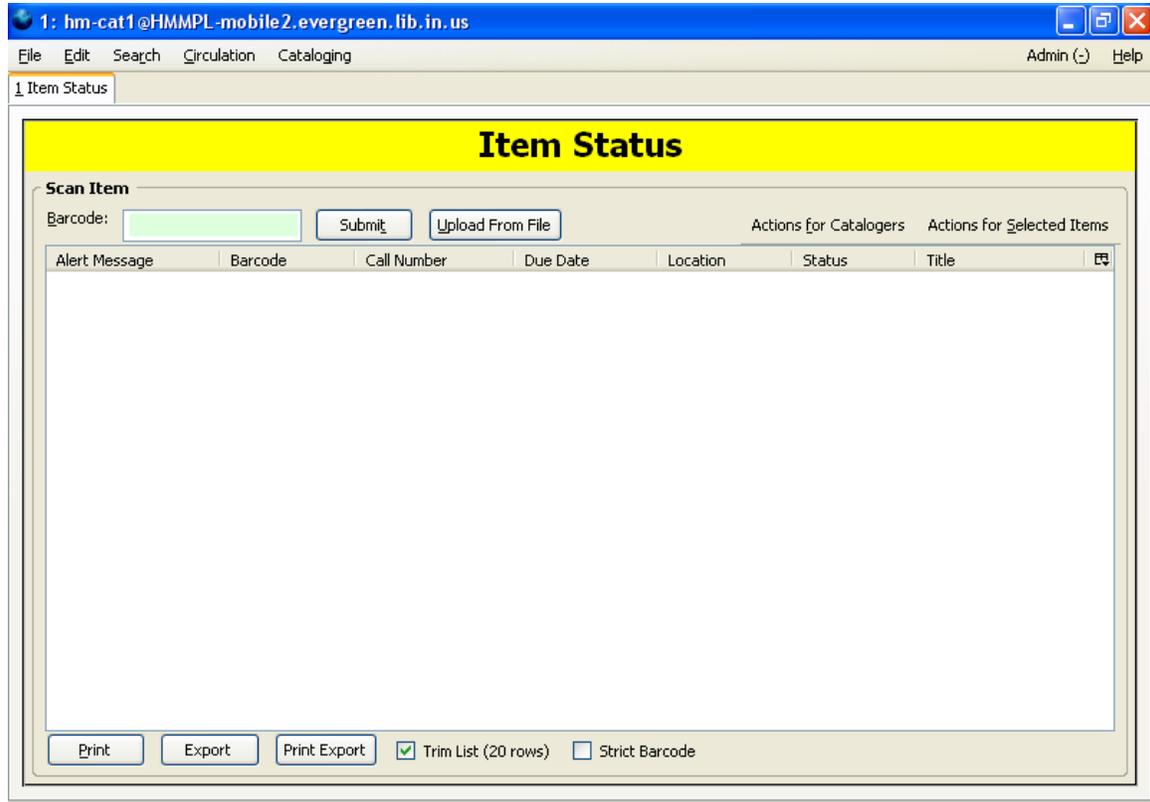


Chapter 15 -- The Item Status Screen

The Item Status screen can be accessed several different ways. The simplest is to press the **F5** key. It can be accessed from the **Search (Alt + R)** menu by selecting **for Copies by barcode (Alt + B)**, from the **Circulation (Alt + C)** menu by selecting **Show Item Status by Barcode (Alt + B)**, and from the **Cataloging (Alt + G)** menu by selecting **Display Item (Alt + B)**.

