Suzanne, Jamie.       J SUZ       W0_WASH-PL       A66700651349       1       BOOK-J       J-FICTION       Y         Nelson in love : a       Smith, Janice Lee       J SMI       W0_WASH-PL       A66700265826       1       BOOK-J       J-FICTION       Y         Four stupid cupids       Maguire, Gregory.       J MAG       W0_WASH-PL       A66700065611	Special 🛞	Minnie and Moo : .	Cazet, Denys.	E CAZ	W0_WASH-PL	A66700948576	1	BOOK-J	CHECKEDOUT	N			
Happy Valentine's Grambling, Lois G. E. GRA       W0_WASH-PL       A66700673359       1       BOOK-J       EASY       Y         Just for you       Mayer, Mercer, 19 E MAY       W0_WASH-PL       A66700698862       1       BOOK-J       EASY       Y         Fluffly's Valentine'       McMullan, Kate.       E MCM       W0_WASH-PL       A66700142953       1       BOOK-J       EASY       Y         One zillion valenti       Modell, Frank.       E MOD       W0_WASH-PL       A66700294309       1       BOOK-J       EASY       Y         The great boyfrien       Suzanne, Jamie.       J SUZ       W0_WASH-PL       A667006592627       1       BOOK-J       EASY       Y         The boyfriend ga       Suzanne, Jamie.       J SUZ       W0_WASH-PL       A66700656924       1       BOOK-J       J-FICTION       Y         Codys secret ad       Duffey, Betsy.       J DUF       W0_WASH-PL       A66700255826       1       BOOK-J       J-FICTION       Y         Nelson in love : a       Smith, Janice Lee       J MAG       W0_WASH-PL       A66700255826       1       BOOK-J       J-FICTION       Y         Horible Harry an       Kine, Suzy.       J KLI       W0_WASH-PL       A6670065611       1 <td></td> <td>Full, full, full of love</td> <td>Cooke, Trish.</td> <td>E COO</td> <td>W0_WASH-PL</td> <td>A66700971626</td> <td>1</td> <td>BOOK-J</td> <td>EASY</td> <td>Y</td> <td></td>		Full, full, full of love	Cooke, Trish.	E COO	W0_WASH-PL	A66700971626	1	BOOK-J	EASY	Y			
Just for you       Mayer, Mercer, 19 E MAY       W0_WASH-PL       A66700698862       1       BOOK-J       EASY       Y         Fluffy's Valentine!       McMullan, Kate.       E MCM       W0_WASH-PL       A66700142953       1       BOOK-J       EASY       Y         One zillion valenti       Modullan, Kate.       E MCM       W0_WASH-PL       A66700294309       1       BOOK-J       EASY       Y         The great boyfrien       Suzanne, Jamie.       J SUZ       W0_WASH-PL       A66700629627       1       BOOK-J       EASY       Y         The boyfriend ga       Suzanne, Jamie.       J SUZ       W0_WASH-PL       A66700629627       1       BOOK-J       J-FICTION       Y         Cody's secret ad       Duffey, Betsy.       J DUF       W0_WASH-PL       A66700565826       1       BOOK-J       J-FICTION       Y         Nelson in love : a       Smith, Janice Lee J SMI       W0_WASH-PL       A66700508899       1       BOOK-J       J-FICTION       Y         Horible Harry an       Kilne, Suzy.       J KLI       W0_WASH-PL       A66700606899       1       BOOK-J       J-FICTION       Y         Voleteries Dev       Coreaveld Choile       J OE       W0_WASH-PL       A66700606811		Happy Valentine's	Grambling, Lois G.	E GRA	W0_WASH-PL	A66700673359	1	BOOK-J	EASY	Y			
Fluffy's Valentine' McMullan, Kate.       E MCM       W0_WASH-PL       A66701122953       1       BOOK-J       CHECKEDOUT       N         One zillion valenti Modell, Frank.       E MOD       W0_WASH-PL       A66700294309       1       BOOK-J       EASY       Y         The great boyfriem.       Suzanne, Jamie.       J SUZ       W0_WASH-PL       A667006292677       1       BOOK-J       J-FICTION       Y         The boyfriend ga       Suzanne, Jamie.       J SUZ       W0_WASH-PL       A66700665924       1       BOOK-J       J-FICTION       Y         Cody's secret ad       Duffey, Betsy.       J DUF       W0_WASH-PL       A66700256826       1       BOOK-J       J-FICTION       Y         Nelson in love: a       Smith, Janice Lee J SMI       W0_WASH-PL       A66700256826       1       BOOK-J       J-FICTION       Y         Nelson in love: a       Smith, Janice Lee J SMI       W0_WASH-PL       A66700256826       1       BOOK-J       J-FICTION       Y         Nelson in love: a       Smith, Janice Lee J SMI       W0_WASH-PL       A66700205691       1       BOOK-J       J-FICTION       Y         Violation Education       Maguine, Gregory.       J MAG       W0_WASH-PL       A66700066611		Just for you	Mayer, Mercer, 19	. E MAY	W0_WASH-PL	A66700698862	1	BOOK-J	EASY	Y			
One zillion valenti Modell, Frank.       E MOD       W0_WASH-PL       A66700294309       1       BOOK-J       EASY       Y         The great boyfrienSuzanne, Jamie.       J SUZ       W0_WASH-PL       A66700629627       1       BOOK-PBK-J       J-FICTION       Y         The boyfriend ga       Suzanne, Jamie.       J SUZ       W0_WASH-PL       A66700665924       1       BOOK-PBK-J       J-FICTION       Y         Cody's secret ad       Duffey, Betsy.       J DUF       W0_WASH-PL       A66700265826       1       BOOK-J       J-FICTION       Y         Nelson in love: a       Smith, Janice Lee J SMI       W0_WASH-PL       A66700265826       1       BOOK-J       J-FICTION       Y         Four stupid cupids       Maguire, Gregory.       J MAG       W0_WASH-PL       A66700066611       1       BOOK-J       J-FICTION       Y         Horrible Harry an       Kline, Suzy.       J KLI       W0_WASH-PL       A6670066611       1       BOOK-J       J-FICTION       Y         Velocitic Deav.       Crosswork Shalls       J COS       W0_WASH-PL       A66701663399       1       BOOK-J       J-FICTION       Y         Velocitic Deav.       Crosswork Shalls       J COS       W0_WASH-PL       A66701675142 <td></td> <td>Fluffy's Valentine'</td> <td>. McMullan, Kate.</td> <td>EMCM</td> <td>W0_WASH-PL</td> <td>A66701142953</td> <td>1</td> <td>BOOK-J</td> <td>CHECKEDOUT</td> <td>N</td> <td></td>		Fluffy's Valentine'	. McMullan, Kate.	EMCM	W0_WASH-PL	A66701142953	1	BOOK-J	CHECKEDOUT	N			
The great boyfriemSuzanne, Jamie.       J SUZ       W0_WASH-PL       A66700629627       1       BOOK-PBK-J       J-FICTION       Y         The boyfriend ga       Suzanne, Jamie.       J SUZ       W0_WASH-PL       A6670066924       1       BOOK-PBK-J       J-FICTION       Y         Codys secret ad       Duffey, Betsy.       J DUF       W0_WASH-PL       A6670065924       1       BOOK-PBK-J       J-FICTION       Y         Nelson in love: a       Smith, Janice Lee       J SMI       W0_WASH-PL       A66700825826       1       BOOK-J       J-FICTION       Y         Four stupid cupids       Maguire, Gregory.       J MAG       W0_WASH-PL       A66700805899       1       BOOK-J       J-FICTION       Y         Horrible Harry an       Kline, Suzy.       J KLI       W0_WASH-PL       A66700065611       1       BOOK-J       J-FICTION       Y         Velocitica Poor       Creasured Sholin       LOPE       W0_WASH-PL       A66701663399       1       BOOK-J       J-FICTION       Y         Velocitica Poor       Creasured Sholin       LOPE       W0_WASH-PL       A66701663399       1       BOOK-J       J-FICTION       Y         Velocitica Poor       Create Group       Save Group       Ed		One zillion valenti.	Modell, Frank.	EMOD	W0_WASH-PL	A66700294309	1	BOOK-J	EASY	Y			
The boyfined ga       Suzanne, Jamie.       J SUZ       W0_WASH-PL       A66700665924       1       BOOK-PBK-J       J-FICTION       Y         Cody's secret ad       Duffey, Betsy.       J DUF       W0_WASH-PL       A66700656926       1       BOOK-J       J-FICTION       Y         Nelson in love: a       Smith, Janice Lee J SMI       W0_WASH-PL       A66700265826       1       BOOK-J       J-FICTION       Y         Four stupid cupids       Maguire, Gregory.       J MAG       W0_WASH-PL       A66700065611       1       BOOK-J       J-FICTION       Y         Horrible Harry an       Kline, Suzy.       J KLI       W0_WASH-PL       A66700065611       1       BOOK-J       J-FICTION       Y         Velocition Docu       Greate Group       J KLI       W0_WASH-PL       A66700065611       1       BOOK-J       J-FICTION       Y         Velocition Docu       Greate Group       LOPE       W0_WASH-PL       A66701665339       1       BOOK-J       J-FICTION       Y         Velocition Docu       Greate Group       Ketter Robin Le LP FIC HAT       W0_WASH-PL       A66701675142       1       BOOK-LPRNT       LARGEPRINT       Y         Create Group       Save Group       Remove Group       Edit I		The great boyfrien	Suzanne, Jamie.	JSUZ	W0_WASH-PL	A66700629627	1	BOOK-PBK-J	J-FICTION	Y	E		
Cody's secret ad       Duffey, Betsy.       J DUF       W0_WASH-PL       A66700651349       1       BOOK-J       J-FICTION       Y         Nelson in love : a       Smith, Janice Lee J SMI       W0_WASH-PL       A66700255826       1       BOOK-J       J-FICTION       Y         Four stupid cupids       Maguire, Gregory.       J MAG       W0_WASH-PL       A66700255826       1       BOOK-J       J-FICTION       Y         Horrible Harry an       Kiine, Suzy.       J KLI       W0_WASH-PL       A6670065611       1       BOOK-J       J-FICTION       Y         Velsetice Dev.       Creaseveld Shale       J ODE       W0_WASH-PL       A66701665399       1       BOOK-J       J-FICTION       Y         Song of my heart       Sawyer, Kim Vogel. FIC SAW       W0_WASH-PL       A66701663399       1       BOOK       CHECKEDOUT       N         Heart of gold       Hatcher, Robin Le LP FIC HAT       W0_WASH-PL       A66701675142       1       BOOK-LPRNT       LAGEPRINT       Y         Create Group       Save Group       Remove Group       Edit Items       Restore Items (b)       New Search (d)       Ciose		The boyfriend ga	Suzanne, Jamie.	JSUZ	W0_WASH-PL	A66700665924	1	BOOK-PBK-J	J-FICTION	Y			
Nelson in love : a Smith, Janice Lee J SMI       W0_WASH-PL       A66700256826       1       BOOK-J       J-FICTION       Y         Four stupid cupids       Maguire, Gregory.       J MAG       W0_WASH-PL       A66700266811       BOOK-J       J-FICTION       Y         Horrible Harry an       Kline, Suzy.       J KLI       W0_WASH-PL       A66700266611       1       BOOK-J       J-FICTION       Y         Velocities Doc.       Create Group       Kline, Suzy.       J KLI       W0_WASH-PL       A66700266611       1       BOOK-J       J-FICTION       Y         Song of my heart       Sawyer, Kim Vogel. FIC SAW       W0_WASH-PL       A66701663399       1       BOOK       CHECKEDOUT       N         Heart of gold       Hatcher, Robin Le LP FIC HAT       W0_WASH-PL       A66701675142       1       BOOK-LPRNT       LARGEPRINT       Y         Create Group       Save Group       Edit Items       Restore Items (b)       New Search (c)       Close		Cody's secret ad	Duffey, Betsy.	J DUF	W0_WASH-PL	A66700651349	1	BOOK-J	J-FICTION	Y			
Four stupid cupids       Maguire, Gregory.       J MAG       W0_WASH-PL       A66700808899       1       BOOK-J       J-FICTION       Y         Horrible Harry an       Kite, Suzy.       J KLI       W0_WASH-PL       A66700066611       1       BOOK-J       J-FICTION       Y         Valeating Deev.       Orseword Choile       LODE       W0_WASH-PL       A66700046542       1       BOOK-J       LEICTION       Y         Song of my heart       Sawyer, Kim Vogel. FIC SAW       W0_WASH-PL       A66701663399       1       BOOK       CHECKEDOUT       N         Heart of gold       Hatcher, Robin Le LP FIC HAT       W0_WASH-PL       A66701675142       1       BOOK-LPRNT       LARGEPRINT       Y         Create Group       Save Group       Remove Group       Edit Items       Restore Items (b)       New Search (d)       Qlose		Nelson in love : a	. Smith, Janice Lee	. J SMI	W0_WASH-PL	A66700255826	1	BOOK-J	J-FICTION	Y			
Hornble Harry an       Kine, Suzy.       J KLI       W0_WASH-PL       A66700065611       1       BOOK-J       J-FICTION       Y         Valagting Power       Opcomposition Power       Opcomposition Power       A66700065611       1       BOOK-J       LEICTION       Y         Song of my heart       Sawyer, Kim Vogel. FIC SAW       W0_WASH-PL       A66701663399       1       BOOK       CHECKEDOUT       N         Heart of gold       Hatcher, Robin Le LP FIC HAT       W0_WASH-PL       A66701675142       1       BOOK-LPRNT       LARGEPRINT       Y         Create Group       Save Group       Edit Items       Restore Items (b)       New Search (d)       Close		Four stupid cupids	Maguire, Gregory.	J MAG	W0_WASH-PL	A66700808899	1	BOOK-J	J-FICTION	Y			
Song of my heart       Sawyer, Kim Vogel. FIC SAW       W0_WASH-PL       A66701663399       1       BOOK       CHECKEDOUT       N         Heart of gold       Hatcher, Robin Le LP FIC HAT       W0_WASH-PL       A66701675142       1       BOOK-LPRNT       LARGEPRINT       Y         Create Group       Save Group       Remove Group       Edit Items       Restore Items (b)       New Search (d)       Close		Horrible Harry an	. Kline, Suzy.	J KLI	W0_WASH-PL	A66700065611	1	BOOK-J	J-FICTION	Y			
Heart of gold       Hatcher, Robin Le LP FIC HAT       W0_WASH-PL       A66701675142       1       BOOK-LPRNT       LARGEPRINT       Y         Create Group       Save Group       Edit Items       Restore Items (b)       New Search (d)       Qlose		Song of my heart	Sawyer, Kim Vogel	. FIC SAW	W0_WASH-PL	A66701663399	1	воок	CHECKEDOUT	N			
Create Group Save Group Edit Items Restore Items (b) New Search (d) Close		Heart of gold	Hatcher, Robin Le.	LP FIC HAT	W0_WASH-PL	A66701675142	1	BOOK-LPRNT	LARGEPRINT	Y	-		
Create Group Save Group Edit Items Restore Items (b) New Search (d) Close													
			Create	Group	roup Remove G	Froup Edit Items	Restore Items	(b) New Search	(d) <u>C</u> lose				

12. Click the "Save Group" button to save the group with the added items.

13. A pop-up box will confirm the group saved. Click OK.

WF Item	Group Editor	C X
1	Group saved.	
	ОК	

### **Removing Items from a Saved Group**

WorkFlows will only allow you to remove items from a group created by your library. WorkFlows will not allow you to remove items from groups created by other RSA libraries.

Removing items from a group *only* removes the items from that group. The items still remain in WorkFlows, but they are no longer associated with that group in the item group editor wizard.

- 1. Log into WorkFlows using your individual cataloging account.
- 2. Go to the Cataloging module.
- 3. Open the Call Numbers and Items toolbar on the left.
- 4. Put your cursor over the Item Group Editor wizard and *left* click.
- 5. The advanced search screen opens. Click the Item/Group Search helper button:

WF SirsiDynix Symphony WorkFlow	ws: Item Search				_	_		
<u>Eile E</u> dit <u>W</u> izards He <u>l</u> pers <u>N</u>	<u>A</u> odules <u>P</u> reference	e <u>T</u> ools <u>H</u> elp						RSA
Acquisitions Cataloging Circ	ulation+   Offline	Outreach Reports Requ	estructureserves Selection	Serial Control Utility				
Common Tasks	Item Group Edito	or ×						
Call Number and item		Search						
I shel Designer								
Smoot Designed	Library:		Home location:		Price:			Search
9 SmartPort	Date created:		Date inventoried	L:	Media desk:		•	Clear
Second and Display	Item type:		Item category 1:		ltem categor	/ 2:	*	Cieai
Check item status	Current location	n:	🛞 Last activity date	ε	Extended info	D:	٠	Single
2 Help	Permanent	🔘 Yes 🔘 No 💿 Both	Shadowed:	🔘 Yes 🔘 No 💿 Both	Reserve stat	JS:	•	Advanced
Print	Circulate:	🔿 Yes 🔘 No 💿 Both						
Titles 🛞								
Call Numbers and I 🛞	Titlo	Author	Call Number Library	Itom ID	Conv Number	Tuno	Current Location C	irculato
Add Item		Addition	Call Number Elbrary	iteinib	Copy Number	Type	Current Education	liculate
Global Call Number Mo								
🥳 Item Group Editor								
A.45								
Authorities	Item List							
Special 🛞	Title	Author	Call Number Library	Item ID	Copy Number	Туре	Current Location C	irculate
			Create Group	Edit Items Remove Ite	ms Clear Item List	Close		

# The Group Search screen opens:

WF SirsiDynix Symphony WorkFlow	vs: Group Search			<b>n</b>		
<u>F</u> ile <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>M</u>	<u>1</u> odules <u>P</u> reference <u>T</u> ool	s <u>H</u> elp				RSANFP
Acquisitions Cataloging Circu	ulation+   Offline   Outreac	h   Reports   Requests   Res	erves   Selection   Serial Control	Utility		
Common Tasks	Item Group Editor ×					
Call Number and item M	Item Group Editor : Grou	ıp Search				
SmartPort	Group ID:					
ltem Search and Display	Library: ALL					▼ Search
Check Item Status	Group List					
P Help	Group ID	Library	Description	Item Count	Archived	Date Created
💣 Print						
Titles 🛞						
Call Numbers and It 🛞						
Add Item						
Edit Item						
🙀 Global Item Modification						
Add Ordered Items to C						
💕 Global Call Number Mo						
🥳 Item Group Editor						
Authorities 🛞						
Special						
opecial						
			Manage Group	Merge Groups		

6. Search for the group you want to modify.

If your search returns a list of groups, click on the group you want to modify so it appears in blue:

sitions Cataloging Circula	ation+   Offline   Outreach   Rep	orts   Requests   Resen	ves   Selection   Serial Control   Uti	lity		
	Item Group Editor ×					
imon Tasks 🛞	W(m Group Editor : Group Searc	h				
Call Number and Item M	👝 📑 🧏					
Lahel Designer						
Labor Decigner						
SmartPort	Group ID: W0					Sea
ttem Search and Display	Library: ALL					
Check Item Status	Group List					
Help	Group ID	Library	Description	It in Count	Archived	Date Created
	W0 2PC DVD	W0 WASH-PL	2 pc DVDs as of 9/19/2012	137	N	9/19/2012
Print	W0 ADULT XMAS 2	W0_WASH-PL	W0 adult christmas displa	30	N	12/5/2012
	W0 ADULT XMAS REVISD	W0_WASH-PL	ADULT XMAS AS OF LEC 1	135	N	12/1/2012
	W0 BLACK HISTORY MON	W0_WASH-PL	DISPLAY FOR BLACK HIST	6	Ν	1/25/2013
Numbers and It 🛞	W0 CD	W0_WASH-PL	2 pc CDs as of 3/21/12	77	Ν	9/21/2012
And a Marca	W0 END OF WORLD	W0_WASH-PL	emily's en of world display	20	N	11/7/2012
Add item	W0 END OF WORLD DISP	W0_WASH-PL	end of forld display part 2 a	17	N	11/8/2012
Edit Item	W0 GARDEN	W0_WASH-PL	We SARDEN-FLOWER DIS.	20	N	3/29/2013
Global Item Modification	W0 J HALLOWEEN	W0_WASH-PL	NDS HALLOWEEN AS OF 9	/ 146	N	9/27/2012
Idd Ordered Items to C	W0 JDVDS	W0_WASH-PL	BATCH 2 DVDS MOSTLY KI	30	N	9/21/2012
Add Ordered items to C	WO KIDS CHRISTMAS	W0_WASH-PL	Christmas display for kids as	206	N	11/27/2012
Global Call Number Mo	WO KIDS EASTER	W0_WASH-PL	kids Easter & Spring as of 2/	107	N	2/15/2013
ttem Group Editor	WO KIDS ST PATS	WO_WASH-PL		29	N	11/27/2012
	W0 MYSTERY	W0_WASHPL	WO MYSTERY DISPLAY AS	40	N	2/26/2012
orities 🛞	W0 PROM DISPLAY	W0_VASH-PI	w0 Prom Display	18	Y	4/11/2013
	W0 RESOLUTION DISPLY	0 WASH-PL	W0 NEW YEARS RESOLUT	38	N	1/2/2013
ial 🛞	W0 STEAMPUNK	W0_WASH-PL	w0 steampunk display	45	N	4/11/2013
	W0 VALENTINE-KIDS	W0_WASH-PL	VALENTINES DAY DISPLAY	( <mark>.</mark> 50	N	1/25/2013
	W0 YA FEB DISPLAY	W0_WASH-PL	YA FEB "LOVE" BOOKS AS	27	N	1/25/2013
	W0 YA HALLOWEEN	W0_WASH-PL	emily's halloween display as	42	N	11/7/2012
	W0 YA MONSTR DISPLAY	W0_WASH-PL	ya monster display 10/9/12	51	N	10/9/2012
	W0 VALENTINE-KIDS W0 YA FEB DISPLAY W0 YA HALLOWEEN W0 YA MONSTR DISPLAY	W0_WASH-PL W0_WASH-PL W0_WASH-PL W0_WASH-PL	VALENTINES DAY DISPLAY YA FEB "LOVE" BOOKS AS emily's halloween display as ya monster display 10/9/12	27 	N N N	1/25/2013 1/25/2013 11/7/2012 10/9/2012
			Manage Group	Merge Groups	ae	

