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.