MOVING ITEMS IN GROUP EDITOR

E	M3 Group Editor		
1. Highlight the Group to which you wish to add items and click "Edit" (or double click the group).	Display: All Groups Name Administrators S Librarians Library Assistants Lost & Missing Patrons Staff Audio/Visual Collection General Collection Reference Collection	Database Set: Library	Pelete
	Logged in as a member of Administrators		Exit
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.	Audio/Visual Collection General Circ Periods Members Group Access Display: Items in Current Group Only Call # Barcode M3 Group Editor Number of Move	Croup Location Group Cocation K OK Select All Desc OK Cancel Apply	Titl

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

	Audio/Vis	ual Collection			
nt	General Circ	Periods Members Group Access			
$\overline{}$	Display:	Items in Current Group Only	→ -		
		All Items			
		Items in Current Group Only	le	Group	
		🔺 Search 📐			
		Scan Items into Current Group V			

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.

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to ote:	Search For: Holdings
0	AUD*
	Clear Clear

Disp	lay: —Specifi	ied Items 🛛 👻			
	Call #	Barcode	Group	Location	-
	KIT 641.5 Fei	1KATZ00000115	General Collection	KATZ	American co
	KIT 641.5 Fei	1KATZ00000116	General Collection	KATZ	American co
	KIT 574 Hut	1KATZ00000141	General Collection	KATZ	Life's keyD
	KIT B Mac	1KATZ00000146	General Collection	KATZ	You can get
	VID 343.73 Wei	1KATZ0000008	General Collection	KATZ	Tune in, tune
R	VID 364.2 LeS	1KATZ0000009	General Collection	KATZ	The roots of
	ND 920 Fab	1KATZ00000010	General Collection	KATZ	Love & rivalr
	VID 294 5 Men	1KATZ00000011	General Collection	KATZ	The mystics.
	VID Fic Hol	1KATZ00000012	General Collection	KATZ	Perdita /
	VID Fic Ste	1KATZ00000013	General Collection	KATZ	Once in a life
	VID 331.4 Wer	1KATZ00000016	General Collection	KATZ	We were the
	VID Fic Neu	KATZ00000017	General Collection	KATZ	Lisa, bright a
	VID 349.73 Mil	1KA120000007	General Collection	KATZ	Miller's court
	Audiobook FIC	1KATZ00008201	General Collection	KATZ	Anne Of Gre
	Audiobook FIC	1KATZ00000202	General Collection	KATZ	Black Beaut
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5. When your list appears, click "Select All" to select the records.

