

# Item Group Editor

The Item Group Editor Wizard (IGE) allows you to edit a list or group of items simultaneously. IGE can be used to change many item characteristics and fields.

Some examples of the usefulness of IGE are :

- \* Changing the library code when moving collections from a main library to a branch library,
- \* Changing the default loan period of an entire home location (DVD, Book on CD, New Fiction, etc.)
- \* Modifying the price of a group of items
- \* Creating a temporary group of items
- \* Creating a list of items cataloged on a certain day or date range
- \* Restoring items to their original settings
- \* Gathering statistical counts of owned items
- \* Printing a list of retrieved items

## Using Item Group Editor

To use IGE, you must login into WorkFlows with a Tech login.

You can search for items by either a simple, one-field query or by an advanced multiple-field query. An example of a single search query would be to scan item IDs. Searching by specifying library, home location, and item type would be an example of a advanced, multiple-field query.

### **1. To Edit Items by Creating an Item List Using a Single Search Query**

A. In the Tech Module, click on the **Item Group Editor Wizard**.

B. Click the **Single** radio button and the Index field will become active.

Item Group Editor x  
Item Group Editor : Item Search

Index:  Search

Item ID:

Single  Advanced

Title	Author	Call Number	Library	Item ID	Type	Current Location
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# Item Group Editor

## To Edit Items by Creating an Item List Using a Single Search Query cont.

C. In the Index box, select a search index from the drop down list.

D. Specify the value you want to search for in the search field box. Most search indexes include a gadget to help you expand or limit your search. Others let you select the search option either through a radio button or drop down list. For this example, I am using the Item ID index.

The screenshot shows the 'Item Group Editor' application window. At the top, there's a title bar and a menu bar. Below that, there are icons for printing, barcode, and a search icon. The main interface has a search section with a dropdown menu for 'Index' set to 'Item ID' and a text field for 'Item ID' containing '31705003109847'. To the right of the search field are a 'Search' button and radio buttons for 'Single' (selected) and 'Advanced'. Below the search section is a table with columns: Title, Author, Call Number, Library, Item ID, Type, and Current Location. The table is currently empty. Below the table, there's a section labeled 'Item List: 3 records' which contains a table with the following data:

Title »	Author	Call Number	Library	Item ID	Type	Current Location
Mind over marriage	Daniels, Rebecca	PS 3554 .A5638 M5...	SEO	31705003109847	GENCIRC	AFIC
Tears of the shaman	Daniels, Rebecca	PS 3554 .A5638 T4...	SEO	31705002968854	GENCIRC	AFIC
Moonlight and mistl...	Daniels, Maggie	PS 3554 .A5638 M6...	SEO	33503000531263	GENCIRC	AFIC

At the bottom of the window, there are five buttons: 'Create Group', 'Edit Items', 'Remove Items', 'Clear Item List', and 'Close'.

E. In the example above, you can see that I scanned three item IDs and the titles appear in the **Item Results List**.

F. To edit the items in the Item List, click **Edit Items**.

# Item Group Editor

## To Edit Items by Creating an Item List Using a Single Search Query cont.

G. Use the drop down arrows to select the changes you wish to make. As you can see below, there are many item fields that can be edited.

The screenshot shows the 'Item Group Editor: Edit Items' window. The 'Item information' section contains the following fields:

Item ID:	Copy number:	Will not be modified
Type:	Item library:	Will not be modified
Home location:	Current location:	Will not be modified
Item cat1:	Item cat2:	Will not be modified
Media desk:	Number of pieces:	Will not be modified
Permanent:	Price:	Will not be modified
Shadow item:	Circulate:	Will not be modified

The 'Extended information' section contains three rows of radio buttons and text boxes:

<input type="radio"/> New <input checked="" type="radio"/> Append <input type="radio"/> Replace	CIRCNOTE:	
<input type="radio"/> New <input checked="" type="radio"/> Append <input type="radio"/> Replace	PUBLIC:	
<input type="radio"/> New <input checked="" type="radio"/> Append <input type="radio"/> Replace	STAFF:	

At the bottom, there is a table with columns: Title, Call Number, Library, Item ID, Status. Below the table are buttons: Edit Items, Reset (b), Close.

H. For this example, we changed the Home Location, Price, and Extended Information.

I. To save the changes, click **Edit items**

The screenshot shows the 'Item Group Editor: Edit Items' window with the following changes:

Item ID:	Copy number:	Will not be modified
Type:	Item library:	Will not be modified
Home location:	Current location:	Will not be modified
Item cat1:	Item cat2:	Will not be modified
Media desk:	Number of pieces:	Will not be modified
Permanent:	Price:	5.00
Shadow item:	Circulate:	Will not be modified

The 'Extended information' section contains three rows of radio buttons and text boxes:

<input type="radio"/> New <input checked="" type="radio"/> Append <input type="radio"/> Replace	CIRCNOTE:	
<input type="radio"/> New <input checked="" type="radio"/> Append <input type="radio"/> Replace	PUBLIC:	
<input checked="" type="radio"/> New <input type="radio"/> Append <input type="radio"/> Replace	STAFF:	IGE TEST

A red arrow points to the 'Edit Items' button at the bottom.

# Item Group Editor

## To Edit Items by Creating an Item List Using a Single Search Query cont.

J. When the items have been edited, they will be listed in the bottom pane as modified.

Item information

Item ID: Copy number: Will not be modified

Type: Will not be modified Item library: Will not be modified

Home location: ABOCD Current location: Will not be modified

Item cat1: Will not be modified Item cat2: Will not be modified

Media desk: Will not be modified Number of pieces: Will not be modified

Permanent: Will not be modified Price: 5.00

Shadow item: Will not be modified Circulate: Will not be modified

Extended information

New  Append  Replace CIRCNOTE:

New  Append  Replace PUBLIC:

New  Append  Replace STAFF: IGE TEST

Title »	Call Number	Library	Item ID	Status
Mind over marriage	PS 3554 .A5638 M56 1997x	SEO	31705003109847	Modified
Tears of the shaman	PS 3554 .A5638 T42 1995x	SEO	31705002968854	Modified
Moonlight and mistletoe	PS 3554 .A5638 M66 1993x	SEO	33503000531263	Modified