7. Click the "Manage Group" button at the bottom.

8. The item group editor will display the group. Click on the item you want to remove from the group so that it appears in blue:

WF SirsiDynix Symphony WorkFlows: I	Manage Group								
<u>Eile E</u> dit <u>W</u> izards He <u>l</u> pers <u>M</u> od	ules <u>P</u> reference <u>T</u> ools <u>H</u> elp							R	SANFP
Acquisitions Cataloging Circulat	ion+   Offline   Outreach   Reports   Re	quests   Reserves	Selection Serial C	Control Utility					
	Item Group Editor ×								
Common Tasks 🛞 👔	m Group Editor : Manage Group								
Call Number and Item M	A 🖷 🐴								
IIII Label Desimer									
77	Group Info								
3 SmartPort	Croup ID: WO VALENTINE KIDS	Date	croated: 1/25/2	012 Created by		Libranc MO MA	.u.DI		
🖞 Item Search and Display	Description: VALENTINES DAY DISPL	AY-KIDS A Date	ast modified: 5/28/2	013 Last modifi	ed by: W0_TECH	cibiary. wo_wa			
🔐 Check Item Status		5414007	alt mounda. erzerz	cho Edormodili	00.03.00_12.011				
7 Help	Item List 52 records								
Print .									
				_					
Titles 🛞	Title Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circulate	
	Valentine's D. Y. t Supraner, Robyn.	J 745.5941 SUP	W0_WASH-PL	A66700192426	1	BOOK-J	J-NONFIC	Y	^
Call Numbers and It 🛞	Things to make a DePaola, Tomie, .	J 745.59 DEP	W0_WASH-PL	A66700192272	1	BOOK-J	J-NONFIC	Y	_
Add Item	Be my valentine Was Roseman	E WEI	W0_WASH-PL	A66700808771	1	BOOK-J	EASY	Y	
	Valentine's Day Rau Dina Meach	J 394 2618 RAU	W0 WASH-PI	A66700883302	1	BOOK-J	J-NONEIC	Y	_
	Valentine's day cr Erlbach, Arene.	J 745.594 ERL	W0 WASH-PL	A66701023002	1	BOOK-J	J-NONFIC	Y	
Global Item Modification	Holiday parties Streb, Judith.	J 793.21 STR	W0_WASH-PL	A66700307584	1	BOOK-J	J-NONFIC	Y	
Add Ordered Items to C	Rhyme time vale Poydar, Nancy.	E POY	W0_WASH-PL	A66700962774	1	BOOK-J	EASY	Y	
Global Call Number Mo	Valentine friends Schweninger, Ann	n. SCH	W0_WASH-PL	A66700510187	1	BOOK-J	EASY	Y	
Carlan Course Enflate	Nate the Great an Sharmat, Marjorie	ESTA	W0_WASH-PL	A66700841326	1	BOOK-J	EASY	Y	
eg item Group Editor	A village full of val Stevenson, Jame	E STE	W0_WASH-PL	A66700483843	1	BOOK-J	EASY	Y	
Authorities	The great Valenti Adams, Adrienne	E ADA	W0_WASH-PL	A66700244728	1	BOOK-J	EASY	Y	
	Jennifer Jones wo Wishinsky, Frieda	EWIS	W0_WASH-PL	A66700971587	1	BOOK-J	EASY	Ŷ	_
Special 🛞	Minnie and Moo : Cazet, Denys.	E CAZ	W0_WASH-PL	A66700948576	1	BOOK-J	CHECKEDOUT	N	
	Happy Valentine's Crambling Lein C	ECOU	WASH-PL	A00700971020	1	BOOK-J	EAST	r	
	lust for you Mayer Mercer 19		WO WISH-PL	A66700698862	1	BOOK-I	EASY	Y	
	Fluffy's Valentine' McMullan, Kate.	EMCM	WO WASH PL	A66701142953	1	BOOK-J	CHECKEDOUT	N	
	One zillion valenti Modell, Frank.	E MOD	W0 WASH-PL	A66700294309	1	BOOK-J	EASY	Y	
	The great boyfrien Suzanne, Jamie.	J SUZ	W0_WASH-PL	A66700629627	1	BOOK-PBK-J	J-FICTION	Y	
	The boyfriend ga Suzanne, Jamie.	J SUZ	W0_WASH-PL	66700665924	1	BOOK-PBK-J	J-FICTION	Y	=
	Cody's secret ad Duffey, Betsy.	J DUF	W0_WASH-PL	A6. 100651349	1	BOOK-J	J-FICTION	Y	
	Nelson in love : a Smith, Janice Lee	J SMI	W0_WASH-PL	A6670.255826	1	BOOK-J	J-FICTION	Y	
	Four stupid cupids Maguire, Gregory	J MAG	W0_WASH-PL	A6670080, 899	1	BOOK-J	J-FICTION	Y	
	Horrible Harry an Kline, Suzy.	J KLI	W0_WASH-PL	A667000656	1	BOOK-J	J-FICTION	Y	
	Valentine Rosy Greenwald, Sheila	a. J GRE	W0_WASH-PL	A66700246542	1	BOOK-J	J-FICTION	Ŷ	
	Head of cold Head Sawyer, Kim Voge	I REICHAT	WO_WASH-PL	A66701663399		BOOK		N	
	Heart of gold Haicher, Robin Le	LF FIC HAI	WU_WASH-PL	A00701070142	-	BOUK-LPKNI	LARGEPRINT	T	-
	Creat	e Group Save G	roup Remove G	Froup Edit Items	Restore tems	(b) New Search	(d) Close		
	ordat						2.000		

9. Click the Remove Items helper button in the upper left corner:

10. The item you selected will be immediately removed from the group. The item list count at the top of the group should have decreased by one item.

The number shown on your screen will differ, depending on how many items were saved in your group and how many items you removed.

					Item List	: 51 record	s		
W SirsiDynix Symphony WorkFlows Eile Edit Wizards Helpers Mo	Manage Group dules <u>P</u> reference <u>T</u> ools <u>H</u> elp		/					re –	
Acquisitions Cataloging Circul	ation+ Offline Outreach Report	e   Romuoste   Rocorvoe	Sels ion   Serial i	Control Litility				-	
Acquisitions Cataloging Circuit	Here Orean Edites at	o friedacolo friedeneo f	oor don't oondre	Contrator   County					
Common Tasks	Item Group Editor ×								_
Coll Number and Item M									_
Cair Number and Kenn W									
Label Designer	One was left								
😼 SmartPort	Group Into								
😫 Item Search and Display	Group ID: W0 VALENTINE-K	Z Date of	created: 1/25/2	2013 Created by	W0_TECH	Library: W0_WA9	iH-PL		
Check tem Status	Description: VALENTINES JAY	DISPLAY-KIDS A Date I	ast modified: 5/28/2	2013 Last modifi	ied by: W0_TECH				
👔 Help	Item List: 51 records								
💣 Print	1 👔 🐹								
	Title Author	Call Number	Library	Item ID	Copy Number	Type	Current Location	Circulate	
Titles 🛞	Danny's mystery v Kunhardt, E	dith. BOOK/CASS E K.	W0 WASH-PL	A66700481003	1	BOOK-CAS-J	J-AUDIOBK	Y	
Call Numbers and H	Valentine's Day : t., Supraner, F	Robyn. J 745.5941 SUP	W0 WASH-PL	A66700192426	1	BOOK-J	J-NONFIC	Y	
Carrinumbers and It	Things to make a DePaola, T	omie, J 745.59 DEP	W0 WASH-PL	A66700192272	1	BOOK-J	J-NONFIC	Y	
Add Item	Froggy's first kiss London, Jo	nathan E LON	W0_WASH-PL	A66700685958	1	BOOK-J	EASY	Y	
🥰 Edit item	Be my valentine Wells, Rose	mary. E WEL	W0_WASH-PL	A66700898771	1	BOOK-J	EASY	Y	
Clobal Barn Madification	Valentine's Day Rau, Dana	Meach J 394.2618 RAU	W0_WASH-PL	A66700883302	1	BOOK-J	J-NONFIC	Y	
Gibbar Kenn Wodincation	Valentine's day cr Erlbach, Arl	ene. J 745.594 ERL	W0_WASH-PL	A66701023002	1	BOOK-J	J-NONFIC	Y	
Add Ordered Items to C	Holiday parties Streb, Judit	h. J 793.21 STR	W0_WASH-PL	A66700307584	1	BOOK-J	J-NONFIC	Y	
💕 Global Call Number Mo	Rhyme time vale Poydar, Na	ncy. E POY	W0_WASH-PL	A66700962774	1	BOOK-J	EASY	Y	
Carlin Craum Enter	Valentine friends Schwening	er, Ann. E SCH	W0_WASH-PL	A66700510187	1	BOOK-J	EASY	Y	
egy item Group Editor	Nate the Great an Sharmat, M	arjorie E SHA	W0_WASH-PL	A66700841326	1	BOOK-J	EASY	Y	
Authorities 🛞	A village full of val Stevenson,	Jame E STE	W0_WASH-PL	A66700483843	1	BOOK-J	EASY	Y	
	The great Valenti Adams, Ada	ienne. E ADA	W0_WASH-PL	A66700244728	1	BOOK-J	EASY	Y	
Special 🛞	Jenniter Jones wo Wisninsky,	Frieda. E WIS	W0_WASH-PL	A66700971587	1	BOOK-J	EASY	Y	_
	Full full full of love. Caset, Den	/s. ECAZ	W0_WASH-PL	A00700948570	1	BOOK-J	CHECKEDOUT	N	
	Happy Valentine's Grambling		W0_WASH-PL	A66700673359	1	BOOK-J	EASY	Y	
	Just for you Mayer Men	cola G. E GIVA	W0_WASH-PI	A66700698862	1	BOOK-J	EASY	Y	
	Fluffy's Valentine' McMullan	Cate E MCM	W0 WASH-PI	A66701142953	1	BOOK-J	CHECKEDOUT	N	
	One zillion valenti Modell, Fra	nk. E MOD	W0 WASH-PL	A66700294309	1	BOOK-J	EASY	Y	
	The great boyfrien Suzanne, J	amie. J SUZ	W0_WASH-PL	A66700629627	1	BOOK-PBK-J	J-FICTION	Y	=
	The boyfriend ga Suzanne, J	amie. J SUZ	W0_WASH-PL	A66700665924	1	BOOK-PBK-J	J-FICTION	Y	
	Cody's secret ad Duffey, Bets	sy. J DUF	W0_WASH-PL	A66700651349	1	BOOK-J	J-FICTION	Y	
	Nelson in love : a Smith, Jani	ce Lee J SMI	W0_WASH-PL	A66700255826	1	BOOK-J	J-FICTION	Y	
	Four stupid cupids Maguire, Gr	regory. J MAG	W0_WASH-PL	A66700808899	1	BOOK-J	J-FICTION	Y	
	Horrible Harry an Kline, Suzy	J KLI	W0_WASH-PL	A66700065611	1	BOOK-J	J-FICTION	Y	
	Valentine Rosy Greenwald,	Sheila. J GRE	W0_WASH-PL	A66700246542	1	BOOK-J	J-FICTION	Y	
	Heart of gold Hatcher, Ro	bin Le LP FIC HAT	W0_WASH-PL	A66701675142	1	BOOK-LPRNT	LARGEPRINT	Y	Ŧ
		Create Group	roup <u>R</u> emove (	Group Edit Items	Restore Items	(b) New Search	(d) <u>C</u> lose		

- 11. Click the "Save Group" button to save the group with the items removed from it.
- 12. A pop-up box will confirm the group saved. Click OK.



## Editing Items Saved as a Group

The item group editor wizard allows you to edit values for a list of items that you have saved as a group.

RSA recommends saving groups of items if you plan to restore those items to their original values at some point. When you edit items that belong to a saved group, you can select the option to "archive before editing." When this archive option is selected, WorkFlows saves the original, pre-edited values of the items that will be modified. (Note, however, that WorkFlows will not archive values of fields that are not modified in the item group editor wizard.)

WorkFlows will retain the archived values until you restore those values to the items in that group. Any actions that are performed on the items between the time you save the archive and restore the values will not affect the archived values.

If an item is included in more than one group, and those groups have also been archived, that item will use the values of the group that is most recently restored.

WorkFlows will only allow you to edit items in groups that are created by your library. WorkFlows will not allow you to edit any items in groups created by other RSA libraries.

### For example:

You create a group of holiday DVDs, archive the values, and then change the home location value to indicate these DVDs are on display. While the holiday DVDs are on display, you might change the home location value for one or two of these DVDs (for example, the item needs to be sent to the cataloger to be repaired so the item's home location value is changed to CATALOGING.)

When you restore the item values for this group of DVDs, they will all be restored to the home location value that was saved in the archive (i.e., HOLIDAY). The DVD assigned the home location of CATALOGING (or some other modified value) would also have its home location value restored to HOLIDAY.

- 1. Log into WorkFlows using your individual cataloging account.
- 2. Go to the Cataloging module.
- 3. Open the Call Numbers and Items toolbar on the left.
- 4. Put your cursor over the Item Group Editor wizard and *left* click.

5. The item group editor's advanced search screen opens. Click the Item/Group Search helper button:

						۶	
WF SirsiDynix Symphony WorkFlow	vs: Item Search	a Toole Help		and the second			D C ANFF
Acquisitions Cataloging Circl	ulations   Offling   .	outroach   Banarta   Bagu	acted analysis   Coloction   S	arial Captrol   Hility			KSA
Acquisitions Cataloging Circl	Item Group Editor	x	ester asserves   Selection   S	ienar control   Ounly			
Common Tasks	m Group Editor	Alter search					
Call Number and Item	🗉 🖷 🎘 1						
Label Designer							
😼 SmartPort	Library:		Home location:		Price:	(*)	Search
😫 Item Search and Display	Date created:		Date inventoried:		Media desk:	*	Clear
🔐 Check Item Status	Current location	•	<ul> <li>Item category 1:</li> <li>I ast activity date:</li> </ul>		Extended info:	*	
2 Help	Permanent	○ Yes ○ No	Shadowed:	○ Yes ○ No ◎ Both	Reserve status:	V	Advanced
int 🕘 Print	Circulate:	○ Yes ○ No ◎ Both	childoniou.	0.0000000000000000000000000000000000000			() / la la loca
		0.00 0.00 0.000					
Titles 🛞	1 1 1						
Call Numbers and I 🛞	Title	Author	Call Number Library	Item ID	Copy Number Type	Current Location C	irculate
Add Item							
Edit Item							
Global Item Modification							
Add Ordered Items to							
Global Call Number Mo							
ten Group Editor							
Authorities 🛞	Itom List						
Special 🛞			<b>A B B B B B B B B B B</b>				
	Title	Author	Call Number Library	Item ID	Copy Number Type	Current Location C	irculate
			Create Group	Edit Items Remove Iter	ms Clear Item List Close		

6. The Group Search screen opens. Find the group you want to edit.

**Group Search Tip:** To quickly retrieve a list of all groups created by your library, leave the Group ID field blank, select your WorkFlows code from the library menu, and click the Search button:

WE SirsiDunix Symphony WorkElou	ws: Group Search	-	The later is the later			
<u>Eile Edit Wizards Helpers M</u>	<u>M</u> odules <u>P</u> reference <u>T</u> ools <u>F</u>	lelp				RSANF
Acquisitions Cataloging Circ	ulation+   Offline   Outreach   F	Reports   Requests   Re	serves   Selection   Serial Cont	rol mity		
Common Tasks	Alm Group Editor : Group So	earch				
y smart Port	Library: AG_ALS-PDC					Search
Check Item Status	Group List Group ID	Library	Description	Item Count	Archived	Date Created
E Print						)

7. From the group list, click on the group you want to edit so that the group appears in blue:

WF SirsiDynix Symphony WorkFlow	vs: Group Search	-	The Lattice of the Local Distance		-		
<u>F</u> ile <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>M</u>	<u>l</u> odules <u>P</u> reference <u>T</u> ool:	Help					RSANFP
Acquisitions Cataloging Circu	ulation+   Offline   Outreach	Reports   Requests   Res	erves   Selection   Serial Control   Utilit	V			
	Item Group Editor ×						
Common Tasks	Item Group Editor : Grou	p Search					
Call Number and Item M	🛎 🖷 🥦						
Label Designer							
😼 SmartPort	Group ID:						Search
😫 Item Search and Display	Library: AG_ALS-PD	с				-	
M Check Item Status	Group List						
🛛 Help	Group ID	Library	Description	Item Count	Archived	Date Created	
international Print	AP NEW-NF 07.05.12	AG_ALS-PDC	Alpha Paratems shelved in	1282	N	7/5/2012	
	AP NEW-FIC 07.06.12	AG_ALS-PDC	Alphoneark items with home	. 1343	N	7/6/2012	
Titles 🛞	AP DVD CATT 07.06.	AG_ALS-PDC	Alpha Park undefined item c	174	N	7/6/2012	
Call Numbers and It	VI DVD CAT1 07.06.1	2 AG ALS-PDC	Viola PL DVD item cat 1 as o	. 515	N	7/6/2012	
	TD HOLIDAY PBKS	AG_ALS-PDC	Tremont DL holiday pbks. 7	15	N	7/20/2012	
Add Item	TD HOLIDAY DVDS	AG_ALS-PDC	Tremont DL holiday DVDs 7	. 26	N	7/20/2012	
Edit Item							
Global Item Modification							
Add Ordered Items to C							
Global Call Number Mo							
🥳 Item Group Editor							
Authorities							
Special							
			Manage Group	lerge Groups			

