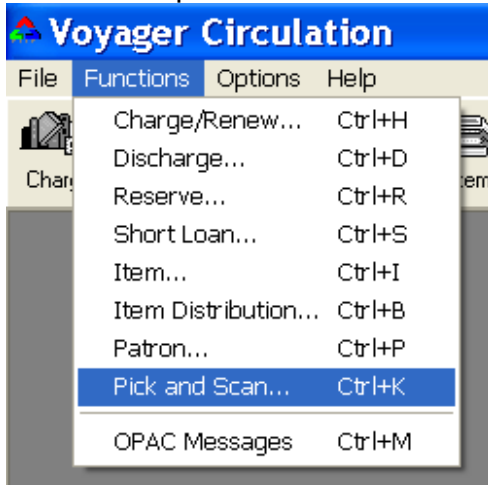
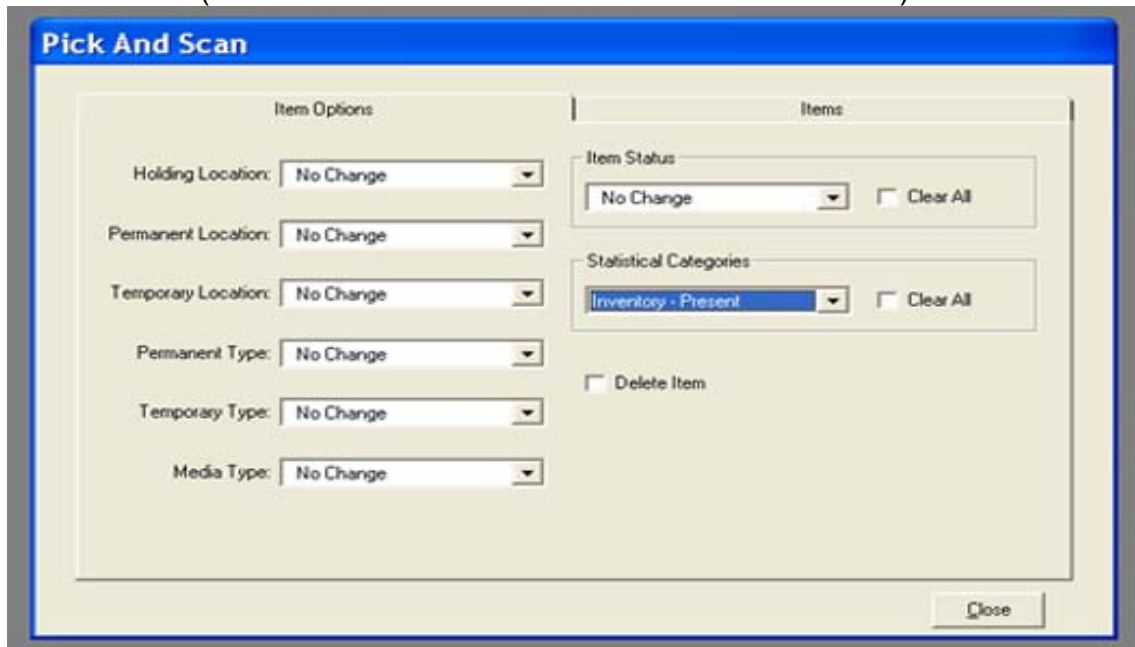


WI-07: Marking Multiple Items with Inventory Present

1. Double-Click Voyager Circulation Icon
2. Log-in with your username and password
3. Click the drop-down menu **Functions > Pick and Scan...**

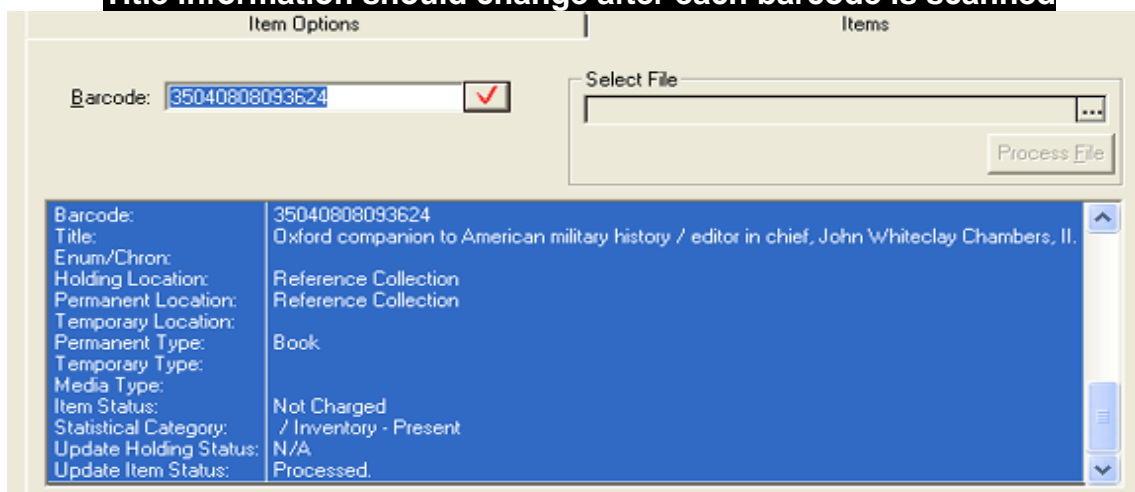


4. From the Statistical Categories drop-down menu on the Items Options tab, select the "Inventory - Present" category.
(Your Pick and Scan Window should look like this)



5. Click the Pick and Scan “Items” tab
6. Click inside the “Barcode” field and scan the first item barcode, then press the back-space key to clear the Barcode field
7. Continue scanning as many item barcodes as needed to mark as “Inventory Present”

Title information should change after each barcode is scanned



Item Options		Items	
Barcode:	35040808093624	<input type="text" value="Select File"/> <input type="button" value="Process File"/>	
Title:	Oxford companion to American military history / editor in chief, John Whiteclay Chambers, II.		
Enum/Chron:			
Holding Location:	Reference Collection		
Permanent Location:	Reference Collection		
Temporary Location:			
Permanent Type:	Book		
Temporary Type:			
Media Type:			
Item Status:	Not Charged		
Statistical Category:	/ Inventory - Present		
Update Holding Status:	N/A		
Update Item Status:	Processed.		

8. Completely mark through the items on your missing items list
9. Close the Voyager Circulation module

NOTE: If you need to mark a single or small batch of items as “Inventory Present” see instructions for “*Marking Individual Items with Inventory Present*”