Edit Items Reset (b) Close

K. Click **Close**.

# Item Group Editor

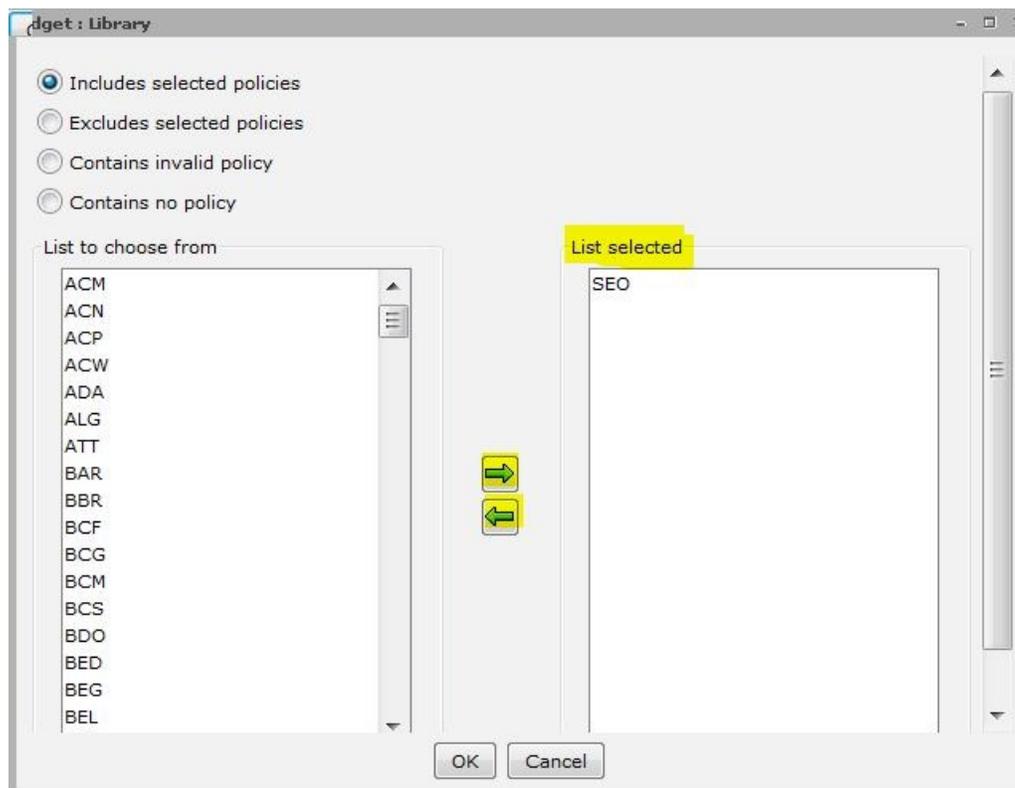
## 2. To Edit Items by Creating an Item List Using an Advanced Multiple-Field Query

A. In the Tech Module, click on the **Item Group Editor Wizard**.

B. Click the **Advanced** radio button.

C. **Enter your library three letter code** in the Advanced Search Window, . **\*\*\* This is the single most important field in this step. If you do not enter your library code, you will get results for all libraries. \*\*\*** You can either enter the three letter code or use the gadget to the right of the library field to choose the code.

D. Below is the gadget you can use to choose your Library. Scroll to find your library three letter code. Highlight the code and use the blue arrows to move the code to the **List Selected box**. **Yes, you can choose more than one library**. Example: Main library and branch locations. **No, you will not be able to edit any other library's items unless they are in your library group.**



E. Continue to enter or specify the values you want to search for in the advanced search fields.

F. After making your advanced search field selections, **click Search**. The results of your search will display in the Result List.

# Item Group Editor

## To Edit Items by Creating an Item List Using an Advanced Multiple-Field Query cont.

G. After making your advanced search field selections, **click Search**. The results of your search will display in the Result List.

H. In the example below, you can see the criteria set for this search was:

Library = SEO

Home Location = ADVD

Date Created = Items Created after August 1, 2012

I. In the **Results list** you can see that 12 items were retrieved.

The screenshot shows the 'Item Group Editor' window with the following search criteria:

- Library: SEO
- Home location: ADVD
- Date created: >08/01/2012

The results list contains 12 records. A red box highlights the 'Add Selected Helper and Add All Helper' buttons above the results table.

Title	Author	Call Number	Library	Item ID	Type	Current Location *
Safe house [DVD].	Washington, Denzel, ...	SAF	SEO	31705004092885	7DAYMEDIA	CHECKEDOUT
One for the money [...]	Robinson, Julie Anne	ONE	SEO	31705004091226	7DAYMEDIA	CHECKEDOUT
The grey [DVD] / dir...	Carnahan, Joe	GRE	SEO	31705004091895	7DAYMEDIA	CHECKEDOUT
The vow [DVD] / Scr...	Sucsy, Michael, 1973-	VOW	SEO	31705004091341	7DAYMEDIA	CHECKEDOUT
The Three Stooges [...]	Farrelly, Bobby, 1958-	THR-MOV	SEO	31705004091325	7DAYMEDIA	CHECKEDOUT
Mirror mirror [DVD] /...	Singh, Tarsem.	MIR	SEO	31705004091309	7DAYMEDIA	CHECKEDOUT
Roseanne. The compl...	Roseanne, 1952-	ROS-EIG	SEO	31705004066244	7DAYMEDIA	CHECKEDOUT
Roseanne. The compl...	Roseanne, 1952-	ROS-EIG	SEO	31705004066335	7DAYMEDIA	CHECKEDOUT
The grey [BLU-RAY] ...	Carnahan, Joe	GRE-BLU	SEO	31705004091218	7DAYMEDIA	HOLDS
Safe house [DVD].	Washington, Denzel, ...	SAF	SEO	31705004092802	7DAYMEDIA	HOLDS
The Three Stooges [...]	Farrelly, Bobby, 1958-	THR-MOV	SEO	31705004091408	7DAYMEDIA	INTRANSIT
Roseanne. The compl...	Roseanne, 1952-	ROS-EIG	SEO	31705004066251	7DAYMEDIA	INTRANSIT

A red box highlights the 'Item List' section below the results table, which is currently empty.