8. Click the Manage Group button at the bottom.

The Manage Group screen will display a list of the items that are saved in that group:

te got girodi. Heijoris Modules Determine Concepti (Acquest) Pacenti Response Selection Selecti	F SirsiDynix Symphony WorkFlow	vs: Manage Group							
Control	ile <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>N</u>	<u>t</u> odules <u>P</u> reference <u>T</u> ools <u>H</u> elp							RSA
Intro Group Ealer * Intro Group Ealer	Acquisitions Cataloging Circ	ulation+   Offline   Outreach   Reports   Re	juests   Reserves   S	election Serial C	ontrol Utility				
Control Less Construction  Co		Item Group Editor ×							
Sustain Carbon on the Mail Service Se	Common Tasks	m Group Editor : Manage Group							
Lude Designer         Switch         Switc	Call Number and Item M								
Bit Market M	:00: :00: Label Designer								
Image: Section of Durity       Courted to Microsoft       Date created:       720/2012       Created by: TECH       Library: AG_ALS-PDC         Description: Termore DL holds/UVDS 7.2012       Date created:       720/2012       Library: AG_ALS-PDC         Description: Termore DL holds/UVDS 7.2012       Date created:       720/2012       Library: AG_ALS-PDC         Tetre       Image: Courter Location       Created by: TECH       Library: AG_ALS-PDC         Tetre       Image: Courter Location       Created by: TECH       DVD       Created by: TECH         Mainters and Limit       Courter Location       Created by: TECH       DVD       Created by: TECH         Mainters and Limit       Courter Location       Created by: TECH       DVD       Created by: TECH       Non-Created by: TECH         Mainters and Limit       Created by: TECH       Created by: TECH       DVD       DVD       Created by: TECH       DVD       DVD       DVD       DVD       DVD       DVD <td< td=""><td></td><td>Group Info</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>		Group Info							
Weight Sectors and Desking           Oncourse the sectors and Desking           Oncourse the sectors             Weight Sectors           Oncourse           Data is its and model.	SmartPort		Date cre	ated: 7/20/20	12 Created by	TECH Libra	AC ALS-PDC		
We considered and the second seco	🖞 Item Search and Display	Description: Tremont DL holiday DVDs	7 20 12 Date las	t modified: 7/20/20	12 Last modified	Lbv: TECH	19.765725726		
Inter Let 28 records <	🔐 Check Item Status	Terrorit DE Honday DYDa	Duto luc		12 Edistiniodinou	59. 12011			
Prof  Inter  The Author Call Number Library item ID Copy Number Type Current Location Oliculate Mrs. Miracle (ride Sory Pictures Ho VDDVD NR Hot. TD, TREMONT A36580630263 1 DVD OHOLDAY Y  Where Goal ent hs. FC Films VDDVD NR Hot. TD, TREMONT A36580600239 1 DVD HoLDAY Y  Where Goal ent hs. FC Films VDDVD NR Hot. TD, TREMONT A36580600239 1 DVD HOLDAY Y  Where Goal ent hs. FC Films VDDVD NR Hot. TD, TREMONT A36580600239 1 DVD HOLDAY Y  Where Goal ent hs. FC Films VDDVD NR Hot. TD, TREMONT A36580600239 1 DVD HOLDAY Y  Where Goal ent hs. FC Films VDDVD NR Hot. TD, TREMONT A36580600176 1 DVD HOLDAY Y  Where Goal ent hs. FC Films VDDVD NR Hot. TD, TREMONT A3658059421 1 DVD CHECKEDOUT N  The Moritaria Enthance N, VDDVD NR Hot. TD, TREMONT A3658059483 1 DVD CHECKEDOUT N  Fred Gaus (rides Call Number NDDVD VR Hot. TD, TREMONT A3658059483 1 DVD CHECKEDOUT N  Fred Gaus (rides Call Number NDDVD VR Hot. TD, TREMONT A3658059483 1 DVD CHECKEDOUT N  Fred Gaus (rides Call Number NDDVD VR Hot. TD, TREMONT A3658059483 1 DVD CHECKEDOUT N  Fred Gaus (rides Call Number NDDVD VR Hot. TD, TREMONT A36580597680 1 DVD CHECKEDOUT N  Fred Gaus (rides Call Number NDDVD VR Hot. TD, TREMONT A36580597680 1 DVD HotLDAY Y  Fred Gaus (rides Call Number NDDVD VR Hot. TD, TREMONT A36580597680 1 DVD HotLDAY Y  Fred File file file finationes, VDDVD VR Hot. TD, TREMONT A36580597680 1 DVD HotLDAY Y  Fred File file file finationes, VDDVD VR Hot. TD, TREMONT A36580597690 1 DVD HotLDAY Y  Fred File file file file file file file file f	🛛 Help	Item List: 26 records							
Titles       Author       Call Number       Library       Hem ID       Copy Number       Type       Current Location       Circulate         It Numbers and IL.       It       Mis Miracle (Mds. Sorp Fictures Ho.       VID/DV DN RH OL       The Number Addition	terint								
mintor <ul> <li>Minscher and IL.</li> <li>Minscher ande andels ande</li></ul>		Title Author	Call Number	Library	Item ID	Copy Number	Type	Current Location	Circulate
Call Numbers and IL.       Four Christmasses_Sprglass EnterialVID/VD RP-13_TD_TREMONT       A38580601676       1       DVD       HOLDAY       Y         Media Scale time       Octavit ElimsVID/VD NR HOL_TD_TREMONT       A38580601676       1       DVD       HOLDAY       Y         Moting lite time to overture FilmsVID/VD NR HOL_TD_TREMONT       A36580603011       1       DVD       HOLDAY       Y         Moting lite time to overture FilmsVID/VD NR HOL_TD_TREMONT       A36580609421       1       DVD       CHECKEDUT       N         Motion State Time       HID EntertainmetVID/VD NR HOL_TD_TREMONT       A365806994365       1       DVD       CHECKEDUT       N         Motion State Time       MiD/DVD PC HOL       TD_TREMONT       A36580691818       1       DVD       CHECKEDUT       N         Motorities       @       Motorities       With Paramount Pictur	litles 🛞	Mrs. Miracle [vide Sony Pictures Ho	VID/DVD NR HOL	TD_TREMONT	A36580630285	1	DVD	CHECKEDOUT	N
Add tem       Where God left hiss IFC Films       VUDDVD NR HOL TD_TREMONT       Ads6506011676       1       DVD       HOLDAY       Y         Nothing like the his Orathure Films.       VUDDVD NR HOL TD_TREMONT       Ads650600311       1       DVD       HOLDAY       Y         Stability Control       Stability Control       Ads650600311       1       DVD       HOLDAY       Y         Add ordered items to C       The Christmas to C       Moting like the his	Call Numbers and It	Four Christmases Spyglass Entertai.	. VID/DVD PG-13	TD_TREMONT	A36580602931	1	DVD	HOLIDAY	Y
Back tem       Nothing like the h Overture Films       VDDVD PC-13H. TD_TREMONT       A86580500011       1       DVD       HOLDAY       Y         If tem Modification       And old-ashioned RH Entertainmed VDDVD NR HOL TD_TREMONT       A8658059463       1       DVD       CHECKEDOUT       N         Add ordered tems to C       Fed Class Under-Window VDDVD NR HOL TD_TREMONT       A8658059463       1       DVD       CHECKEDOUT       N         Modification       And ordered tems to C       Fed Class Under-Window VDDVD NR HOL TD_TREMONT       A8658059463       1       DVD       CHECKEDOUT       N         Modification       Add ordered tems to C       Fed Class Under-Window VDDVD PC HOL TD_TREMONT       A8658057630       1       DVD       CHECKEDOUT       N         Modification       End Grove Films       VDDVD PC HOL TD_TREMONT       A8658057536       1       DVD       HOLDAY       Y         Christmas to magency Enterpris       VDDVD NR HOL TD_TREMONT       A8658057536       1       DVD       HOLDAY       Y         Ining Berlins Whit Paramount Pictur       VDDVD NR HOL TD_TREMONT       A8658057536       1       DVD       HOLDAY       Y         Ining Berlins Whit Paramount Pictur       VDDVD NR HOL TD_TREMONT       A8658051312       1       DVD       H	<b>F</b>	Where God left his IFC Films.	VID/DVD NR HOL	TD_TREMONT	A36580601676	1	DVD	HOLIDAY	Y
Ext tem       Cobal tem Modificator       A86680599421       1       DVD       CHECKEDOUT       N         An old-fashined       RHI Entertainment VIDDVD NR HOL. TD_TREMONT       A86680599463       1       DVD       HOLIDAY       Y         An old-fashined       RHI Entertainment VIDDVD NR HOL. TD_TREMONT       A86680599463       1       DVD       CHECKEDOUT       N         Im obst docid call kumber Mo       Modificator       A6604 Call kumber Mo       DVD       CHECKEDOUT       N       N         Im or crup Eator       Im or crup Eator       NDD/D OP CHED. TD_TREMONT       A86680575590       1       DVD       CHECKEDOUT       N         The perfect holida       Screen Gems (19 VIDD/D OP CHID. TD_TREMONT       A86680575546       1       DVD       HOLIDAY       Y         The perfect holida       Screen Gems (19 VIDD/D OP CHID. TD_TREMONT       A866805694741       1       DVD       HOLIDAY       Y         Inving Berlin's Whit       Paramount Plotz       VIDD/D NR HOLTD_TREMONT       A86680569494       1       DVD       HOLIDAY       Y         Inving Berlin's Whit       Paramount Plotz       VIDD/D NR HOL       TD REMONT       A866805694741       1       DVD       HOLIDAY       Y       Y	Add Item	Nothing like the h Overture Films.	VID/DVD PG-13 H	TD_TREMONT	A36580600311	1	DVD	HOLIDAY	Y
	🥰 Edit item	The most wonderf ITV Global Enterta	VID/DVD NR HOL	TD_TREMONT	A36580599421	1	DVD	CHECKEDOUT	N
Add Ordered tens to C.,       The Christmas ch, Muse Entertainme VID/DV DR HOL TD_TREMONT       A36680699463       1       DVD       CHECKEDOUT       N         Fed Claus Videor Warner Bros Pictu VID/DVD PG HOL TD_TREMONT       A36680676180       1       DVD       CHECKEDOUT       N         If cload Cal Number Mo       Marner Bros Pictu VID/DVD PG HOL TD_TREMONT       A36680675590       1       DVD       CHECKEDOUT       N         It cload Staff       Screen Gems (19 VID/DVD PG HOL TD_TREMONT       A36680675590       1       DVD       HOLIDAY       Y         The perfect holds Destination Films VID/DVD DR HOL TD_TREMONT       A36680675590       1       DVD       HOLIDAY       Y         Withorities       Screen Gems (19	Global Item Modification	An old-fashioned RHI Entertainmen	VID/DVD NR HOL	TD_TREMONT	A36580599405	1	DVD	HOLIDAY	Y
Add Ordered Hemis to C       Fred Claus (Mdecr., Warner Bros, Piclu., WD/DV D PG HOL, TD_TREMONT, A36580576180       1       DVD       CHECKEDOUT       N         If Global Call Number Mo       Christmas cottage Birch Grove Films., VD/DVD PG HOL, TD_TREMONT, A36580576180       1       DVD       CHECKEDOUT       N         Init Group Editor       This Christmas (M		The Christmas ch Muse Entertainme	VID/DVD NR HOL	TD_TREMONT	A36580599463	1	DVD	CHECKEDOUT	N
If Global Cal Number Mo       If Christmas cottage       Birch Grove Films VID/DV PG HOL TO_TREMONT       A36580576346       1       DVD       HOLDAY       Y         It is Christmas jul       Screen Gems (19 VID/DV PG HOL TO_TREMONT       A36580576346       1       DVD       HOLDAY       Y         It is Christmas jul       Screen Gems (19 VID/DV PG HOL TO_TREMONT       A365805778346       1       DVD       HOLDAY       Y         It is Christmas ful       Screen Gems (19       VID/DV PG HOL TO_TREMONT       A365805778346       1       DVD       HOLDAY       Y         It is Christmas ful       Pagecial       To the field full       Pagecial       DVD       HOLDAY       Y       Y         A Christmas for       Pagecial       To The Enderstimement       VID/DV DR NUV       TD_TREMONT       A366801380619941       DVD       HOLDAY       Y         The Christmas for       FemanteMedia.       VID/DV DR NUV       TD_TREMONT       A3668001380619942       DVD       HOLDAY       Y         The Christmas shory       Metro-Goldwyn-M       VID/DV DR NUL       TD_TREMONT       A36680013120       DVD       HOLDAY       Y         The Notristmas shory       Metro-Goldwyn-M       VID/DV DR NUL       TD_TREMONT	Madd Ordered Items to C	Fred Claus [videor Warner Bros. Pictu	VID/DVD PG HOL	TD_TREMONT	A36580576180	1	DVD	CHECKEDOUT	N
Mem Group Editor            This Christmas (ILL): VID/VD PC-13 H TD_TREMONT           A36580675590           DVD           HOLIDAY       Y             Authorities           Period: holida Destination Films. VID/VD PC HOL TD_TREMONT          A36580675346           DVD          HOLIDAY       Y             Period: The period: holida Destination Films. VID/VD PC HAM          TD_TREMONT          A36580675346           DVD          HOLIDAY       Y               Deck the halls (Vid Regency Enterpris VID/VD NR HOL TD_TREMONT          A36580149094           DVD          AVALABLE          N               Christmas to m Damn Good Enter VID/VD NR HOL TD_TREMONT          A3658013904           DVD          HOLIDAY       Y               The Christmas in the cl Hannover House ( VID/VD NR HOL TD_TREMONT          A365801942           DVD          HOLIDAY        Y             The Christmas shory	💕 Global Call Number Mo	Christmas cottage Birch Grove Films	VID/DVD PG HOL	TD_TREMONT	A36580590118	1	DVD	CHECKEDOUT	N
Image: Construction       The perfect holds Destination Films. VID/DVD P6 HOL. TD_TREMONT       A36580575346       1       DVD       HOLDAY       Y         Authorities       Image: Construction Films.       VID/DVD BKRM       TD_TREMONT       A36580578346       1       DVD       HOLDAY       Y         Inving Berlins Whit.       Paramourt Pictur       VID/DVD BKRM       TD_TREMONT       A36580549094       1       DVD       AALABLE       N         A Christmas too m Damn Good Enter       VID/DVD NR HOL.       TD_TREMONT       A36580619319       1       DVD       HOLDAY       Y         Christmas too m Damn Good Enter       VID/DVD NR HOL.       TD_TREMONT       A36580619942       1       DVD       HOLDAY       Y         Christmas too m Damn Good Enter       VID/DVD NR HOL       TD_TREMONT       A36580619942       1       DVD       HOLDAY       Y         Tuman Capole's RHI Entertainment       VID/DVD NR HOL       TD_TREMONT       A36580519942       1       DVD       HOLDAY       Y         The Christmas sh FremantleMedia.       VID/DVD NR HOL       TD_TREMONT       A365805191070       1       DVD       CHECKEDOUT       N         A Christmas story Ketro of the Christmas story Screen Media Fill       VID/DVD NR BKRM	🚮 tem Group Editor	This Christmas [vi Screen Gems (19.	VID/DVD PG-13 H	TD_TREMONT	A36580575590	1	DVD	HOLIDAY	Y
Authorities       Deck the halls (vid Regency Enterpris VID/DVD BKRM       TD_TREMONT       A36580547741       1       DVD       HOLIDAY       Y         Special       Ining Berlin's Whit Paramoun Pictur		The perfect holida Destination Films.	VID/DVD PG HOL	TD_TREMONT	A36580575346	1	DVD	HOLIDAY	Y
Spectal       Inving Bernins Whit Paramount Pictur VID/DVD NR HOL. TD_TREMONT       A365805119908       1       DVD       AVALABLE       N         A Christmas too m Damn Good Enter VID/DVD NR JUV TD_TREMONT       A36580549094       1       DVD       HOLIDAY       Y         Tiruman Capote's RHI Entertainment VID/DVD NR JUV TD_TREMONT       A3658051932       1       DVD       HOLIDAY       Y         Christmas in the cl Hannover House ( VID/DVD NR HOLI TD_TREMONT       A3658051932       1       DVD       HOLIDAY       Y         The Christmas sh Fremantle/Media.       VID/DVD NR HOLI TD_TREMONT       A36580110170       1       DVD       AVALABLE       N         A Christmas stor Metro-Goldwyn-M       VID/DVD NR HOLI TD_TREMONT       A36580111070       1       DVD       CHECKEDOUT       N         A boytriend for Ch       WID/DVD NR HOLITD_TREMONT       A36580514117       1       DVD       CHECKEDOUT       N         A boytriend for Ch       VID/DVD NR BKRM TD_TREMONT       A365805034447       1       DVD       CHECKEDOUT       N         The 12 dogs of Ch Screen Media FII       VID/DVD RK MCH       TD_TREMONT       A365805180301       DVD       CHECKEDOUT       N         The Nutracker [M	Authorities 🛞	Deck the halls [vid Regency Enterpris	VID/DVD BKRM	TD_TREMONT	A36580547741	1	DVD	HOLIDAY	Y
Special       A Christmas too m Damn Good Enter., VID/UVD VP 38., ID_TREMONT       A36680049094       1       DVD       HOLIDAY       Y         Truman Capote's RHI Entertainment VID/UVD NR JUV TD_TREMONT       A36680603319       1       DVD       HOLIDAY       Y         Christmas in the cl Hannover House ( VID/DVD NR JUV TD_TREMONT       A36680619942       1       DVD       HOLIDAY       Y         The Christmas sh FremantleMedia.       VID/DVD NR HOLITD_TREMONT       A36680619942       1       DVD       AVAILABLE       N         Frank Capra's It's Paramount Pictur       VID/DVD NR HOLITD_TREMONT       A366802110170       1       DVD       CHECKEDOUT       N         A Christmas story		Irving Berlin's Whit Paramount Pictur.	. VID/DVD NR HOL	TD_TREMONT	A36580113908	1	DVD	AVAILABLE	N
Truman Capoles RHL Entertainment VID/DVD NR USU TD_TREMONT       A36680003319       1       DVD       HOLDAY       Y         Christmas in the cl Hannover House ( VID/DVD NR HOLL. TD_TREMONT       A366800519942       1       DVD       HOLDAY       Y         The Christmas sh FremantleMedia.       VID/DVD NR HOLL. TD_TREMONT       A366800518132       1       DVD       AVALABLE       N         Frank Capra's Its Paramount Pictur       VID/DVD NR HOL. TD_TREMONT       A366800518132       1       DVD       CHECKEDOUT       N         A Christmas story Metro-Goldwyn-M       VID/DVD PG HOL TD_TREMONT       A366800541117       1       DVD       CHECKEDOUT       N         A boyfriend for Ch       VID/DVD NB BKRM TD_TREMONT       A36680497645       1       DVD       CHECKEDOUT       N         The 12 dogs of Ch       Screen Media Fil       VID/DVD NB BKRM TD_TREMONT       A36680498623       1       DVD       CHECKEDOUT       N         Christmas with the Sony Pictures Ho       VID/DVD NB BKRM TD_TREMONT       A36680498523       1       DVD       CHECKEDOUT       N         The Nutcracker (vi Kultur Video.       VID/DVD NB MENDT       TA36680488523       1       DVD       HOLIDAY       Y         Christmas child (vi GoodTimes Entert	Special 🛞	A Christmas too m Damn Good Enter	VID/DVD PG-13 B	TD_TREMONT	A36580549094	1	DVD	HOLIDAY	Y
Christmas in the C.L. Hannover House ( VID/DU PLS R.L. T0_TREMONT)       A36580518132       1       DVD       HOLDAY       Y         The Christmas sh FremantleMedia.       VID/DU DNR HOLLTD_TREMONT       A36580518132       1       DVD       AVAILABLE       N         Frank Capra's Ifs Paramount Pictur VID/DVD NR HOL       TD_TREMONT       A365802110170       1       DVD       CHECKEDOUT       N         A christmas story Metro-Goldwyn-M VID/DVD PG HOL       TD_TREMONT       A36580241117       1       DVD       CHECKEDOUT       N         A boyfriend for Ch       VID/DVD NR BKRM TD_TREMONT       A3658034447       1       DVD       CHECKEDOUT       N         Christmas with the Sony Pictures Ho       VID/DVD PG HOL       TD_TREMONT       A36580488523       1       DVD       CHECKEDOUT       N         The Nutcracker [vi Kultur Video.       VID/DVD NR HOL       TD_TREMONT       A36580518085       1       DVD       CHECKEDOUT       N         National Lampoo       Hubrose Entert       VID/DVD NR BKRM       TD_TREMONT       A36580518085       1       DVD       CHECKEDOUT       N         National Lampoo       Hubrose Entertain       VID/DVD NB KRM       TD_TREMONT       A36580518085       1       DVD       HoLIDAY       Y </td <td></td> <td>Truman Capote's RHI Entertainmen</td> <td> VID/DVD NR JUV</td> <td>TD_TREMONT</td> <td>A36580603319</td> <td>1</td> <td>DVD</td> <td>HOLIDAY</td> <td>Y</td>		Truman Capote's RHI Entertainmen	VID/DVD NR JUV	TD_TREMONT	A36580603319	1	DVD	HOLIDAY	Y
Interchinational still		Christmas in the cl Hannover House	VID/DVD HOL BK	TD_TREMONT	A36580519942	1	DVD	HULIDAY	Y
A Christmas story Metro-Goldwyn-M VID/DV D PG HOL TD_TREMONT A36580497645 1 DVD CHECKEDOUT N A Christmas story Metro-Goldwyn-M VID/DVD NR BKRM TD_TREMONT A36580497645 1 DVD HOLIDAY Y The 12 dogs of Ch Screen Media Fil VID/DVD BKRM TD_TREMONT A36580497645 1 DVD CHECKEDOUT N Christmas with the Sony Pictures Ho VID/DVD PG HOL TD_TREMONT A36580488523 1 DVD CHECKEDOUT N Christmas with the Sony Pictures Ho VID/DVD NR HCM TD_TREMONT A3658063301 1 DVD CHECKEDOUT N The Nutcracker (vi Kultur Video. VID/DVD NR HCM TD_TREMONT A3658063301 1 DVD HOLIDAY Y Christmas child (vi GoodTimes Entert VID/DVD NR HOL TD_TREMONT A3658063805 1 DVD CHECKEDOUT N National Lampoo Hughes Entertain VID/DVD BKRM TD_TREMONT A36580548357 1 DVD HOLIDAY Y The Christmas bo Bonneville Produc VID/DVD BKRM TD_TREMONT A36580518386 1 DVD HOLIDAY Y Christmas bo Bonneville Produc VID/DVD BKRM TD_TREMONT A36580518386 1 DVD HOLIDAY Y The Christmas bo Bonneville Produc VID/DVD BKRM TD_TREMONT A36580518386 1 DVD HOLIDAY Y		Freek Copro's Ito Boromount Distur	VID/DVD NR HOLI.	TD_TREMONT	A30560516132	4	DVD	AVAILABLE	N
A boyfriend for Ch VID/DVD NR BKRM TD_TREMONT A36580497645 1 DVD HOLDAY Y The 12 dogs of Ch Screen Media Fil VID/DVD NR BKRM TD_TREMONT A365804477 1 DVD CHECKEDOUT N Christmas with the Sony Pictures Ho VID/DVD NR HOL TD_TREMONT A36580448523 1 DVD CHECKEDOUT N The Nutcracker [vi Kultur Video. VID/DVD NR HOL TD_TREMONT A3658063301 1 DVD CHECKEDOUT N The Nutcracker [vi Kultur Video. VID/DVD NR BKRM TD_TREMONT A36580544375 1 DVD CHECKEDOUT N National Lampoo Hughes Entertain VID/DVD NR BKRM TD_TREMONT A36580548357 1 DVD HOLIDAY Y The Christmas bo Bonneville Produc VID/DVD BKRM TD_TREMONT A36580518386 1 DVD HOLIDAY Y Create Group Save Group Edit Items Restore Items (b) New Search (d) Close		A Christmas story Matro Coldware M			A365902/11/7	1	DVD	CHECKEDOUT	N
The Synchronous and the second sec		A boyfriend for Ch	VID/DVD NR RKRM	TD TREMONT	A36580497645	1	DVD	HOLIDAY	Y
Intersteeling       Serve Group       Edit Items       Fiber Strip       Serve Items (b)       Serve Items		The 12 dogs of Ch. Screen Media Fil	VID/DVD BKRM		A36580534447	1	DVD	CHECKEDOUT	N
The Nutcracker [vi Kultur Video.       VID/DVD NR HOL TD_TREMONT       A36580603301       1       DVD       HOLIDAY       Y         Christmas child [vi GoodTimes Entert VID/DVD NR BKRM       TD_TREMONT       A36580618085       1       DVD       CHECKEDOUT       N         National Lampoo       Hughes Entertain       VID/DVD BKRM       TD_TREMONT       A36580518085       1       DVD       CHECKEDOUT       N         The Christmas bo       Bonneville Produc       VID/DVD G BKRM       TD_TREMONT       A36580518386       1       DVD       HOLIDAY       Y         Create Group       Save Group       Remove Group       Edit Items       Restore Items (b)       New Search (d)       Qiose		Christmas with the Sony Pictures Ho	VID/DVD PG HOI	TD TREMONT	A36580488523	1	DVD	CHECKEDOUT	N
Christmas child [vi GoodTimes Entert VID/DVD NR BKRM TD_TREMONT       A36580518085       1       DVD       CHECKEDOUT       N         National Lampoo Hughes Entertain VID/DVD BKRM       TD_TREMONT       A36580548357       1       DVD       HOLIDAY       Y         The Christmas bo Bonneville Produc VID/DVD G BKRM       TD_TREMONT       A36580518386       1       DVD       HOLIDAY       Y         Create Group       Save Group       Edit Items       Restore Items (b)       New Search (d)       Qiose		The Nutcracker Ivi Kultur Video	VID/DVD NR HOL	TD TREMONT	A36580603301	1	DVD	HOLIDAY	Y
National Lampoo       Hughes Entertain       VID/DVD 8KRM       TD_TREMONT       A36580548357       1       DVD       HOLIDAY       Y         The Christmas bo       Bonneville Produc       VID/DVD G BKRM       TD_TREMONT       A36580518386       1       DVD       HOLIDAY       Y         Create Group       Save Group       Edit Items       Restore Items (b)       New Search (g)       Qlose		Christmas child [vi GoodTimes Entert	VID/DVD NR BKRM	TD TREMONT	A36580518085	1	DVD	CHECKEDOUT	N
The Christmas bo Bonneville Produc VID/DVD G BKRM TD_TREMONT A36580518386       1       DVD       HOLIDAY       Y         Create Group       Save Group       Edit Items       Restore Items (b)       New Search (d)       Close		National Lampoo Hughes Entertain.	VID/DVD BKRM	TD_TREMONT	A36580548357	1	DVD	HOLIDAY	Y
Create Group Save Group Edit Items Restore Items (b) New Search (d) Close		The Christmas bo Bonneville Produc	VID/DVD G BKRM	TD_TREMONT	A36580518386	1	DVD	HOLIDAY	Y
Create Group Save Group Edit Items Restore Items (b) New Search (d) Close				_					
		Create	Group Save Gro	up <u>R</u> emove G	oup	Restore Items (b)	New Search (d)	Close	