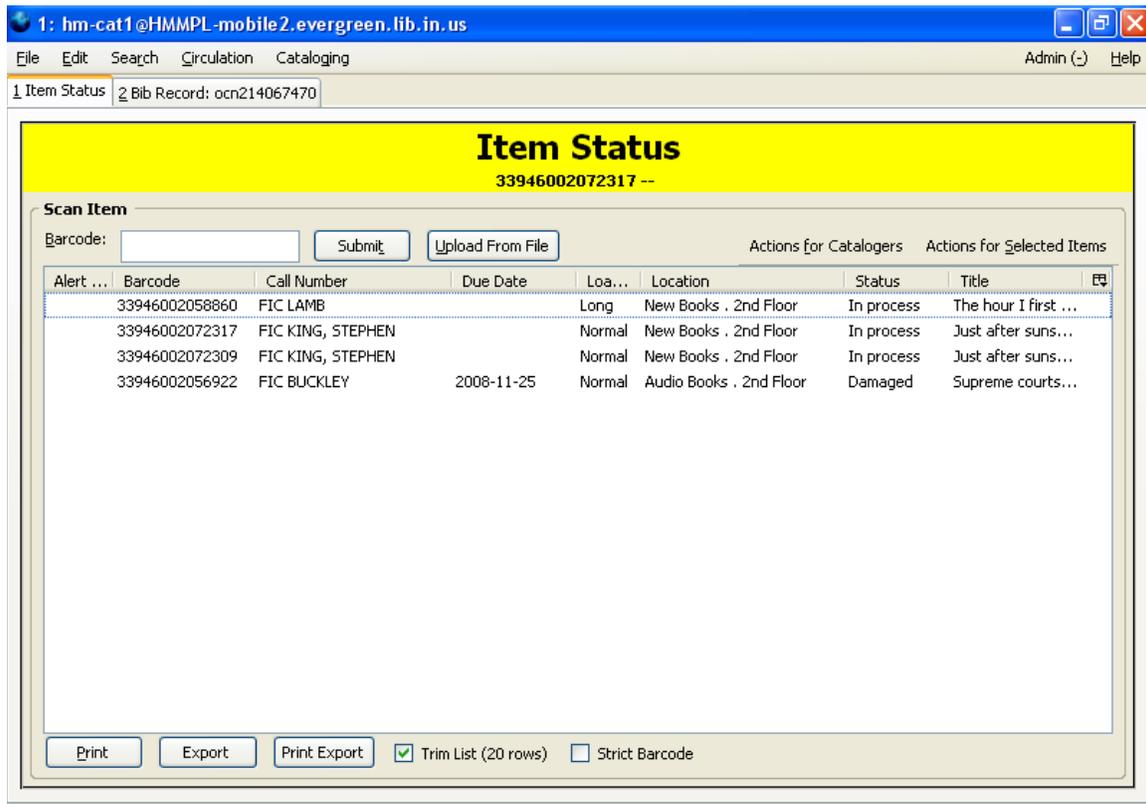


The Item Status screen is very useful for checking your work, and can also be used to make changes to multiple items at once.

Checking Your Work Using the Item Status Screen

To check your work, simply scan, enter or paste the barcodes of the items you wish to check into the barcode field. If you paste or enter the barcodes, you will need to hit **Enter** or click **Submit (Alt + T)** between each barcode.

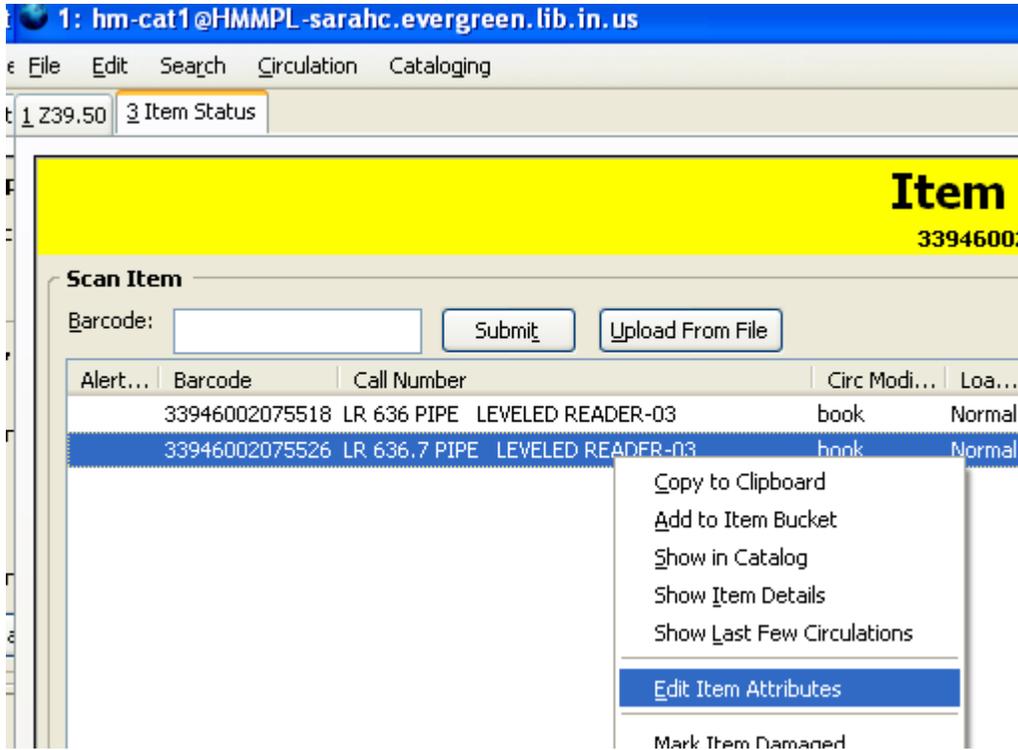
Item information will display on the screen. You can use the column picker to select the information you wish to display, including all fields that you want to check, such as the Price, Item location, Circulation Modifier, Circulation, Loan Duration, etc. See **Chapter 4 - Using the Column Picker**, if needed.