J. You must move the items you want to edit down to the **Item List** before you can begin to edit them. To move them, select the item or items you want to edit. Click the **Add Selected Helper**. If you want to move all the search results, click the **Add All Helper**.

K. Once the items have been moved to the Item List, you can **click Edit Items**. In the new window that opens, make any changes to the items.

L. When you have finished, **click Edit Items again, to save your changes and close**.

# Item Group Editor

## 3. Creating a Group

After you have compiled a list of items, you can save the list as a **Group**. You can archive the groups, add items to an existing group, merge and remove groups. When you create a group of items, you can save or archive a snapshot of the item values of each item. This allows you to restore the affected value of each item in a single action. **If you want to be able to revert back to the original settings of an item, you must first save your original list of items as a Group and then Archive the values before you make any changes to the items. See page 10 for more information about Archiving.**

### To Create a Group:

- A. In the Tech Module, click on the **Item Group Editor Wizard**.
- B. Perform your search using either a single or multiple field query.
- C. Move the items you want to include in the group into the Item List using the Add Selected or Add All Helpers.
- D. **Click Create Group.**

The screenshot shows the 'Item Group Editor : Item Search' window. It features a search filter section at the top with fields for Library (SEO), Home location (ADVD), Price, Date created (>08/01/2012), Date inventoried, Media desk, Item type, Item category 1, Item category 2, Current location, Last activity date, Extended info, Permanent (Yes, No, Both), Shadowed (Yes, No, Both), Reserve status, and Circulate (Yes, No, Both). There are 'Search' and 'Clear' buttons. Below the filters are two tables: 'Result List: 12 records, displaying 1-12' and 'Item List: 12 records'. Both tables have columns for Title, Author, Call Number, Library, Item ID, Type, and Current Location. The 'Create Group' button at the bottom is highlighted in yellow and has a red arrow pointing to it.

Title	Author	Call Number	Library	Item ID	Type	Current Location
The grey [BLU-RAY]...	Carnahan, Joe	GRE-BLU	SEO	31705004091218	7DAYMEDIA	CHECKEDOUT
Safe house [DVD].	Washington, Denzel,...	SAF	SEO	31705004092885	7DAYMEDIA	CHECKEDOUT
Safe house [DVD].	Washington, Denzel,...	SAF	SEO	31705004092802	7DAYMEDIA	CHECKEDOUT
One for the money [...]	Robinson, Julie Anne	ONE	SEO	31705004091226	7DAYMEDIA	HOLDS

Title	Author	Call Number	Library	Item ID	Type	Current Location
The grey [BLU-RAY]...	Carnahan, Joe	GRE-BLU	SEO	31705004091218	7DAYMEDIA	CHECKEDOUT
Safe house [DVD].	Washington, Denzel,...	SAF	SEO	31705004092885	7DAYMEDIA	CHECKEDOUT
Safe house [DVD].	Washington, Denzel,...	SAF	SEO	31705004092802	7DAYMEDIA	CHECKEDOUT
One for the money [...]	Robinson, Julie Anne	ONE	SEO	31705004091226	7DAYMEDIA	HOLDS
The grey [DVD] / di...	Carnahan, Joe	GRE	SEO	31705004091895	7DAYMEDIA	INTRANSIT
The vow [DVD] / Sc...	Sucsy, Michael, 1973-	VOW	SEO	31705004091341	7DAYMEDIA	HOLDS

# Item Group Editor

## Creating a Group cont.

E. In the next window you must name your Group. **For each list you create, please precede the name of the list with your library three letter code.** You can use up to eighteen characters. Example: SEO JUNE NEW ITEMS or STE DVD LIST

F. You can also enter a Description of your group using up to seventy characters.

Item Group Editor : Create Group

Group Info

Group ID: SEO DVD TEST

Description: Test group for IGE document

Item List: 12 records

Title	Author	Call Number	Library	Item ID	Type	Current Location
The grey [BLU-RAY] / ...	Carnahan, Joe	GRE-BLU	SEO	31705004091218	7DAYMEDIA	CHECKEDOUT
The mystery of Edwin ...	Hughes, Gwyneth	MYS	SEO	31705004093289	7DAYMEDIA	HOLDS
Gone [DVD] / directed...	Dhalia, Heitor, 1970-	GON	SEO	31705004093388	7DAYMEDIA	CHECKEDOUT
Man on a ledge [DVD].	Leth, Asger	MAN	SEO	31705004092208	7DAYMEDIA	INTRANSIT
One for the money [D...	Robinson, Julie Anne	ONE	SEO	31705004091226	7DAYMEDIA	CHECKEDOUT
The grey [DVD] / dire...	Carnahan, Joe	GRE	SEO	31705004091895	7DAYMEDIA	INTRANSIT
The vow [DVD] / Scre...	Sucsy, Michael, 1973-	VOW	SEO	31705004091341	7DAYMEDIA	CHECKEDOUT
Great expectations [D...	Phelps, Sarah	GRE-WIN	SEO	31705004093396	7DAYMEDIA	INTRANSIT
The Three Stooges [B...	Farrelly, Bobby, 1958-	THR-MOV	SEO	31705004091408	7DAYMEDIA	INTRANSIT
The Three Stooges [D...	Farrelly, Bobby, 1958-	THR-MOV	SEO	31705004091325	7DAYMEDIA	INTRANSIT
Mirror mirror [DVD] / ...	Singh, Tarsem.	MIR	SEO	31705004091309	7DAYMEDIA	HOLDS
Roseanne. The compl...	Roseanne, 1952-	ROS-EIG	SEO	31705004066251	7DAYMEDIA	HOLDS

Create Group Save Group Remove Group Edit Items Restore Items (b) New Search (d) Close

G. Click the Create Group button.

# Item Group Editor

## 4. Finding a Group

WorkFlows lets you search for groups by name. The search finds all group names that begin with the search string you enter. To find a Group that you have previously created, please do the following:

A. In the Tech Module, click on the **Item Group Editor Wizard**.

B. Click on the **Item/Group Search Helper** to open the **Group Search** window.



The screenshot shows the search form with various input fields and radio buttons. A red arrow points to the search icon in the top left corner.