9. Click the Edit Items button at the bottom.

#### The Edit Items box will open:

Archive before	e editing				
tem informatior	1				
tem ID:		Copy number:	Will not be modified	-	
Туре:	Will not be modified	Item library:	Will not be modified	-	
Home location:	Will not be modified	<ul> <li>Current location:</li> </ul>			
tem cat1:	Will not be modified	▼ Item cat2:	Will not be modified	-	
Media desk:	Will not be modified	<ul> <li>Number of pieces:</li> </ul>	Will not be modified	-	
Permanent:	Will not be modified	<ul> <li>Price:</li> </ul>	Will not be modified	-	
Shadow item:	Will not be modified	<ul> <li>Circulate:</li> </ul>	Will not be modified	-	
Extended inform  New  Ap  New  Ap  Ap  Ap  Ap  Ap  Ap  Ap  Ap  Ap  Ap	nation ppend				
Extended inform New  Ap New  Ap Ac tile	nation ppend  Replace CIRCNOTE: ppend  Replace PUBLIC: Call Number	Library	Item ID	Status	
Extended inform	nation ppend  Replace CIRCNOTE: ppend  Replace PUBLIC: Call Number	Library	Item ID	Status	

10. *Important:* To save the current values for all of the items before you perform the edits, check the box next to "Archive before editing."

Wn	Group Eritor : E	dit Items		- 🗆 ×	
	Archive before	e editing			
	Item ID:		Copy number:	Will not be modified -	ł
	Type:	Will not be modified	<ul> <li>Item library:</li> </ul>	Will not be modified	
	Home location:	Will not be modified	<ul> <li>Current location:</li> </ul>		

By selecting the archive option, you will be able to restore the values of the items in that group back to the values they were originally assigned before you edited those items.

11. In the Edit Items box, select the fields you want to modify for all of the items in the group. You can select a single field, or a combination of fields, to modify.

Under "Item information" in the Edit Items box, use the drop-down menus to select the values that the item group editor should assign to all of the items in the group.

Under "Extended information" in the Edit Items box, you can type in the text that should be assigned as a circ, public, or staff note. You can create a new note, add the note to the end of the existing note ("append"), or replace the existing note with a new note. You cannot erase an existing note by leaving the note's text field blank and selecting the "New" or "Replace" option.

### Remember:

The item information values you select and the extended information text you enter in the Edit Items box will be applied to *all* of the items in the group.

Below is a screen shot of the edits performed on a group of items cataloged by Tremont District Library that share the following:

- The home location HOLIDAY
- The item type DVD

The item group editor will be used to modify the home location of all these items to DISPLAY.

Note that the "Archive before editing" box is checked (squared below).

tem informatio	n				
Item ID:		Copy number:	Will not be modified	•	
Туре:	Will not be modified	<ul> <li>Item library:</li> </ul>	Will not be modified	-	
Home location	DISPLAY	<ul> <li>Current location:</li> </ul>			
Item cat1:	Will not be modified	<ul> <li>Item cat2:</li> </ul>	Will not be modified	-	
Media desk:	Will not be modified	<ul> <li>Number of pieces:</li> </ul>	Will not be modified	-	
Permanent:	Will not be modified	Price:	Will not be modified	•	
Shadow item:	Will not be modified	<ul> <li>Circulate:</li> </ul>	Will not be modified	•	
New A	ppend  Replace CIRCNOTE:  ppend  Replace PUBLIC: Call Number	Library	Item ID	Status	
New  A	ppend  Replace CIRCNOTE:	Library	Item ID	Status	
New  A New  A L L L L L L L L L L L L L L L L L L	ppend © Replace CIRCNOTE: [ ppend © Replace PUBLIC: [ Call Number	Library	item ID	Status	
New A	ppend  Replace CIRCNOTE:	Library	Item ID	Status	
New A	ppend  Replace CIRCNOTE:	Library	Item ID	Status	
New A	ppend © Replace CIRCNOTE: ppend © Replace PUBLIC: Call Number	Library	Item ID	Status	
New A	ppend © Replace CIRCNOTE: ppend © Replace PUBLIC: Call Number	Library	Item ID	Status	
New A	ppend © Replace CIRCNOTE: ppend © Replace PUBLIC: Call Number	Library	Item ID	Status	

12. After you select the item value(s) to modify, click the Edit Items button at the bottom.

Depending on the number of items in the group, the item group editor may take a minute or two to modify the items.

Once the modifications are complete, the items included in the group will appear listed at the bottom of the Edit Items box:

Archive before	e editing				
Item information	1				
Item ID:		Copy number:	Will not be modified	•	
Type:	Will not be modified	<ul> <li>Item library:</li> </ul>	Will not be modified	-	
Home location:	DISPLAY	<ul> <li>Current location:</li> </ul>			
Item cat1:	Will not be modified	Item cat2:	Will not be modified	-	
Media desk:	Will not be modified	<ul> <li>Number of pieces:</li> </ul>	Will not be modified	-	
Permanent	Will not be modified	<ul> <li>Price:</li> </ul>	Will not be modified	<b>-</b>	
Shadow item:	Will not be modified	- Circulate:	Will not be modified		
Extended inform	nation pend  Replace CIRCNOTE: pend  Replace PUBLIC:				
Extended inform O New O Ap New O Ap New O Ap	nation pend  Replace CIRCNOTE: pend Replace PUBLIC: Coll Number	librar	Itom ID	Status	
Extended inform	ation pend  Replace CIRCNOTE: pend  Replace PUBLIC: Call Number proceedings VID/DV(D NP, HOL	Library	Item ID	Status	
Extended inform New  Ap New  Ap Title > Tritle >	ination ipend Replace CIRCNOTE: ipend Replace PUBLIC: Call Number precording) VID/DVD NR HOL ivideore VID/DVD RC-13	Library TD_TREMONT TD_TREMONT	Item ID A36580630285 A36580602831	Status Modified Modified	
Extended inform New  Ap New  Ap Title > Ars. Miracle [videc our Christmases Vhere God left his	Anation Append Replace CIRCNOTE: Append Replace PUBLIC: Call Number Crecording] VID/DVD NR HOL [Videore VID/DVD PG-13 Stopes IV VID/DVD NR HOL	Library TD_TREMONT TD_TREMONT TD_TREMONT	Item ID A36580630285 A36580602931 A36580601676	Status Modified Modified Modified	
Extended inform New Ap New Ap New Ap Title > Ars. Miracle [videc our Christmases Vhere God left his lothing like the ho	Anation Append Replace CIRCNOTE: Append Replace PUBLIC: Call Number Crecording] VID/DVD NR HOL [videore VID/DVD PG-13 3 shoes [v VID/DVD PG-13 HOL Dilidays [vi VID/DVD PG-13 HOL	Library TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT	Item ID A36580630285 A36580602931 A36580601576 A36580600311	Status Modified Modified Modified Modified	
Extended inform New Ap New Ap New Ap Title > Ars. Miracle [video our Christmases Vhere God left his lothing like the ho he most wonderfi	Anation Append Replace CIRCNOTE: Append Replace PUBLIC: Call Number Call Number Crecording] VID/DVD NR HOL (videore VID/DVD PG-13 Shoes [v VID/DVD PG-13 HOL Didays [vi VID/DVD PG-13 HOL VID/IDVD NR HOL	Library TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT	Item ID A36580630285 A36580602931 A36580601576 A36580600311 A36580599421	Status Modified Modified Modified Modified Modified	
Extended inform New Ap New Ap New Ap Title > Ars. Miracle [video our Christmases Vhere God left his lothing like the ho he most wonderfi n old-fashioned	nation pend Replace CIRCNOTE: pend Replace PUBLIC: call Number crecording] VID/DVD NR HOL (videore VID/DVD PG-13 shoes [v VID/DVD NR HOL clidays [vi VID/DVD PG-13 HOL clidays [vi VID/DVD NR HOL clidays [vi VID/DVD NR HOL clidansgi VID/D	Library TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT	Item ID A36580630285 A36580602931 A36580601676 A36580600311 A36580599421 A36580599405	Status Modified Modified Modified Modified Modified Modified	
Extended inform New  Ap New  Ap New  Ap Title > Ars. Miracle [video our Christmases Vhere God left his lothing like the ho he most wonderfi n old-fashioned he Christmas cho	nation ppend  Replace CIRCNOTE: ppend  Replace PUBLIC: precording] VID/DVD NR HOL (videore VID/DVD PG-13 schoes [v VID/DVD PG-13 HOL plidays [vi VID/DVD NR HOL plidays [vi VID/DVD NR HOL Thanksgi VID/DVD NR HOL pir [video VID/DVD	Library TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT	Item ID A36580630285 A36580602931 A36580601676 A36580600311 A36580599421 A36580599405 A36580599463	Status Modified Modified Modified Modified Modified Modified Modified	
Extended inform New Ap New Ap Ars. Miracle [video our Christmases Vhere God left his lothing like the ho he most wonderf n old-fashioned he Christmas cho red Claus [videor	Anation Append Replace CIRCNOTE: Append Replace PUBLIC: Call Number Call Number Orecording] VID/DVD NR HOL (videore VID/DVD PG-13 a shoes [v VID/DVD NR HOL Dilidays [vi VID/DVD NR HOL VID/DVD NR HOL Thanksgi VID/DVD NR HOL oir [video VID/DVD NR HOL recording] VID/DVD PG HOL	Library TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT	Item ID A36580630285 A36580602931 A36580601676 A36580600311 A36580599421 A36580599405 A36580599463 A36580599463 A36580576180	Status Modified Modified Modified Modified Modified Modified Modified Modified	
Extended inform New Ap New Ap New Ap Title > Irst. Miracle [video rour Christmases Vhere God left his lothing like the ho he most wonderf un old-fashioned T he Christmas cho red Claus [videor christmas cottage	Anation Append Replace CIRCNOTE: Append Replace PUBLIC: Call Number Call Number Orecording] VID/DVD NR HOL [videore VID/DVD PG-13 a shoes [v VID/DVD NR HOL Dildays [vi VID/DVD NR HOL ful time of VID/DVD NR HOL Thanksgi VID/DVD NR HOL oir [video VID/DVD NR HOL recording] VID/DVD NR HOL 10/DVD PG HOL 10/DVD PG HOL	Library TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT	Item ID A36580630285 A36580602931 A36580601676 A36580600311 A36580599421 A36580599405 A36580599463 A36580599463 A36580576180 A36580590118	Status Modified Modified Modified Modified Modified Modified Modified Modified Modified	
Extended inform New Ap Ap New Ap Ars. Miracle [video iour Christmases Vhere God left his lothing like the ho in end-fashioned T ine Christmas cho red Claus [videor ihis Christmas cottage his Christmas [videor	Anation Append Replace CIRCNOTE: Append Replace PUBLIC: Call Number Call Number Direcording] VID/DVD NR HOL [videore VID/DVD PG-13 3 shoes [v VID/DVD NR HOL Dildays [vi VID/DVD NR HOL ful time of VID/DVD NR HOL Thanksgi VID/DVD NR HOL recording] VID/DVD NR HOL recording] VID/DVD NR HOL recording] VID/DVD PG HOL § [videore VID/DVD PG-13 HOL deorecor VID/DVD PG-13 HOL	Library TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT	Item ID A36580630285 A36580602931 A36580601676 A36580600311 A36580599421 A36580599405 A36580599463 A36580599463 A36580576180 A36580576180 A36580575590	Status Modified Modified Modified Modified Modified Modified Modified Modified Modified Modified	

13. Scroll through the item list and check the status column. Make sure "Modified" appears as the status.

If "No Changes" appears as the status, this means that particular item was already assigned the value(s) you selected to modify.

If "Item not found in catalog" appears as the status, this most likely means that the item was deleted from WorkFlows since it had been included in the group. The item group editor was unable to find the item in the database to modify it.

**Remember:** WorkFlows will only allow you to edit groups that include your library's items. If you try to edit items in another library's group, WorkFlows will display this status message: "Failed: You may not maintain this library's item information."

Item informatior	n				
Item ID:		Copy number:	Will not be modified	•	
Туре:	Will not be modified	<ul> <li>Item library:</li> </ul>	Will not be modified	•	
Home location:	DISPLAY	<ul> <li>Current location:</li> </ul>	h		
Item cat1:	Will not be modified	<ul> <li>Item cat2:</li> </ul>	Will not be modified	•	
Media desk:	Will not be modified	<ul> <li>Number of piece</li> </ul>	: Will not be modified	-	
Permanent	Will not be modified	▼ Price:	Will not be modified	<b>.</b>	
r ernanen.	Will not be modified	- Circulata:	Will not be modified	-	
Shadow item: Extended inform New @ Ap New @ Ap	nation ppend  Replace CIRCNOTE: ppend  Replace PUBLIC:				
Shadow item: Extended inform New @ Ap New @ Ap	nation ppend  Replace CIRCNOTE: ppend  Replace PUBLIC: Call Number	Library	Item ID	Status	
Shadow item: Extended inform New (a) Ap New (a) Ap Title »	nation ppend  Replace CIRCNOTE: ppend  Replace PUBLIC: Call Number precordinal VID/DVD NR HOL	Library	Item ID A36580630285	Status Modified	
Shadow item: Extended inform New Appendix Append	nation ppend  Replace CIRCNOTE: ppend  Replace PUBLIC: Call Number orecording) VID/DVD NR HOL (videore VID/DVD PG-13	Library TD_TREMONT TD_TREMONT	Item ID A36580630285 A36580602931	Status Modified Modified	
Shadow item: Extended inform New Appendix New Appendix New Appendix Fitte » Irs. Miracle [vide: our Christmases /here God left his	nation ppend  Replace CIRCNOTE: ppend  Replace PUBLIC: Call Number orecording] VID/DVD NR HOL (videore VID/DVD PG-13 s shoes [v VID/DVD NR HOL	Library TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT	Item ID A36580630285 A36580602931 A36580601676	Status Modified Modified Modified	
Shadow item: Extended inform New Ar New Ar New Ar Its. Miracle [vide our Christmases /here God left his lothing like the h	Anation Papend Replace CIRCNOTE: Papend Replace PUBLIC: Call Number Call Number Call Number Orecording] VID/DVD NR HOL S (videore VID/DVD PG-13 S shoes [v VID/DVD NR HOL Olidays [vi VID/DVD PG-13 HOL	Library TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT	Item ID A36580630285 A36580602931 A36580601676 A36580600311	Status Modified Modified Modified Modified	
Shadow item: Extended inform New Application Application New Application New Application Application Title » Ars. Miracle [vide four Christmases Vhere God left his Jothing like the his he most wonder	nation ppend  Replace CIRCNOTE: ppend  Replace PUBLIC: Call Number corecording] VID/DVD NR HOL (videore VID/DVD PG-13 s shoes [v VID/DVD NR HOL olidays [vi VID/DVD PG-13 HOL ful time of VID/DVD NR HOL	Library TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT	Item ID A36580630285 A36580602931 A36580601676 A36580600311 A36580599421	Status Modified Modified Modified Modified Modified	
Shadow item: Extended inform New Application Application New Application New Application New Application Application New Application New Appli	nation ppend  Replace CIRCNOTE: ppend  Replace PUBLIC: Call Number orecording) VID/DVD NR HOL (videore VID/DVD PG-13 s shoes [v VID/DVD NR HOL olidays [vi VID/DVD PG-13 HOL ful time of VID/DVD NR HOL Thanksgi VID/DVD NR HOL	Library TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT	Item ID A36580630285 A36580602931 A36580601676 A36580600311 A36580599421 A36580599405	Status Modified Modified Modified Modified Modified Modified Modified	
Shadow item: Extended inform New Appendix Appe	nation  ppend  Replace CIRCNOTE:  ppend  Replace PUBLIC:  Call Number  orecording] VID/DVD NR HOL  (videore VID/DVD PG-13  s shoes [v VID/DVD PG-13 HOL  olidays [vi VID/DVD PG-13 HOL  ful time of VID/DVD NR HOL  Thanksgi VID/DVD NR HOL  ioir [video VID/DVD NR HOL	Library TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT	Item ID A36580630285 A36580602931 A36580601676 A36580600311 A36580599421 A36580599405 A36580599463	Status Modified Modified Modified Modified Modified Modified Modified Modified	
Shadow item: Extended inform New Appendix Appe	nation  ppend  Replace CIRCNOTE:  ppend  Replace PUBLIC:  Call Number  orecording] VID/DVD NR HOL  (videore VID/DVD PG-13  s shoes [v VID/DVD PG-13 HOL  ful time of VID/DVD NR HOL  Thanksgi VID/DVD NR HOL  ioir [video VID/DVD NR HOL	Library TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT	Item ID A36580630285 A36580602931 A36580600311 A36580599421 A36580599405 A36580599463 A36580576180	Status Modified Modified Modified Modified Modified Modified Modified Modified	
Shadow item: Extended inform New Appendix Appe	nation  ppend  Replace CIRCNOTE:  ppend  Replace PUBLIC:  Call Number  orecording] VID/DVD NR HOL  (videore VID/DVD PG-13  s shoes [v VID/DVD NR HOL  olidays [vi VID/DVD NR HOL  tubic [video VID/DVD NR HOL  video VID/DVD NR HOL	Library TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT	Item ID A36580630285 A36580602931 A36580601676 A36580600311 A36580599405 A36580599405 A36580599463 A36580576180 A36580576180 A36580590118	Status Modified Modified Modified Modified Modified Modified Modified Modified Modified Modified	
Shadow item: Extended inform New Application Application New Application New Application New Application Application New Application New Appli	nation  ppend  Replace CIRCNOTE:  ppend  Replace PUBLIC:  Call Number  orecording] VID/DVD NR HOL  (videore VID/DVD PG-13  s shoes [v VID/DVD NR HOL  olidays [vi VID/DVD NR HOL  tul time of VID/DVD NR HOL  tul time of VID/DVD NR HOL  virecording] VID/DVD NR HOL  ivir [video VID/DVD NR HOL  ivirecording] VID/DVD PG HOL  a [videore VID/DVD PG-13 HOL	Library TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT TD_TREMONT	Item ID A36580630285 A36580602931 A36580601676 A36580600311 A36580599405 A36580599405 A36580599463 A36580576180 A36580576180 A36580576180 A36580575690	Status Modified Modified Modified Modified Modified Modified Modified Modified Modified Modified	

14. Click the Close button once you confirm the items were modified.

--or--

If you need to perform additional modifications to this group:

- d. Click the Reset button in the Edit Items box to clear the values you selected to modify under "Item information" and "Extended information."
- e. Select the appropriate item values or extended information notes to modify.
- f. Check the box next to "Archive before editing" if you want to save the current values for all of the items before you perform the edits.
- g. Click the Edit Items button.

