1. **Click** on Common Tasks wizard group.
2. **Click** on Item Search and Display Wizard.

   Item Search screen displays*.*
3. **Enter** your search expression in the **Search For** box.
4. **Select** the type of search you want to perform (see *Search Strategies*)*.*
5. **Select** the search index you want from the **Index List**.
6. **Select** a library from the **Library** list.
7. **Click** Search.
8. **Select** the record you want to display.
9. **Click** Detailed Display.
10. **Click** on the Call Number/Item Tab to display information about specific item.
11. **Click** on the Item Number you are searching.
12. **Click** on the Tabs for specific information.