C. Type all or part of the group name in the Group ID field and click **Search**.

The screenshot shows the Group Search window with the following search criteria and results:

Group ID: SEO  
Library: ALL

Group ID	Library	Description	Item Count	Archived	Date Created
SEO MISTY IGE TEST 1	SEO	SEO MISTY IGE TEST 1	8	N	8/6/2012
SEO MISTY MERGING	SEO	merging test	3	N	8/9/2012

D. You can sort the results list by clicking on a column name.

E. Click on the group you want to edit.

F. Click the **Manage Group** button.

G. You can then print, edit, archive, or add and remove items in your group. You can also remove the group.

# Item Group Editor

## 5. Archiving a Group

**\*\*Symphony saves the original values for the modified fields for each item. Symphony does not save the values of fields that are not edited.\*\***

When you archive the item values for a group, those archived values are saved until you restore them. What happens to the item between the time you save the archive and restore the values has no effect on the restored values.

For example: On May 1st you may create a group, archive the values, then change the Home Location for the items. On May 31st, using the Call Number and Item Maintenance Wizard, you change the Item Type for one or two of these items. On June 1st, when you “restore” the item values for the group, your second changes to the Item will stay the same and will not revert back to the May 1st archived version.

- A. After you have created your group, you can archive and edit your items. To archive the original settings for your items, search for your group using the Item/Group Search Helper.
- B. Click on the group you want to edit.
- C. Select the **Manage Group** button located at the bottom of the screen.
- D. In the next window that opens, **Check** the box next to **Archive Before Editing**.

Item Group Editor : Edit Items

Archive before editing

Item information

Item ID: Copy number: Will not be modified Will not be modified

Type: Will not be modified Item library: Will not be modified

Home location: Will not be modified Current location: Will not be modified

Item cat1: Will not be modified Item cat2: Will not be modified

Media desk: Will not be modified Number of pieces: Will not be modified

Permanent: Will not be modified Price: Will not be modified

Shadow item: Will not be modified Circulate: Will not be modified

Extended information

New  Append  Replace CIRCNOTE: \_\_\_\_\_

New  Append  Replace PUBLIC: \_\_\_\_\_

New  Append  Replace STAFF: \_\_\_\_\_

Title	Call Number	Library	Item ID	Status
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- E. Make any necessary changes to your items.
- F. To save your changes, click **Edit Items**.

# Item Group Editor

## 6. Restoring Items To Their Original Values

**\*\*Symphony saves the original values for the modified fields for each item. Symphony does not save the values of fields that are not edited.\*\***

If you archived the item values **before** you edited the items, you can restore the edited values to their original values. When you archive the item values for a group, those archived values are saved until you restore them. What happens to the item between the time you save the archive and restore the values has no effect on the restored values. To restore archived item values, please follow the steps below:

A. In the Tech Module, click on the **Item Group Editor Wizard**.

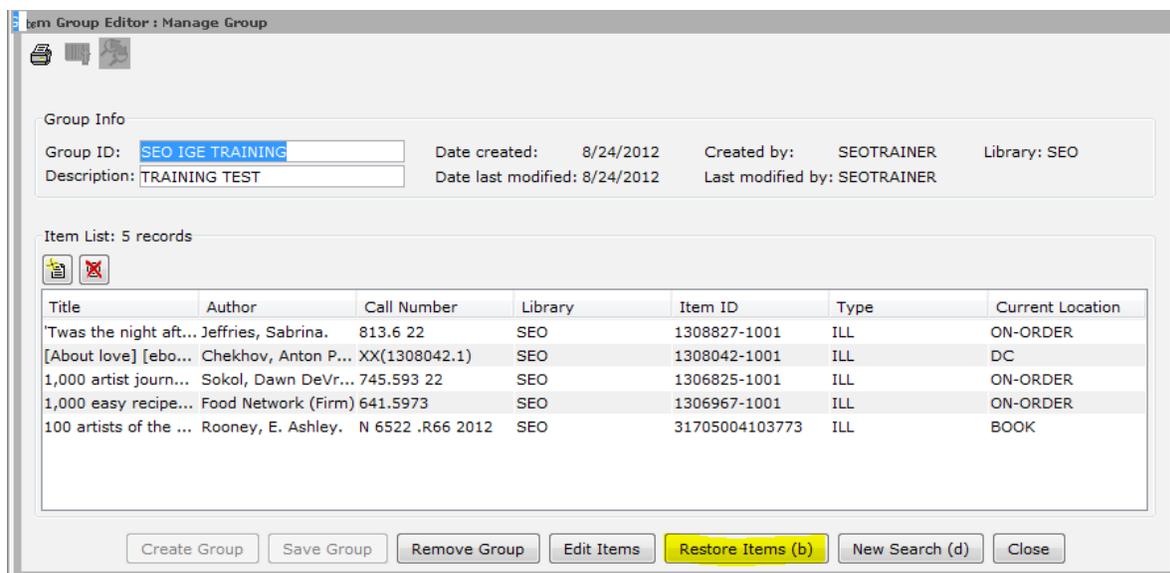
B. Click on the **Item/Group Search Helper** to open the **Group Search window**.

C. Type all or part of the group name in the Group ID field and click **Search**. You can also leave the Group ID field empty to see all of the groups in the system. You will only be able to edit items in your library family.

D. Click on the group you want to restore.

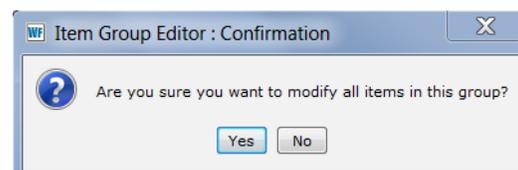
E. Click the **Manage Group Button**.