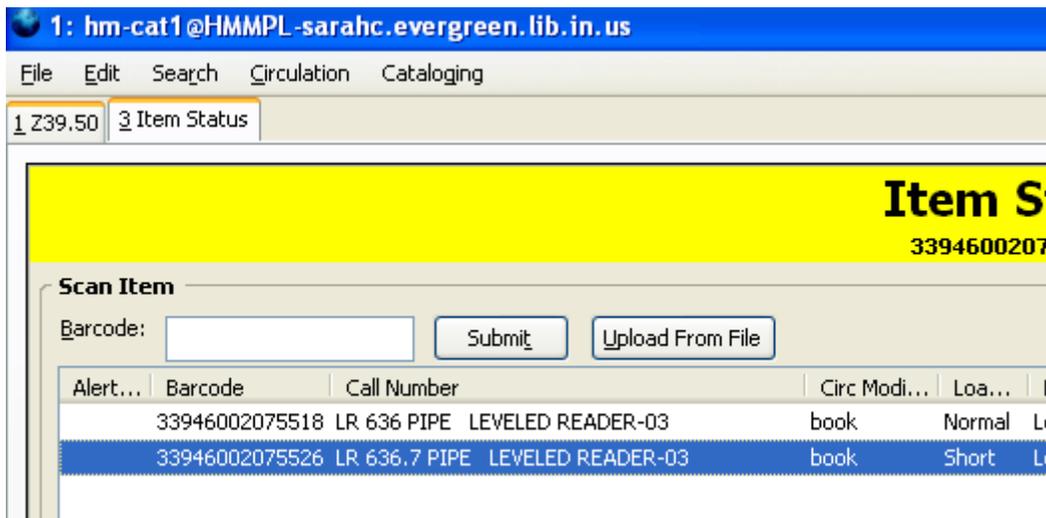
From this screen, it is possible to change call numbers and edit item attributes, so if you notice an error in your work, it is very easy to correct it.

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Highlight the line of the item you wish to change, then you can select **Edit Item Attributes** from the **Actions for Catalogers (Alt + F)** menu, the **Actions for Selected Items (Alt + S)** menu, or from the drop down list when you right click on the line of the item you wish to change, as seen below.



