

## Check Item Status

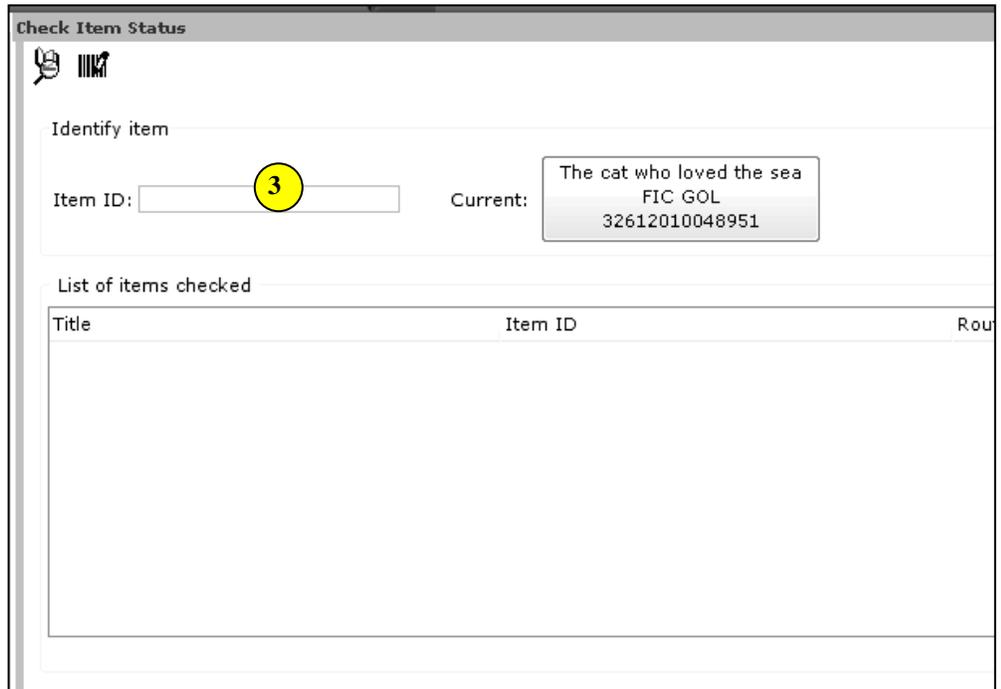
The Check Item Status wizard displays the current status of an item. This wizard is especially useful if you find an item and want to know where it should be shelved, or if it should be put in transit.

1. **Click** on Common Tasks Wizard Group.
2. **Click** on Check Item Status Wizard.



Check Item Status screen displays.

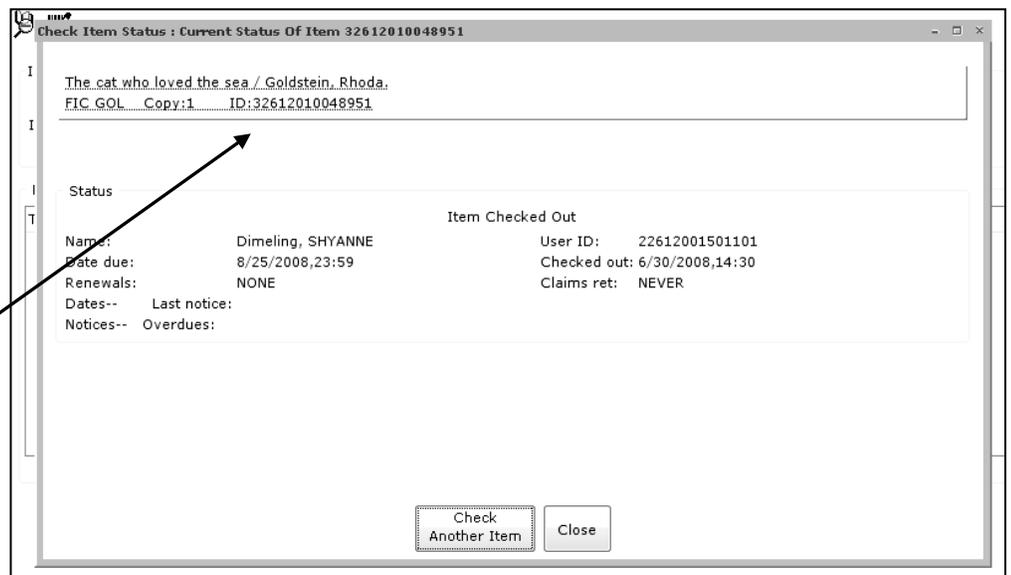
3. **Scan or Type** the Item ID or use the Item Lookup Helper.



**TIP:**  
The record that was most recently displayed, modified, or added will display as "Current".

Check Item Status:  
Current Status of  
Item (Item ID Number)  
screen displays.

4. If item is checked out, patron information will display. If item is AVAILABLE, **click** on title bar to select **item glossary** to see ID of last user that checked out this item.



**Note: For more detailed information or specific questions, use HELP wizard.**