F. Click the **Restore Items Button**.



G. Click **Yes** to modify the items.

H. Click **Close** to close the Restore item Results window.



# Item Group Editor

## 7. Adding and Removing Items In a Group

After you have created a group, you can continue to manage which items are included in the group. To add or remove items in a group, please follow the instructions below:

A. In the Tech Module, click on the **Item Group Editor Wizard**.

B. Click on the **Item/Group Search Helper** to open the **Group Search window**.



C. Type all or part of the group name in the Group ID field and click **Search**.

D. Click on the group you wish to manage.

E. Click **Manage Group**.

PB R	NCT	WEED	61	N	8/20/2012
SEO DVD TEST	SEO	Test group for IGE docu...	12	N	8/21/2012
SEO MISTY IGE TEST 1	SEO	SEO MISTY IGE TEST 1	8	N	8/6/2012
TEST GROUP	CCC		355	N	8/10/2012
VIDEO GAMES	LNE		247	N	7/9/2012

**Manage Group** Merge Groups Close

F. To add an item to the existing group, click the **Add items Helper**. This will open the IGE search box.

Item Group Editor : Manage Group

Group Info

Group ID:  Date created: 8/6/2012 Created by: SEOTRAINER Library: SEO  
Description:  Date last modified: 8/6/2012 Last modified by: SEOTRAINER

Item List: 8 records

Title	Author	Call Number	Library	Item ID	Type	Current Location
Mind over marriage	Daniels, Rebecca	PS 3554 .A5638 M5...	SEO	31705003109847	GENCIRC	AUDIOVISLC
Loving the enemy	Daniels, Rebecca	PS 3554 .A5638 L68...	SEO	31705002366976	GENCIRC	BOOK
Father figure	Daniels, Rebecca	PS 3554 .A5638 F37...	SEO	31705002969019	GENCIRC	BOOK
Family addition	Daniels, Rebecca	PS 3554 .A5638 F35...	SEO	31705002487673	GENCIRC	BOOK
A Christmas romance	Daniels, Maggie	PS 3554 .A5638 C4...	SEO	31705002113824	GENCIRC	BOOK
No blood spilled	Daniels, Les, 1943-...	PS 3554 .A5637 N6 ...	SEO	33503000011407	GENCIRC	BOOK
Tears of the shaman	Daniels, Rebecca	PS 3554 .A5638 T4...	SEO	31705002968854	GENCIRC	AUDIOVISLC
Moonlight and mistl...	Daniels, Maggie	PS 3554 .A5638 M6...	SEO	33503000531263	GENCIRC	AUDIOVISLC

Create Group Save Group Remove Group Edit Items Restore Items (b) New Search (d) Close

# Item Group Editor

## Adding and Removing Items In a Group cont.

G. Perform either a single or multiple query search to find the item or items you wish to add. If you are using a multiple query search, **select the items you wish to add to your group and move them down to the Item List using the Add Selected Helper.**

H. After you have moved your selected items down to the Item List, click **Add Items to Item List**. This will add the items to your group.

Library:  Home location:  Price:  Search

Date created:  Date inventoried:  Media desk:  Clear

Item type:  Item category 1:  Item category 2:  Single  Advanced

Current location:  Last activity date:  Extended info:

Permanent:  Yes  No  Both Shaded:  Yes  No  Both Reserve status:

Circulate:  Yes  No  Both

Result List: 896 records, displaying 1-896

Title	Author	Call Number	Library	Item ID	Type	Current Location
The complete illustrated ...	Westbrook, James.	MT580 .W47 2012	SEO	1309935-1001	ONORDER	ON-ORDER
A visual encyclopedia of ...	Roper, Jon.	973.50922 22	SEO	1309934-1001	ONORDER	ON-ORDER
Building wooden machin...	Bridgewater, Alan.	684.08 23	SEO	1309933-1001	ONORDER	ON-ORDER
100 artists of the Midwes...	Rooney, E. Ashley.	709.2277 23	SEO	1309932-1001	ONORDER	ON-ORDER
Personal property trusts ...	Warda, Mark.	KF730 .W37 2011	SEO	1309931-1001	ONORDER	ON-ORDER
War paint : tattoo cultur...	Cassidy, Kyle.	391.65 W2535	SEO	1309930-1001	ONORDER	ON-ORDER
Jazz : body and soul : p...	Willoughby, Bob.	779.2092	SEO	1309929-1001	ONORDER	ON-ORDER
Free stuff everyday / Mi...	Essex, Mike	011.03 22	SEO	1309928-1001	ONORDER	ON-ORDER
Military response to UFO ...	Cox, Stephen.	001.942 Cox	SEO	1309927-1001	ONORDER	ON-ORDER
The ex-offender's guide ...	Shrum, Harvey E.	364.8	SEO	1309926-1001	ONORDER	ON-ORDER
Hepatitis C : a do-it-your...	Wright, Lloyd.	616.3623 23	SEO	1309925-1001	ONORDER	ON-ORDER
Assassin in love [DVD] /...	Lewis, Damian, 1971-	ASS	SEO	1309924-1001	ONORDER	ON-ORDER

Item List: 7 records

Title	Author	Call Number	Library	Item ID	Type	Current Location
The complete illustrated ...	Westbrook, James.	MT580 .W47 2012	SEO	1309935-1001	ONORDER	ON-ORDER
A visual encyclopedia of ...	Roper, Jon.	973.50922 22	SEO	1309934-1001	ONORDER	ON-ORDER
Building wooden machine...	Bridgewater, Alan.	684.08 23	SEO	1309933-1001	ONORDER	ON-ORDER
100 artists of the Midwest...	Rooney, E. Ashley.	709.2277 23	SEO	1309932-1001	ONORDER	ON-ORDER
Personal property trusts ...	Warda, Mark.	KF730 .W37 2011	SEO	1309931-1001	ONORDER	ON-ORDER
War paint : tattoo culture...	Cassidy, Kyle.	391.65 W2535	SEO	1309930-1001	ONORDER	ON-ORDER
Jazz : body and soul : ph...	Willoughby, Bob.	779.2092	SEO	1309929-1001	ONORDER	ON-ORDER

I. The Item Search window closes and the items are moved to the list of items in the Manage Group list. To save the changes to the group, click **Save Group**.