### Important:

For information about how to search for recently modified items in WorkFlows, the RSAcat, and BLUEcloud Analytics, please see the section of this guide "Considerations When Searching for Recently Modified Items."

# Restoring Items in a Group to Their Original Values

If you selected the archive option before you edited the items in a saved group, you can use the item group editor wizard to easily restore the items in that group to their original values.

If an item is included in more than one group, and those groups have also been archived, that item will use the values of the group that is most recently restored.

WorkFlows will only allow you to restore values for items in groups that are created by your library. It will not allow you to restore values for any items created by other RSA libraries.

### For example:

In the previous section of this guide, you created a group of holiday DVDs, archived the values, and then changed the home location value to indicate these DVDs are on display. When the holiday DVDs are no longer on display, you can use the item group editor to restore the home location of all of the DVDs in this group to HOLIDAY—the home location value originally assigned to these DVDs that is saved in the group's archived settings in the item group editor wizard.

- 1. Log into WorkFlows using your individual cataloging account.
- 2. Go to the Cataloging module.
- 3. Open the Call Numbers and Items toolbar on the left.
- 4. Put your cursor over the Item Group Editor wizard and *left* click.

5. After you enter the override password, the item group editor's advanced search screen opens.

Click the Item/Group Search helper button:

Staburs Symphony Workflows: Item Seach In Carl Mumber Library Carl Market Rank Control Carl Mumber Library Library Carl Mumber Library Library Carl Mumber Library Library Carl Mumber Library Library Library Carl Mumber Library Library Library Library Carl Mumber Library							
e Edit Ujtzards Heigen Modules Preference Tools Heife Krauffern Cathologies Toronates - Calle Department - Carlo Send Consol Lands Terrent Cathologies - Carlo Consol Report - Call Number - Library - Bern ID - Copy Number - Type - Current Location - Circulate Men Location - Circulate - Circu	WF SirsiDynix Symphony WorkFlows	s: Item Search					
Scalador Caldogry Constant Caldo Anthe Pageoti Provide Caldo I. Serial Caldo V. Serial Caldo V	Eile Edit Wizards Helpers Mo	odules <u>P</u> reference	<u>T</u> ools <u>H</u> elp				RSA
Immon Task   Cod Hunter od Ham   Sandrot   Sandrot   Sandrot   De Gode Hand   Code Kans Statu   De Gode Hand   Tete   Code Kans Statu   De Gode Hand   Code Kans Statu   De Gode Kans Statu	Acquisitions Cataloging Circul	lation+   Offline   O	utreach   Reports   Requ	este	erial Control   Utility		
Carl Luder and Service   Service and Service   Carl Luder and Service   Service and Service and Service   Service and Service and Service and Service and Ser	Commun Tanta	Item Group Editor	×				
Image: Construction		n Group Editor	lte search				
Smarther		The second secon					
Permanent Person   Permanent Person     Permanent Person <td< td=""><td>SmartPort</td><td>Library:</td><td></td><td>Home location:</td><td></td><td>Price:</td><td>Search</td></td<>	SmartPort	Library:		Home location:		Price:	Search
Item type:     Item type: <td>Hem Search and Display</td> <td>Date created:</td> <td></td> <td>Date inventoried:</td> <td></td> <td>Media desk:</td> <td>Clear</td>	Hem Search and Display	Date created:		Date inventoried:		Media desk:	Clear
Image: Term   Image: Term </td <td>Check Item Status</td> <td>Item type:</td> <td></td> <td>Item category 1:</td> <td></td> <td>Item category 2:</td> <td></td>	Check Item Status	Item type:		Item category 1:		Item category 2:	
Print     Titles     Circulate:     Yes     No     Circulate:     Yes     Circulate:     C	🛛 Help	Permanent	○ Yes ○ No ◎ Both	Shadowed	○ Yes ○ No   Both	Reserve status:	Single     Advanced
Titles       Image: Second and Second	interest in the second	Circulate:	○ Yes ○ No ◎ Both	chado rod.			
Immediate     Call Mumbers and L. O   Add term   Add term Modicators   Add ordered term too:   Add ordered term too:   To be class     Add ordered term too:   The List     Title     Author     Call Number     Library     The Docy Number     Type     Current Location     Circulate     Title     Author     Call Number     Library     Title     Author      Call Number     Library     Title     Author     Call Number     Library     Title     Author     Call Number     Library     Title     Author     Call Num	Titler						
Call Numbers and L. ()   Add tem   Add tem   Add tem   Edit tem   Add ordered items to   Title   Author   Call Number   Library   Item List     Title     Author   Call Number   Library   Item List     Title     Author     Call Number     Library     Item List     Title     Author     Call Number     Library     Item List     Title     Author     Call Number     Library     Item ID     Copy Number           Item List							
Add tem   E Git tem   Goldal fem Modification   Add Ordered items to   Tobosic Call Number Mo   Tobosic Call Number Mo   Tem Group Edior     Item List     Title     Author Call Number     Library     Item ID   Copy Number     Type     Current Location     Circulate	Call Numbers and I 🔕	Title	Author	Call Number Library	Item ID	Copy Number Type	Current Location Circulate
E feit tem   Stobal tem Modification   Add Ordered tens to   Cobal Call Number Mo   Image: Special Ca	Add Item						
Add Ordered Items to     Add Ordered Items to     Constrained Free Constrained	명을 Edit Item						
Add Ordered Items to	Global Item Modification						
Good Call Multipler MU     Multipler MU     Authorities     Special     Title Author Call Number Library Item ID Copy Number Type Current Location Circulate	Clabel Call Number Ma						
Nuthorities         Image: Comparison of the second of	Gobal Call Number Mo						
Authorities         Image: Contract of the second seco							
Special         Title         Author         Call Number         Library         Item ID         Copy Number         Type         Current Location         Circulate	Authorities 🛞	Item List					
	Special 🛞	Title	Author	Call Number Library	Item ID	Copy Number Type	Current Location Circulate
			7 60 0101	can range	lonne		
Create Group Edit Items Remove Items Clear Item List Close				Create Group	Edit Items Remove Iter	ns Clear Item List Close	

6. The Group Search screen opens. Find the group you want to restore.

**Group Search Tip:** To quickly retrieve a list of all groups created by your library, leave the Group ID field blank, select your WorkFlows code from the library menu, and click the Search button:

WF SirsiDynix Symphony WorkFlow	up Search	x
<u>E</u> ile <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>N</u>	s <u>Preference</u> Iools <u>H</u> elp RS	ANFP
Acquisitions Cataloging Circ	i+ Offline   Outreach   Reports   Rep -sts   Reserves   Selection   Serial Control   Utility	
	n Group Editor ×	
Common Tasks	n Group Editor : Group Search	
Call Number and Item M	• · · · · · · · · · · · · · · · · · · ·	
Label Designer		
😼 SmartPort	iroup ID:	irch
🖉 Item Search and Display	ibrary: AG_ALS-PDC	
Check Item Status	Group List	
P Help	Group ID Library Description Item Count Archived Date Created	
Series Print		

7. Click on the group you want to restore so that the group appears in blue:

SirsiDynix Symphony WorkFlows	Group Search	-	The Landson in the R. C. Marchell			
le <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>M</u> o	dules <u>P</u> reference <u>T</u> ools <u>H</u> e	Ip				RSA
cquisitions Cataloging Circul	ation+   Offline   Outreach   Re	ports   Requests   Reser	ves   Selection   Serial Control   Utility			
	Item Group Editor ×					
Common Tasks 🛞	Alm Group Editor : Group Sea	rch				
Call Number and Item M	👝 🖏 🎭					
Label Designer						
😽 SmartPort	Group ID:					Search
🕲 Item Search and Display	Library: AG_ALS-PDC					- Joanen
Check Item Status	Group List					
	Group ID	Librany	Description	Item Count	Archived	Date Created
	AP NEW-NF 07.05.12	AG_ALS-PDC	Alpha Purk items shelved in	1282	N	7/5/2012
ernt	AP NEW-FIC 07.06.12	AG_ALS-PDC	Alph Park items with home	. 1343	N	7/6/2012
Titles 🛞	AP DVD CAT1 07.06.12	AG_ALS-PDC	A pha Park DVD item cat 1s	2021	Ν	7/6/2012
	AP UNDEFINED CAT2	AG_ALS-PDC	Alpha Park undefined item c	174	N	7/6/2012
Call Numbers and It 🛞	TD HOLIDAY PBKS	AG_ALS-PDC	VIOIA PL DVD item cat 1 as o Tremont DL boliday pbks 7	15	N	7/6/2012
Add Item	TD HOLIDAY DVDS	AG ALS-PDC	Tremont DL holiday DVDs 7	. 26	Y	7/20/2012
Edit Item						
Global Item Modification						
Add Ordered items to C						
Global Call Number Mo						
🥳 Item Group Editor						
Authorities						
Special 🛞						
			Manage Group			
			Manage Group M	leige Gloups Close		

