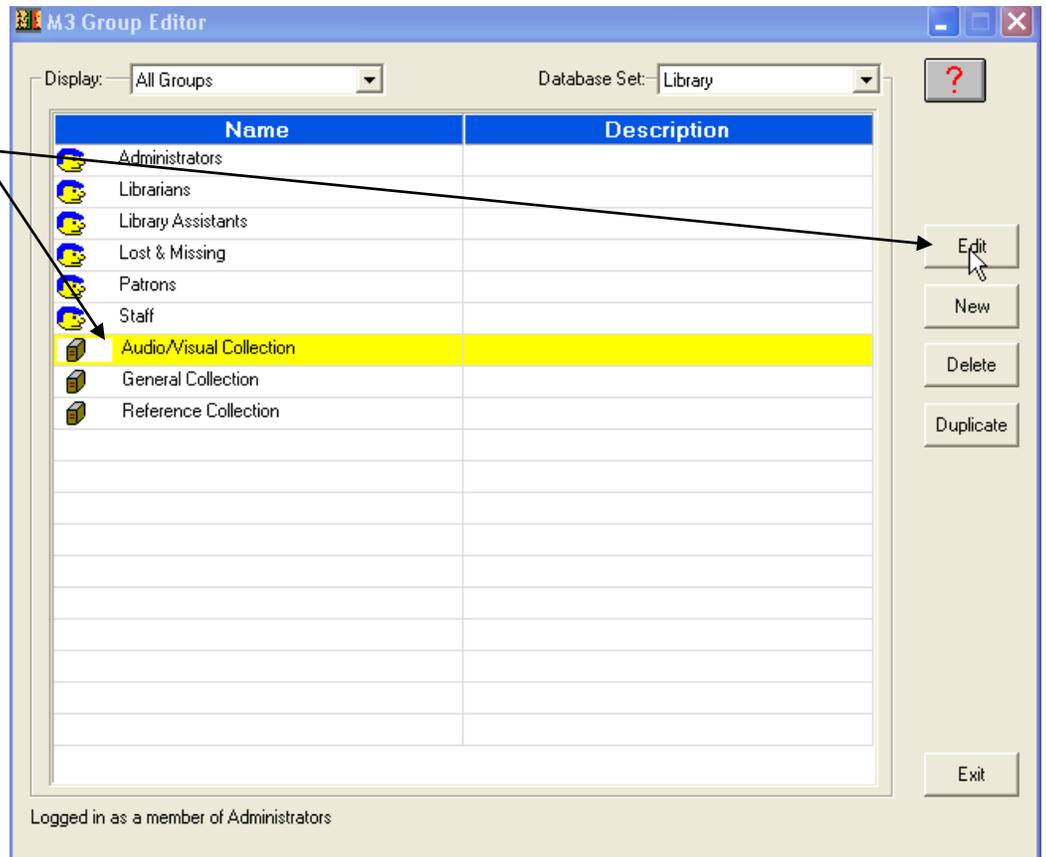
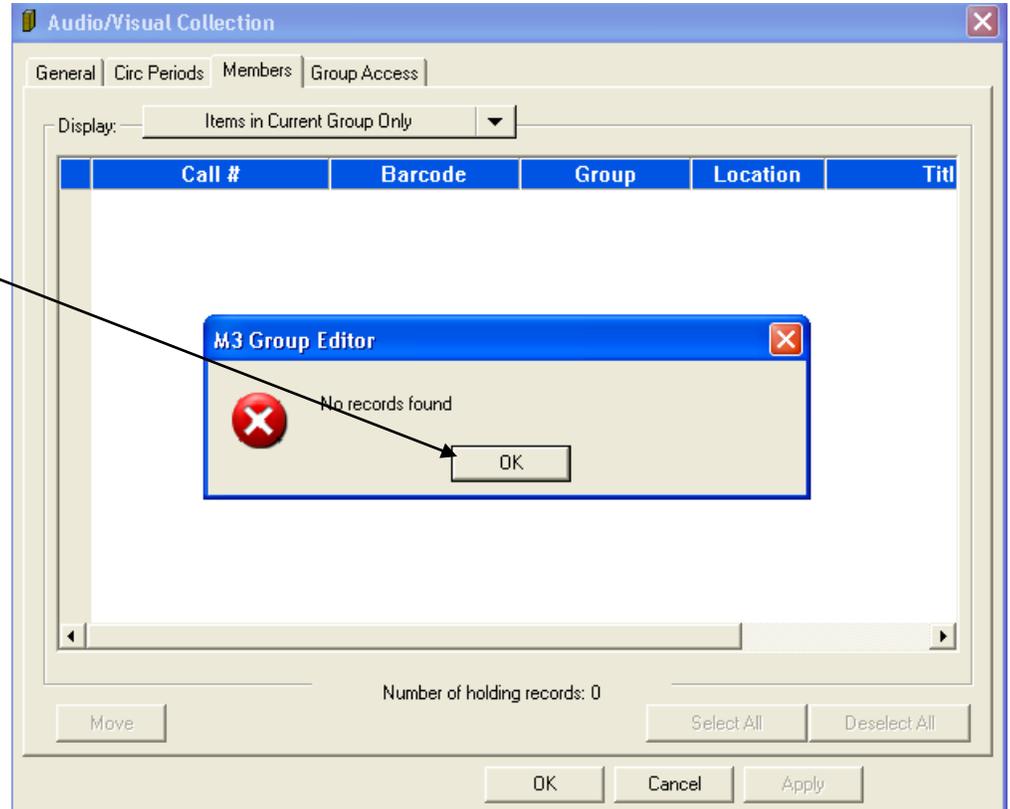