Group Info

Group ID:  Date created: 8/6/2012 Created by: SEOTRAINER Library: SEO

Description:  Date last modified: 8/6/2012 Last modified by: SEOTRAINER

Item List: 15 records

Title	Author	Call Number	Library	Item ID	Type	Current Location
Mind over marriage	Daniels, Rebecca	PS 3554 .A5638 ...	SEO	31705003109847	GENCIRC	AUDIOVISLC
Loving the enemy	Daniels, Rebecca	PS 3554 .A5638 L...	SEO	31705002366976	GENCIRC	BOOK
Father figure	Daniels, Rebecca	PS 3554 .A5638 F...	SEO	31705002969019	GENCIRC	BOOK
Family addition	Daniels, Rebecca	PS 3554 .A5638 F...	SEO	31705002487673	GENCIRC	BOOK
A Christmas rom...	Daniels, Maggie	PS 3554 .A5638 ...	SEO	31705002113824	GENCIRC	BOOK
No blood spilled	Daniels, Les, 194...	PS 3554 .A5637 ...	SEO	33503000011407	GENCIRC	BOOK
Tears of the sha...	Daniels, Rebecca	PS 3554 .A5638 T...	SEO	31705002968854	GENCIRC	AUDIOVISLC
Moonlight and mid...	Daniels, Maggie	PS 3554 .A5638 ...	SEO	33503000531263	GENCIRC	AUDIOVISLC
The complete illus...	Westbrook, James.	MT580 .W47 2012	SEO	1309935-1001	ONORDER	ON-ORDER
A visual encyclop...	Roper, Jon.	973.50922 22	SEO	1309934-1001	ONORDER	ON-ORDER
Building wooden ...	Bridgewater, Alan.	684.08 23	SEO	1309933-1001	ONORDER	ON-ORDER
100 artists of the ...	Rooney, E. Ashley.	709.2277 23	SEO	1309932-1001	ONORDER	ON-ORDER
Personal property...	Warda, Mark.	KF730 .W37 2011	SEO	1309931-1001	ONORDER	ON-ORDER
War paint : tattoo...	Cassidy, Kyle.	391.65 W2535	SEO	1309930-1001	ONORDER	ON-ORDER
Jazz : body and s...	Willoughby, Bob.	779.2092	SEO	1309929-1001	ONORDER	ON-ORDER

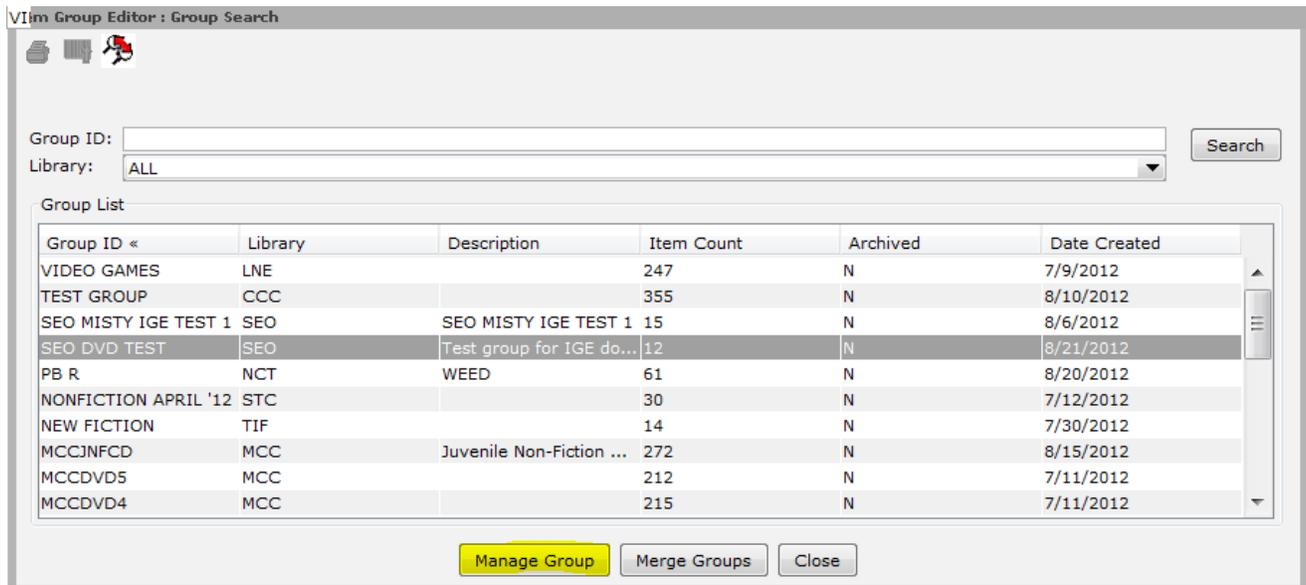
# Item Group Editor

## Adding and Removing Items In a Group cont.

J. To **remove an item or items from a group**, search for the group you wish to manage.

K. Click on the group name.

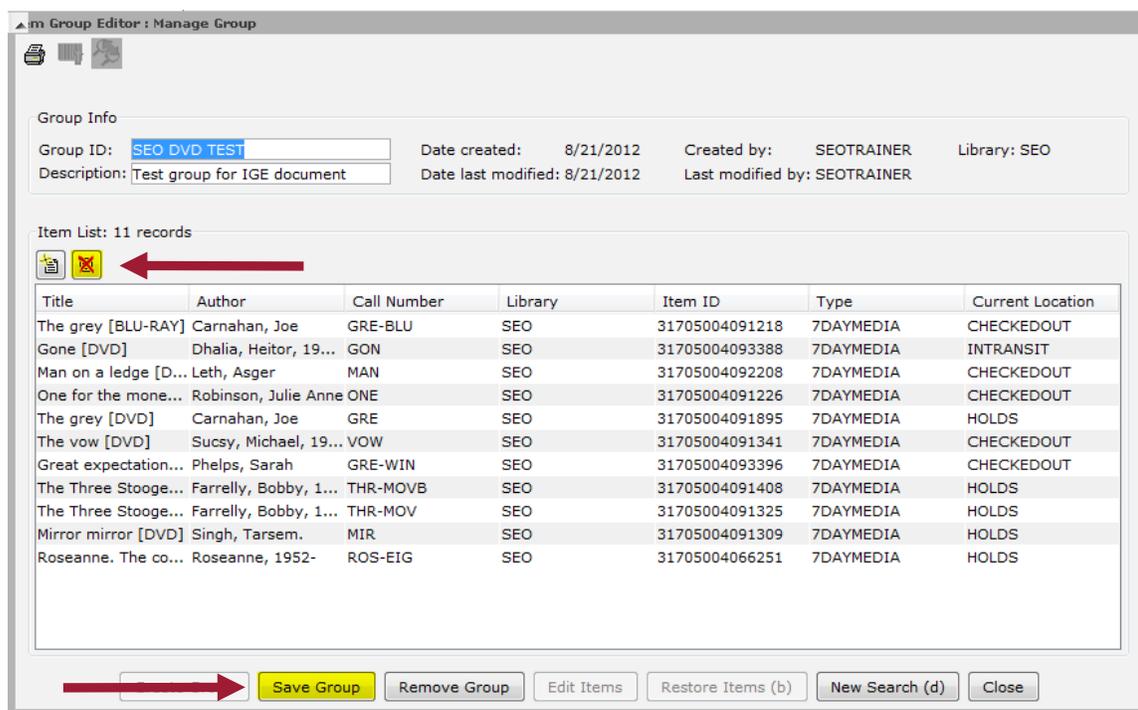
L. Click **Manage Group**.