8. Click the Manage Group button at the bottom.

#### The Manage Group screen will display a list of the items that are saved in that group:

lie git tyloch Hegen Monue (reference ] oon jele Category Consultations   Category Consultations   Research   Research   Research   Category   Consultations   Category   Consultations   Category   Consultations   Category   Consultations   Category	WF SirsiDynix Symphony WorkFlows	: Manage Group	a de la compañía de la	10 A 10 A 10 A 10	ALC: NO.	-				
Calabora Cal	Eile Edit Wizards Helpers Modules Preference Tools Help RSANFP									
Inter Group: Edit * Provide States and Provide States Representation of the states Representation of th	Acquisitions Cataloging Circu	ation+   Offline   Outreach   Reports   Req	uests   Reserves   S	election   Serial Co	introl   Utility					
Contracter vol ten NL         Contracter vol ten State         Contracter vol ten State </td <td colspan="10">Item Group Editor ×</td>	Item Group Editor ×									
If Liver of the Larger of Surface	Common Tasks	rm Group Editor : Manage Group								
Build beginn       Group Info         Group Info       Description: Tremont DL holdsy DUDS 72:01:2       Date created: 70:00012       Created by: TECH       Library, AG, ALS-PDC         Description: Tremont DL holdsy DUDS 72:01:2       Date created: 70:00012       List modified by: TECH       Library, AG, ALS-PDC         Image: State Mission State Mission State Created: 70:00012       List modified by: TECH       Library, AG, ALS-PDC         Image: State Mission State Mission State Created: 70:00012       List modified by: TECH       Library, AG, ALS-PDC         Image: State Mission State Mission State Created: 70:00012       Library       Ten Info       Orgo Mission State Missie Mission State Mission State Mission State Mission St	Y Call Number and Item M	a 🖷 🦉								
The Secret and Dayle       Group ID       Disk ULBAY DAYL       Date created       7/20/2012       Created by TECH       Library, AG, ALS-PDC         Image: The Secret and Dayle       Date created       7/20/2012       Last modified by TECH       Library, AG, ALS-PDC         Image: The Secret and Dayle       Date created       7/20/2012       Last modified by TECH       Library, AG, ALS-PDC         Image: The Secret and Technic Dayle Dayl	:미급: Label Designer									
Image: Section and Desky       Desk created by: TECH       Library: AG_ALS-PDC         Desk: hen status       Desk: hen status       Desk: hen status       Desk: hen status         Image: Control Desk: hen status       Desk: hen status       Desk: hen status       Desk: hen status         Image: Control Desk: hen status       Desk: hen status       Desk: hen status       Desk: hen status         Image: Control Desk: hen status       Desk: hen status       Desk: hen status       Desk: hen status         Image: Control Desk: hen status       Desk: hen status       Desk: hen status       Desk: hen status         Image: Control Desk: hen status         Image: Control Desk: hen status         Image: Control Desk: hen status       Desk: hen status       Desk: hen hen status       Desk: hen		Group Info								
Bescription: Tremont DL holdsy DVDs 7.20 12 Data Estimating 47/202012 Last modified by: TECH Bescription: Tremont DL holdsy DVDs 7.20 12 Data Estimating 47/202012 Last modified by: TECH Bescription: Tremont DL holdsy DVDs 7.20 12 Data Estimating 47/202012 Last modified by: TECH Bescription: Tremont DL holdsy DVDs 7.20 12 Data Estimating 47/202012 Last modified by: TECH Bescription: Tremont DL holdsy DVDs 7.20 12 Data Estimating 47/202012 Last modified by: TECH Bescription: Tremont DL holdsy DVDs 7.20 12 Data Estimating 47/202012 Last modified by: TECH Bescription: Tremont DL holdsy DVDs 7.20 12 Data Estimating 47/202012 Last modified by: TECH Bescription: Tremont DL holdsy DVDs 7.20 12 Data Estimating 47/202012 Last modified by: TECH Bescription: Tremont DL holdsy DVDs 7.20 12 Data Estimating 47/202012 Last modified by: TECH Bescription: Tremont DL holdsy DVDs 7.20 12 Data Estimating 47/202012 Last modified by: TECH Bescription: Tremont DL holdsy DVDs 7.20 12 Data Estimating 47/202012 Last modified by: TECH Bescription: Tremont DL holdsy DVDs 7.20 12 Data Estimating 47/202012 Last modified by: TECH Bescription: Tremont DL holdsy DVDs 7.20 12 Data Estimating 47/202012 Last modified by: TECH Bescription: Tremont DL holdsy DVDs 7.20 12 Data Estimating 47/202012 Last modified by: TECH Bescription: Tremont PL holdsy DVDD PC 13 D. TECHNONT Ad666000580 1 DVD DESFLAY Y The Driven Base Enter Banow Holds: DD TEENNONT Ad666005780 1 DVD DESFLAY Y The Enter Banow Holds: Charles Enter Banow Holds: DD TEENNONT Ad666005780 1 DVD DESFLAY Y The Enter Banow Holds: Charles Enter Banow Holds: DD TEENNONT Ad666005780 1 DVD DESFLAY Y The Enter Banow Holds: Charles Enter Banow Holds: DD TEENNONT Ad666005780 1 DVD DESFLAY Y The Christmas Shor, Extender Shife, NDVDD DR Hol, DD, TEENNONT Ad666005780 1 DVD DESFLAY Y The Christmas Shor, Enter Banow Holds: DD, TEENNONT Ad6660057800 1 DVD DESFLAY Y </td <td>g smartPort</td> <td colspan="8">Crown ID: TD HOLIDAY DVDS Date created: 7/20/2012 Created by TECH Library &amp;C ALS-DDC</td>	g smartPort	Crown ID: TD HOLIDAY DVDS Date created: 7/20/2012 Created by TECH Library &C ALS-DDC								
We best       We best         We best       We best <td< td=""><td>🖞 Item Search and Display</td><td>Description: Tremont DL holiday DVDs</td><td>7.20.12 Date las</td><td>t modified: 7/20/201</td><td>12 Last modified</td><td>by: TECH</td><td>.,</td><td></td><td></td></td<>	🖞 Item Search and Display	Description: Tremont DL holiday DVDs	7.20.12 Date las	t modified: 7/20/201	12 Last modified	by: TECH	.,			
Image: Species         Image: Specis         Image:	📅 Check Item Status									
Prid Intermine the set of the set	🛛 Help	Item List: 26 records								
Intermediation       Image: Server Performance Se	A Print									
Title       Author       Call Number       Library       Immodel Decry Number       Type       Current Location       Circulate         Call Numbers and IL.							_			
Mis Minder (a., Son), Hittings Ho., JULIVUS NR HOL, TU, HELMINI ASSB00302285       1       UVD       CHECKEDOUT       N         Mis Minder (add), Song Hittings Synglas Entratial, VIDDVD RF13 TD, TERMONT ASSB0030321       1       UVD       DISFLAY       Y         Moting like the h., Overture Films, VIDDVD RF10L TD, TERMONT ASSB003031       1       DVD       DISFLAY       Y         Moting like the h., Overture Films, VIDDVD RF10L TD, TERMONT ASSB003031       1       DVD       DISFLAY       Y         Moting like the h., Overture Films, VIDDVD RF10L TD, TERMONT ASSB003031       1       DVD       DISFLAY       Y         Moting like the h., Muse Ententame.       VIDDVD NR HOL TD, TERMONT ASSB0030426       1       DVD       DISFLAY       Y         Mis Minder (add), R.H. Ententament.       VIDDVD R-HOL TD, TERMONT ASSB0039405       1       DVD       DISFLAY       Y         Mis Minder (add), R.H. Ententament.       VIDDVD R-HOL TD, TERMONT ASSB0039405       1       DVD       DISFLAY       Y         Mis Minder (add), R.H. Ententament.       VIDDVD R-HOL TD, TERMONT ASSB0039405       1       DVD       DISFLAY       Y         Mis Minder (add), R.H. Ententament.       VIDDVD R-HOL TD, TERMONT ASSB0039405       1       DVD       DISFLAY       Y         Mis Minder (add), R.H. Ententament.       VIDDVD R-HOL TD, TERMONT ASSB0037346 <td>Titles 🛞</td> <td>Title Author</td> <td>Call Number</td> <td>Library</td> <td>Item ID</td> <td>Copy Number</td> <td>Туре</td> <td>Current Location</td> <td>Circulate</td>	Titles 🛞	Title Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circulate	
Cath Numbers and (L. ()       Poul Chilsmasses. Spyllass Enterla VIDUOU PG-13       10_1 REMONT       Addescouces1       1       DUD       DISPLAY       Y         Mada ten       Where God tells IFC Films.       VIDUOU PG-13       10_1 REMONT       Addescouces1       1       DVD       DISPLAY       Y         Where God tells IFC Films.       VIDUOU PG-13       10_1 REMONT       Addescouces1       1       DVD       DISPLAY       Y         Main Modification       Global tell hold       The Chilsmass challes       Nothing like the h       Overlars       Nothing like the h       Nothing like the		Mrs. Miracle [vide Sony Pictures Ho	VID/DVD NR HOL	TD_TREMONT	A36580630285	1	DVD	CHECKEDOUT	N	
Add tem       Image Soul Bit Ita In Charling Soul Bit Ita In Charlow International Source	Call Numbers and It 🛞	Where Cod left his JEC Films		TD_TREMONT	A30580002931	1	DVD		Y	
Edit tem       Vidbor On L. D. C. TREMONT       Ad8680659421       DVD       DVD       DECKEDOUT       N         Add Ordered Items to C.       The most wonder. TIVG lobal Entetta VID/DVD NR HOL TD_TREMONT       Ad8680659421       DVD       DVD       DESKLAY       Y         Add Ordered Items to C.       The Christmas to C.       Fred Claus (videor	Add Item	Nothing like the h Overture Films	VID/DVD NR HOL	TD_TREMONT	A36580600311	1			Y	
An old-fashioned RHI Entertainment. VIDIOVD NR HOL TD_TREMONT A36580599405 1 DVD OLSPLAY Y The Christmas ch Muse Entertainment. VIDIOVD NR HOL TD_TREMONT A36580599405 1 DVD OLSPLAY Y The Christmas challe from Store Stud. VIDIOVD PG HOL TD_TREMONT A36580576180 1 DVD OLECKEDOUT N The core to the Christmas (Mass Entertainment. VIDIOVD PG HOL TD_TREMONT A36580576180 1 DVD OLECKEDOUT N The perfect holds. Destination Films. VIDIOVD PG HOL TD_TREMONT A36580576180 1 DVD OLECKEDOUT N The perfect holds. Destination Films. VIDIOVD PG HOL TD_TREMONT A36580576180 1 DVD OLESPLAY Y The perfect holds. Destination Films. VIDIOVD PG HOL TD_TREMONT A3658057690 1 DVD DISPLAY Y The perfect holds. Destination Films. VIDIOVD PG HOL TD_TREMONT A3658057690 1 DVD DISPLAY Y Deck the halls (vid. Regency Enterpris. VIDIOVD BKRM TD_TREMONT A3658057690 1 DVD OLSPLAY Y The perfect holds. Destination Films. VIDIOVD NR HOL TD_TREMONT A3658057690 1 DVD OLSPLAY Y Notifies to m Dama Gode Thier. VIDIOVD NR HOL TD_TREMONT A36580519940 1 DVD AVAILABLE N A Christmas to m Dama Gode Thier. VIDIOVD NR HOL TD_TREMONT A36580519942 1 DVD DISPLAY Y Truman Capole's RHI Entertainment. VIDIOVD NR HOL TD_TREMONT A36580519942 1 DVD OV AVAILABLE N The Christmas th FreemariteMedia. VIDIOVD NR HOL TD_TREMONT A36580519942 1 DVD OV AVAILABLE N Frank Caprais Its	Fdit item	The most wonderf. ITV Global Enterta	VID/DVD NR HOL	TD_TREMONT	A36580599421	1	DVD	CHECKEDOUT	N	
Global Item Modification       Mad Ordered Items to C.,       The Christmas ch., Muse Entertainme., VID/DVD NR HOL, TD_TREMONT       A36800599463       1       DVD       CHECKEDOUT       N         If cloud Call Number Mo.,       Item Group Editor       N       N       N       N       N         If cloud Call Number Mo.,       Item Group Editor       N       N       N       N       N         If cloud Call Number Mo.,       Item Group Editor       N       N       N       N       N         If cloud Call Number Mo.,       Item Group Editor       N       N       NDD/DV DP 4HoL, TD_TREMONT       A36800575346       1       DVD       DISPLAY       Y         Intro Christmas (ML, Screen Gems (19, MDD/DV DP 4HoL, TD_TREMONT       A36800575346       1       DVD       DISPLAY       Y         Iving Berlin's WhIL, Paramourl Pictur, MDD/DV DR MR, MD, TTREMONT       A36800575346       1       DVD       DISPLAY       Y         Iving Berlin's WhIL, Paramourl Pictur, MDD/DV DR MR, MD, TD_TREMONT       A3680067711       DVD       DVD       DISPLAY       Y         True Christmas to m. Damn Good Enter, WDD/DV DR MR, MD, TD_TREMONT       A36800619942       DVD       DVD       DISPLAY       Y         True Christmas show, Fremantle-Media, WDD/DV DR HOL, TD_TREMONT       A3680061910170		An old-fashioned RHI Entertainment	VID/DVD NR HOL	TD TREMONT	A36580599405	1	DVD	DISPLAY	Y	
Pred Claus (videor Warner Bros. Pictu VID/DV DP GHOL. TD_TREMONT       A36580576180       1       DVD       CHECKEDOUT       N         Image: Standard Cal Number Mo       Image: Standard Cal Number Mo       Image: Standard Cal Number Mo       DVD       CHECKEDOUT       N         Image: Standard Cal Number Mo       Image: Standard Cal Number Mo       DVD       DVD       CHECKEDOUT       N         Image: Standard Cal Number Mo       Image: Standard Cal Number Mo       DVD	Global Item Modification	The Christmas ch Muse Entertainme.	VID/DVD NR HOL	TD TREMONT	A36580599463	1	DVD	CHECKEDOUT	N	
Chockel Cal Number Mu.	灯 Add Ordered Items to C	Fred Claus [videor Warner Bros. Pictu	VID/DVD PG HOL	TD_TREMONT	A36580576180	1	DVD	CHECKEDOUT	N	
This Christmas [v] Screen Gems (19 VDIDVD PG-13 H TD_TREMONT       A36680576346       1       DVD       DISPLAY       Y         The perfect holds Destination Films.       VDIDVD PG HOL       TD_TREMONT       A36680576346       1       DVD       DISPLAY       Y         Christmas [v] Screen Gems (19 VDIDVD PG HOL       TD_TREMONT       A36680576346       1       DVD       DISPLAY       Y         Christmas [v] Screen Gems (19 VDIDVD BKRM       TD_TREMONT       A36680517346       1       DVD       DISPLAY       Y         Iving Berlin's Whit Paramount Pictur       VDIDVD NR HOL       TD_TREMONT       A36680513904       1       DVD       AVAILABLE       N         A Christmas too Dam Good Enter       VDIDVD NR HUU TD_TREMONT       A3668051942       1       DVD       DISPLAY       Y         Thme Christmas too Dam Good Enter       VDIDVD NR HUU TD_TREMONT       A3668051942       1       DVD       DISPLAY       Y         Christmas in the c Hanover House ( VDIDVD NR HUL TD_TREMONT       A3668051942       1       DVD       DISPLAY       Y         The Christmas short       Frank Capra's IS Paramount Pictur       VDIDVD NR HUL       TD_TREMONT       A36680119170       1       DVD       CHECKEDOUT       N	💕 Global Call Number Mo	Christmas cottage Birch Grove Films .	VID/DVD PG HOL	TD_TREMONT	A36580590118	1	DVD	CHECKEDOUT	N	
When Group Editor         Authorities         Parthorities         Bynecial     Precial          Image: State of the fails (vid Regency Enterpris VID/DVD BKRM       TD_TREMONT       A36580647741       1       DVD       DISPLAY       Y         Valhorities       Image: State of the fails (vid Regency Enterpris VID/DVD RHOL       TD_TREMONT       A36580643741       1       DVD       DISPLAY       Y         Vining Berlins With Paramount Pictur       VID/DVD RHOL       TD_TREMONT       A36580613904       1       DVD       DISPLAY       Y         Christmas too m Darm Good Enter       VID/DVD RHOL TD_TREMONT       A36580619942       1       DVD       DISPLAY       Y         Christmas in the cl Hannover House ( VID/DVD NR HUL I TD_TREMONT       A36580619942       1       DVD       DISPLAY       Y         The christmas sho FremantiBedia.       VID/DVD NR HUL ID_TREMONT       A36580619942       1       DVD       DISPLAY       Y         Christmas shor	d	This Christmas [vi Screen Gems (19	VID/DVD PG-13 H	TD_TREMONT	A36580575590	1	DVD	DISPLAY	Y	
Authorities       Deck the halls [vid Regency Enterpris VID/DVD BKRM       TD_TREMONT       A36680647741       1       DVD       DISPLAY       Y         Iving Berlin's Whit Paramount Pictur       VID/DVD NR HOL       TD_TREMONT       A36680113908       1       DVD       AVAILABLE       N         A Christmas too m Damn Good Enter       VID/DVD NR HOL       TD_TREMONT       A36680649094       1       DVD       DISPLAY       Y         Truman Capote's       RHI Entertainment       VID/DVD NR HOL       TD_TREMONT       A36680650319       1       DVD       DISPLAY       Y         Christmas in the cl       Hannover House ( VID/DVD NR HOLTD_TREMONT       A366806518132       1       DVD       DISPLAY       Y         Frank Capra's It's       FeramatleMedia.       VID/DVD NR HOLTD_TREMONT       A36680518132       1       DVD       AVALABLE       N         Frank Capra's It's       Paramount Pictur       VID/DVD NR HOLTD_TREMONT       A366800518132       1       DVD       CHECKEDOUT       N         A Christmas story       Metro-Goldwyn-M       VID/DVD PG HOL       TD_TREMONT       A36680053447       1       DVD       CHECKEDOUT       N         A boyfniend for Ch       VID/DVD DR BKRM TD_TREMONT       A36680	item Group Editor	The perfect holida Destination Films.	VID/DVD PG HOL	TD_TREMONT	A36580575346	1	DVD	DISPLAY	Y	
Inving Berlin's Whit Paramount Pictur VID/DVD NR HOL TD_TREMONT       A36680113908       1       DVD       AVAILABLE       N         A Christmas too m Damn Good Enter VID/DVD NR JUV TD_TREMONT       A36680549094       1       DVD       DISPLAY       Y         Truman Capote's RHI Entertainment VID/DVD NR JUV TD_TREMONT       A36680603319       1       DVD       DISPLAY       Y         Christmas in the cl Hannover House ( VID/DVD HOL BX TD_TREMONT       A36680619942       1       DVD       DISPLAY       Y         The Christmas sh FremantleMedia.       VID/DVD NR HOL       TD_TREMONT       A366800519942       1       DVD       AVAILABLE       N         Frank Capra's It's Paramount Pictur       VID/DVD NR HOL       TD_TREMONT       A36680110170       1       DVD       CHECKEDOUT       N         A Christmas story Metro-Goldwyn-M       VID/DVD NR BKRM TD_TREMONT       A36680241117       1       DVD       CHECKEDOUT       N         A boyfriend for Ch       VID/DVD NR BKRM TD_TREMONT       A36680497645       1       DVD       CHECKEDOUT       N         The 12 dogs of Ch Screen Media Fil       VID/DVD R HOL TD_TREMONT       A36680438623       1       DVD       CHECKEDOUT       N         Christmas with the Sony Pictures Ho VID/DVD R KRM <td>Authorities</td> <td>Deck the halls [vid Regency Enterpris.</td> <td> VID/DVD BKRM</td> <td>TD_TREMONT</td> <td>A36580547741</td> <td>1</td> <td>DVD</td> <td>DISPLAY</td> <td>Y</td>	Authorities	Deck the halls [vid Regency Enterpris.	VID/DVD BKRM	TD_TREMONT	A36580547741	1	DVD	DISPLAY	Y	
Special       A Christmas too m Damn Good Enter VID/DVD PG-13 B TD_TREMONT       A36680549094       1       DVD       DISPLAY       Y         Truman Capole's RHI Entertainment VID/DVD NR JUV TD_TREMONT       A36680619942       1       DVD       DISPLAY       Y         Christmas in the cl Hannover House ( VID/DVD NR JUV TD_TREMONT       A36680619942       1       DVD       DISPLAY       Y         The Christmas in the cl Hannover House ( VID/DVD NR HOLL TD_TREMONT       A36680619942       1       DVD       AVAILABLE       N         Frank Capra's If's FernantieMedia       VID/DVD NR HOLL TD_TREMONT       A36680010170       1       DVD       CHECKEDOUT       N         A Christmas stor, Metro-Goldwyn-M       VID/DVD NR BKRM TD_TREMONT       A36680497645       1       DVD       CHECKEDOUT       N         A boyfriend for Ch       VID/DVD NR BKRM TD_TREMONT       A36680497645       1       DVD       CHECKEDOUT       N         The 12 dogs of Ch Screen Media FIL       VID/DVD RKM TD_TREMONT       A36680498623       1       DVD       CHECKEDOUT       N         Christmas with the Sony Pictures Ho       VID/DVD NR BKRM TD_TREMONT       A36680488623       1       DVD       CHECKEDOUT       N         The Nutcracker [vi Kultur Video. <t< td=""><td></td><td>Irving Berlin's Whit Paramount Pictur</td><td>VID/DVD NR HOL</td><td>TD_TREMONT</td><td>A36580113908</td><td>1</td><td>DVD</td><td>AVAILABLE</td><td>N</td></t<>		Irving Berlin's Whit Paramount Pictur	VID/DVD NR HOL	TD_TREMONT	A36580113908	1	DVD	AVAILABLE	N	
Truman Capote's RHI Entertainment VID/DVD NR JUV TD_TREMONT       A36580603319       1       DVD       DISPLAY       Y         Christmas in the cl Hannover House ( VID/DVD NR HOLL BK TD_TREMONT       A36680519942       1       DVD       DISPLAY       Y         The Christmas sin FreemantleMedia.       VID/DVD NR HOLL ID_TREMONT       A36680518132       1       DVD       AVAILABLE       N         Frank Capra's If's Paramount Pictur       VID/DVD NR HOLL ID_TREMONT       A36680110170       1       DVD       CHECKEDOUT       N         A Christmas story Metro-Goldwyn-M       VID/DVD PG HOL       TD_TREMONT       A36680110170       1       DVD       CHECKEDOUT       N         A boyfriend for Ch       WID/DVD NR BKRM TD_TREMONT       A36680497645       1       DVD       CHECKEDOUT       N         The 12 dogs of Ch Screen Media Fil       VID/DVD R HOL       TD_TREMONT       A36680497645       1       DVD       CHECKEDOUT       N         Christmas with the Sony Pictures Ho       VID/DVD R HOL       TD_TREMONT       A366800497645       1       DVD       CHECKEDOUT       N         The Nutcracker (vi Kultur Video.       VID/DVD R RRM       TD_TREMONT       A366800488523       1       DVD       DISPLAY       Y <td< td=""><td>Special 🛞</td><td>A Christmas too m Damn Good Enter.</td><td> VID/DVD PG-13 B</td><td>TD_TREMONT</td><td>A36580549094</td><td>1</td><td>DVD</td><td>DISPLAY</td><td>Y</td></td<>	Special 🛞	A Christmas too m Damn Good Enter.	VID/DVD PG-13 B	TD_TREMONT	A36580549094	1	DVD	DISPLAY	Y	
Christmas in the Cl., Hannover House ( VID/UVD NR HOLL TD_TREMONT A36580519342 1 DVD DISPLAY Y The Christmas sh FremantleMedia. VID/DVD NR HOLL TD_TREMONT A36580511312 1 DVD AVAILABLE N Frank Capra's It's Paramount Picture VID/DVD NR HOL TD_TREMONT A36580110170 1 DVD CHECKEDOUT N A Christmas story Metro-Goldwyn-M VID/DVD PG HOL TD_TREMONT A36580241117 1 DVD CHECKEDOUT N A boyfriend for Ch VID/DVD NR BKRM TD_TREMONT A36580497645 1 DVD DISPLAY Y The 12 dogs of Ch Screen Media Fil VID/DVD B KRM TD_TREMONT A36580498523 1 DVD CHECKEDOUT N Christmas with the Sony Pictures Ho VID/DVD PG HOL TD_TREMONT A36580488523 1 DVD CHECKEDOUT N The Nutcracker (vi Kultur Video. VID/DVD NR HOL TD_TREMONT A365806180301 1 DVD CHECKEDOUT N Christmas child (vi GoodTimes Entertain VID/DVD NR BKRM TD_TREMONT A36580518085 1 DVD CHECKEDOUT N National Lampoo Hughes Entertain VID/DVD NR BKRM TD_TREMONT A36580548357 1 DVD DISPLAY Y The Christmas bi Bonneville Produc VID/DVD BKRM TD_TREMONT A36580518386 1 DVD DISPLAY Y The Christmas bo Bonneville Produc VID/DVD BKRM TD_TREMONT A36580518386 1 DVD DISPLAY Y Create Group Save Group Remove Group Edil Items Restore Items (b) New Search (d) Close		Truman Capote's RHI Entertainment	VID/DVD NR JUV	TD_TREMONT	A36580603319	1	DVD	DISPLAY	Y	
The Christmas Sh FremantiefMedia VID/DVD NR HOL ID_TREMONT       A36680110170       1       DVD       AVALABLE       N         Frank Capra's It's Paramount Pictur VID/DVD NR HOL.       TD_TREMONT       A36680110170       1       DVD       CHECKEDOUT       N         A Christmas story Metro-Goldwyn-M       VID/DVD NR HOL       TD_TREMONT       A36680241117       1       DVD       CHECKEDOUT       N         A boyfriend for Ch       VID/DVD NR BKRM       TD_TREMONT       A3668024117       1       DVD       CHECKEDOUT       N         The 12 dogs of Ch       Screen Media Fil       VID/DVD BKRM       TD_TREMONT       A3668024147       1       DVD       CHECKEDOUT       N         Christmas with the Sony Pictures Ho       VID/DVD DR HOL       TD_TREMONT       A36680498623       1       DVD       CHECKEDOUT       N         The Nutcracker [vi Kultur Video.       VID/DVD NR HOL       TD_TREMONT       A366805180361       DVD       DISPLAY       Y         Christmas child [vi GoodTimes Entert       VID/DVD NR BKRM TD_TREMONT       A36680518085       1       DVD       DISPLAY       Y         National Lampoo       Hughes Entertain       VID/DVD NR BKRM TD_TREMONT       A36680548357       1       DVD       DISPLAY       Y<		Christmas in the cl Hannover House (.	VID/DVD HOL BK	TD_TREMONT	A36580519942	1	DVD	DISPLAY	Y	
A Christmas story Metro-Goldwyn-M VID/DVD PG HOL       TD_TREMONT       A36680241117       1       DVD       CHECKEDOUT       N         A Christmas story Metro-Goldwyn-M VID/DVD NR BKRM       TD_TREMONT       A3668024117       1       DVD       CHECKEDOUT       N         A boyfriend for Ch       VID/DVD NR BKRM       TD_TREMONT       A3668024117       1       DVD       CHECKEDOUT       N         The 12 dogs of Ch Screen Media Fil       VID/DVD BKRM       TD_TREMONT       A36680534447       1       DVD       CHECKEDOUT       N         Christmas with the Sony Pictures Ho       VID/DVD PG HOL       TD_TREMONT       A3668003301       1       DVD       CHECKEDOUT       N         The Nutcracker (M Kultur Video.       VID/DVD NR BKRM       TD_TREMONT       A3668003301       1       DVD       DISPLAY       Y         Christmas child (v GoodTimes Entert       VID/DVD NR BKRM       TD_TREMONT       A36680618085       1       DVD       DISPLAY       Y         National Lampoo       Hughes Entertain       VID/DVD NR BKRM       TD_TREMONT       A36680548367       1       DVD       DISPLAY       Y         The Christmas bo       Bonneville Produc       VID/DVD B KRM       TD_TREMONT       A36680548367       1		French Copro's It's Parameter Distur	VID/DVD NR HOLI	TD_TREMONT	A30580518132	1	DVD	AVAILABLE	N	
A boyfriend for Ch A boyfriend for Ch A boyfriend for Ch Christmas with the Sony Pictures Ho VID/DVD NR BKRM TD_TREMONT A36680497645 1 DVD CHECKEDOUT N Christmas with the Sony Pictures Ho VID/DVD PG HOL TD_TREMONT A36680534447 1 DVD CHECKEDOUT N The Nutcracker [vi Kultur Video. VID/DVD PG HOL TD_TREMONT A36680603301 1 DVD CHECKEDOUT N The Nutcracker [vi Kultur Video. VID/DVD NR HOL TD_TREMONT A36680603301 1 DVD DISPLAY Y Christmas child [vi GoodTimes Entert VID/DVD NR BKRM TD_TREMONT A36680518085 1 DVD CHECKEDOUT N National Lampoo Hughes Entertain VID/DVD BKRM TD_TREMONT A36680548357 1 DVD DISPLAY Y The Christmas bo Bonneville Produc VID/DVD B KRM TD_TREMONT A36680518386 1 DVD DISPLAY Y Create Group Save Group Remove Group Edit Items Restore Items (b) New Search (d) Close		A Christmas story Metro-Coldwor-M		TD_TREMONT	A36580241117	1	DVD	CHECKEDOUT	N	
The 12 dogs of Ch Screen Media Fil VID/DVD BKRM       TD_TREMONT       A36580534447       1       DVD       CHECKEDOUT       N         Christmas with the Sony Pictures Ho VID/DVD PG HOL       TD_TREMONT       A3658063301       1       DVD       CHECKEDOUT       N         The Nutcracker [M Kultur Video.       VID/DVD NR HOL       TD_TREMONT       A36580603301       1       DVD       CHECKEDOUT       N         The Nutcracker [M Kultur Video.       VID/DVD NR HOL       TD_TREMONT       A36580518085       1       DVD       CHECKEDOUT       N         National Lampoo       Hughes Entertain       VID/DVD BKRM       TD_TREMONT       A36580548357       1       DVD       CHECKEDOUT       N         National Lampoo       Hughes Entertain       VID/DVD BKRM       TD_TREMONT       A36580548357       1       DVD       DISPLAY       Y         The Christmas bo       Bonneville Produc       VID/DVD G BKRM       TD_TREMONT       A36580518386       1       DVD       DISPLAY       Y         Create Group       Save Group       Remove Group       Edit Items       Restore Items (b)       New Search (d)       Qiose		A boyfriend for Ch	VID/DVD NR BKRM	TD TREMONT	A36580497645	1	DVD	DISPLAY	Y	
Christmas with the Sony Pictures Ho VID/DVD PG HOL       TD_TREMONT       A36580489523       1       DVD       CHECKEDOUT       N         The Nutcracker [vi Kultur Video.       VID/DVD NR HOL       TD_TREMONT       A36580603301       1       DVD       CHECKEDOUT       N         Christmas child [vi GoodTimes Entert       VID/DVD NR BKRM       TD_TREMONT       A36580518085       1       DVD       CHECKEDOUT       N         National Lampoo       Hughes Entertain       VID/DVD BKRM       TD_TREMONT       A36580518085       1       DVD       DISPLAY       Y         The Christmas bo       Bonneville Produc       VID/DVD BKRM       TD_TREMONT       A36580518386       1       DVD       DISPLAY       Y         Create Group       Save Group       Remove Group       Edit Items       Restore Items (b)       New Search (d)       Qiose		The 12 dogs of Ch., Screen Media Fil	VID/DVD BKRM	TD TREMONT	A36580534447	1	DVD	CHECKEDOUT	N	
The Nutcracker [vi Kultur Video.       VID/DVD NR HOL TD_TREMONT       A36580603301       1       DVD       DISPLAY       Y         Christmas child [vi GoodTimes Entert VID/DVD NR BKRM TD_TREMONT       A36580518086       1       DVD       CHECKEDOUT       N         National Lampoo Hughes Entertain VID/DVD BKRM       TD_TREMONT       A36580548357       1       DVD       DISPLAY       Y         The Christmas bo Bonneville Produc VID/DVD G BKRM       TD_TREMONT       A36580518386       1       DVD       DISPLAY       Y         Create Group       Save Group       Edit Items       Restore Items (b)       New Search (d)       Qlose		Christmas with the Sony Pictures Ho	VID/DVD PG HOL	TD_TREMONT	A36580488523	1	DVD	CHECKEDOUT	N	
Christmas child [vi GoodTimes Entert VID/DVD NR BKRM TD_TREMONT       A36580518085       1       DVD       CHECKEDOUT       N         National Lampoo Hughes Entertain VID/DVD BKRM       TD_TREMONT       A36580548357       1       DVD       DISPLAY       Y         The Christmas bo Bonneville Produc VID/DVD G BKRM       TD_TREMONT       A36580518386       1       DVD       DISPLAY       Y         Create Group       Save Group       Edit Items       Restore Items (b)       New Search (d)       Qlose		The Nutcracker [vi Kultur Video.	VID/DVD NR HOL	TD_TREMONT	A36580603301	1	DVD	DISPLAY	Y	
National Lampoo Hughes Entertain VID/DVD BKRM       TD_TREMONT       A36580548357       1       DVD       DISPLAY       Y         The Christmas bo Bonneville Produc VID/DVD G BKRM       TD_TREMONT       A36580518386       1       DVD       DISPLAY       Y         Create Group       Save Group       Edit Items       Restore Items (b)       New Search (d)       Close		Christmas child [vi GoodTimes Entert.	VID/DVD NR BKRM	TD_TREMONT	A36580518085	1	DVD	CHECKEDOUT	N	
The Christmas bo Bonneville Produc VID/DVD G BKRM TD_TREMONT A36580518386       1       DVD       DISPLAY       Y         Create Group       Save Group       Edit Items       Restore Items (b)       New Search (d)       Close		National Lampoo Hughes Entertain	VID/DVD BKRM	TD_TREMONT	A36580548357	1	DVD	DISPLAY	Y	
Create Group Save Group Edit Items Restore Items (b) New Search (d) Close		The Christmas bo Bonneville Produc.	VID/DVD G BKRM	TD_TREMONT	A36580518386	1	DVD	DISPLAY	Y	
Create Group Save Group Edit Items Restore Items (b) New Search (d) Close										
Create Group Save Group Edit Items Restore Items (b) New Search (d) Close						Destar ii art				
		Create	Group Save Grou	Ip <u>R</u> emove Gro	Edit Items	Restore Items (b)	New Search (d)	Close		
		,								

9. Click the Restore Items button at the bottom.

*Important:* The Restore Items button is only available for groups that have been archived. If the group was not archived, the Restore Items button will appear grayed out.

