

1. **Click** on Cataloging Wizard.
2. **Click** on Transfer Item Wizard.
3. In the Item Lookup step, **identify** the source title (poor record).
4. From the records list, **select** the title/item you want to transfer, **click** Add to Tree.
5. In the Transfer tree pane, **click** on the title/item you want to transfer, **click** Retain for Transfer.
6. **Identify** the record to which you want to make the transfer, **click** Add to Tree.
7. In Transfer tree pane, **select** the destination record (good record), **click** Transfer button.
8. Transfer Operation Results box will display with information about transfer.