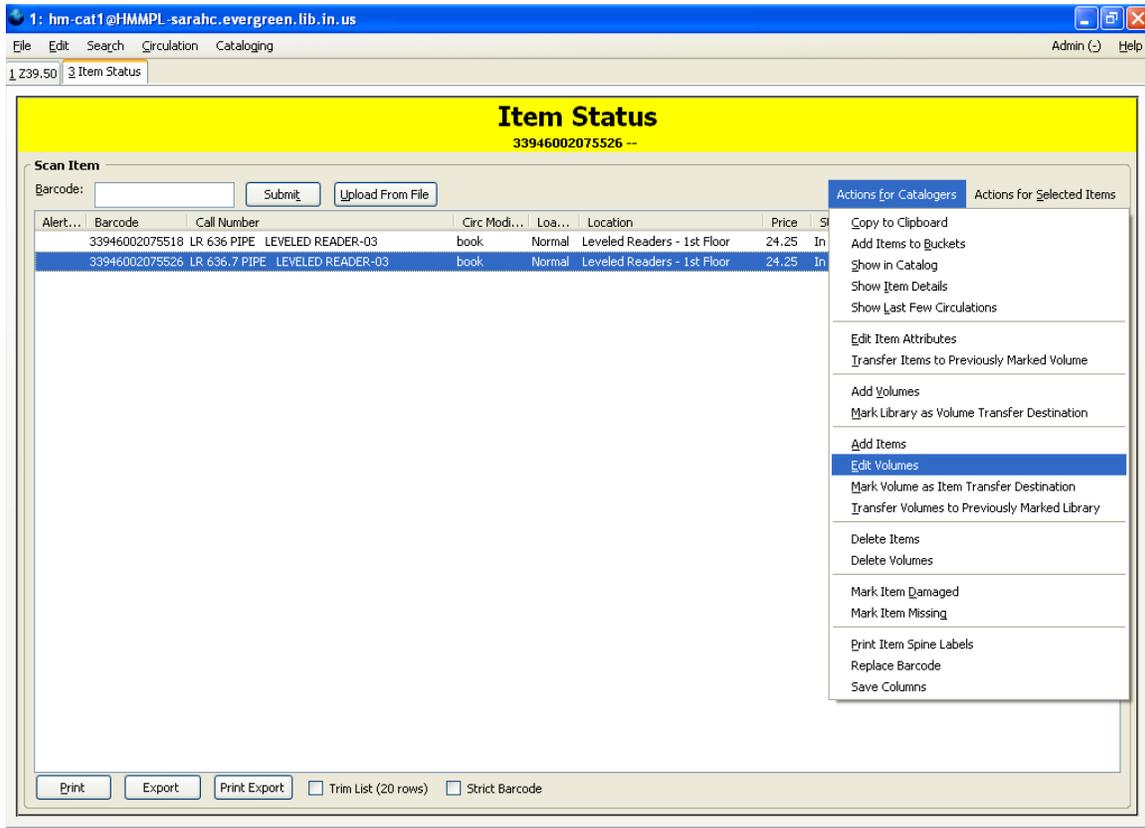
The Copy Editor will open. See *Using the Copy Editor to Make Changes* on page 7.1 if further information on editing item attributes is needed. When you've made changes with the Copy Editor, your changes will be reflected, on the Item Status screen. Note the change in loan duration below:



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To change the call number highlight the line of the item you wish to change, then select **Edit Volumes** under **Actions for Catalogers (Alt + F)**.

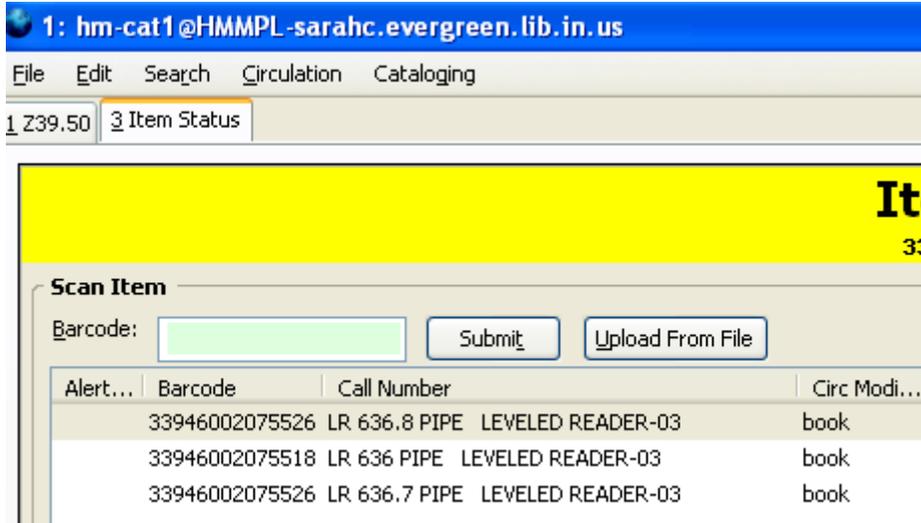


The Volume Editor will open. See **Chapter 8 -- Changing Call Numbers** if further information on changing call numbers is needed.