10. In the Confirmation pop-up box, click "Yes" to restore the edited fields to their original values for all items saved in the group.


Depending on the number of items saved in the group, the item group editor may take a minute or two to modify the items.

Once the modifications are complete, the Restore Items Results window opens:

Group Editor : R	estore Items Results				- 0
Title »	Call Number	Library	Item ID	Status	
Mrs. Miracle [vide	o VID/DVD NR HOL	TD_TREMONT	A36580630285	Restored	
Four Christmases	[ VID/DVD PG-13	TD_TREMONT	A36580602931	Restored	
Where God left his	S VID/DVD NR HOL	TD_TREMONT	A36580601676	Restored	
Nothing like the he	o VID/DVD PG-13 H	TD_TREMONT	A36580600311	Restored	
The most wonder	VID/DVD NR HOL	TD_TREMONT	A36580599421	Restored	
An old-fashioned	T VID/DVD NR HOL	TD_TREMONT	A36580599405	Restored	
The Christmas ch	o VID/DVD NR HOL	TD_TREMONT	A36580599463	Restored	
Fred Claus [video	r VID/DVD PG HOL	TD_TREMONT	A36580576180	Restored	=
Christmas cottage	VID/DVD PG HOL	TD_TREMONT	A36580590118	Restored	_
This Christmas [vi	d VID/DVD PG-13 H	TD_TREMONT	A36580575590	Restored	
The perfect holida	y VID/DVD PG HOL	TD_TREMONT	A36580575346	Restored	
Deck the halls [vid	VID/DVD BKRM	TD_TREMONT	A36580547741	Restored	
Irving Berlin's Whi	t VID/DVD NR HOL	TD_TREMONT	A36580113908	Restored	
A Christmas too n	n VID/DVD PG-13 B	TD_TREMONT	A36580549094	Restored	
Truman Capote's	VID/DVD NR JUV	TD_TREMONT	A36580603319	Restored	
Christmas in the o	I VID/DVD HOL BK	TD_TREMONT	A36580519942	Restored	
The Christmas sh	o VID/DVD NR HOLI	TD_TREMONT	A36580518132	Restored	
Frank Capra's It's	a VID/DVD NR HOL	TD_TREMONT	A36580110170	Restored	
A Christmas story	[ VID/DVD PG HOL	TD_TREMONT	A36580241117	Restored	
A boyfriend for Ch	r VID/DVD NR BKRM	TD_TREMONT	A36580497645	Restored	-
		Close			

11. Scroll through the item list and check the status column. Make sure "Restored" appears as the status.

If "No Changes" appears as the status, this means that particular item was already assigned the values you selected to restore.

If "Item not found in catalog" appears as the status, this means that the item was deleted from WorkFlows since it had been included in the group. The item group editor was unable to find the item in the database to restore it.

12. Click the Close button once you confirm the items were restored.

The updated Manage Group screen will appear. The items in the list will appear, restored to their original values.

In the example below, the home location value for the DVDs has been restored to the original value --HOLIDAY -- from the modified home location value of DISPLAY:

sirsiDynix Symphony WorkFlo	ws: Item Group Editor : Manage Group	and the second of				
Edit Wizards Helpers	<u>v</u> lodules <u>P</u> reference <u>T</u> ools <u>H</u> elp					RSA
quisitions Cataloging Circ	ulation+   Offline   Outreach   Reports   Req	uests   Reserves   Selection   Serial	Control Utility			
	Item Group Editor ×					
ommon Tasks 🛛 🛞	Cm Group Editor : Manage Group					
🍟 Call Number and Item M						
IC: Lebel Designer						
	Group Info					
SmartPort		Determente de Tropie	040 0	TEOU Library AO, ALC	<b>PPO</b>	
😫 Item Search and Display	Group ID: TO HOLIDAY DVDS	Date created: //20/2	2012 Created by:	TECH LIDrary: AG_ALS-	PDC	
Check Item Status	Description. Tremont DL holiday DVDs	7.20.12 Date last modified. 7/20/2	2012 Last modified b	JY. TECH		
2	them block 00 mounts					
🛯 нер	Item List 26 records					
Print						
<b>A</b>	Title Author	Call Number Library	Item ID	Copy Number Type	Current Location	Circulate
lles 🕓	Mrs. Miracle [vide Sony Pictures Ho	VID/DVD NR HOL TD_TREMONT	A36580630285	1 DVD	CHECKEDOUT	N
II Numbers and It	Four Christmases Spyglass Entertai	VID/DVD PG-13 TD_TREMONT	A36580602931	1 DVD	HOLIDAY	Y
	Where God left his IFC Films.	VID/DVD NR HOL TD_TREMONT	A36580601676	1 DVD	HOLIDAY	Y
Add Item	Nothing like the h Overture Films.	VID/DVD PG-13 H TD_TREMONT	A36580600311	1 DVD	HOLIDAY	Y
Edit Item	The most wonderf ITV Global Enterta.	VID/DVD NR HOL TD_TREMONT	A36580599421	1 DVD	CHECKEDOUT	N
Global Item Modification	An old-fashioned RHI Entertainment	VID/DVD NR HOL TD_TREMONT	A36580599405	1 DVD	HOLIDAY	Y
Clobar terr weathcaton	The Christmas ch Muse Entertainme.	VID/DVD NR HOL TD_TREMONT	A36580599463	1 DVD	CHECKEDOUT	N
Add Ordered Items to C	Fred Claus [videor Warner Bros. Pictu	VID/DVD PG HOL TD_TREMONT	A36580576180	1 DVD	CHECKEDOUT	N
Global Call Number Mo	Christmas cottage Birch Grove Films .	VID/DVD PG HOL TD_TREMONT	A36580590118	1 DVD	CHECKEDOUT	N
Item Group Editor	This Christmas [vi Screen Gems (19	. VID/DVD PG-13 H TD_TREMONT	A36580575590	1 DVD	HOLIDAY	Y
	The perfect holida Destination Films.	VID/DVD PG HOL TD_TREMONT	A36580575346	1 DVD	HOLIDAY	Y
thorities 🛞	Deck the halls [vid Regency Enterpris.	VID/DVD BKRM TD_TREMONT	A36580547741	1 DVD	HOLIDAY	Y
	Irving Berlin's Whit Paramount Pictur	VID/DVD NR HOL ID_IREMONI	A36580113908	1 DVD	AVAILABLE	N
ecial 🛞	A Christmas too m Damn Good Enter.	VID/DVD PG-13 B TD_TREMONT	A36580549094	1 DVD	HOLIDAY	Y
	Christman Capote's RHI Entertainment.	VID/DVD NR JOV TD_TREMONT	A36580603319	1 DVD	HOLIDAY	ř V
	The Christmas sh EremantleMedia		A30560519942	1 DVD		N
	Frank Capra's It's Paramount Pictur	VID/DVD NR HOL TD TREMONT	A36580110170	1 DVD	CHECKEDOUT	N
	A Christmas story Metro-Goldwyn-M	VID/DVD PG HOL TD TREMONT	A36580241117	1 DVD	CHECKEDOUT	N
	A boyfriend for Ch	VID/DVD NR BKRM TD TREMONT	A36580497645	1 DVD	HOLIDAY	Y
	The 12 dogs of Ch., Screen Media Fil.,	VID/DVD BKRM TD TREMONT	A36580534447	1 DVD	CHECKEDOUT	N
	Christmas with the Sony Pictures Ho	VID/DVD PG HOL TD_TREMONT	A36580488523	1 DVD	CHECKEDOUT	Ν
	The Nutcracker [vi Kultur Video.	VID/DVD NR HOL TD_TREMONT	A36580603301	1 DVD	HOLIDAY	Y
	Christmas child [vi GoodTimes Entert.	VID/DVD NR BKRM TD_TREMONT	A36580518085	1 DVD	CHECKEDOUT	Ν
	National Lampoo Hughes Entertain	VID/DVD BKRM TD_TREMONT	A36580548357	1 DVD	HOLIDAY	Y
	The Christmas bo Bonneville Produc.	VID/DVD G BKRM TD_TREMONT	A36580518386	1 DVD	HOLIDAY	Y
	Create	Group Save Group Remove	Group Edit Items	Restore Items (b) New Se	earch (d) <u>C</u> lose	

13. Click the Close button at the bottom.

## Remember:

You are able to search for and display groups created by other RSA libraries. However, WorkFlows will only allow you to restore items in groups created by your library. If you try to restore items in another library's group, WorkFlows will display this status message: "Failed: You may not maintain this library's item information."

## **Merging Groups**

You can merge groups in the item group editor wizard to combine all of the items in two or more groups into a single group. When you merge groups, the original groups are deleted. A single, new group is created that contains all of the items from the merged groups.

Please use caution when merging groups. There is no way in WorkFlows to undo the merge.

- 1. Log into WorkFlows using your individual cataloging account.
- 2. Go to the Cataloging module.
- 3. Open the Call Numbers and Items toolbar on the left.
- 4. Put your cursor over the item group editor wizard and *left* click.
- 5. The item group editor's advanced search screen opens.

Click the Item/Group Search helper button:

WF SirsiDynix Symphony WorkFlow	ws: Item Search				And the second		× 1		
<u>E</u> ile <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>N</u>	<u>A</u> odules <u>P</u> referenc	e <u>T</u> ools <u>H</u> elp							RSANFF
Acquisitions Cataloging Circ	ulation+   Offline	Outreach   Reports   Requ	ert <sub>i</sub> Reserve	s Selection S	erial Control   Utility				
	Item Group Edito	r ×							
Common Tasks	m Group Edito	r Alter Jearch							
Call Number and item	🛎 🖷 🥦								
Label Designer			<b>A</b>						
SmartPort	Library:		۱ کې ۱ کې	Home location:		Price:	vek:	4	Search
🖉 Item Search and Display	Item type:		() ()	tem category 1:		Item cate	aory 2	4	Clear
Check Item Status	Current location	n:	۱ 🛞 ۱	ast activity date:		Extended	d info:	4	Single
🛛 Help	Permanent:	🔘 Yes 🔘 No 💿 Both		Shadowed:	Yes No <ul><li>No <ul><li>Both</li></ul></li></ul>	Reserve	status:		<ul> <li>Advanced</li> </ul>
int 🖉	Circulate:	🔘 Yes 🔘 No 💿 Both					-		
Titles									
Call Numbers and I 🛞	Title	Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circulate
Add Item									
Edit Item									
Global Item Modification									
Add Ordered items to									
Global Call Number Mo									
Item Group Editor									
Authorities									
	Item List								
Special 🛞	Title	Author	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circulate
			_						
			С	reate Group	Edit Items Remove Iten	ns Clear Item Lis	t <u>C</u> lose		

6. Search for all groups in your library. Leave the Group ID field blank, select your WorkFlows code from the library menu, and click the Search button.

🐨 SirsiDynix Symphony WorkFlows: Group Search										
File Edit Wizards Helpers Modules Preference Tools Help										
Acquisitions Cataloging Circulation+ Offline Outreach Reports Selection Serial Copy of Utility										
	Item Group Editor ×									
Common Tasks	Item Group Editor : Group Search									
📔 Call Number and Item Maintenance	6 m 🖗									
🔠 Label Designer	Group ID: Search									
🕏 SmartPort	Library: PHEIGHTS									
😫 Item Search and Display	Group List									
🚱 Check Item Status	Group ID Library Description Item Count Archived Date Crea									
🛿 Help										

7. From the list of groups, click on the groups you want to merge so they are highlighted in blue. You can click on a group, dragging your cursor up or down, to select multiple groups. You can also highlight multiple groups while clicking with your mouse and holding down the Ctrl key on your keyboard.

Item Group E	ditor ×				
Dem Group Editor : G	roup Search				
ê 🖷 🤧					
Group ID:					Search
Library: P	HEIGHTS				×
Group List					
Group ID	Library	Pascription	Item Count	Archived	Date Created
PH ABRAHA	M LINCOLN PHEIGHTS	P. ABRAHAM LINCOLN	20	N	11/4/2016
PH MONARC	CH PHEIGHTS	PH MONARCH	20	Ν	11/4/2016
PH NEW CA	N TRANS PHEIGHTS	PH NEW CAN TRANS	4	Ν	11/15/2016
PH JNFIC SE	PAN TO JNF PHEIGHTS	PH JNFIC SPAN TO	18	N	12/13/2016
PH JP SPAN	TO JP PHEIGHTS	PH JP SPAN TO JP	32	N	12/13/2016
PH JV LOC A	UTH TO JV PHEIGHTS	РН ЈУ LOC АЛТН ТО ЈУ	21	N	12/13/2016
PH JN LOC #	UTH TO PHEIGHTS	PH JN LOC AUTH TO	9	N	12/13/2016
PH JP LOC A	UTH TO JP PHEIGHTS	РН ЈР LOC AUTH TO JP	26	N	12/13/2016
PH DUPLIC	TE JUV PHEIGHTS	PH DUPLICATE JUV YA	61	Ν	2/3/2017
PH JV YA TO	REPLACE PHEIGHTS	PH JV YA TO REPLACE	10	N	2/3/2017
PH CALDEC	OTT P-DI PHEIGHTS	PH CALDECOTT P-DI	50	N	3/22/2017
		Manage Group M	erge Groups Cl	ose	

8. Click the Merge Groups button at the bottom.

- 9. The Merge Groups pop-up box opens.
  - a. In the Group ID field, type a name for the group. The group ID may be up to 20 characters. Any text typed into the group ID field will automatically appear in uppercase.

**Please do not select the AUTO option that appears in the group ID drop-down menu.** If you select this option, WorkFlows will assign an auto-generated number to your group, which will not help you—or RSA staff—easily identify to which library the group belongs.

- b. In the Description field, enter a short statement that describes the purpose of the merged group.
- c. Select your library from the library drop-down menu if it is not already selected.

m Group Editor : Me	erge Groups	- 0	1 ×
Merge Grou	ps		
Group ID:	PH AWARD WINNERS	~	
Description:	PH Lincoln, Monarch, & Caldecott Award Winner	5	
Library:	PHEIGHTS	~	
	Merge Groups Cancel		
	Merge Grou Group ID: Description: Library:	Merge Groups Group ID: PH AWARD WINNERS Description: PH Lincoln, Monarch, & Caldecott Award Winners Library: PHEIGHTS Merge Groups Cancel	Merge Groups Group ID: PH AWARD WINNERS Description: PH Lincoln, Monarch, & Caldecott Award Winners Library: PHEIGHTS Merge Groups Cancel

10. Click the "Merge Groups" button.

11. A pop-up box will appear, confirming the merge was successful. Click OK to close the box.



- 12. After the groups are merged, the following information (circled below) appears at the top of the item list, confirming the creation of the group:
  - Date created
  - Date last modified
  - Created by
  - Last modified by
  - Library

Item Group Editor ×						
m Group Editor : Manage Group						
🖨 🖏 🎘						
0 T (						
Group Info						
Group ID: PH AWARD	WINNERS	Date created:	6/9/2025 Creat	ed by: TECH Li	brary: PHEIGHTS	
Description: PH Lincoln,	Monarch, & Caldecott	Date last modif	fied: 6/9/2025 Last r	nodified by: TECH		
Item List: 90 records						
Title	Author	Call Number	Library	Itom ID	Type	Current Location
Lam Malala Lhow on	Aution Voucofzai Malala 10			A22500056472	туре	
1 am Malala : now on	Yousalzal, Malala, 19	J 370.82 YOU	PHEIGHTS	A33500950473	BOOK VA	J-NONFIC
Laugning at my night	Burcaw, Snane, author	. YA 017.4 BUK	PHEIGHTS	A33500965977	BOOK-YA	YA
Simon vs. the Homo S	Аідегтані, веску.	YA ALB	PHEIGHTS	A33500979277	BOOK-YA	YA
Red queen	Aveyard, victoria, aut	YA AVE	PHEIGHTS	A33501020039	BOOK-YA	YA
The Naturals	Barnes, Jennifer (Jen	YA BAK	PHEIGHTS	A33500932869	BOOK-YA	YA
Unavailable for display				A33500991350		
Unavailable for display				A33501020055		
Unavailable for display				A33501020047		
Unavailable for display				A33501020102		
Grave mercy	LaFevers, Robin.	YA LAF	PHEIGHTS	A33500891348	BOOK-YA	YA
A court of thorns and	. Maas, Sarah J. author.	YA MAA BK.1	PHEIGHTS	A33500985197	BOOK-YA	YA
October mourning : a	. Newman, Lesléa.	YA NEW	PHEIGHTS	A33501028922	BOOK-YA	YA
All the bright places	Niven, Jennifer author.	YA NIV	PHEIGHTS	A33500971106	BOOK-YA	YA
Forgive me, Leonard	Quick, Matthew, 1973-	YA QUI	PHEIGHTS	A33501020097	BOOK-YA	YA
Gabi, a girl in pieces	Quintero, Isabel, aut	YA QUI PBK	PHEIGHTS	A33500966648	ΒΟΟΚ-ΡΒΚΥΑ	YA
The boy in the black s	Reynolds, Jason auth	YA REY	PHEIGHTS	A33501020071	BOOK-YA	YA
Bone Gap	Ruby, Laura author.	YA RUB	PHEIGHTS	A33500976198	BOOK-YA	YA
Challenger deep	Shusterman, Neal, au	YA SHU	PHEIGHTS	A33500981101	BOOK-YA	YA
Unavailable for display				A33501020063		
Unavailable for display				A33500956156		
One plastic bag : Isat	Paul, Miranda, author.	J 363.728 PAU	PHEIGHTS	A33500973996	BOOK-J	J-NONFIC
Trapped! : a whale's	Burleigh, Robert, aut	J 599.5 BUR	PHEIGHTS	A33500987783	BOOK-J	J-NONFIC
Winnie : the true stor	Walker, Sally M. author	. J 599.78 WAL	PHEIGHTS	A33500972322	BOOK-J	J-NONFIC
Elizabeth, queen of th	. Cox, Lynne, 1957-	J 599.79 COX	PHEIGHTS	A33500947115	BOOK-J	J-NONFIC
Ivan : the remarkable	. Applegate, Katherine	. J 599.88 APP	PHEIGHTS	A33500961305	BOOK-J	J-NONFIC
How did that get in m	Butterworth, Christine.	J 641.3 BUT	PHEIGHTS	A33501024033	BOOK-J	J-NONFIC
	Create Group	Save Group R	emove Group Edit Item	s Restore Items (b)	New Search (d)	Close

The original groups that merged into the new group were removed during the merge process.

