

SmartPort - Completing the Cataloging Process

1. **Click** on Cataloging Wizard group.
2. **Click** on Call Number and Item Maintenance Wizard.
3. **Click** on Current title to edit the new record or search for the title.
4. **Click** the Add Item button at the bottom of the screen.
5. **Enter** the appropriate call number and item information.
6. **Click** the Save button at the bottom of the screen.
7. When finished, **click** the Close button at the bottom of the screen.