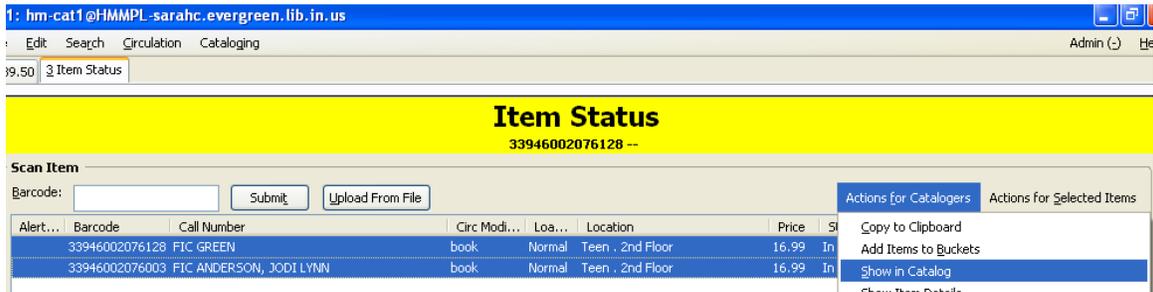
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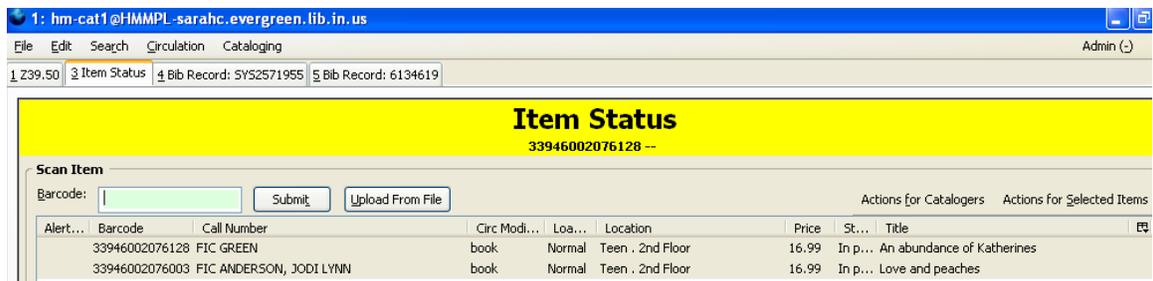
When you make call number changes, they are not reflected on the Item Status screen. You will have to scan or enter the barcode again to view your changes, as seen below. The barcode for the first and last item is the same, but the call number is different.



Another useful feature for checking your work in the Item Status screen, is the **Show in Catalog (Alt + S)** function. This function is useful if you wish to view the MARC record or view holds. It can be accessed from the **Actions for Catalogers (Alt + F)** menu, as show below, the **Actions for Selected Items (Alt + S)** menu, or by right-clicking on an item line.



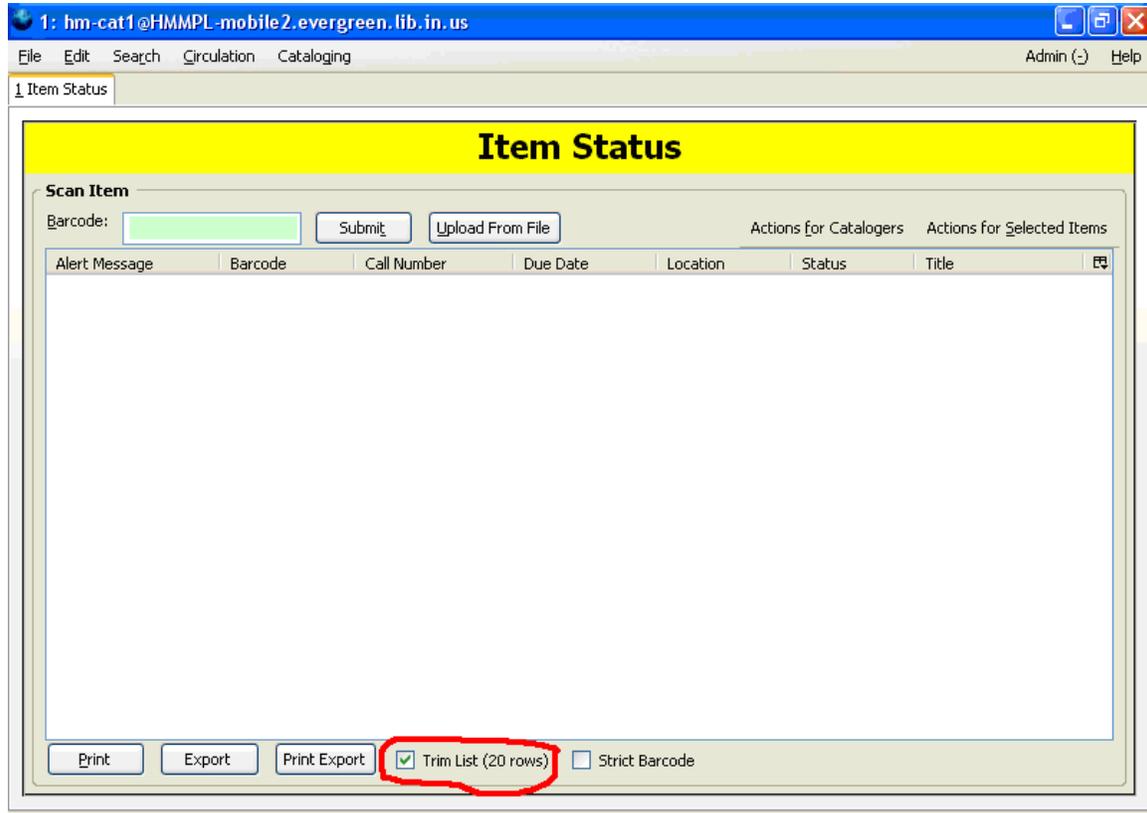
The record will open up in a new tab in your default view. If you select multiple items, a new tab will open for each record. Note the new tabs below:



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To clear the items displayed in the Item Status display, simply hit the **F5** key, or re-access the **Item Status** screen through any of the other options listed on page 16.1. Unfortunately, you cannot clear individual items from the screen.



Note the check box at the bottom of the screen labeled **“Trim List (20 rows)”**. If there is a green check mark in the box, your list will be limited to 20 items. The items at the bottom of the list will disappear as you add more items.

Using the Item Status Screen to Make Changes to Multiple Items

The Item Status screen is also very useful for making changes to multiple items at once. You can make changes with the Copy Editor, or change call numbers.

To change call numbers for multiple items, scan, enter or paste your barcodes in the barcode box. When your items are displayed on the screen, highlight all the items you wish to edit. Only the highlighted items will be affected.

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Item Status
33946001086334 -- Item is circulating.

Scan Item
Barcode:

Alert Message	Barcode	Call Number	Due Date	Loa...	Location
	33946001086334	FIC ROWLING	2008-11-25	Normal	Audio Visual -
	33946001086367	FIC ROWLING		Normal	Audio Visual -
	33946001086359	FIC ROWLING		Normal	Audio Visual -
	33946001086060	FIC ROWLING	2008-11-29	Normal	Fiction - 1st F
	33946001086086	FIC ROWLING	2008-11-17	Normal	Fiction - 1st F

Actions for Catalogers Actions for Selected Items

- Copy to Clipboard
- Add Items to Buckets
- Show in Catalog
- Show Item Details
- Show Last Few Circulations
- Edit Item Attributes
- Transfer Items to Previously Marked Volume
- Add Volumes
- Mark Library as Volume Transfer Destination
- Add Items
- Edit Volumes**
- Mark Volume as Item Transfer Destination
- Transfer Volumes to Previously Marked Library
- Delete Items
- Delete Volumes
- Mark Item Damaged
- Mark Item Missing

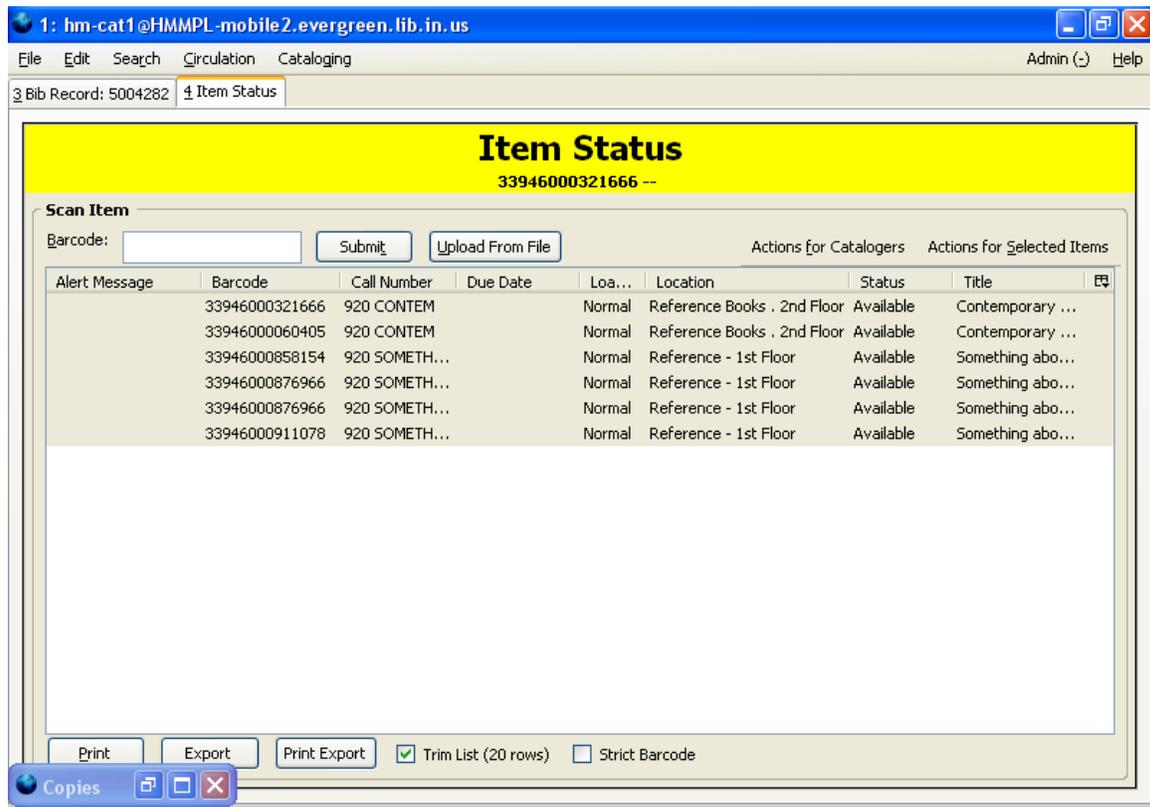
Print Export Print Export Trim List (20 rows) Strict Barcode

