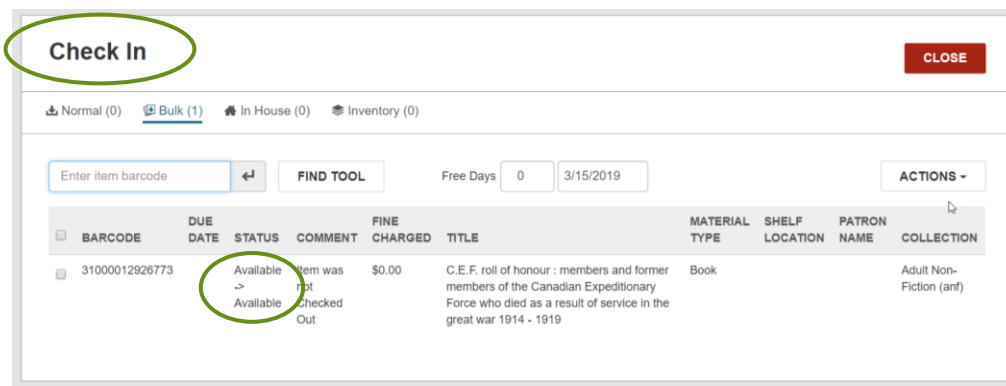


Manage Item Records

To manage an Item Record including shelf location, circulation status, and adding non-public notes, library assigned blocks, and free text blocks.

1. Access the Leap Check In workform and check in the item.
 - To manage the record the item must belong to your library, the item status must be available, and the item record must be closed.



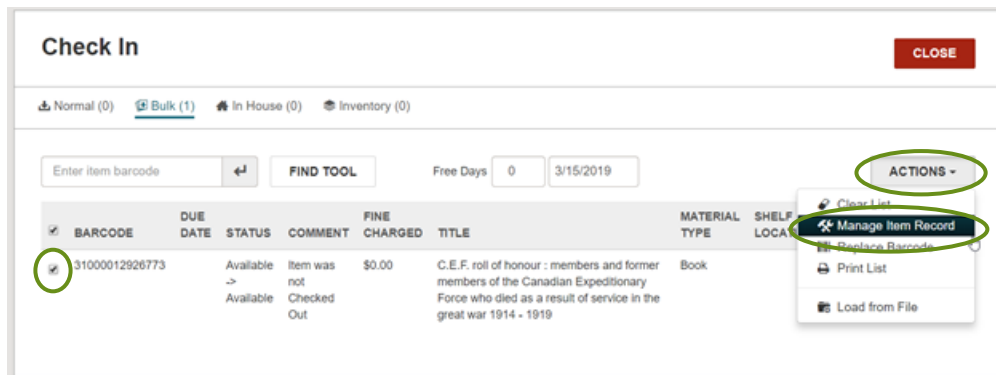
Check In CLOSE

Normal (0) **Bulk (1)** In House (0) Inventory (0)

Enter item barcode Free Days

<input type="checkbox"/>	BARCODE	DUE DATE	STATUS	COMMENT	FINE CHARGED	TITLE	MATERIAL TYPE	SHELF LOCATION	PATRON NAME	COLLECTION
<input type="checkbox"/>	31000012926773		Available -> Available	Item was not Checked Out	\$0.00	C.E.F. roll of honour : members and former members of the Canadian Expeditionary Force who died as a result of service in the great war 1914 - 1919	Book			Adult Non-Fiction (anf)

2. Check the box beside the item you wish to adjust and then select Manage Item Record from the Action drop-down menu. This must be done one item at a time.



Check In CLOSE

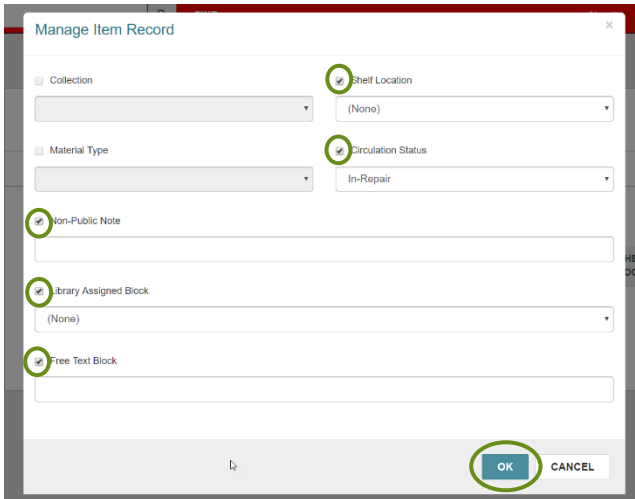
Normal (0) **Bulk (1)** In House (0) Inventory (0)

Enter item barcode Free Days

<input checked="" type="checkbox"/>	BARCODE	DUE DATE	STATUS	COMMENT	FINE CHARGED	TITLE	MATERIAL TYPE	SHELF LOCATION	PATRON NAME	COLLECTION
<input checked="" type="checkbox"/>	31000012926773		Available -> Available	Item was not Checked Out	\$0.00	C.E.F. roll of honour : members and former members of the Canadian Expeditionary Force who died as a result of service in the great war 1914 - 1919	Book			Adult Non-Fiction (anf)

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3. A Manage Item Record screen will appear. Check the box of the sections you wish to adjust and select from a drop-down menu or begin typing in the free text boxes.
4. When the necessary changes are made, click OK.



The screenshot shows a 'Manage Item Record' dialog box with the following fields and options:

- Collection: A dropdown menu.
- Shelf Location: A dropdown menu with '(None)' selected.
- Material Type: A dropdown menu.
- Circulation Status: A dropdown menu with 'In-Repair' selected.
- Non-Public Note: A text input field.
- Library Assigned Block: A dropdown menu with '(None)' selected.
- Free Text Block: A text input field.

At the bottom right, there are two buttons: 'OK' and 'CANCEL'. The 'OK' button is highlighted with a green circle.