13. Click the Close button at the bottom.

## **Deleting a Group**

You can remove any group your library has saved in the item group editor wizard. Deleting a group *only* removes the group. The items still remain in WorkFlows, but they are no longer associated with that group in the item group editor wizard.

Once a group is restored to its original values or it is no longer needed, that group should be promptly removed from the item group editor wizard. Large numbers of groups saved in the item group editor may affect your ability to search for and display a list of all groups saved by your library.

Please use caution when deleting groups, as there is no way in WorkFlows to retrieve deleted groups.

Although you are able to search for and display groups created by other RSA libraries, WorkFlows will only allow you to delete groups created by your library.

- 1. Log into WorkFlows using your individual cataloging account.
- 2. Go to the Cataloging module.
- 3. Open the Call Numbers and Items toolbar on the left.
- 4. Put your cursor over the Item Group Editor wizard and *left* click.

<u>\_\_\_\_</u>

5. The item group editor's advanced search screen opens.

Click the Item/Group Search helper button:

		1
III SirsiDynix Symphony WorkFlow	s: Item Search	
<u>E</u> ile <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>M</u>	odules <u>P</u> reference <u>T</u> ools <u>H</u> elp	RSANFP
Acquisitions Cataloging Circu	lation+   Offline   Outreach   Reports   Regulation   Reserves   Selection   Serial Control   Utility	
	Item Group Editor ×	
Common Tasks	n Group Editor We search	
Call Number and item		
Label Designer	Library & Library	
☆ SmartPort	Date created:	Search
Hem Search and Display	Item type:	y 2: Clear
Check Item Status	Current location: 🛞 Last activity date: 🛞 Extended inf	'o: 💮 Single
🛛 Help	Permanent: O Yes O No O Both Shadowed: O Yes O No O Both Reserve state	us: O Advanced
Frint	Circulate: O Yes O No      Both	
Titles		
Call Numbers and I	Title Author Call Number Library Item ID Copy Number	Type Current Location Circulate
Add item		
Edit Item		
Global Item Modification		
Add Ordered Items to		
Global Call Number Mo		
item Group Editor		
Authorities 🛞		
Special	Item List	
Special	Title Author Call Number Library Item ID Copy Number	Type Current Location Circulate
	Conste Craves   Edit Home   Domave Home   Oliver Herry List	Close

6. Search for the group you want to delete.

**Group Search Tip:** To quickly retrieve a list of all groups created by your library, leave the Group ID field blank, select your WorkFlows code from the library menu, and click the Search button:

WF SirsiDynix Symphony WorkFlow	ws: Group Search		The Landson in the Real Pro-	COLUMN TO A			- • ×
<u>F</u> ile <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>N</u>	<u>M</u> odules <u>P</u> reference <u>T</u> ools	<u>H</u> elp					RSANFP
Acquisitions Cataloging Circl	ulation+   Offline   Outreach	Reports / Requests   Re	serves   Selection   Serial Contr	ol Utility			
	Item Group Editor ×						
Common Tasks	Alm Group Editor : Group	) Search					
Call Number and Item M	💣 🖏 🎭						
Label Designer							
😴 SmartPort	Group ID:						Search
🖉 Item Search and Display	Library: AG_ALS-PD0	c				•	
Check Item Status	Group List						
🛛 Help	Group ID	Library	Description	Item Count	Archived	Date Created	
Service Print							

7. From the list of groups, click on the group to delete so that it appears in blue:

pipe Edit Warants Hegen Modules Preteness Tools Help Acquisition Cardiorom Concellence Concell Faquence Research Estevene Control UNIXY Conception Concerned for the Concellence Concell Concell UNIXY Conception Concerned for the Concellence Concellence Control Concellence Control Concellence	WF SirsiDynix Symphony WorkFlow	rs: Group Search		CONTRACTOR AND		-/		
Cataloging       Consents address       Iberge Status         Consent table       Iberge Status       Iberge Status         Consent table       Consent table       Iberge Status         Iberge Status       Iberge Status       Iberge Status       Iberge Status         Iberge Status       Iberge Status       Iberge Status       Iberge Status       Iberge Status         Iberge Status       Iberge Status       Iberge Status       Iberge Status       Iberge Status       Iberge Status         Iberge Status       Iberge Status       Iberge Status       Iberge Status       Iberge Status	<u>F</u> ile <u>E</u> dit <u>W</u> izards He <u>l</u> pers <u>M</u>	odules <u>P</u> reference <u>T</u> ools <u>I</u>	<u>H</u> elp					RSANFP
Item Group Editor:        Item Group Editor:	Acquisitions Cataloging Circu	Ilation+   Offline   Outreach	Reports   Requests   Resen	res   Selection   Serial Control   Utility				
London Ladia       Image Cardia         Image Cardia       Image Cardia       Image Cardia         Image Cardia       Image Cardia       Image Cardia       Image Cardia         Image Cardia       Image Cardia       Image Cardia       Image Cardia         Image Cardia       Image Cardia       Image Cardia		Item Group Editor ×						
Cold Native or late K  Section Cold Native or late K  Add ten Cold ID  Ad	Common Tasks	m Group Editor : Group S	earch					
Exercised beinger   Search   Search   Search	Call Number and Item M							
Image Group       Group ID:       Group ID:       Group ID:       Group ID:         Image Group       Group ID:       Library       Description       Image Group         Image Group       Cost from Source       Group ID:       Library       Description       Image Group         Image Group       Cost from Source       Group ID:       Library       Description       Image Group         Image Group       Cost from Source       Apha Park Image Group       Description       Image Group       Archived       Date Created         Image Group       Cost from Notification       Apha Park Image Group       Description       Image Group       Description       Image Group       Description	Label Designer							
Weins Stach and Disply         Weins Markers water         Weins Markers	SmartPort	Group ID:						Search
Group: Lit       Group: Lit         Intermediation       Adv. Starting         Deck: Ken Status       Adv. Starting         Adv. Starting       Adv. Adv. Starting         Adv. Starting       Adv. Adv. Starting         Adv. Starting       Adv. Adv. Adv. Adv. Adv. Adv. Adv. Adv.	B Item Search and Display	Library: AG_ALS-PDC					•	
I heip       Coruz ID       Library       Description       Mem Count       Actived       Dete Created         I'' inter       I''       I''       Actived Data Strategy       Description       1282       N       7762012         AP NEW-FIG 07 06.12       Acjust Strategy       Acjust Strategy       N       7762012         AP NEW-FIG 07 06.12       Acjust Strategy       Acjust Strategy       N       7762012         AP NEW-FIG 07 06.12       Acjust Strategy       Acjust Strategy       N       7762012         AP NOV CAT1 07 06.12       Acjust Strategy       Acjust Strategy       N       7762012         AP NOV CAT1 07 06.12       Acjust Strategy       N       7762012       N       7762012         VI DVD CAT1 07 06.12       Acjust Strategy       N       7762012       N       7762012         At them       Strategy       Active Strategy       N       7762012       N       7870012         At them Count Grader       Active Strategy       Active Strategy       Active Strategy       N       7762012         At them Count Grader       Active Strategy       Active Strategy       N       7762012       N       N       7762012         At them Count Grader       Actin Crubegy       Active Strategy </td <td>Check Item Status</td> <td>Group List</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Check Item Status	Group List						
AP NEW-NF 07 05 12     A2,AS-PDC     Apha Park tems shirborn=, 1382     N     Trice     AP NEW-NF 07 05 12     A2,AS-PDC     Apha Park tems shirborn=, 1383     N     TriceO12     AP DVD CATI 07 05 12     A2,AS-PDC     Apha Park tems shirborn=, 1383     N     TriceO12     AP DVD CATI 07 05 12     A2,AS-PDC     Apha Park tems shirborn=, 1383     N     TriceO12     AP DVD CATI 07 05 12     A2,AS-PDC     Apha Park tems shirborn=, 1383     N     TriceO12     AP DVD CATI 07 05 12     A2,AS-PDC     Viola PL DVD tem cat 1 as 0. 515     N     TREO12     AD PRO-SHELF IFEMS     AC,ALS-PDC     Viola PL DVD tem cat 1 as 0. 515     N     TREO12     AD PRO-SHELF IFEMS     AC,ALS-PDC     Viola PL DVD tem cat 1 as 0. 515     N     TREO12     AD PRO-SHELF IFEMS     AC,ALS-PDC     Viola PL DVD tem cat 1 as 0. 515     N     TREO12     AD PRO-SHELF IFEMS     AC,ALS-PDC     Viola PL DVD tem cat 1 as 0. 515     N     TREO12     AD PRO-SHELF IFEMS     AC,ALS-PDC     Viola PL DVD tem cat 1 as 0. 515     N     TREO12     AD PRO-SHELF IFEMS     AC,ALS-PDC     Viola PL DVD tem cat 1 as 0. 515     N     TREO12     AD PRO-SHELF IFEMS     AC,ALS-PDC     Viola PL DVD tem cat 1 as 0. 515     N     TREO12     AD PRO-SHELF IFEMS     AC,ALS-PDC     Viola PL DVD tem cat 1 as 0. 515     N     TREO12     AD PRO-SHELF IFEMS     AC,ALS-PDC     Viola PL DVD tem cat 1 as 0. 515     N     TREO12     AD PRO-SHELF IFEMS     AC,ALS-PDC     Viola PL DVD tem cat 1 as 0. 515     N     TREO12     AD PRO-SHELF IFEMS     AC,ALS-PDC     Morage Group     Marage Group     Marag	🛛 Help	Group ID	Library	Description	Item Count	Archived	Date Created	
Titles       PD / Do AT1 70.612       AG, ALS-PDC       Apta Parkundenting international transmission international transmissin internate international transmission international	int 🖉 Print	AP NEW-NF 07.05.12	AG_ALS-PDC	Alpha Park items shelved in Alpha Park items with home	1282	N	7/5/2012	
Call Markees and IL. ()       Appl. 6-24 x undefined item c 174       N       7462012         Set dat Item       Add term	Till	AP DVD CAT1 07.06.12	AG_ALS_DC	Alpha Park DVD item cat 1s	2021	N	7/6/2012	
Coll Numbers and L.       VI DVD CAT1 07:06:12       CALS-PDC       Viola PL DVD Item cat1 as 0 515       N       7/8/2012         M do free diama to C       Colda Item Modification       Activentities       Activentities       Provide Ham Coup Editor         Authentities       Colda Item Modification       Colda Item Coup Editor       Moderation       Moderation         Mathematices       Colda Item Modification       Moderation       Moderation       Moderation       Moderation         Mathematices       Colda Item Coup Editor       Moderation       Moderation       Moderation       Moderation       Moderation         Mathematices       Colda Item Coup Editor       Moderation       Moderation       Moderation       Moderation       Moderation         Mathematices       Colda Item Coup Editor       Moderation       Moderation       Moderation       Moderation       Moderation         Mathematices       Colda Item Coup Editor       Moderation	Thes V	AP UNDEFINED CAT2	AC ALS-PDC	Alpha Park undefined item c	174	Ν	7/6/2012	
Add tem   Social tem Modification   Add Ordered tens to C.,   Global Cal Number Mo.,   Tem Group Editor     Authorities     Special     Manage Group   Merge Groups     Qiose	Call Numbers and It 🛞	VI DVD CAT1 07.06.12	G_ALS-PDC	Viola PL DVD item cat 1 as o	515	N	7/6/2012	
Exit tem   Social Cal Mander Mo   Colai Cal Mander Mo   Tem Corup Edior     Rescal     Special     Manage Group   Merge Groups Close	Add Item	AG PRO-SHELF ITEMS	AG_ALS-PDC	Erica's test 07.06.12	24	Ν	7/6/2012	
Social fem Modification   Add Ordered fems to C   Cobair Call Number Mo   Cobair Call Number Mo   Tem Group Estor     Authorities     Special     Manage Group   Marge Groups     Qiose	Edit Item							
Add Ordered Hens to C., Cooke Call Number Mo Cooke Call Number Mo Cooke Call Number Mo Special Manage Group Merge Groups Close	K Global Item Modification							
Colour Cal Number No   Manage Group     Merge Groups	Add Ordered Items to C							
Manage Group     Merge Groups	Global Call Number Mo							
Authorities Special Manage Group Merge Groups Close	ditem Group Editor							
Authorities  Special  Manage Group  Merge Groups  Close								
Special	Authorities 🛞							
Manage Group Merge Groups Qlose	Special 🛞							
Manage Group Merge Groups Qlose								
Manage Group Merge Groups Qlose								
Manage Group Merge Groups Qlose								
Manage Group Merge Groups Qlose								
Manage Group Merge Groups Qlose								
Manage Group Merge Groups Qlose								
Manage Group Merge Groups Close								
Manage Group Merge Groups Close								
Manage Group Merge Groups Close								
Manage Group Merge Groups Close								
Manage Group Merge Groups Glose								
				Manage Group M	erge Groups	3		

8. Click the Manage Group button at the bottom.

9. The group, along with a list of the items assigned to that group, will open. Check the group ID and description boxes at the top of the item list to verify the group displayed is the group you want to delete:

WF SirsiDynix Symphony WorkFlows: N	Manage Group			Contraction of the					
File Edit Wizards Helpers Mod	ules Preference Tools H	Help							RSANFI
Acquisitions Cataloging Circulat	ion+   Offline   Outreach   F	Reports   Reque	ests   Reserves   S	e' ation   5 atial Con	trol Utility				
	tem Group Editor ×								
Common Tasks 🛞	m Group Editor : Manage	Group							
Call Number and Item M	A 🔜 👰								
IIIII Label Desimer									
	Group Info								
3 SmartPort	Group ID: AC PRO-SH		Date cre	ated: 7/6/2012	Created by:	ADMIN Libran			
🖞 Item Search and Display	Description: Frica's test 0	7 06 12	Date las	t modified: 7/6/2012	Last modified b	V ADMIN	. AG_ALS-1 DO		
🔐 Check Item Status			Duito hao		Luctification				
🛛 Help	Item List: 24 records								
A Print									
Titles 🛞	Title Auth	101	Call Number	Library	Item ID	Copy Number	Туре	Current Location	Circulate
	Disaster response Kahn	ı, Miriam (Miri L	LS 025.82KAHN	AG_ALS-PDC	A13301264065	5	BOOK	PRO-SHELF	Y
Call Numbers and It 🛞	Information power Ame	rican Associa I	LS 027.80AME/19	AG_ALS-PDC	A13300026919	1	BOOK	PRO-SHELF	Y
Add Item	Connecting young Jone	s, Patrick. I	LS 025.56CONN/	AG_ALS-PDC	A13300993441	1	BOOK	CHECKEDOUT	N
	The Tell it! manual Zwei:	zig, Douglas. L	LS 027.073TELL	AG_ALS-PDC	A13300007169	1	BOOK	PRO-SHELF	Y
Edit Item	Intellectual freedo Amer	rican Library l	LS 025.21INT/1996	AG_ALS-PDC	A13301146615	1	BOOK	PRO-SHELF	Y
🥰 Global Item Modification	Introduction to tec Evan	s, G. Edward, l	LS 025.02ITTS/19	AG_ALS-PDC	A13300858057	1	BOOK	PRO-SHELF	Y
	Public library servi Basu	, S. G. (Santi I	LS 027.663BASU	AG_ALS-PDC	A13300995728	1	BOOK	PRO-SHELF	Y
Add Ordered items to C	Serving the disabl Wrigh	ht, Kieth C., 1 I	LS 027.663WRIG	AG_ALS-PDC	A13300993580	1	BOOK	PRO-SHELF	Y
👕 Global Call Number Mo	Library and inform Wrigi	nt, Kieth C., 1 I	LS 027.6WRIG/19	AG_ALS-PDC	A13300004496	1	BOOK	PRO-SHELF	Y
ditem Group Editor	Webster's ninth ne Merri	am-Webster, 2	423 WEB	AG_ALS-PDC	A13300986088	1	BOOK	PRO-SHELF	Y
	Technical services Hahr	n, Harvey E. I	LS 025.02HAHN	AG_ALS-PDC	A13300005769	1	BOOK	PRO-SHELF	Y
Authorities 🛞	Library cooperation Smith	n, Jewell, 192 L	LS 021.65MIT	AG_ALS-PDC	A13300005573	1	BOOK	PRO-SHELF	Y
	Librarians serving Dequ	Jin, Henry C., L	LS 027.663DEQU	AG_ALS-PDC	A13300996180	1	BOOK	PRO-SHELF	Y
Special 🛞	Library trustees in Ihrig,	Alice B. L	LS 021.82IHRI	AG_ALS-PDC	A13300005248	1	BOOK	PRO-SHELF	Y
	Serving physically Velle	man, Ruth A. L	LS 027.6VELL	AG_ALS-PDC	A13300856500	1	BOOK	PRO-SHELF	Y
	The trustee of a s Youn	ig, Virginia G. L	LS 021.82YOUN	AG_ALS-PDC	A13300034865	1	BOOK	PRO-SHELF	Y
	Library of Congres Libra	ry of Congress. (	025.49 LIB 2001 E	AG_ALS-PDC	A13301196490	1	BOOK	PRU-SHELF	Y
	Library of Congres Libra	ity of Congress. (	025.49 LIB 2001 E	AG_ALS-PDC	A13301196432	1	BOOK	PRU-SHELF	Y
	Library of Congres Libra	ry of Congress. (	025.49 LIB 2001 E	AG_ALS-PDC	A13301196377	1	BOOK	PRU-SHELF	Ť
	Library of Congres Libra	ity of Congress. (	025.49 LIB 2001 E	AG_ALS-PDC	A13300856746	1	BOOK	PRU-SHELF	Y
	Coord list of outpices Libra	ny or Congress. (	025.49 LIB 2001 E	AG_ALS-PDC	A133300009323	4	BOOK	LUST-TRANS	N
	EPICA'S WOTED	s, winnie Eafl L	L5 020.495EA ED	AG_ALS-PDC	A13300004420	1	BOOK	PRO-SHELF	T
	ERICA'S WRITER		FEB 2010	AG_ALS-PDC	ELMAGAZINE2	1	BOOK	PRO-SHELF	Y
	ERICAS WRITER		JAN 2010	AG_ALS-PDC	ELWAGAZINE1	1	BOOK	FRU-SHELF	T
		Create Gr	roup Save Grou	IP Remove Grou	p Edit Items	Restore Items (b)	New Search (d)	Close	

- 10. Click the Remove Group button at the bottom.
- 11. A pop-up box will appear, asking you to confirm the deletion:



Click "Yes" to delete the group.

12. Another pop-up box will appear, confirming the group has been removed:



Click "OK" to close the removal confirmation box.

### Remember:

Although this message confirms the group and its items have been removed, only the group your library saved in the item group editor wizard has been removed. The items that formerly belonged to the removed group remain in WorkFlows.

## **Considerations When Searching for Recently Modified Items**

The considerations discussed below apply when searching for items that were edited in either an unsaved list or as part of a saved group in the item group editor wizard.

## <u>Searching for recently modified items in the item group editor wizard only:</u>

As soon as items are modified in the item group editor, the modified value(s) will immediately take effect for searching in the item group editor wizard, provided you selected the "update dynamic indexes" option in the "Setting Item Group Editor Wizard Properties" section of this guide.

If you modify items in the item group editor and then re-search for those items using the value(s) you just modified, the item group editor will retrieve the recently edited items if your item group editor wizard is configured to update dynamic indexes.

If you did not select the dynamic indexing option in the item group editor wizard's properties, the recently modified value(s) will not be retrieved if you search for them in the item group editor. An "item not found in catalog" message will appear after you perform the search. Overnight the WorkFlows Rebuild Item Database report will index the modified items, so they are visible the next day if you search for them in the item group editor wizard.

In order to ensure search-ability of modified items in a timely manner, RSA recommends selecting the property to update dynamic indexes.

# Searching for recently modified items in the RSAcat:

The modified items, with their newly assigned values, are visible in the RSAcat one to two hours after you change them in the item group editor wizard, depending on when the RSAcat indexing cycle began.

# Searching for recently *shadowed* items in the item group editor wizard, other WorkFlows wizards, and the RSAcat:

Modifications involving the shadow property in the item group editor do not take effect until the next day, after the WorkFlows indexing report runs overnight. The shadow property you modified using the item group editor will immediately display on the item's record, but a search for that shadowed item will continue to perform as though you had not changed that item's shadow property. In other words, if you shadowed the item using the item group editor, the item's "shadow" property check box will immediately appear selected, but the item will still be visible in RSAcat searches until the following day.

# Running reports of recently modified items in BLUEcloud Analytics (BCA):

Modifications made to items using the item group editor are not immediately visible in BCA. The WorkFlows Rebuild Item Database report will update BCA overnight. The modifications you made to items using the item group editor will only be visible in BCA the following day.

Once BCA is updated the next day, you may find it helpful to run a report that lists any items still assigned the original value(s)—i.e., the value(s) that you changed to a *different* value using the item group editor wizard. This report will allow you to easily determine if modification of any items is still needed. For assistance using BCA, please contact the RSA Help Desk at <u>help@rsanfp.org</u> or 1-866-940-4083.