Under **Actions for Catalogers (Alt + F)** select **Edit Volumes**. When changing multiple call numbers, the Volume Editor will open up and allow you to change the call number. If you have items from different records, each one will appear in succession, so using the Item Status screen to change multiple call numbers is not a big time saver. After you edit one, the next will appear for you to edit. If you have multiple volumes from one record, they will all display in the Volume Editor at once. When you change call numbers from the item status screen, the changes will not display on the screen. You must scan the item again to view your changes from this screen.

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Editing item attributes with the Copy Editor from the Item Status screen is very useful, and a big time saver.

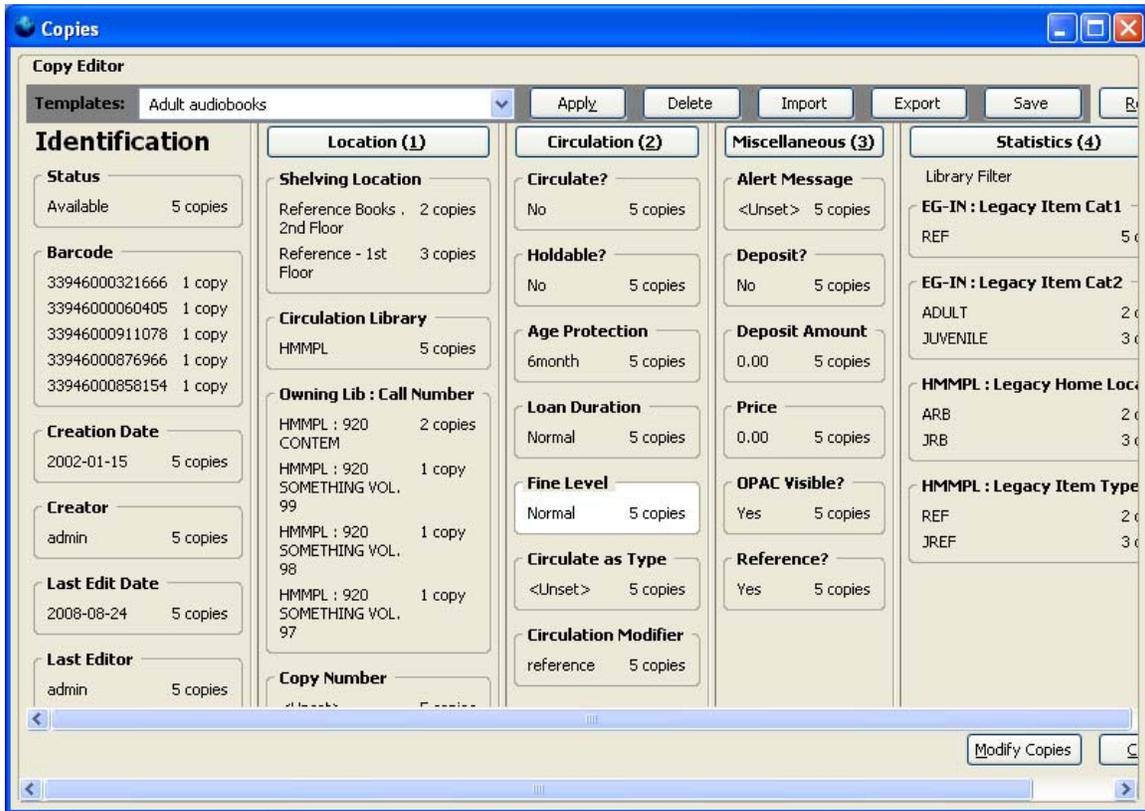


