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

2.  ***Click*** on Add Item Wizard.

3.  ***Search*** for item or title of the item you want to add.

    *A list of matching records displays in the hit list area.*

4.  ***Select*** the title to which you want to add a new item, click **Modify**.

    *Add Item* screen displays.

5.  ***Select*** the call number to which you want to add an item.

6.  ***Click*** Add Item button.

7.  ***Add or modify*** the fields in the *Item Information* and *Extended Info*rmation areas as needed. Scan barcode AFTER adding and making changes.

8.  ***Click*** Save to save changes