M. Click on the item or items you wish to remove from the group.

N. Click the **Remove Items Helper**.

O. Click the **Save Group Button** and click **OK**.

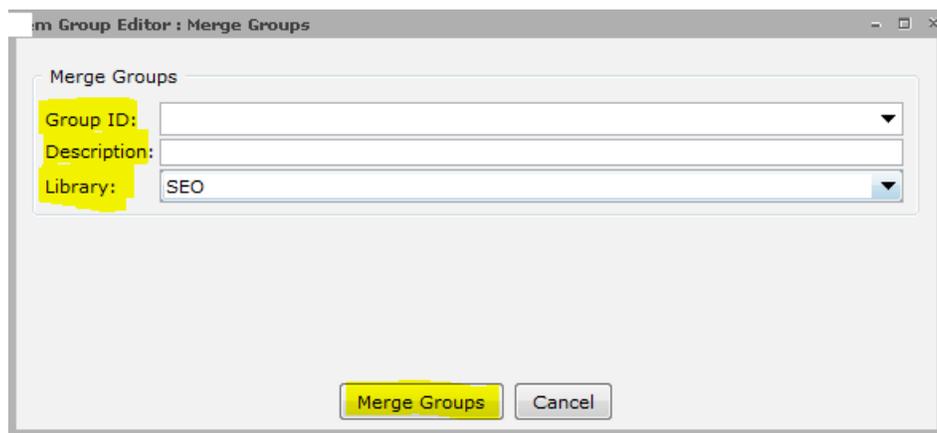


# Item Group Editor

## 8. Merging Groups

Merging groups lets you combine all of the items in two or more groups into a single group. When you merge groups, the original groups are deleted and a single, new group is created that contains all of the items from the groups. **Groups that have been archived, cannot be merged.** To merge groups, please follow the instructions below:

- A. In the Tech Module, click on the **Item Group Editor Wizard**.
- B. Click on the **Item/Group Search Helper** to open the **Group Search window**.
- C. Type your three letter code in the Group ID field and click **Search**.
- D. In the Group Search window, select the groups you want to merge. You can either click and drag or use Control + Click to select groups. **\*\*\*Warning– make sure you only select groups that belong to you. The system will not alert or block you if you try to merge groups from multiple libraries. Please do not undo someone else's work.\*\*\***
- E. Click **Merge Groups**. The Merge Groups dialog box will open.
- F. Enter the new name for the group in the Group ID field, a description, and your library code.



The screenshot shows a dialog box titled "m Group Editor : Merge Groups". Inside the dialog, there is a section labeled "Merge Groups" containing three input fields: "Group ID:", "Description:", and "Library:". The "Library:" field is currently set to "SEO". At the bottom of the dialog, there are two buttons: "Merge Groups" and "Cancel".

- G. Click **Merge Groups**. The manage Group window will open displaying the new, merged group of items. The groups that merged into the new group are deleted automatically.

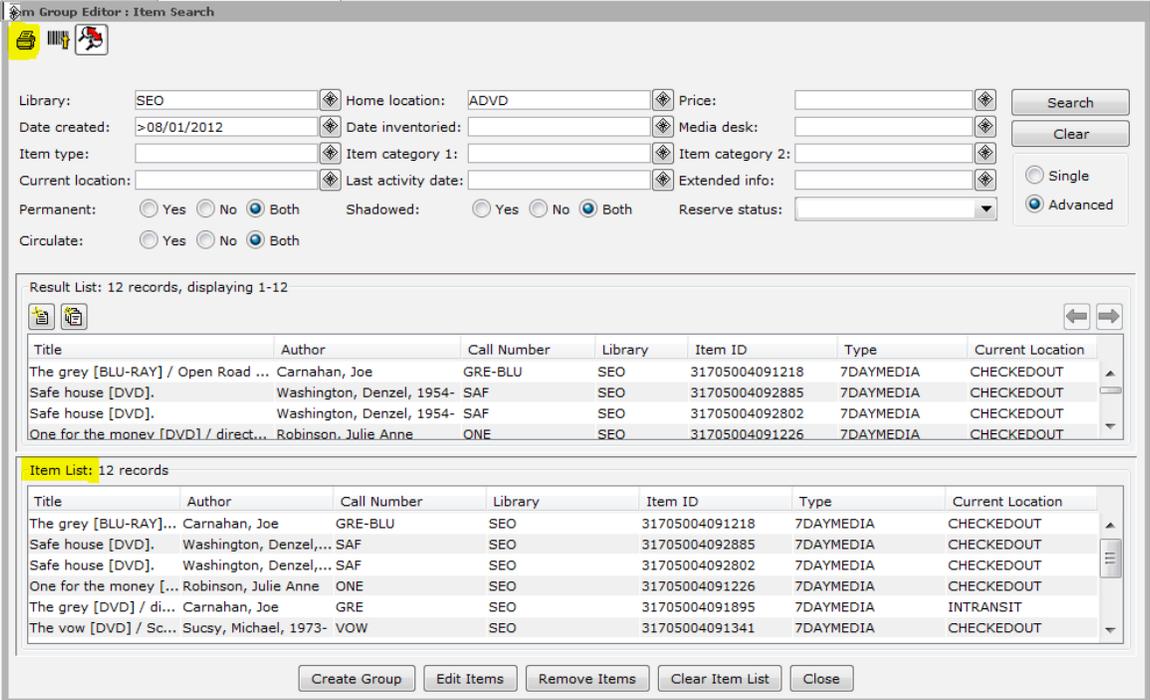
# Item Group Editor

## 9. Printing the Item List

The Print Items helper remains inactive until you add at least one item to the Item List.