MOVING ITEMS IN GROUP EDITOR

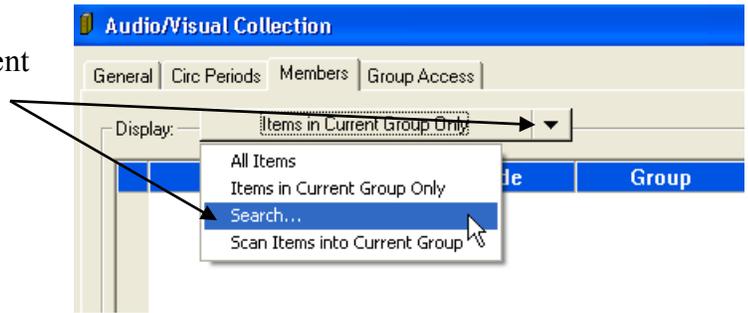
1. Highlight the Group to which you wish to add items and click “Edit” (or double click the group).



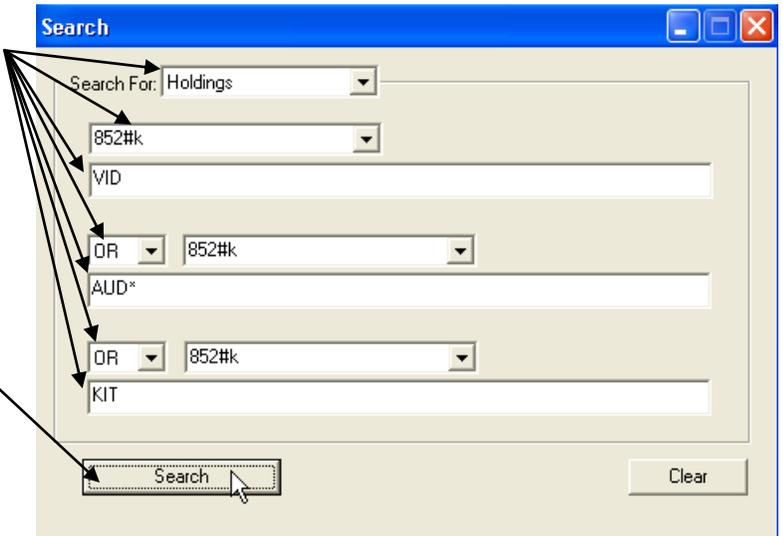
2. If there are items already in the group, it will list them. If not, you will see a “No records found” notification. Click OK and the box will disappear.



