Setting Properties

If a library is adding multiple titles of the same kind (ex. multiple DVDs) at once, they can adjust the Properties of the Add Title wizard to fill in some item fields automatically.

To set Properties, on the left-hand bar go to the **Add Title wizard** (when adding a short record) or **Add/Edit Item wizard** (when barcoding a copy) and right click; from the dropdown, select *Properties*.

On the Set Properties window, fill in each dropdown with the value to be added to a newly created item by default. Fields that default values can bet set for include:
- Item Type
- Home Location
- Item Category 1
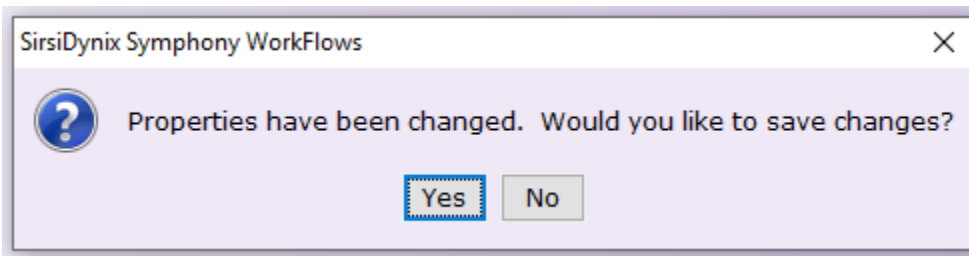- Item Category 2
- Item Category 3
- Item Category 4

For example, when barcoding a stack of DVDs, the Properties of Add/Edit Item can be set to:
- Type: DVD
- Home Location: NEW-DVD
- Item Category 1: DVD
- Item Category 2: ADULT
- Item Category 3: FICTION
- Item Category 4: CIRC

Then, when "Add Item" in Add/Edit Item is clicked, the values for the new item will be the defaults set, allowing the library to enter only the Call Number, Price, and Item ID for the item, saving time.

When the fields have been set as appropriate, click **OK** in the Property Window. These settings will stay until Workflows is closed.

IMPORTANT: When Workflows is closed, it prompts to Save Properties:

**ALWAYS CLICK NO.**

Saving properties will cause items being barcoded later to have the wrong Type, Location, and Item Categories. It also causes issues later if the system needs to make a global change to a library's properties.

Contact Melissa Klein (klein@winnefox.org) or Karla Smith (smith@winnefox.org) if you accidentally save properties.