### To print the list of items displayed in an Item List:

- A. In the Tech Module, click the **Item Group Editor Wizard**. 
- B. Perform either a single or multiple query search for your items.
- C. Choose the items you wish to edit or print and move them to the Item List using the Add Selected or Add All Helpers.
- D. Click the **Print Items Helper**. The Print Preview window will open.



The screenshot shows the 'Item Group Editor: Item Search' window. A red arrow points to the Print button in the top-left toolbar. The window contains search filters and two tables. The 'Result List' table has 12 records, displaying 1-12. The 'Item List' table also has 12 records.

Title	Author	Call Number	Library	Item ID	Type	Current Location
The grey [BLU-RAY] / Open Road ...	Carnahan, Joe	GRE-BLU	SEO	31705004091218	7DAYMEDIA	CHECKEDOUT
Safe house [DVD].	Washington, Denzel, 1954-	SAF	SEO	31705004092885	7DAYMEDIA	CHECKEDOUT
Safe house [DVD].	Washington, Denzel, 1954-	SAF	SEO	31705004092802	7DAYMEDIA	CHECKEDOUT
One for the money [DVD] / direct...	Robinson, Julie Anne	ONE	SEO	31705004091226	7DAYMEDIA	CHECKEDOUT

Title	Author	Call Number	Library	Item ID	Type	Current Location
The grey [BLU-RAY]...	Carnahan, Joe	GRE-BLU	SEO	31705004091218	7DAYMEDIA	CHECKEDOUT
Safe house [DVD].	Washington, Denzel,...	SAF	SEO	31705004092885	7DAYMEDIA	CHECKEDOUT
Safe house [DVD].	Washington, Denzel,...	SAF	SEO	31705004092802	7DAYMEDIA	CHECKEDOUT
One for the money [... Robinson, Julie Anne	ONE	SEO	31705004091226	7DAYMEDIA	CHECKEDOUT	
The grey [DVD] / di...	Carnahan, Joe	GRE	SEO	31705004091895	7DAYMEDIA	INTRANSIT
The vow [DVD] / Sc...	Sucsy, Michael, 1973-	VOW	SEO	31705004091341	7DAYMEDIA	CHECKEDOUT

E. Click the **Print** button.

F. The Print Dialog box will open. Select the printer and properties that you want, then **click OK**. Your list will print.

# Item Group Editor

## Printing the Item List cont.

You can also print the items in a saved **Group**.

### To print the list of items saved in a **Group**:

A. In the Tech Module, click the **Item Group Editor Wizard**.

B. Click the Group Search Helper. This helper toggles between the Item Search and Group Search windows. 



Item Group Editor : Item Search

Library: SEO Home location: ADVD Price: Search

Date created: >08/01/2012 Date inventoried: Media desk: Clear

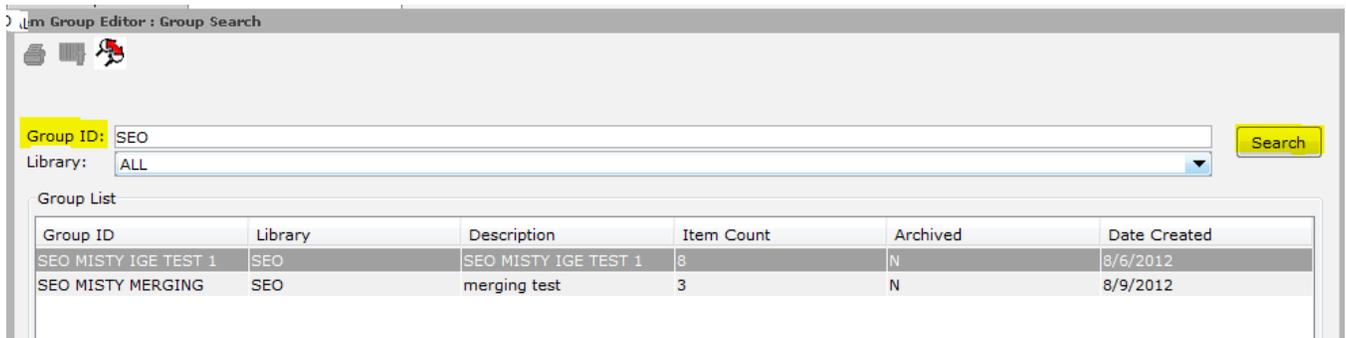
Item type: Item category 1: Item category 2:

Current location: Last activity date: Extended info:

Permanent:  Yes  No  Both Shadowed:  Yes  No  Both Reserve status: Single

Circulate:  Yes  No  Both  Advanced

C. Because your group names should all be preceded by your library three letter code, **enter your library's code in the Group ID field.**



Item Group Editor : Group Search

Group ID: SEO Search

Library: ALL

Group List

Group ID	Library	Description	Item Count	Archived	Date Created
SEO MISTY IGE TEST 1	SEO	SEO MISTY IGE TEST 1	8	N	8/6/2012
SEO MISTY MERGING	SEO	merging test	3	N	8/9/2012

D. **Click Search.**

E. Select the Group you wish to print.

F. Click **Manage Group**.

G. Your list will display as an Item List.

H. To print your list, **click the Print Items Helper**. The Print Preview window will open.

I. **Click the Print button.**

J. The Print Dialog box will open. Select the printer and properties that you want, then **click OK**. Your list will print.