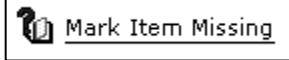


1. **Click** on Item Maintenance Wizard.



2. **Click** on Mark Item Missing Wizard.

*Mark Item Missing: Item Search* screen **displays**.

3. **Scan or type** in barcode or use the *Item Search Helper* button.

- If more than one title displays, **select** the desired title.
- If more than one copy displays, **select** the desired copy.

4. **Click** the Mark Item Missing button.

5. **Click** the Close button.