You can select multiple items displayed on the screen, and access to the Copy Editor as explained on page 16.3 in ***Checking Your Work with the Item Status Screen.***

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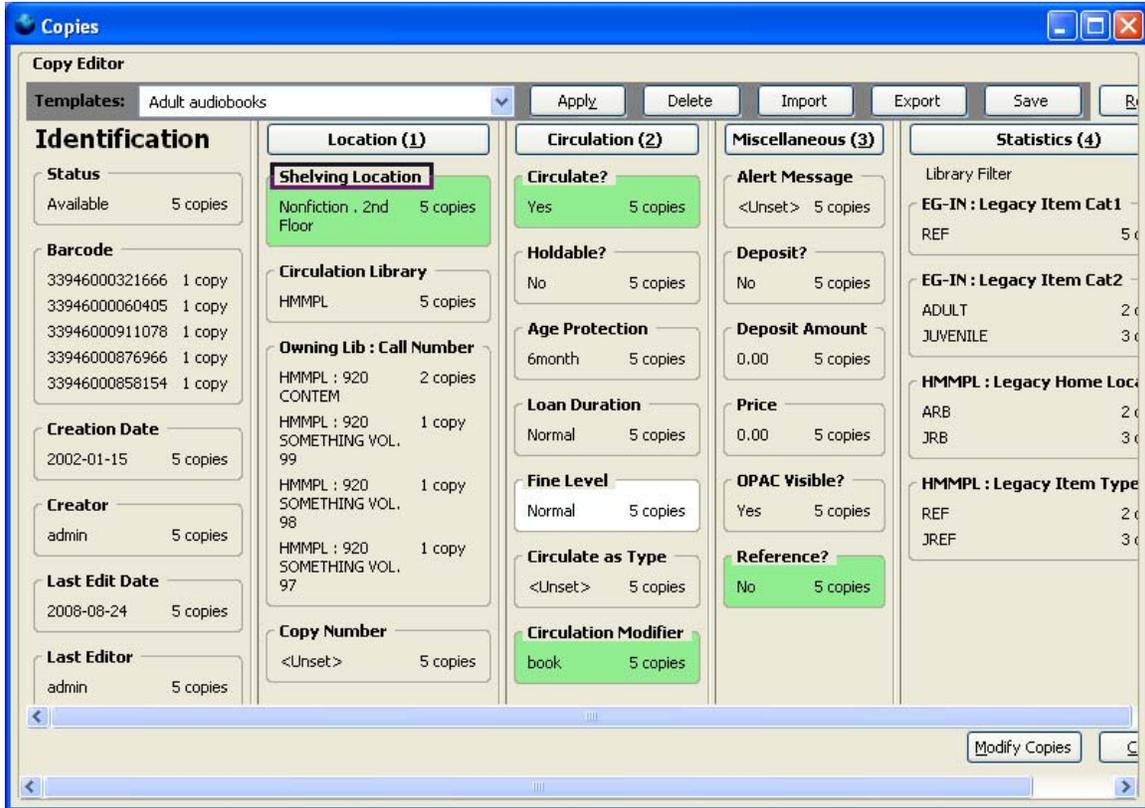
Chapter 15 – The Item Status Screen

The Copy Editor will display the information for all the items you have selected:



You can then make any changes you desire, such as changing items from reference to circulating.

Note that you can only make changes that you wish to apply to all of the items you selected. For instance, if you wish to have different shelving locations, you will need to make those changes separately.



After you make your changes, click **Modify Copies (Alt +M)**, as usual, and the dialog box will open, telling you your changes have been made.



Click **OK**, or press **Enter**.

The Item Status screen will now display the items twice. The items will display as they were originally scanned, and with your changes.