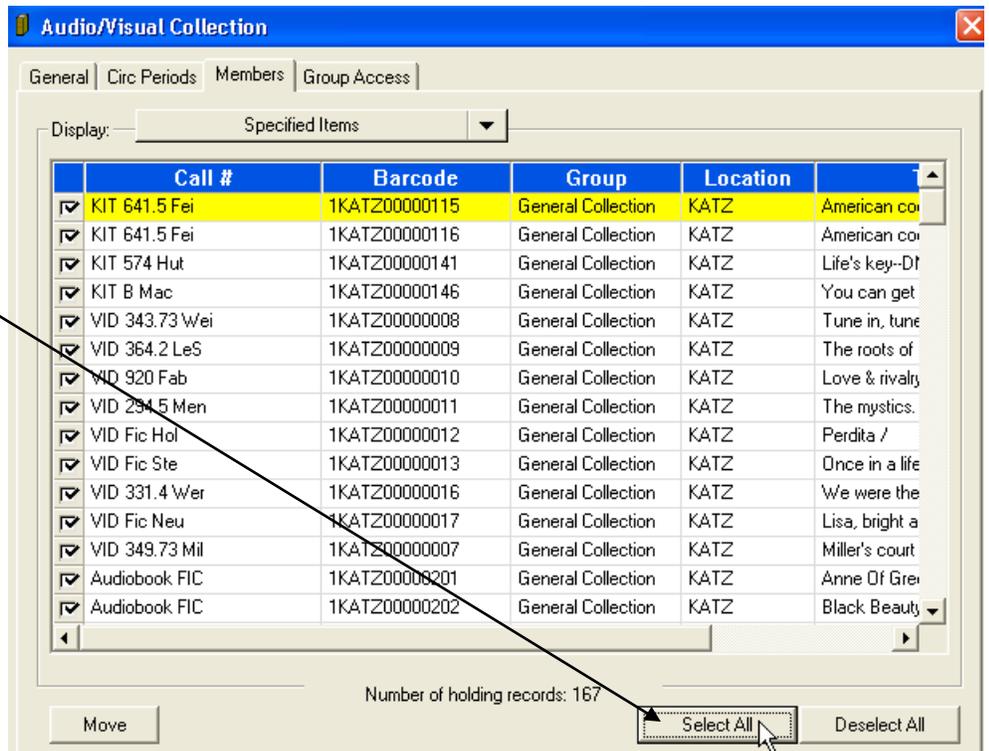
3. Click the drop-down arrow next to “Items in Current Group Only” and choose “Search...” from the list.



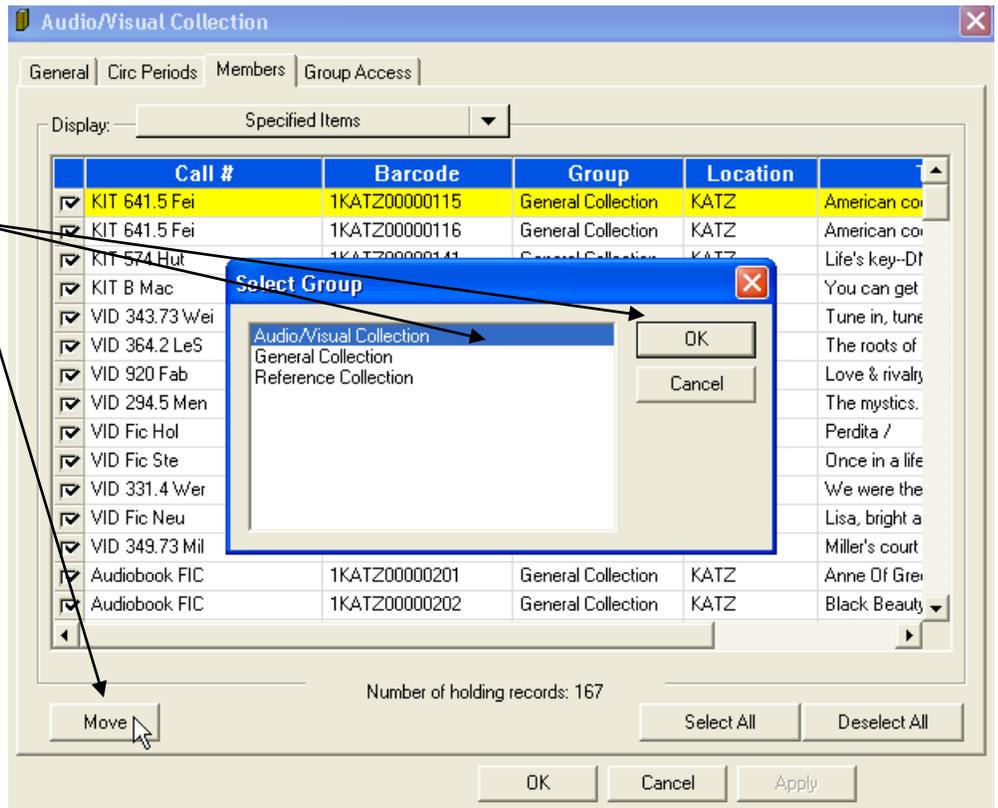
4. A box will pop up that is just like the one you see in Cataloging when you are doing a search, and it operates the same way. Enter your search criteria to find the items you wish to put into this group. (Note: the actual search terms for this step will vary from catalog to catalog depending on how you have your items classified in your catalog.) Click “Search” to execute the query.



