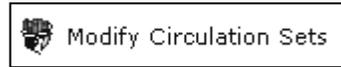


Modify Circulation Sets

The Modify Circulation Sets wizard is used to change the makeup of a circulation set. You can use this wizard to change the description, parental status, change circulation options, and add or remove items from a circulation set. To remove an entire set, use the Remove Circulation Sets Wizard.

1. **Click** on Maintain Sets Wizard Group.
2. **Click** Modify Circulation Sets wizard.
3. **Locate** the appropriate user record.



4. To change the Set ID:
 - Type or scan the new ID number.

5. Do not change the Category!

6. Modify the Description of the set, if desired.

7. To change the parental status:
 - Check or uncheck the parental box.
 - If you change from parental to non-parental, you will be able to add a set ID.
 - If you change from non-parental to parental, you will be able to check the title you want for the parent ID.

Set ID: 3

Library: ▼

Category: ▼

Description: 6

7 Non-Parental

8 Circulate as Set

Identify Item

Item ID: 9

Total parts in Set: 5

Remove from Set	Title	Call Number
<input type="checkbox"/>	President Abraham Lincoln [videorec...	920 PRE BK
<input type="checkbox"/>	Abe Lincoln grows up / [by] Carl San...	921 LIN
<input type="checkbox"/>	Abraham Lincoln, the prairie years / ...	921 LIN
<input type="checkbox"/>	Lincoln day by day, a chronology 18...	973.7 M V.
<input type="checkbox"/>	Who was Abraham Lincoln?	RB BA-75

8. To change circulation options, *check or uncheck* Circulate as Set.
9. To add more titles to the set,
 - **Click** Add Item to Set button at the bottom of the screen.
 - **Enter** the item ID
 - **Click** Save Set.
10. To remove items from the set,
 - Put a check in the box next to titles you wish to remove.
 - Click Save Set. Titles will be removed from the list.
11. **Click** Save Set when all changes have been made.

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