Home work

* Please check any/all PCs that add/edit items to make sure that the Item Cat 4 is filled in as CIRC by default.

In Workflows, on the Barcoding Toolbar

* + Click on Add/Edit Item
		- Search for “This is 245” –it’s a dummy record that I use for testing.
		- Click on Modify
		- Click on Add Item
		- Verify that the Item Cat 4 is set to CIRC
	+ Click on Add Title
		- Click on the Call Number Tab
		- Check that the Item Cat 4 is set to CIRC
* Email Melissa if the fields are empty.