5. When your list appears, click “Select All” to select the records.



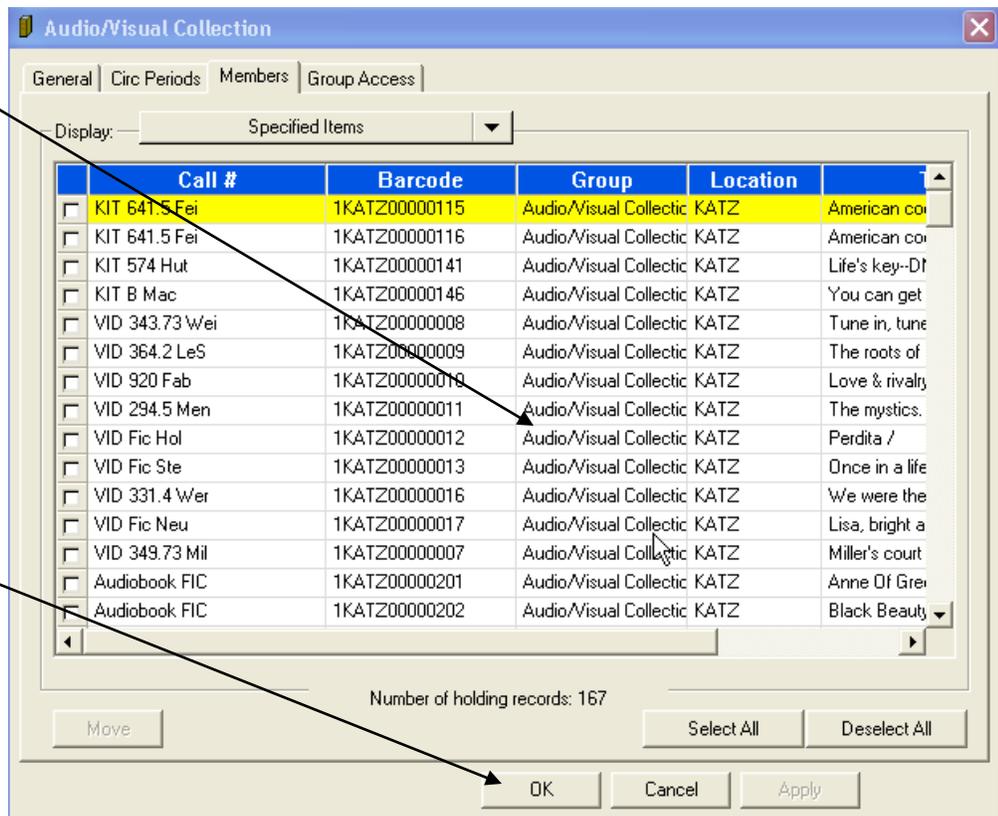
6. Click the “Move” button and highlight the group to which you want to move your items. Click OK.



7. A box will come up to show you the progress of the move.



8. Once your items have been moved, you will see their new group name listed next to them.



9. Click OK to finish. This will return you to the main Group Editor page, where you may make changes to other groups, create new groups, or delete groups. If you are finished, click “Exit.”